

**Personnel Committee Meeting Minutes of Tuesday, July 27, 2021**

I. CALL TO ORDER at **2:00 PM**

II. [ROLL CALL](#)

**Present:** Kabir Dhillon, Angelica De Leon, Mirna Maamou, Jose Simon Carmona, Martin Castillo, Erik Pinlac

**Late:** Zaira Perez

**Absent:** Kristopher Disharoon

III. ACTION ITEM - **Approval of the Agenda**

**Motion** to approve the agenda of July 27, 2021, by **A. De Leon**, second by **M. Maamou**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of July 20, 2021**

**Motion** to approve the minutes of July 20, 2021, by **A. De Leon**, second by **M. Maamou**, 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.

**1:57**

VI. UNFINISHED ITEMS:

A. ACTION ITEM - [Retreat Accommodations Request](#)

The Personnel Committee will take action on Senator of CEAS Justin Wither's exemption and accommodation request for the Fall ASI Board Retreat.

**Motion** to approve the action on Senator of CEAS Justin Wither's exemption and accommodation request by **K. Dhillon**, second by **A. De Leon**, motion **CARRIED**.

**K. Dhillon** states at the last meeting, Justin is not able to attend Friday and is requesting accommodations for Saturday and Sunday to be present via Zoom. Part of the conditions is that he will review the slides on his own time. If he has any questions, he can ask AJ or



myself. He will be planning a social bonding event for the board. He's already started with planning, him and Simon are going to be working on that. **K. Dhillon** asks if there are any questions or discussion.

**Motion** to approve the action on Senator of CEAS Justin Wither's exemption and accommodation request by **A. De Leon, M. Maamou, J. Carmona, M. Castillo**, motion **CARRIED.**

3:24

**B. DISCUSSION ITEM - Chair Appointment Updates**

The Personnel Committee will continue to discuss updates regarding appointing an ASI Chair.

**K. Dhillon** states so far as applicants go, there have not been any new applications. There was one application but due to eligibility, that application could not move forward. Right now, the difficulty is just finding someone who is interested in the position. Historically, there's people who turn over from year to year in ASI or someone from the committee, but so far as it just doesn't seem to be an interest in this Chair position. We are bringing back to this committee to discuss next steps because we're coming at the end of July, and this was the soft deadline we established as for appointing a Chair.

**J. Carmona** states I suggest Julian as she has enough experience in committees to where she can learn how to Chair as a Senate meeting and that is also something I don't mind working alongside with her. That's just a suggestion as I also don't know how this process goes.

**K. Dhillon** states the process is if you believe that there is someone wanting to apply and you think they should apply, then you can send them the application and encourage them to apply. As for the next steps, they would just have to go through an eligibility check and then an interview.

**M. Maamou** states as a suggestion, we should leave the applications open and don't close them but still do outreach. A solution in the meantime so it's not falling on one person such as you or AJ, is having a rotation until we have someone qualified. Even if it takes all semester at least we're rotating to avoid falling on one person, we should take turns. Hopefully, we will have someone, but it will put less restriction on time, and we just leave it open as we continue to outreach until we find someone qualified.

**K. Dhillon** states I agree that the application is going to remain open and continuing to be on a rolling basis.

**E. Pinlac** states I agree with what has already been said, I think we should be shoulder tapping some folks who are in Senator positions or a committee as they might be a good



candidate for this position. I like the idea of rotating as it gives everyone the experience of being a Chair and keeping the applications open. This year is going to be a challenging year which is why I rather not focus too much on it but still give as much effort as we can to it.

**M. Castillo** states that they were in contact with Mark to see if they knew someone in RHA as they have that government format and they learn Robert's rules of order.

**A. De Leon** states that I support and know that we have discussed bringing in students because the need of student jobs and being able to provide that for students. I think the outreach needs to continue and I know that we've all been like doing our part in that. The consensus would be rotating the Chair amongst us, which Kabir and I could work on a schedule to have structure to avoid any misunderstandings with Board and Senate meetings. That way, we can provide Simon support as well. This structure is something we can have for future years in the case the Chair position is not filled. I know historically a Chair has been someone that is appointed after the Board and that's something we could put into writing if we want to continue the idea of rotating the Chair until we find that person.

**M. Maamou** adds to Erik's statement that I would rather also like have us rotate a Chair and keep the application open than choosing someone that is not necessarily qualified for it because it is a really important position. If there's a lot of responsibilities, I would rather have this take longer, but that means we have someone really fitting and we do all these things in the meantime to make it work rather have that than settling for anything.

**E. Pinlac** states thinking back to the training we had for Board of Directors, there is one person who comes to mind that can manage a Board meeting. Have we asked any of them if they would be willing or want the position? It is an ExCom position; therefore, it is an important role. It would be a promotion, not just pay, but responsibility as well so that could be something to reach out to them about, then they can get an interview. If they don't understand it, they can still have that position.

