

Personnel Committee Meeting Minutes of September 1, 2021

- I. CALL TO ORDER at **1:01 PM**
- II. [ROLL CALL](#)
Present: Anjelica De Leon, Mirna Maamou, Jose Simon Carmona, Zaira Perez, Martin Castillo, Erik Pinlac, Kristopher Disharoon
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of September 1, 2021, by **A. De Leon**, second by **M. Maamou**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the [Minutes of August 18, 2021](#)**
Motion to approve the minutes of August 18, 2021, by **M. Maamou**, second by **A. De Leon**, 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.
- 2:00**
- VI. UNFINISHED ITEMS:
No unfinished items.
- 3:12**
- VII. NEW BUSINESS ITEMS:
- A. DISCUSSION ITEM: [Executive Director Job Description](#)
The Personnel Committee will discuss the updated Executive Director Job Description.
E. Pinlac states this is not the first time you have seen the description because you all received feedback as there was some minor adjustments that they had made. This looks like our old format. I believe they wanted to go with that, but you will notice that there is a board position. In the summary of that position, it has a percentage based on the job you are doing. This is where things would go downhill a little bit because there was a small amount that does not happen every day, but it is something that needs to be accounted for. From the top,



it states advisory function serves as the primary advisor to the board, collaborative full-time employees for our training throughout and for all these employees. There is fiscal and budget management, leadership and managerial functions, human resources, and payroll, because we are a small organization. This is the reason why I have a role in this as well in addition to required duties, and this specifically is required by the board. Sometimes, it is not only for the board risk management but if there is a risky event going on then it is a part of my job is to assess the risks and make sure we are mitigating as best as possible. We are coordinating with our insurance programs and project management, which is where a lot of the project comes from the board. We are office based but reflecting about the golf cart, led signings, and some of these random projects that that we have going on; make sure it is aligned with what you would want from your senior manager. Since this is a discussion, I will make sure that everyone gets to read it. For minimum qualifications, we establish that it requires a master's degree in one of these fields or similar. Then at least five years of experience with experience working closely with nonprofit boards. In a university setting, preferred experience of someone who knows CSU auxiliaries because CSU auxiliaries are unique, they do not have to, but it would be beneficial for the transition process. There are other skills and abilities that is in the document, but mainly these are updated to things that I thought that they should know such as Microsoft Suite, Google Suite, and other processing software. Also, including conflict mediation, and human and leadership development. I thought the consultant put a lot of this in here as a nice addition. The working environment is only an office but that is what all these other things are because in other working environments, you have heavier responsibilities, and you need to be able to see and do different things. Therefore, this is typical of other job descriptions.

K. Dhillon states thank you Erik. Is there any discussion about the job description or any questions from anyone? The Board will be voting on this next week so once that is approved, I know, on one aspect, the Executive Director Search Committee can begin their process in terms of finding our next Executive Director.

7:06

B. DISCUSSION ITEM: Government Officer Concerns

The Personnel Committee will discuss Vice President of University Affairs Jose Simon Carmona's performance regarding planning the It's On Us campaign.

K. Dhillon states the concern is on assignments and performance regarding planning It's On Us as it has been assigned since June. As you know, It's On Us was being planned and finalized the purpose as it was delegated over the summer was when a lot of the pre-planning work was done. Simply having your initiatives plan over the summer so it is completed and ready to go at this point, but I do not believe It's On Us is finished. I know, Anjelica and I



have checked in with Simon about It's On Us through June, July and then August, and at this point, it is an accountability piece for the fact that it is not completed. I am going to open to discussion if anyone would like to share their input or feedback.

A. De Leon states thank you, I wanted to touch on the idea of accountability. I think this conversation was brought up just to make sure that people are being held accountable for the things that they are required to do within the bylaws administration manual. I think this conversation is meant to show that, we want to support each other as much as possible and if there are other ways that we could support you, whatever way or whoever that may be, that is a conversation that we would want to have as a team and as a board. Specifically, to the performance on, for example, It's On Us, that is one of our bigger events and we try to have it set over the summer because when you get to school, you're working on other things, and so we wanted to make sure that that was finished beforehand. Again, if there are other ways that we could support whoever, we are talking about in general, I think that is a good conversation to have. Especially because each person on the board requires a different set of support systems or support methods and that is something that we would want to try and implement. In terms of It's On Us, I think that is something that we had expected or wanted to have planned before school started or if it is planned to have that communicated at least along with the process.

J. Carmona states in terms of accountability, I do want to acknowledge the fact that I was not able to plan this over summer, even though it was expected of me too. Simply getting that out of the way, that is something that I want to acknowledge that I was not able to do. Moving forward in terms of what is in progress and what needs to be finalized, I need to look for a student speaker for my event, and I already sent him an email with the ASI logo. He has already been creating the flyers for me in regard to that and because of booking, my original date was already taken, but I was already thinking about decreasing the amount of people I am going to have to keep the original date. The only issue with, in terms of reserving a room, is that it is asking for information that I do not necessarily have and that is where I need to contact Sneh regarding that, but that is just a general update. Like I said, I do want to acknowledge that I was not able to adopt this event by this summer and I cannot deny the fact that, since I did not properly plan it over the summer. It is already putting a hold on everything I wanted to do in terms of all the other projects I wanted to do, this is definitely something I want to express that it caught up to me, so I do want to apologize for that, and I should have communicated to you guys what I needed.

E. Pinlac states I was just going to mention that I talked with Simon last week because I wanted to get his feelings on what is happening and sort of how he felt he performed, and he realizes that there were some things he just did not get done. I told him that the biggest



part is communication. If you would have told folks “Hey this is what is going on and it has been a little crazy for my life” or something like that, we would have stepped in to help. I know that there would be a lot more flexible things and so that is something I am reminding Simon of about keep up with communications of what is going on. I think if we know what is going on, then we can make adjustments, but if you do not then obviously the assumption is nothing is happening. We know that is not the case because some of it was planned but it is not completed and where it needed to be.

M. Castillo states Jennifer Luna could be a really good resource for Simon as well. If you need additional support from that perspective, she is leading that whole wellbeing, and I just want to make sure that she can connect with you, because I think that that would be helpful.

J. Carmona states in terms of event planning process, she was one of the first people I spoke with, and she has been super helpful. I realized that should have also communicated that I was speaking to her also, I met her, and she was a good resource. I will be following up with her soon.

K. Dhillon states just like Erik, Martin and Anjelica pointed out; it comes down to communication. If we look at it as a task that has been delegated since June, and right now we are at the beginning of September that is about three months that has passed, and we do not have one of our biggest campaigns planned. Just looking at that, that is not okay, at this point there is just no other way to say it. Again, it comes down to communication. Simon, it is okay if you are not super experienced with planning events or not knowing how to book rooms, that is okay, and this goes for the rest of the board. It is important to be self-reflective and share that you do not know this, but this is what I need to get done. Based on that, you know we can support you and connect you with people that can help you, but just looking at this, it is a communication issue. We are not acting on this today, we are just discussing it. I am inclined to proceed with the level one sanction, it is a warning. The purpose of this again, accountability and urgency, is that this has been delegated to you since June. It is based on the communication we have been receiving, it does not seem that there is purpose and urgency to get this completed. The reason why we delegated it to you over the summer was so that you can get it out of the way. Once it is planned and done, we can share with students about when it is happening, the advertising, marketing, and getting students to come out. But not having it at this point, it hurts you in the sense that you still have to complete it and I do not want to say it takes away, but it can take away from other things you want to work on such as other initiatives and then, of course, KB nights and everything else the VP of University Affairs has to work on. We know having the Senate Onboarding coming in and having the rest of the 10 senators. It builds up and there was a reason why we delegated to you, and again it is also important why it is being communicated where your progress is.



A. De Leon states that was well said, Kabir. I want to add one more piece. I know, Simon, Kabir and I have been in the Senate interviews and something that a lot of the applicants ask are, what do you expect of me as a Senator? Something that I have always mentioned is that we value teamwork and collaboration. I think that this whole conversation is just to remind and everyone in the room that ASI is a team, and so we are here to support you, Simon, and we want you to thrive and want you to do well and that is why we are really trying to provide that support and to push you into that direction. Hopefully that makes sense, long story short, that as a team, we want to be there for each other.

J. Carmona states thank you for sharing that. I will take note of that moving forward and hopefully by the next meeting, I can follow up with everyone on an update on how it is going and hope for it to be finalized.

K. Dhillon states that sounds good, again, just to share with everyone in the room, the purpose of personnel is not to punish people. It is to, again, have conversations about what is going on. Where everyone is at, how we are seeing things of how the rest of the Board is seeing things, how Martin, Erik, and Kris are seeing things, there is a lot of different pieces and then, of course, where you are at, again, I am glad you recognize that. I want this to be a learning opportunity, because if we do not learn, again, it is okay to make mistakes that is completely fine, but I think if we are not learning from our mistakes and we are not improving, that is where it becomes an issue. I encourage you to communicate where you are at as it is never bad to overcommunicate something like “I did this today or I met with this person today or I still need to do that”, that is great, we love to know what is up and where you are at. I want to stress the purpose and urgency with this, it needs to get completed and wrapped up ASAP because at one point, it takes a while to book things, I know when we are booking rooms for events, you are also competing with the rest of the university for spaces. We want to ensure that you have the space that you want when you want it at the time you want it and then with speakers, making sure that they are on board, they have everything prepared, we just want to set you up for success and set up your campaign for success, that is what goes along with this.

17:53

VIII. SPECIAL REPORTS:
No Special Reports

17:59

IX. ROUND TABLE REMARKS:



M. Maamou states I hope you all got my email today. I want to inform you all again that I will be out on my first week of recovery after my surgery, which is on September 10th, but after that I will still be present in meetings, obviously I will not be here on campus. I will also be doing my work online some days I might be a little bit tired, depending on, how I am doing. I will be attending meetings, I also wanted to share that most likely my camera will be off because of the state that I will be in, but I will be present, I just wanted to share that with you all.

A. De Leon states I have a quick update, Tayla and I were able to hand out our welcome back care packages, we still have a little bit left in the office and then we'll be tabling again tomorrow handing those out. We did that in five minutes yesterday, that was super quick, everyone just wanted to come and grab them and then also next week, is Suicide Prevention Week, I partnered with Jasmine and also asked me to bring a little bit of mental health awareness on campus, something quick, I know we all got busy, so it kept crept up on us, but something that we are going to be doing is sending out a link for people to share their story and share different messages that they would want to share in terms of mental health. Then we would be printing those out putting them on a board and then tabling out in front so people can see and feel like they are less alone in that, they can look at nice little messages, so we will be doing that next Thursday, so if you're around and you want to table with us feel free to do so.

E. Pinlac states that I hope your week went well and just a reminder that, next Monday is a holiday so do not come into the office and do not come to school.

A. Ahluwalia states I started a full-time job on Tuesday, I apologize, my availability is a bit lower for needing such broad promise, I will try to make the best of my time to meet with everyone that I need.

K. Dhillon ask if there are any other roundtable remarks then provides an update that Senate interviews are still in the process right now, we have run into a couple of roadblocks with eligibility, but once we get that squared up, we will be interviewing the rest of our Senate applicants and hopefully a chair, possibly, but the plan is to appoint them on September 22nd then have Senator Onboarding on Fridays. It will be a Senate September.

21:24

X. ADJOURNMENT at 1:22 PM



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


-- ASIExecVP (Sep 16, 2021 13:50 PDT)

Minutes approved on:
September 15, 2021
Date: