

Personnel Committee Meeting Minutes of August 12, 2020

- I. CALL TO ORDER at **12:08 PM**
- II. ROLL CALL
Present: Hoang Dao, Omer Shakoor, Brittney Golez, Anjelica De Leon, Kabir Dhillon, Erik Pinlac
Late: Euridice Pamela- Sanchez.
Absent: Martin Castillo.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of August 12, 2020 by **O. Shakoor**, second by **K. Dhillon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of July 29th, 2020**
Motion to approve the minutes of July 29, 2020 by **A. De Leon**, 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. DISCUSSION ITEM – **Point of Contact**
The Personnel Committee will discuss the revised Point of Contact document.
H. Dao states that the point of contact is now updated. I will now go over the purpose, duties, and objectives, and who is my point- of contact. Each executive member has about six members that they will be in charge of. **E. Pinlac** states the vice president of communications was not listed. We can make the VP of Communications a point of contact in order to split the load. **H. Dao** states the VP of Communication and VP of Finance were not added. However, if this is something everyone would agree to, we can add them to be a point of contact. The Executive Director will be the point of contact for the executive committee, the academic senators, and a few non-academic senators. For the associate director, they will be in charge of the directors and the rest of the non-academic senators. **K. Dhillon** states he is confused regarding separating the senators between the executive and associated director. I



know in the past the board works with Erik and the senators work with Kris. I would suggest having the non-academic senators working with Erik as opposed to Kris. **H. Dao** states originally all the senators were going to be grouped with Kris. However, after receiving feedback on spreading out the academic senate to the associate director. I will be making the necessary changes. **E. Pinlac** states if the senators are governance related, they should report to me. This will allow all the programming senators to be overseen by Kris. My list that I have to oversee looks good. However, vice president of communication should be overseen by Kris since they work together. For University Affairs, it gets difficult to decide due to them working in both governing and programming. When it comes to the senators, we should see what their main purpose is. For instance, if the academic senators are mainly going to host events or do more legislative work. This will allow us to group them with the correct point of contact. I rather look at the functions rather than the title everyone has. Regularly Kris oversees the senate and the administration, however, some items do not apply to Kris. **B. Golez** states she reviewed this document last night. I am impressed that we are doing support teams. I believe this will help us navigate our emotions throughout this stay at home order. If this order extends until spring semester then at least we already have a guideline. I know from my experience last year; we did not refer to the point of contact as much. I believe having support teams that reflect the work we are doing would be beneficial. For instance, if I work with the director of programming, our work will reflect between one another. **H. Dao** states he saw that comment as well. Kabir would you like to speak on the comment? **K. Dhillon** states back in spring, Daisy Maxion and I thought it would be best to do support teams. This allowed everyone to be on task. Everyone on the executive committee had at least four to six members, depending on how they were split up. They usually met on their own set schedule and did mental health check ins. If that is something the personnel committee decides to do, then I recommend putting everyone in a group they work best with. **E. Pinlac** states if we include all the senators, I believe it will be many people for Kris and I. The reason why we have a point of contact is for hierarchy to talk to. If the senators are already meeting with A. De Leon and K. Dhillon. Wouldn't it be easier if they forwarded questions to Kris and me? That way instead of having all the senators ask either Kris or I. A. De Leon and K. Dhillon would be the representatives for the senators. **K. Dhillon** states that the point of contact is mainly for someone to know who they can refer to if they have a question. **A. De Leon** states that she likes the idea of how the senators were arranged. For instance, I would report to S. Valecha and if he did not have an answer to my question. He would then reach out to someone else for me. I believe this is one of the best ways to keep communication between everyone. It is like a form of communication streamline. **Euridice Pamela Sanchez** states we already had issues of people not referring to their point of contact and issues other people. I like what E. Pinlac brought up. By stating that it is better to only have a few people come up to ask questions rather than the whole senate. I believe we should continue working on this. We also need to see how we guide our board during retreat if we



do not have a clear structure. **K. Dhillon** states in the previous revision. I know Kris and Erik were the point of contact for many people. I know Kris does a check in at least three times a semester. Erik does something similar but meets more often depending if someone needs help. I know some answers can be answered by other board members. Maybe this will allow us to ask questions to each other. It would be nice if this document were completed prior to retreat. Also, we need to figure out support teams if we are doing it this semester. **H. Dao** states that we can include support teams in the point of contact. We should restructure it in order to best suit us just in case this does prolong to spring semester. **E. Pinlac** states all we have to do is add the vice president of finance and communication to the list. This will allow us to distribute members more evenly. When we have our executive or personnel meetings, this will also allow for us to bring up any concerns that the board might have. We could have director of sustainability report to the vice president of finance due to O. Shakoor having background knowledge on the position. Meanwhile, the vice president of communication can work with some senators who are programming based. **Euridice Pamela Sanchez** states if this is a discussion or action item. **H. Dao** states it is still a discussion item. **Euridice Pamela Sanchez** states she will type the edits on the document. I will be writing out Erik's suggestions. **E. Pinlac** states that for finance you can add senators who focus more on budgets like senator of Greek life or senator of concord. However, there might be some overlap between senators. **K. Dhillon** states it would be more effective if E. Pinlac, H. Dao and Euridice Pamela Sanchez met outside of the meeting. In order to finish conducting business. **E. Pinlac** states if they are free today after 3:30 PM. **H. Dao** states yes. **Euridice Pamela Sanchez** states yes. We should have this completed before retreat. **K. Dhillon** states mostly everyone agrees with the document. We just need to finalize who meets with who. **Euridice Pamela Sanchez** states the point of contact is who you go to when you want to put your actions forward. While the support group has different leader. Members will be doing mental health check ins and holding each other accountable.

28:54

VII. NEW BUSINESS ITEMS:

No new business items.

29:00

VIII. SPECIAL REPORTS:

E. Pinlac states why is there only two minute left in the meeting. I thought the meeting ended at one.

H. Dao states he was notified earlier that it would end soon.

E. Pinlac states it makes it complicated having two separate groups to manage.

30:40



IX. ROUND TABLE REMARKS
No round table remarks.

30:42

X. ADJOURNMENT at **12:40 PM**

Minutes Reviewed By:
Executive VP/ Chief of Staff
Name: Hoang Dao

Hoang Dao
Hoang Dao (Sep 29, 2020 14:24 PDT)

Minutes Approved On:
9-2-2020
Date:






Personnel Committee Minutes of August 12, 2020.

Final Audit Report

2020-09-29

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