**K. Dhillon** states that we did not directly ask them, but we can let them know if they are interested then they can apply. Any other discussion? I believe the consensus is that we are going to leave the application open for now until we can find a qualified candidate. That is what we are struggling with is that with the Chair position, you need to have a very specific skill set. It is not unlike other positions where you are able to grow into those roles, but for this one, it is important to have experience of running meetings. As for the Chair who is chairing the Board, I know AJ loves Robert's Rules so much but, we are going to have a rotating Chair until that position is seated. Any other discussion?

10:52



VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM - [Committee Appointment Updates](#)

The Personnel Committee will discuss updates regarding appointing ASI committee positions.

**K. Dhillon** states that this is what I had sent out to all the Committee Chairs yesterday afternoon, but this just outlines all the steps to appoint their committees. I tried to make it as simple as I could by outlining the steps in order and all the documents in it. As far as the process goes, I am going to take all the eligible applicants and putting them into different tabs on Google sheets for their committees. From there, they are responsible for scheduling those interviews and there is an attachment on how to send out that email to which you then interview applicants. There is already a preset of questions, but they are more than welcome to ask more questions. If they want to have those additional questions, they need to ask every single applicant the same questions. In the case if they are recommending their candidates or not, they need to complete the recommendation form then send that to me to which Personnel will discuss this applicant and appoint them. If not, then we will be updating them since it is important for candidates to know where they stand in the process. I do not want to leave anyone with no answer as I would rather give them a definite answer than leaving them wondering. As for appointments, I outlined the last steps of that but I plan to talk more on this at the retreat just so everyone is on the same page. I know it is the first time for many people doing this process and it can be a little intimidating and just wanted to be very clear so that you also know their structure and their steps on how they go about it.

**M. Castillo** states thank you for putting that together! That is super easy to understand, and I am wondering if maybe Lil or Sneh might be able to help set up appointments or coordinate appointments as something to provide the students with some administrative support. Not the rest of it but at least helping them set up appointments because I think you are all going to be in classes and with COVID, it is going to be hectic so with the more administrative support we can provide, Erik hopefully, then the easier it will be to get these positions filled.

**A. De Leon** states thank you for that because I know for last year as an example, it was my first year having to do that with the Social Justice Committee and I had no idea how to do that, so I was learning as we go. Thank you, Martin, for recognizing that we are going to be starting school and we are trying to prep that as well and for Kabir on outlining that as much as possible. The only suggestion I have is whether Kabir or one of us has capacity to make a video about how to do it or even a walkthrough of the document because I know some of us who may be missing, for example, Tyler has Programming Council so he will be missing



Friday and will not be able to go through that committee process. I think it would be interesting if we created a video training for that, even if it is something simple as walking through the document because I am more of an auditory and visual learner. Therefore, sometimes it is hard for me to go through the steps so being mindful of that. I know Erik and I mentioned having those summer trainings that we did and record it for future years then have the Board look through that versus having them done. I am thinking ahead after this Board as well, but that is something we could potentially do if one of us has the capacity to do that.

**K. Dhillon** states I agree with Martin as it is a lot to schedule interviews so if her staff can help with coordinating that, it helps a lot. Regarding the video, I can do a voiceover outlining all the steps and walking people through how you would go about everything. I am also an auditory learner and I know if you give this document to people without explaining it over video, it is like receiving homework assignments that you missed class for and you do not know the context of it.

**E. Pinlac** states I have a couple of things in the chat but wanted to say out loud is that I think I will reach out to Lil to see what her capacity is on this. I know Sneh is tapped out right now as she is training her new Board Assistant, so they are going through a lot. I know Kris is hiring new people in the Communications Department and many of them have more than one skill. I think there is a few of them that have video skills so they could help with that for the project. The other part is that anyone who missed, you put it in there that it is their responsibility to ask questions and figure things out. I do like the video idea, but I do not know if it is going to happen immediately within this year as it is a challenge.

**K. Dhillon** asks any other discussion? If not, we will be moving on.

16:41

VIII. SPECIAL REPORTS:

No special reports.

16:43

IX. ROUND TABLE REMARKS

**M. Maamou** states I am happy to be back, I am sorry I was gone.

**K. Dhillon** states we are happy to have you back!

**E. Pinlac** states that if you had sent me an email in the last 3 or 4 days, I am going to get to it as soon as I can. We just finished moving 99% of our stuff this last weekend. I am still kind of scrambled as you can see, I am at home and there is nothing here. If there is anything urgent, please reach out to be again. Otherwise, just be a little patient because I will get to it as soon as I can.



**A. De Leon** states that the retreat is this weekend. I am very excited and if you all could each text your support group right now and I know we are about to end soon. Ask them how they are feeling, if they had packed, and getting them into the mindset of the retreat. Also, reminding them about checking the itinerary so that they are all on the same page and Martin, I am very excited to see you on Friday!

**18:15**

- X. ADJOURNMENT at **2:15 PM**  
Minutes approved by:  
**Executive VP/Chief of Staff/Chair**  
Name: Kabir Dhillon

  
-- ASISecVP (Aug 10, 2021 20:32 PDT)

Minutes approved on:  
**08-03-2021**  
Date:

