

Personnel Committee Meeting Minutes of June 15, 2021

- I. CALL TO ORDER at **2:03 PM**
 - II. ROLL CALL
Present: Kabir Dhillon, Zaira Perez, Mirna Maamou, Jose Simon Carmona, Kristopher Disharoon, Martin Castillo.

Absent: Erik Pinlac, Anjelica De Leon.
 - III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of June 15, 2021 by **M. Maamou**, second by **J. Carmona**, motion **CARRIED.**
 - IV. ACTION ITEM - **Approval of the Minutes of June 1, 2021**
Motion to approve the minutes of June 1, 2021 by **M. Maamou**, second by **J. Carmona**, motion **CARRIED.**
 - V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay**
No public comment.
 - VI. UNFINISHED ITEMS:
No unfinished items.
- 2:05**
- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM - **Chair Appointment Updates**
The Personnel Committee will discuss updates regarding appointing an ASI Chair.
K. Dhillon states at the moment there are not any applications for the ASI Chair position. We will keep this position open until we find a suitable candidate and have on rolling interviews. Our goal is to have someone appointed by the end of July. E. Pinlac also mentioned to reach out to the political science club in order for someone to take interest in

the position. As far as social media, I will speak to Z. Perez on creating additional post. **J. Carmona** states I am in the same process as K. Dhillon when trying to look for a director of sustainability. **K. Dhillon** states if anyone knows of anyone who might be a good chair candidate advise them to apply.

3:52

B. DISCUSSION ITEM - Director of Sustainability Affairs Appointment Updates

The Personnel Committee will discuss updates regarding appointing an ASI Director of Sustainability Affairs.

K. Dhillon states luckily, we were able to receive two applicants. These applicants will be interviewed next week due to A. De Leon being unavailable. The goal will be to appoint a director by the end of July. Due to having a full board, we will be having a board meeting soon in order to appoint these candidates. While, also creating a schedule for when we schedule board meetings. Regarding the interviews, I will download the applications into a folder in order for everyone to review. I will also include the template for interview questions. Once we are conducting the interview, we will ask the questions and each one of us will take notes on the responses. Then, during the following personnel meeting we will then discuss about the applicants. After this meeting, we will recommend them to the board of directors. Does anyone have any questions? **J. Carmona** ask when will we have the interview questions? **K. Dhillon** states at the end of this meeting you will receive the questions.

5:40

C. DISCUSSION ITEM: ASI Employee Handbook Policy Updates

The Personnel Committee will discuss updates to the ASI Employee Handbook by adding new policies.

1. Flexible Work Schedule Policy
2. Remote Work Conduct Policy
3. Telecommuting Policy and Procedure

K. Disharoon states I am part of the HR committee for AOA. There was some discussion about creating these types of policies for the auxiliary. Each auxiliary was handling their own involvement around these policies. We want certain practices to align with other auxiliaries. However, it is also due to the on going pandemic and what other companies have created for their workers. Some of these practices might have already been in motion but never officially written down. For example, the term flex time has been used in ASI for Michael Ryan positions when he stays later. I know compressed work schedules are already



created throughout the CSU. I know Concord has already done a four to ten schedule, in which they do year-round. Another reason we want to include these policies is to accommodate the employees who are going through medical or family issues. In which, we want to be more flexible with our workers. The policies are very detailed. Just yesterday, I read an article about the mass resignations that are going to occur throughout the United States. Due to jobs not being flexible with their workers. Which is why I wanted to present these policies to the personnel committee. **K. Dhillon** states thank you for working on these policies especially since it is very detailed. **J. Carmona** states I have not looked at the policies and will advise you when I do. **K. Dhillon** states once these documents are ready it will then be sent to the board of directors for approval.

11:20

D. DISCUSSION ITEM: ASI Executive Director Performance Review Process

The Personnel Committee will discuss the Executive Director Performance Review Process and Policy

K. Dhillon states historically the executive director is reviewed by the personnel committee each summer. We will discuss how they process will look like and will occur around July under closed session. **M. Castillo** states in the past we have collected surveys from the board of directors during the month of December. In which, we would normally use that feedback to discuss with E. Pinlac items that he can improve on. In the last month, we conduct another survey monkey in which we would use to provide a final feedback. Finally, the personnel committee will review that feedback in July. I am not sure if K. Dhillon predecessor sent out anything to the outgoing board in May. On the state side, I would receive a list of names on who they want feedback from. I already have ten names that I received from E. Pinlac; however, I am waiting on a couple of more names. I know at the moment, K. Disharoon is working on some forms he received from the University in order to make adjustments. **K. Disharoon** states I have used some of the performance reviews in order to increase our salaries. The evaluations forms have already been out for signature on adobe. Until this past year, ASI was not utilizing the HR component of Paychex. Therefore, I have gotten into contact with HRS system in order to start looking for a new vendor. Over the past several months we have had meetings with these candidates. In which, we will be looking into a new payroll vendor. I want to include everyone in this conversation. We also discussed to payroll about those who are not in the system and taking out the simple in and out. This will allow those like Kabir to be able to log in their office hours. Thus, by allowing these two to merge together, Sneh will be able to complete the onboarding. This was part of the discussion between the four vendors that we are looking into. We would like to move in this direction



in order to not be charged double by Paychex than by other vendors. I also believe these other vendor systems are more user friendly and have better customer service. Ultimately, we will be using the performance review system in the HRIS vendor that we are going to go with. **M. Castillo** states these forms will not be ready by July. Therefore, I suggest that you pull out information from the ten people that we are going to survey. Along with the personnel committee creating a list of goals that you would like E. Pinlac to accomplish this year. That way we can use five to seven goals for the meantime. Once December comes around, we will then discuss how E. Pinlac has been doing in the goals that this committee set. These goals can be broad like stronger communication or specific like seeing an email summary each week. **K. Dhillon** states I really like that idea. I know in the past template it was a list of weaknesses and strength. However, I do not recall it ever being specific as you mentioned. I believe this will help E. Pinlac. **K. Disharoon** states each month during your meetings you can have it as an agenda item in order to see where he is at throughout those specific goals. That way you are doing it throughout the year.

19:59

E. DISCUSSION ITEM: **First Year Mentorship Program**

The Personnel Committee will discuss the First Year Mentorship Program and policy.

K. Dhillon states for the past five years we have had the first-year mentorship program. The purpose of this program is to develop a pipeline in order to get freshman or transfer students to be part of ASI. Due to the GPA requirement stopping many students from joining their first semester at CSUEB. This program allows students to see the different positions held within ASI. Each year we try to improve the program, however, I do not believe we have found what has worked yet. **K. Disharoon** states I received data from Dan Martin. Who is a professor of management of the college of CBE who has online leadership programs that people can take in order to measure their skills. In which, we conducted one with him regarding the idea of mentorship, leading to be conclusive due to people not filling out the questions correctly. I still have to meet with him regarding the turnout of this. I think at times we were a little too general with the questions as opposed to his other programs. I am not sure about this program that we participated in. I would not do this again. However, I do believe that we should have a student government coordinator in order to provide structure and guidance. For instance, at the moment we have Kabir who is very interested in the mentorship program, however, his successor might not be as involved with this idea. **K. Dhillon** states I agree with K. Disharoon. This will allow stability within the program in order for it to succeed. **J Carmona** states I am not sure of what are the duties and assignments for the first-year program. Would you be able to give me a brief summary? **K.**



Dhillon states we chose five to seven students each year to be paired up with someone from a committee. Each week they will shadow that person in order to explain what the position entails and how to run the position. Each year it entails different focuses. Also, these mentors are supposed to explain how ASI runs and provides support to them. **J. Carmona** states I agree that there needs someone who needs to be experience. From my experience sometimes these first-year mentees go for board positions. However, at times they do not social connection and is mostly seen as someone who is first joining any organization or position. I am only stating what someone else has experienced with this program. In which, they have developed more professionally within another organization than with ASI. While I understand the purpose, I feel that it takes away from committees. Correct me if I am wrong. **K. Dhillon** states we have never really thought about committees due to thinking that they would want to apply for senate or board positions. **J. Carmona** states can we add that these mentees be part of committees in order to get a deeper understanding of how ASI works. **K. Dhillon** states I know during my first year along with other mentees we all sat in committees. However, we have told committee chairs to reserve a spot or two for first year mentees, but committees are first come first serve. **K. Disharoon** states during the time Cesar was here, we discussed which area he would like to be part of. To which his response was beginning with committees in order to see what ASI consist of. **M. Castillo** states we only had the program for five years. In which, we have not applied all the ideas that were stated during the first year. During our first year it has been the most successful year we have had for the program. I think we have to look into where we are recruiting these students in which we would during orientation week. However, this pandemic has made things challenging due to having limited in person information session. Due cut yourselves some slack due to being in a pandemic for a year and a half. We have not been able to do as much as what we would normally do. I also agree with J. Carmona in allowing these students to be involved in committee in order to see the background work of ASI. **K. Dhillon** states **K. Disharoon**, **E. Pinlac**, **A. De Leon** and I will be meeting outside of this meeting in order to discuss the program in further detail.

33:46

- F. DISCUSSION ITEM: **Internal Communication and Protocol on Emails and Memos**
The Personnel Committee will discuss internal communication and the Protocol on Emails and Memos.
K. Dhillon states this item came about when we were trying to put together the summer trainings. One of the items we wanted to inform the board is how to use emails. We realized the document that we had on file is not up to date with the protocol. Zaira and I will work



on this document in order to share more into details about this item. We also want to write in a section for SLACK and memos. We want to make a distinction between the two. For example, for emails it would be used for agendas due to not being allowed to be sent through SLACK. SLACK will be used like GroupMe in order to answer any questions or to post any ideas.

35:33

VIII. SPECIAL REPORTS:

No special reports.

35:45

IX. ROUND TABLE REMARKS

K. Disharoon states when we talked about the student coordinator, I want to also bring up doing a job analysis for all ASI positions. I am working with an organization called the employers group, in which ASI has used before. Along with positions that came out of the strategic plan as to what we would like to see more of. Once the job analysis portion is completed, we will be doing a compensation portion from the HR committee. In order to see how much align we are with other organizations within the Bay Area. We are not in a union, in which there is certain categories that we do not fit into. We are taking this additional step in order to ensure that everyone is doing what their job entails.

K. Dhillon states our executive retreat will be on Monday and we are just finalizing a few details.

X. ADJOURNMENT at **2:41 PM**

Minutes reviewed by
Vice President/Chief of Staff & Chair
Name: Kabir Dhillon


-- ASIExecVP (Jul 7, 2021 17:58 PDT)

Minutes approved on:
July 6, 2021
Date:

