

Personnel Committee Meeting Minutes for July 22, 2020

I. CALL TO ORDER at 12:02 PM

II. ROLL CALL

Present: Euridice Pamela Sanchez, Hoang Dao, Omer Shakoor, Anjelica De Leon, Brittney Golez, Martin Castillo, Erik Pinlac.

III. ACTION ITEM - Approval of the Agenda

Motion to approve the agenda of July 22, 2020 by **B. Golez**, second by **A. De Leon**, motion **CARRIED**.

IV. ACTION ITEM – Approval of the Minutes of April 29th, 2020

Motion to approve the minutes of April 29th, 2020 by **O. Shakoor**, second by **E. Pamela Sanchez**, 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.

4:22

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – ASI Chair of the Board Appointment | CLOSED |

The Personnel Committee will discuss the interviewed applicants for appointment to the ASI Board of Directors.

Motion to go into closed session for discussion item A by **B. Golez**, second by **E. Pamela Sanchez**, motion **CARRIED**.

H. Dao states after coming back from closed session. We are recommending only one person out of the seven, which is Kabir Dhillon. In the next personnel committee meeting we are recommending the board to talk action into recommending Kabir Dhillon.

6:49



B. DISCUSSION ITEM – ASI Office Hours Accountability

The Personnel Committee will discuss an effective plan to uphold the accountability for all Board members serving during the current Summer Term.

H. Dao states he has a presentation to show to everyone. I have created a three line of action. The first is being accountable. I will be working with Kris to start using a clock in and out system. This will be used to make sure everyone is arriving to their office hours on time. Next be accessible, we will be using our positions email account to create zoom meetings to hold during office hours. Lastly, be achieved, we will accomplish this by voicing the concerns students have when they need us. I have created a module for the zoom addition office hours people will be hosting. You will have a professional headshot of you, your position, zoom link, and office hours information. This will go into effective starting fall semester.

Motion to extend the meeting by five minutes by **E. Pamela Sanchez**, second by **B. Golez**, motion **CARRIED**.

B. Golez states that the presentation is very creative and admires the links to everyone's profile. I previously mentioned to Erik that other campuses are hosting zoom link all day during office hours. I was hoping we can do the same on our campus in order for students to log online and ask quick questions. That way we can use the link for the entire office. We could also utilize break rooms for individual meetings. **E. Pinlac** states that the only issue with that is that one could not share screens. However, I do like the idea and maybe we can adopt it to our CSR staff.

13:10

C. INFORMATION ITEM – ASI Non-Academic Senate Timeline

The Executive Committee will be informed of the proposed Timeline by the repopulation at East Bay and let us save more lives. VP of University Affairs and Executive Vice President/Chief of Staff.

Motion to postpone new business information item C ASI non-academic senate timeline to our next meeting by **E. Pamela-Sanchez**, second by **A. De Leon**, motion **CARRIED**.

14:43

VIII. SPECIAL REPORTS:

No special reports.

14:46

IX. ROUND TABLE REMARKS

No round table remarks.

14:59

X. ADJOURNMENT at **1:03 PM**

Minutes Reviewed By:

Executive VP/ Chief of Staff

Name: Hoang Dao

Hoang Dao

Hoang Dao (Oct 7, 2020 13:44 PDT)

Minutes Approved On:

7-29-2020

Date:



Personnel Committee Meeting Minutes of July 29, 2020

- I. CALL TO ORDER at 12:06 PM**
- II. ROLL CALL**
Present: Euridice Pamela Sanchez, Hoang Dao, Omar Shakoor, Anjelica De Leon, Martin Castillo, Erik Pinlac.

Late: Brittney Golez.
- III. ACTION ITEM - Approval of the Agenda**
Motion to approve the agenda of July 29, 2020 by **A. De Leon**, second by **O. Shakoor**, motion **CARRIED.**
- ACTION ITEM – Approval of the Minutes**
Motion to approve the minutes of July 22, 2020 by **E. Sanchez**, second by **O. Shakoor**, 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:**
- A. INFORMATION ITEM – ASI Non-Academic Senate Timeline**
The Personnel Committee will be informed of the proposed Timeline by the VP of University Affairs and Executive Vice President/Chief of Staff.
H. Dao states the purpose of the non-academic senate. **A. De Leon** states the document will outline some of our goals and timeline for senate appointments. We want to have the full senate to be chosen by September 11, 2020. Be appointed by September 25, 2020. Hopefully, we can complete this process and have everyone onboard by September 30, 2020. **H. Dao** states the point of contacts will be directed to A. De Leon, Chair, or myself. We are encouraging people to apply for the non-academic senate positions. Interviews will be on a rolling basis. A. De Leon, E. Pinlac and I will sit on the interview panel. The application will close on August 19, 2020 at 5:00 PM. Starting August 20-21st, we will send the list of applicants to check for eligibility. Interviews will be held August 31st- September 4th, 2020. We

will then decide September 7th- 10th, 2020. By September 11th, 2020 we will send out emails of recommendations. Lastly, by September 25th we are hoping to have the senate fully appointed. **E. Pinlac** states that Kris Disharoon will delegate for the non-academic senate positions.

30:46

VII. NEW BUSINESS ITEMS:

A. ACTION ITEM – ASI Chair of the Board Recommendation

The Personnel Committee will make a recommendation for ASI Chair of the Board.

Motion to recommend Kabir Dhillon as ASI Chair by **E. Sanchez**, second by **A. De Leon**, motion **CARRIED**.

H. Dao states from last week’s meeting, we are appointing Kabir Dhillon as ASI Chair. **E. Pinlac** states when we went through our candidates only one person stood out, which is Kabir Dhillon. Kabir came prepared during the interviewed and knew what the position consisted. **O. Shakoor** states he is looking forward to work with Kabir. After we vote when will Kabir begin his term? **E. Pinlac** states we are only bringing Kabir up for discussion. It will not be until Friday when he is appointed. Kabir will start August 3, 2020. **E. Sanchez** states Kabir overall had the highest score. Kabir came really prepared and has a lot of experience that we are looking into the chair position. We will be voting on this during our executive committee meeting on Friday. **M. Castillo** states as he was not part of the interview delegates. The qualifications that Kabir had during the interview were what made us chose him for the position.

Motion to appoint Kabir Dhillon as ASI Chair by **ALL**, motion **CARRIED**.

14: 35

B. DISCUSSION ITEM – Point of Contact

The Personnel Committee will discuss the updated Point of Contact document.

H. Dao states the purpose and overview of the point of contact. Each position has a list of who their point of contact will be. **E. Pinlac** states the reason for the point of contact is in order for everyone to have one person to reach out to. However, it seems as if we are having various duplicates. For example, everyone reports to Kris or me. This adds more confusion to who the board reports too. We need to simplify this in order for members to reach out to one board member and either Kris or myself. This would have to be revised for all positions. **E. Sanchez** states we can also distribute the responsibilities. For example, for myself I have many people to look after for, as well, as Vice President of University Affairs. I am a little confused as to why the Chair has someone due to their position being to the Board of Directors only. I do not believe the Senators will need the Chair for any assistance.



H. Dao states the document is shared with everyone if they wish to make a comment. I will be narrowing down each point of contact in order for it to be equally spread out more. **E. Sanchez** states that the executive vice president should be the point of contact for the academic senate. That way it can allow the vice president of university affairs to look over the non-academic senate. **E. Pinlac** states when K. Dhillon was VP, he was able to meet with various people, which is why the document looks like this. However, when the shelter in place happened, I believe we did separate the non-academic and the academic senators.

We just wanted someone those senators can reach out to that would allow them to be mentored. **M. Castillo** states we gave every executive member a point of contact. This allowed them to follow up every week if possible. I believe the way E. Sanchez explained to even the non-academic and the academic senators works out well. The Chair does not have any other responsibilities besides leading meetings. In the past, the Chair has become a co-chair to the senate. It is not official and will have to be determined every year due to it not being in the bylaws. I do believe A. De Leon will need additional support. Really take a look at the list and try to follow how we did procedures during the stay at home order. We split a certain amount to each executive member to have a point of contact. At the end of the day you are a student first. **B. Golez** states that we can group people in the same projects. This was very helpful last year. They can ask group members first and then move up the ladder if their question has not been answered. **E. Sanchez** states we did split up in groups. We had different task groups and I usually worked with those in the same tasks as me. I found this to be very beneficial. I think creating a task list should be implemented this year. We found it to be effective last year as we were able to check in with those who we were working with. Maybe we can create the group with our point of contact and then a smaller group afterwards. We could create this list during retreat and base everyone on their interest. **A. De Leon** states retreat will be a great way to split everyone during groups. This will allow everyone to get to know each other and see what interest we have. **H. Dao** states he will read the rest of the document to show everyone else the point of contact for associate vice president for student affairs, academic senate chair, director of student life & leadership, director of university housing, athletic director, and alumni association representative. **M. Castillo** states in the past our six advisors often feel that they do not contribute as much. Maybe we can also split some group members to the advisors. We try to split up advisors depending on the task to create a better match and resource.

33:00

VIII. SPECIAL REPORTS:

E. Sanchez states she spoke to President Morishita regarding the question's students had. I asked him what efforts he is putting forward to help international students and tuition. We are also starting a document. It will list a series of question to President Morishita in order to get responses.

34:46

IX. ROUND TABLE REMARKS

E. Sanchez states I am excited we got to recommend our chair position. I want to thank everyone for being here during their summer term.

35:46

X. ADJOURNMENT at **12:41 PM**

Minutes Reviewed by:

Executive VP/Chief of Staff

Name: Hoang Dao

Hoang Dao

Hoang Dao (Oct 7, 2020 13:44 PDT)

Minutes Approved on:

8-12-2020

Date:









Personnel Committee Minutes of 7/29 and 7/22/2020

Final Audit Report

2020-10-07

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