

Personnel Committee Meeting Minutes of November 10, 2021

I. CALL TO ORDER at 11:01 AM

II. ROLL CALL

Present: Krisstina Caro, Kabir Dhillon, Mirna Maamou, Zaira Perez, Erik Pinlac

Late: Jose Simon Carmona, Martin Castillo

Excused: Anjelica De Leon

Absent: Kristopher Disharoon

III. ACTION ITEM - Approval of the Agenda

Motion to approve the agenda of November 10, 2021, by **M. Maamou**, second by **K. Dhillon**, motion **CARRIED**.

I. ACTION ITEM - Approval of the Minutes of September 27, 2021

Motion to approve the agenda of September 27, 2021, by **M. Maamou**, second by **K. Caro**, motion **CARRIED**.

II. ACTION ITEM - Approval of the Minutes of September 29, 2021

Motion to approve the agenda of September 29, 2021, by **M. Maamou**, second by **Z. Perez**, motion **CARRIED**.

IV. 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.

3:08

V. UNFINISHED ITEMS:

No unfinished items.

3:14



VI. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM: **Remuneration Policy**

The Personnel Committee will discuss revisions to the Remuneration Policy.

K. Dhillon states this was formerly called the Scholarship Stipend Policy is now the Renumeration Policy. The edits made from the last Personnel meeting are not significant such as using the new titled and grammar. Section 4 is being removed because this policy does not have the authority as it was stated. One edit is proposing the College Academic Senators from 25% to 30%. Is there any other discussion? Seeing that there is none, this will be sent to the Board next week for adoption.

4:40

B. DISCUSSION ITEM: **ASI Committee Appointments**

The Personnel Committee will discuss interviewed applicants for ASI Committees.

K. Dhillon states these are the quorums sent to me prior to the deadline. For the Internal Affairs Committee, we have Lly Mai and Faith David.

Z. Perez states what stood out to me about these applicants was that they both work well in a team setting. Their responses in solving problems in a collaborative environment at work and such. Communicating and working together can be frustrating which I enjoyed how they showcased their leadership aspects.

K. Dhillon states for the Programming Council, we have Malia Heeren.

A. Ahluwalia states that Malia stood out because she has experience with the Orientation Team and managing events. We only had 2 applicants. We felt that Malia was fit for the committee, especially with their work ethic.

J. Carmona states that Malia and Cesar were one of the first few people to join ASI and I could tell that they are passionate about it. All the people were interested in social justice and community work. I noticed with this group is that 2 are 4th year, another is going to be 2nd and 3rd year. With their perspective and having that involvement in their 4th year is important for my committee because they balance each other out.

K. Dhillon asks if there are any other discussion.

7:45

C. DISCUSSION ITEM: **First Year Mentorship Program Appointments | CLOSED |**

The Personnel Committee will discuss interviewed applicants for the First Year Mentorship (FYM) Program.



Motion to move the Personnel Committee into **CLOSED SESSION**, by **K. Dhillon**, second by **M. Maamou**, motion **CARRIED**.

Closed session enters in at **11:10 AM**.

Closed session returns at **11:12 AM**.

K. Dhillon states there was no action taken.

9:11

D. DISCUSSION ITEM: [**Personnel Manual**](#)

The Personnel Committee will discuss the Personnel Manual.

K. Dhillon states the purpose of this manual is combining the Personnel and ASI HR manuals for the student body government. This is putting both policies in one place rather than individual policies. The Appointment of Vacant Positions is going into the manual which addresses the vacant Board, Senate, University Wide Committees, and regular ASI Committees. The Policy on Board Meeting Times, Executive Director Performance Review Process Policy, and First Year Mentorship (FYM) Program. The Policy on Government Officer Concerns which is based from historical context. The Appointment of Student Representatives for Hiring Search Committee Policy is waiting for Academic Senate approval but will be included in the manual. The Graduation Ceremony Speakers policy is also based on historical context. Senate Meetings and Times is a new policy which is similar to Board Meeting Times. The Student Government Feedback Evaluation Policy is when between the Fall and Spring semester, our peers provide feedback towards each other. Miscellaneous Exemptions are topics such as retreats or things that are minor. The Volunteer Program, Protocol on Internal Communication, and Point of Contact Policy are also places in the manual. I will briefly go over the major edits. Within the vacant policy, this section was removed because it applies to the Senate and the applications for ASI Chair will be released after the General Elections conclude. There are language changes within the procedures section. Also, this is mainly for the EVP for a timeline of when the application opens and appoints the Chair. For the Senate Appointment, this section was removed because it was originally an idea for future years. The Chair will also be serving on the Senate interviews. A rough timeline is included for Senate Appointments. For the Elections Committee, the bulk of the changes is made to the language. For University Wide Committee, there were a lot of changes because we are opening up some of those committees to the students at large. The current government is overwhelmed with the number of current committees we have, and this is to provide more opportunity for students to be involved. Those committees will be included on our application list. One is the Academic Senate



Committees because students are aware of the issues all around and what they experience. The Honorary Degree Committee will be open to students at large because any student could serve on that committee. The Library Advisory Committee is another one on the list. The Executive Vice President will make recommendations to this list on whether to add or remove a committee. The committees not on this list will be delegated as we normally have done historically. The manual addresses tardiness if a member arrives 10 minutes past the Call to Order by the Chair. If 3 or more instances of that happening will be moved to Personnel. If you are consistently late because of class, that needs to be approved by Personnel. For the FYM Program, these changes reflect the changes made early on in the semester. We will be reverting it back to recruiting freshman or transfer students because grad students are typically here for a year or 2. This program is mainly for students investing in ASI longer than 2 years. The Government Officer Concerns, it is a completely new section. It provides definitions on a concern. Summons means that you are being discussed in Personnel meetings. The manual also addresses on who can submit a concern and who that concerns goes to. If you feel that your concern is not being addressed then it can go to the University President Designee. For Personnel proceedings, this is new as we usually have open discussions. The purpose of this section is to clarify on how Personnel proceedings work and how there is more structure onto how that conversation is. There is a structure on how to appeal a sanction within 72 hours and notify the Chair of the Board of Directors. For Removal of a Member, whether that is from the Board or the Senate, this outlines the proceedings for those cases. This is similar to structures on presenting arguments. For a removal to proceed, you need a 3/4th majority vote. For the Hiring Committee, the EVP would serve as the main contact for these appointments. For the Graduation Ceremony Speakers Policy, Martin will update me with the list, but one Government Officer will be selected to speak at each of these graduation ceremonies. We have not used the Volunteer Program in many years, but we made edits in this section in regard to the language. It defines what a volunteer is for ASI.

E. Pinlac states that we had this program in the past because our insurance does cover volunteers for events.

K. Dhillon states for the next section, this would be the volunteer form that would be signed. The Point of Contact Policy is more of a guidance if you need to check in or work with someone, this is where you would look for who it is. I want to give recognition to Brittney Golez for putting together this policy. Is there any more discussion?

28:08



E. DISCUSSION ITEM: Spring Office Hours

The Personnel Committee will discuss replacing office hours for the Spring 2022 semester with required tabling hours and ASI event attendance.

K. Dhillon states with the Spring semester coming closer, this memo is subject to change. For the most part, we are not going to conduct office hours as we did before. Instead, we will host at least 1 hour of scheduled Office Hours either in the ASI Office or tabling per week. You must be attending to at least 2 ASI-sponsored events per month. If you are unable to attend, we understand if you have work or class. Therefore, the alternative would be hosting 2 additional hours whether it is in the ASI Office or tabling. We are continuing the monthly task model and Government Officer commit to meeting their constituents by request. We want to make sure we are available to the students we represent. This will be going to the Board next week for approval.

30:21

F. DISCUSSION ITEM: Government Officer Concerns

The Personnel Committee shall discuss concerns regarding Vice President of University Affairs Jose Simon Carmona.

K. Dhillon states the concerns are 3 aspects which is the execution of It's On Us, inclusive language in Board and Senate relations, and overall performance. Historically, It's On Us has been facilitated by the VP of University Affairs for many years. It has been 5 months since this task has been delegated to Simon since June. There was \$4,000 spent on this event which is a lot for an event alone with zero students attending. That is fiscally irresponsible. It is a misuse of student fees. Overall, it has been inadequately planned and this was brought to Personnel in September. Simon did receive a level 1 sanction for not having it ready. Historically, the Director of Programming and Director of Wellness does play a role in that process of event planning. With inclusive language, we believe is the ASI Student Government together not just the Board and Senate. The term 'Sister Senators' does not include the Senators who do not identify being a sister. When it comes to overall performance, communication has been a big part of that and there has been examples where there is no response to an email. Vice Presidents are expected to communicate on a better basis and be more receptive to their emails. It also took longer than it should to have the ASI Senate meetings as they were appointed in September. At this point, I am recommending removing Simon from the position of VP of University Affairs.

J. Carmona states in terms It's On Us, I cannot deny that the execution was disappointing. I agree that it is fiscally irresponsible. Me as leader and as an activist, this is something that



I am not used to. In terms of the mandatory by Greeks, I was just made aware that this was something I was able to make mandatory for the Greeks. However, Kris had inform to me that this was something I cannot make mandatory I had a lack of unknowing on the mandatory processes, but I was under the impression that I was capable of doing that. For the Director of Programming and Director of Wellness, there should have more correspondence. I have learned a lot from It's On Us in terms of ASI planning and I have been implemented that to the Senator's Townhalls, Academic Senate, and Non-Academic Events. I will also refer to the memo I had sent that it reflects on how we support each other and being there for each other's events. For my next point on inclusive language and the impression that I am separating the Senate, I want to highlight the term 'Sister Senators'. This was something that I saw that Brittney has done for interpersonal relationship with the Senate and understand why this is not inclusive. There was not malicious intent, and this was never brought up to me in regard to inclusive language because I have seen the positive responses in the previous years. It is not just my responsibility, but everyone's responsibility to have an interpersonal connection to the Senate. It is the Board's responsibility to include the upcoming members. I want to clarify in my memo of something I have been having conflict with. This academic year is different from the previous 2 academic years, we are still in the transition and how to accommodate everyone's schedule. This memo's purpose to serve as a document to discuss my summoning to the Personnel Committee. In the event, I am absent from the meeting because of class, I hope this item is discussed and is able to provide clarity in the place of my attendance. However, I want to acknowledge that this document does not fully address all the concerns that I have been facing and all the concerns discussed. The following topics I would like to discuss It's On Us Event execution, the usage of inclusive language and Senate/BOD Relations, and overall performance. For It's On Us, I want to fully acknowledge the execution of the event. It did not meet my expectations to say the least. As addressed with Erik, there were a lot of things I have learned when it comes to creating events and most importantly attendance. While there are many issues that arise from planning this event, I can confidently say that they needed to happen for me to understand how ASI works with communicating with faculty, and advertising events. In terms of inclusive language, I want to address some issues that I believe are bigger than me. This issue affects the Board, which will ultimately affect the Senate. To give more context, there has been recent discussions on my performance when I am not present. While they are well-received and may come from a good place, this leads to certain people feeling excluded on a team. Over the course of the semester, I have felt excluded and seen as outsider to many of my colleagues. From my last personnel meeting, I have actively tried to improve my

performance, however I cannot help to believe that this issue is much larger than me, rather how we say we support each other only to show otherwise. There were many instances where I have sought out the support I needed for my position and wellbeing. In many of these instances, I felt invalidated and did not feel safe in confiding with them. Most importantly, I am not the only one that shares this sentiment, and I was not able to confirm my feelings of unease until someone reached out to me. I want to acknowledge that a lot of these interpersonal relationships were developed at Summer retreat. Which is a missed opportunity for me to bond with the Board and get to know them. As everyone in this meeting knows, we went through a process of creating social that would act as a substitute for those that were unable to attend. On the topic of Senate and Board of Directors relations, there was a concern that I was creating a divide after making a group chat that only consisted of Senate members. I want to acknowledge that this concern is completely valid and is a sentiment that I wholeheartedly believe in, especially since I have felt excluded in the group dynamics in ASI. After receiving this concern, I have taken the active effort in making announcements, reminders, and updates in the group chat that consisted of the whole team. However, I cannot deny the hypocrisy and issue that the Board has been complicit in creating cliques amongst each other and group chats that don't encompass the entire team. While I understand the concerns that I am creating the divide between Senate and BOD, I would have to argue that it is the responsibility of every Board member to develop a personal connection with the Senate members. There have been too many instances in my leadership background where certain members feel that newcomers should take initiative in getting to know the existing members. This ultimately creates a feeling of being an outsider, and it was only inevitable for me to find a community in the Senate that I couldn't share with the board. As previously mentioned, I believed my performance has drastically improved from our last meeting. While I cannot deny the disappointing execution of It's On Us, I can only express that this was an experience that has resonated with me and will only be reflected in the events I plan on hosting in the future. From the moment I received my first sanction, I have taken the active effort in attending the Academic Senator's townhall, continue making personal connections with the Senate, and support the team in attending any other events that they were hosting (just to name a few). I want to declare that it has been tiresome to actively participate in ASI after feeling the way I do this entire semester. In terms of moving forward steps, Spring is where I can truly redeem myself and hope to actually show what I am capable of as a leader and an activist. During this time, I will take all the lessons I learned from Fall and carry on with me for "It's On Us" and "Hey Be Nice". At the end of this month, I will have a date set for It's On Us, promotion material, and a finalized panels. On a lighter note,

I want to thank you all for reading this document. I cannot deny that there was a lot that I wrote that would not entirely fulfill what we would be discussing if I was present. It was difficult for me to write because I feared that I truly felt that I was not living up to the expectations of the student body and everyone in this committee. However, I felt that I was not doing myself, the Senate, and other members justice for not addressing an overarching issue currently. I want to acknowledge and thank Erik for helping me reflect on my performance. Not only that, but I want to thank Krisstina Caro for joining the team. Without her support and her presence, I was reminded of what I represented on the team and constantly uplifting me as we approach the end of the semester. Going back to It's On Us, it is difficult for someone who does not know what to do versus someone who knows what to expect. For It's On Us, there were things that I did not know, and I take accountability for that. There were multiple instances that someone could have stepped in and told me that they were supposed to be a part of this planning. There is no blame, but I want to address that we all can take the initiative before someone falls. This whole semester I felt that I was not set up to succeed. I cannot be assigning blame to anyone because I felt that I was in the dark.

T. Luevano states I want to touch base on the event planning that no one was communicating or taking the initiative to help with the event. I reached out in July in regard to the event. We made a call the next morning where I shared a Google document for us to take notes and offered my help. I stated that I would gladly take money from programming to support the event. After that, I did not receive a response. I made friends in ASI. At first, I am a shy person but once you get to know me, I am outgoing. I was going through mental health issues in the middle of the year, but I continue to complete my work. At the end of the day, this is not a social area, we are here to work and serve the students. If you are struggling, please reach out because I would never close the door on someone.

M. Maamou states I wanted to comment on not being set up to be successful in the position and some people might have more experience. I am a biology major that is in a position of finance. I hardly even knew how to manage my own finances to be the Vice President of Finance of this company and have to do spreadsheets for quick money, be responsible for all the funding, and my name is on the papers that I signed where I am giving out money. I had barely any guidance, the person before us is their job is to give us some guidance and talk to us when we are transitioning. They can just leave and not even give us any guidance. It's on us, the elected members, the ones that have been chosen by students, especially VP. We have this responsibility; we are the core of this entire Board, so it is our responsibility to figure that out. It is our responsibility to do that, and I feel like if you are not given enough



to be successful in your role, then you are the one that is responsible to go out and get more to be successful. It is not the previous person's job, and it is not your coworkers job to help. When you reach out and reach out with clearly on what you need, and if you cannot identify what you need then other people around you cannot either. I also am not best friends with everybody on the Board, this is not what we are here for because I want to reiterate what Tyler was saying. I show up here to the office, I tried to chat with everybody and that is how I build my connection. My position sometimes feels very isolating, and I am not planning events or working with anyone. I am looking at spreadsheets and clubs. The only time I see everybody is on those meetings.

E. Pinlac states I know it has been challenging I know that we are still in an awkward situation with your side, but I do feel that there are different levels of support. We do provide support to each level position. We can we help them a lot more and there is no way we can compete with everyone to get everything going. I know we have been meeting and I think we are fairly productive in our meetings. I wanted to mention that might be why there is a reason that you might feel a disparity, because you went from being a Senator to Vice President, which is its total opposite. With the event, I was expecting a smaller event, but I was not expecting no attendance. That is the reason why I am supportive of this coming to the committee to talk about that glad you are able to prepare.

M. Castillo states my focus is more on the performance. It is tough, you have to learn it really fast, and so I hope that you really did learn from the It's On Us thing but there is only so much time that we have working within ASI. That it was not executed, and I know you reached out to Heather on September 22nd, I have the email here she replied immediately back to you saying yes, we can make this mandatory for the Greek Life area, we just need as much notice as possible and then she never heard anything back after that. I think that is where we are seeing some of the things that broke down.

Motion to move the Personnel Committee to extend the meeting by 5 minutes, by **K. Dhillon**, second by **M. Maamou**, motion **CARRIED**.

T. Luevano states Simon, you did mention you felt that you have been set up for failure. I want to touch base on that. It is my first year as well, I have no clue as I was running from the very beginning on how to learn everything on my own by asking questions. Ask questions, that is what I do at the very beginning. I feel everyone had to come to me for stuff, but I soon learned that communication is a two way thing. I have to reach out to them so find your point of contact and I think that would hope things go smoother. You did mention that I did not follow up with you for the event. Moving forward, I would love to get a Slack



channel and smooth things out. If there are future events, I will look to collaborate with you on that and get a Google document started.

K. Dhillon states Simon as a lot of Members said, it really has to come down to your performance. Vice Presidents are expected to self-initiate you and hold the keys to a higher standard because of that, you have the experience. It is disappointing with It's On Us that has not been executed, to the way it has to be. I remember you touched on that if you have an event, you will have it in advance with the date set by the end of the month. In my opinion, an event should have been selected the day, no one showed up for the event, and it really comes down to that when you are not quickly getting on top of things and not self-initiating. That becomes an issue, it seems to be that the performance issue is not going to get fixed and that's why I am going to be recommending for removal. I also did want to touch on a couple pieces with the board retreat event that you were not able to attend because you had another commitment that was a choice you made. In order to make sure you have got that bonding experience, we requested that you hosted a social event. That social event was hosted last weekend, which is great, but nonetheless it was late so that touches on maybe reasons why you feel like you feel excluded. I think everyone here is very much committed to having an environment where we form those relationships, but we cannot force anyone to make relationships that they do not want to build and it's a two way street. You work professionally as a professional organization, but we are not a regular club and org where everyone has to be friends and take cute photos together. On the Senate standpoint, that is something AJ and I had been really getting on top of for a while, was making sure that the Senate meetings were planned. To have it in November, it is honestly ridiculous, we have a very successful model for how things need to be done. We have two former Vice President of University of Affair sitting on this Board. We have the former Director of Programming, there are plenty of resources around you, but you need to ask and utilize those resources. I did want to touch on another stamp when you did mention that you did not feel like you are supportive for It's On Us. Please see this email from AJ back in July, she literally wrote a checklist on how to do this, she was last VP of University of Affairs, your predecessor. She explained how you were supposed to be do the event, and it has been done from the Summer. The reason why we are going to be voting for recommendation for removal is based on your performance, we do not believe it appears you are ready for ASI in this moment. It is not fair when you are not performing in this role, because your position is very important. You oversee Senators and you do host big campaigns such as It's On Us and Hey Be Nice. If you have not finished It's On Us right now, I am concerned because the next project is Hey Be



Nice and if you cannot finish this, that is very concerning. I do not see the work being picked up. Any other discussion?

1:00:51

VII. SPECIAL REPORTS:

No special reports.

1:00:55

VIII. ROUND TABLE REMARKS

No round table remarks.

1:01:08

IX. ADJOURNMENT at **12:04 PM**

Minutes approved by:

Executive Vice President/Chief of Staff & Chair

Name: Kabir Dhillon


-- ASIExecVP (Nov 17, 2021 15:42 PST)

Minutes approved on:

11-17-2021

Date:

