

Personnel Committee Meeting Minutes of July 20, 2021

- I. CALL TO ORDER at **12:01 PM**
- II. [ROLL CALL](#)
Present: Kabir Dhillon, Anjelica De Leon, Jose Simon Carmona, Zaira Perez, Martin Castillo, Erik Pinlac
Absent: Mirna Maamou, Kristopher Disharoon
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of July 20, 2021, by **A. De Leon**, second by **J. Carmona**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of July 13, 2021**
Motion to approve the agenda of July 13, 2021, by **A. De Leon**, 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.
- 1:49**
- VII. NEW BUSINESS ITEMS:
- A. DISCUSSION ITEM - [Retreat Accommodations Request](#)
The Personnel Committee will discuss Senator of CEAS Justin Wither’s accommodation request for the Fall ASI Board Retreat.
K. Dhillon states Justin did let me know that for Friday he's unable to attend, because he applied for a job that happens to be that week, and it also helps them with his major and career on what he wants to do after East Bay, so we want people to attend Friday. As for Saturday, he'll be attending a funeral so he's requesting to be present of retrieved via Zoom for Saturday and Sunday. The drop to the memo so far, the conditions of it is that he's going to review the slides from Friday on his



own time and if he has any questions, he can let AJ, or I know. You can also follow Simon, I included AJ and I since we will be presenting the entire thing and similar to Simon's memo is that he's going to be creating a bonding/social event for the board on his own time and that's going to be completed by September 1st and if any of these conditions aren't met, this will come back to personnel and personnel will discuss in. **K. Dhillon** asks if there is any discussion.

A. De Leon states I know Justin had communicated that to Kabir and I, and I think it's a fair recommendation and request because of his circumstances, I know that there's a lot going on with his like family and like personal life.

E. Pinlac states that it is that time of the year in August is going to be busy it might be worthwhile if Simon and Justin if they can work together. Maybe just do like one event, instead of having multiple because then it makes the whole board must go to different events when if they can coordinate one event and have two people working on, I think that they can do that.

K. Dhillon states I think that's a good idea, or just because, like one, I can just only imagine like everyone's schedules are all over the place when it comes to September with school coming up and plus like I'm always a fan of like joining together, just doing the same thing together so that could work out, but outside of this meeting, and then, once the memos approved I'll just have Simon and Justin like connect on that and work on what they want to do. **K. Dhillon** asks if there is any discussion, then adds, if not we'll be bringing this up to the next personal meeting, which is next week and will be voting on this. if there are any questions that need to be answered, I can follow up with Justin about that.

5:00

B. DISCUSSION ITEM - **Executive Director Job Analysis**

The Personnel Committee will discuss and provide input for the Executive Director Job Analysis.

K. Dhillon states that for this item, Kris did go ahead and share the analysis document which we will be adding comments to. Initially, Kris was going to be this item so I'm not entirely familiar with how we're proceeding.

E. Pinlac states I can tell you that all these responses are the ones I did so I did my best to take the essence of the job and put it in here, because if you look under Part Two right here there's six responsibilities, I mean I think there's more than six responsibilities, but I picked like the top six so it's really narrowing those down. You'll see as you go down, I would just go page by page or section by section, and if you feel like there's some things that you can add on that, under that category, if you want to add a category go and add like a comment. To get this moving along originally, I was going to like exit at this point so yes and do it, but since Kris's in here, I want to be able to guide you if, if needed, but if you want me to leave, I can also leave so it's up to you. The first one is one sentence that explains what you do and why the job must be performed, and I put the lead the organization in the direction of the Board directors' things simple, and you know



one sentence, but if there's any feedback comments there for that. the next part it's kind of confusing because you must look at the next section where we put what each responsibility is.

A. De Leon states and asks is that my understanding is that you also work with, like the rest of pro staff and your kind of guiding them as well, is that something that you could include in that sentence?

E. Pinlac answers the reason why I put lead the organization because organization would encompass like everyone else and the organization, because having to do in one sentence was hard that's why I did that but if you want to change the language to maybe reflect it, and then we can.

M. Castillo states I agree with Angelica that the sentence itself is kind of limiting I was just going to say something like I lead the organization, on behalf of the Board of Directors, while simultaneously supervising professional full-time staff, something that's going to just make it a little bit broader, and I'll work something up.

E. Pinlac states part two, is really difficult to narrow down to six responsibilities, and the reason why they pick six is so that it's like the top ones, because you'll notice that four out of the six are essential and I put two out of the six as marginal because I think other people can do it, but historically the executive director is done it because of the size of the organization. First one, of course, is a fiscal management and under that there's budget approval review of audit. I put all that stuff under that category. The next one I put primary advisor to the ASI Board Directors advise the BOD, EXCOM, Personnel Committee, Audit Committee meet individually with the Executive Committee members and other board members as needed worked with the staff to provide training development for student leaders. The next one was supervisory for the staff; you know five full time staff members and meet with them manage your professional development. There could probably be more in there, but at the time that's all I was able to think about. The next one was HR benefits and payroll responsibility and then after that these are the two that were marginal. I thought project management because I work with organization university partners to manage the project for the organization and it's listed a few of them, just so that number one you would know, but then also the consultant we're working with know what I'm referring to and then the last one was risk management. This is important part of the Executive Directors role with approvals, not just a financial approval, but making sure that we do everything appropriately when it comes to risk, so I put that in there and the marginal which I mean can be a change but with our organization being small it's something that the ED is always looking at. The next one was kind of challenging I just asked you like, how much time do you spend on these things it says how early then like monthly and it gets complicated as it goes further, but for responsibilities to how much do you do this, like every day so number one probably do like two hours a day. Number two, about three hours a day; it's just an average it's not always like that, and then responsibility three, which was a



supervisor I put an hour, a lot of times you know it fluctuates and responsibility for by half hour a day. What they asked for degrees, I might have messed up, I think there should be like a should be probably a master's in there, but I only I only put four-year college degree. I have seen job descriptions where they say like four-year degree, and then a preferred like a Masters.

K. Dhillon adds I think for this let's just put preferred. I think it should be required that you do have the master's like if it was the Associate Directors job or another one. There would be flexibility in that, but I think for like the Executive Directors role, because you know you are the captain of the ship per se you do need that master's degree.

E. Pinlac states I asked for like sort of fields of study, and this is not a full list of it, but this is what I thought of when I was thinking about the role. I did put counseling in there, because I do think that, working with student leaders and working with staffs having accounting degree would be helpful. I put that in there if there's anything else that you all can think of you can add that in there, or we could put language in this is like or other related fields or something like that I've seen that on job descriptions in the past. And then years of experience, this was a complicated once I know when I came into the role by years of experience, were calculated as less as and that's because they didn't add in like student assistant and Grad assistantships and experience least five years, five to seven years would be a good medium, but I have seen some of these executive roles at bigger schools where they require 10 to 15 years. There were no like special certificates or licensed you need for the role. I couldn't think of anything unless you want, including well you don't even need a driver's license but driver's license maybe. Additional training, I put no, but if you can think of anything that you think would be important than put that in there too. Under part for knowledge, skills, and abilities, this was kind of this was a challenge for me, I would say this might be an area where you can maybe add some. I think these were not already addressed at the top, so I put ability to interpret legal documents, ability to use like Microsoft suite Google suites and other word processing software, mediate conflict, and then understand CSU auxiliaries and working with the university student development and then understanding 501c3 management, so the organization.

K. Dhillon adds I think we can add we can have per student development, add understanding, students and leadership development just adding like that leadership part.

E. Pinlac states you sort of pick what best applies to your job, and I picked the established my own standard of performance within overall policy budgetary limits, I have direct responsibility for results. We can come back to these as well, I do you want to get through as much as this, as we can, if we get to come back come back the next one, is a selective statement that best describes the nature of your super first supervision of others, and I just put like a primary responsible for conducting performance evaluations and making recommendations for hiring and firing employees. Indicate number of individuals to directly supervise I put four because technically

the special events manager reports to the Associate Director and then the number of individuals who report to supervising I put 12. This is roughly all the students' systems, and the number fluctuates like right now we're kind of low staffed, but it can go up to 20. Contact with others consider the responsibility for meeting dealing with or influencing their people, as required by or to accomplish essential job responsibilities, consider the nature of interactions with contacts including frequency, as well as reason. Outside and inside contacts frequently involving difficult negotiations, which require well developed sense of strategy and timing. I was thinking more so, like along the lines with like MOU stuff. So, it could be this one or the one above it again Those are the two hours really fluctuating between the two, and I started thinking about this one, a product strategy. Problem Solving, just the kinds of problems I encounter I picked the problems of my job are somewhat very but often routine it's I think sometimes it's a lot of the same kind of problems happen, because every year, you know the board changes, so the biggest challenge of years getting up to speed. It could also be the problems of my job vary because typically when problems come to me it's, to the point where it's you know the staff members can handle it or needs to go to me because I need to work with the controller or someone else from the administration. this is a long assessment; I think it took me about two hours to put it all together because it's just a lot to think about. This one need to come up with solutions because typically if I have the problem comes to my desk, I must come up with a solution. The next ones are examples that come up. After that it comes up with solutions for our organization like one time, staff had no email access for six hours. I think that some things are you can just work through them with policy some things you can work through procedure. Some things we're independent judgment like three and four, there were things that you know we've had to fix individuals, no policy saying it specifically and then five was rules, and six was a mistake on the general ledger so any accounting errors. I just asked what policies, procedures, you solve problems. I stuck with our basic standard policies and procedures there's certainly more that we can put in there, but bylaws, articles of incorporation and MOUs with the University, which are still in progress operating agreement in the procurement manual typically are the documents I would refer to. The procurement manual is outdated and there's always new rules popping up out of nowhere. Select the statement that best describes information, you need to rely on to solve problems. When I have like problems, it's information may be incomplete or in a form that readily usable because I noticed a lot of time what I must do is interpret things to whoever needs to be that can solve the problem right. For instance, it's a purchasing thing, so I must look at the policy at the look at our practices have to look at our logic of why we did something and then present that to accounts payable to make sure that they understand why we're doing this and what methods are using to justify it. the staff does do what they need to do it's just that sometimes they, for whatever reason accounts payable or whatever department that we're working with.



A. De Leon states to elaborate on that just after like hearing a lot of this stuff and just knowing you Eric I think like Problem Solving in general is something that you have to do, and I think it's not to say that it's a can't be like taught, but I think you kind of have to have that sense of like what, what are the steps to get to our goal, so I think that's something that should be important for whoever takes on the role next.

E. Pinlac states their solution-oriented experience, decision making, I know for sure I didn't put like 20% for everything, but maybe I clicked on all of them to factor into decision making. When described decisions that are you are responsible for making which you are held responsible, I put you know purchasing payment approvals staff changes operating hours work schedules is hard because they leave a broad. This does go in line with some of the other examples that above, so it says consequences for errors and misquoted expenses, incorrect hours on payroll agenda, and I posted on, so I mean there's examples of that. The next one is who would discover the error and how long would it take to detect an error. So, example one the misquote expense doors would probably discover, and maybe a week at most.

A. De Leon asks would having experience within like East Bay or East Bay ASI be something that that's important? Since each ASI is different.

E. Pinlac answers it is important to have experience within East Bay, but you know if someone's coming back next fall it's going to be a totally different East Bay from three or four years ago, so I don't want to exclude anyone who doesn't have that because it's always nice to have a fresh perspective to bring them in also because, maybe they did something at a different school and they're bringing here. That's how we increase the knowledge in the organization, and it has helped me in my career, though, because I was a student assistant, so I had these preexisting relationships in on the campus, but it also it could hinder be at some points right because some folks still think I'm a student, for some reason.

K. Dhillon states I agree with AJ, and I think you're almost onto something is just the idea of like kind of what we do is like under being able to like to understand like what's happening at the university and just understanding like how issues are affecting students. I just think like having been able to understand that goes a long way, because the Executive Director could just be thinking like oh like this is really what we need to do, but you know the rest of the government is really like no like we really need to go this way and therefore, so I think like being able to like to understand that would go on.

E. Pinlac adds I like what Martin put, knowledge of CSU, because when I put knowledge, I think if you work at a different auxiliary even if it's university union or a different auxiliary you have an understanding of how we're positioned on the campus and how to work with administration. I think the experience at CSU is helpful because sometimes we get these folks from other universities and they see student government is just a department, they don't understand that we're a whole separate



organization. For incorrect payroll like we would find that out, if someone told us their check is wrong, or if, at the time, reconciliation about a week or two. We find out that there's a problem, and that ASI Board assistant would find that you know if agenda was posted late either posted on our web developer and or submitted late by a board member in, they would know in about a day like you know when they get to check their emails. It wants to approximate a cost issue, so you know I think an error on our general ledger maybe take about two hours to fix versus payroll takes about three or four hours or more complicated taxes and all that stuff built in, and then for the agenda, I put an hour, but really it depends, because if it delays some sort of deal, it could cost more but for about an hour. These are things that you do in any workplace and how often do you do that, I mean typically you're sitting talking and hearing, feeling attributes of objects, we don't you're not required to have to hold stuff for touch anything, so I put never. Then grasping pushing standing walking, I mean I was thinking about in the sense of working and I don't stand well I don't stand as much when I'm working, I'm thinking like retail where they're on their feet all day. Grasping, like I don't necessarily have to grab anything but my mouse, but that is why I put rarely. Pushing, don't necessarily need to do that it's not manual labor, it's an office job. I did put occasional walking, driving, and reaching. Stooping, kneeling, crouching almost never have to do that. climbing balancing I mean if you count high ropes courses, I guess, rarely but I mean my typical day, no, I must do that. Repetitive wrist, hand, or finger movement, I did put frequently on that one. Operating mechanical equipment, I put never. Sitting, they wanted examples of everything, so you know there's standard here, mostly sitting low talking a lot of listening. For that one just mouse filing box yeah standard stuff because of the job is you know, an office job so it's not too strenuous and the body well it is strenuous and the ergonomics and sitting and all that but not that we're doing physical labor. It said identified visual activities are usually required, I just put clarity of vision at 20 feet and then at 20 inches 20 inches is like your monitor. So, these are things are like if you do a very like precise work, and you know there's no real precise work in that. How much noise experience on daily I put moderate, I mean basically office you're here printers were here typing and doesn't get too loud office, sometimes it does if we get everyone there but modern noise, I think this is really to account for folks that work in like where there's heavy machinery, making loud noises they want to make sure people have like your protections. The next one environmental condition, this was a little weird, but I had to answer it anyway working confined spaces, I said rarely, but we do have storage clauses that are small size, it okay rarely must go in there sometimes wet humid get like one day in the Bay Area And then other very inclement weather just because of the travel piece where our retreats and whatnot. Mostly other thing is, I put like not but for risk of electrical shocks like there's a rare chance of that, but I wanted to put in there, because we do have you know appliances and gadgets and office and plugged in. Wait, this is another one mainly being an office job I don't really live much and you'll



see as the weight goes up the frequency goes down Because typically that's not something that I would do the previous maybe is like 35 pounds it's a box of files, is what I'm thinking about technically any furniture or anything like that we're not supposed to move And we normally don't unless it that wheels on the bottom, like in the boardroom. based on the examples is high level manager responsibilities, I put demanding attention. It could be that are concentrated, but because of the example they provided. I think this would be a good fit. And then describe examples of mental activities such as how you analyze and solve problems, I mean, these are just three of the things that I've worked on recently that I know required that much attention because with the budget, you really have to focus, because it can affect different parts of the budget, and then the calipers billing if you mess up with calipers like it gets really complicated fix and I know because I've done it before and it took me like three months to really get a handle on it and then salary calculations and all that stuff you have to be pretty much on it, are you going to get it wrong. You know y'all can talk about it and had like one answer for things because they don't want to fill it with too many comments if they're going to be repeated kind of thing but it's a lot of information so feel free to look at it and make the comments you need.

K. Dhillon asks if there is any thoughts or discussion.

41:04

VIII. SPECIAL REPORTS:

No special reports.

IX. ROUND TABLE REMARKS

E. Pinlac states So this Thursday and Friday I will be out of the office I'll be on vacation but really, I'm moving most of our stuff down to southern California so that's why I won't be available I'll be back next week, so I must come back up anyway next week I'll fly back Monday so I'll be in office next week, so you'll notice you guys need me on Thursday or Friday.

A. De Leon states just a reminder, we have our board meeting tomorrow. There's a lot of action items so make sure that you and your support group are there and then I also met with President Sandeen and last Monday, and I will have a report to share with everyone, then, just so that everyone's on the same page and we're being transparent.

K. Dhillon states we've started sort of like a round of senate interviews this week and we have a couple more tomorrow. throughout the summer just doing interviews, as we receive them so that when September comes around Simon AJ, and I are not overwhelmed. yesterday we sent out the retreat itinerary for next week, so we're really excited for that



X. ADJOURNMENT at **12:43 PM.**

Minutes approved by:
Executive VP/Chief of Staff
Name: Kabir Dhillon


-- ASIExecVP (Jul 28, 2021 11:58 PDT)

Minutes approved on:
7/27/2021
Date: