

Personnel Committee Meeting Minutes of June 29, 2021

- I. CALL TO ORDER at **2:01 PM**
- II. ROLL CALL
Present: Kabir Dhillon, Zaira Perez, Anjelica De Leon, Mirna Maamou, Jose Simon Carmona, Erik Pinlac, Martin Castillo, Kristopher Disharoon.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to strike out approval of the minutes of June 22, 2021 by K. Dhillon, second by M. Maamou, motion CARRIED.
K. Dhillon states when correcting the past agenda, I wrote down minutes that do not exist. Therefore, in the next meeting we will be approving the correct minutes.
Motion to approve the agenda of June 29, 2021 by **K. Dhillon**, second by **J. Carmona**, 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.
- V. UNFINISHED ITEMS:
No unfinished items.
- 2:24**
- VI. NEW BUSINESS ITEMS:
A. DISCUSSION ITEM - **Classification Levels of Part-Time ASI Positions**
The Personnel Committee will discuss the Classification Levels of Part-Time ASI Positions document.
K. Disharoon states E. Pinlac has already spoken on this topic in the executive meeting. We have created the classification level for our ASI part time positions. In which, other CSU have similar structure. I spoke with Amy who was the HR manager in Stanislaus in order to discuss classification levels for part time workers. It is classified into three sections, level one through three. Each level corresponds to an hourly pay range and general job responsibilities. I have also listed current ASI positions that would correspond to each of



these levels. In the salary administration it does require for the supervisor to hire at the base salary unless the person has prior work experience. However, there needs to be evidence as to why the person will be receiving a higher pay salary. This will not go into effect until the beginning of January in order to recognize the minimum wage increase. I also included that they pay increase can go up if they are with the company for six months or complete four hundred hours. I do want to amend this document to reflect a section on performance evaluation in order to determine the pay increase. **E. Pinlac** states that minimum wage is increasing to almost twenty dollars. Our student salaries have doubled from when we increased our ASI fee. Which is also something to consider when having a fixed budget. Leading us to create different revenues or increasing the ASI fee in order to meet this demand.

8:34

B. DISCUSSION ITEM - Director of Sustainability Affairs Appointment
| CLOSED |

The Personnel Committee will discuss interviewed applicants for appointment of ASI Director of Sustainability Affairs.

Motion to go into closed session for the Director of Sustainability Affairs appointment by **J. Carmona**, second by **A. De Leon**, motion **CARRIED**.

K. Dhillon states in closed session we discussed the two applicants. In the next meeting, we will vote on the recommendation.

10:12

C. DISCUSSION ITEM - Executive Director Job Description Analysis
| CLOSED |

The Personnel Committee will discuss the Executive Director Job Description Analysis and survey.

Gloria Romero Open Meetings Act of 2000 - 89307 (8) (c) (1)

Motion to go into closed session for the executive director job description analysis by **A. De Leon**, second by **M. Maamou**, motion **CARRIED**.

K. Dhillon states we discussed the executive director job description.

11:06

VII. SPECIAL REPORTS:

No special reports.

11:10



VIII. ROUND TABLE REMARKS

A. De Leon states the executive meeting for this week is canceled. We do have our first board of directors meeting next week, in which I am very excited. I will be sending out the agenda next week. Make sure to complete your task list and check in with your support group. Also, make sure that you are able to log into your email in order to receive updates. Lastly, we do have our board retreat coming up. Therefore, if you are presenting make sure to complete your PowerPoints. K. Dhillon and I will be finalizing some items.

J. Carmona states I will be on a family vacation next week but will still be in communication. If there is an emergency feel free to call or text me.

K. Dhillon states to make sure to send out a memo in order for everyone to be aware. We are also continuing our outreach for the chair position. We are hoping to appoint the chair by the end of summer.

13:46

IX. ADJOURNMENT at 2:45 PM

Minutes reviewed by:

Executive VP/ Chief of Staff

Name: Kabir Dhillon


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

Minutes approved on:

July 6, 2021

Date:

