

Personnel Committee Meeting Minutes of September 30th, 2020

- I. CALL TO ORDER at **12:05 PM**
- II. ROLL CALL
Present: Hoang Dao, Euridice Pamela Sanchez, Omer Shakoor, Anjelica de Leon, Brittany Golez, Kabir Dhillon, Martin Castillo, Erik Pinlac, Kristopher Disharoon
- III. ACTION ITEM - **Approval of the Agenda**
Move to approve the agenda by **K. Dhillon**, second by **E. Pamela Sanchez**, agenda **APPROVED**.
- IV. ACTION ITEM - **Approval of the Minutes of September 2nd, 2020**
Move to approve the minutes of September 2, 2020 by **A. de Leon**, second by **O. Shakoor**, 6 Ayes, minutes **APPROVED**.
- 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.
- VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM – University-Wide Committees

The Personnel Committee will be informed of the delegation to the University-Wide Committees.

H. Dao states that he has delegated and assigned the Board and Senate members to the University-Wide committee, as well as the Academic Senate. I have worked with the Executive Director and Associate VP of Student Affairs and the document has been updated. I will continue to carry out more information to the Board member and members of the Chair and person of the delegate, for the remainder of time this week.



K. Dhillon states that this is usually done based on availability. For example, if I ca not make a certain committee because of class at that time, would I contact H. Dao to be assigned to another committee?

H. Dao states that when he continues to delegate people into committees, an email can be sent to me to schedule a one-on-one, with E. Pinlac copied to the email. It can be discussed, and I can choose another representative. I would like to put everyone in committees that constituent to each position. I will be sharing this with the Personnel Committee and the Board of Directors in an email. If there are nay questions regarding delegations, feel free to reach out and I can look for another ASI representative to be seated on these committees.

E. Pamela Sanchez states that in regards to specific committees that pertain to certain positions, if a member cannot attend a committee meeting, how would that person be help accountable? The positions are specific to members serving in certain committees. **H. Dao** states that he is acknowledging certain committees align with different roles. I am unsure if we can still delegate any Board of Directors or Senate to these committees. I think it is urgent that we may need to have a representative seated on the committee, although they may not align with the goals of the committees. **E. Pinlac** states that he has a concern. This is a different document than the one that is shared in the drive. I do not want to create any confusion by having multiple documents. **H. Dao** states that he will be sharing the document with everyone. The documented was formulated in color to easily delegate people. I listed the ASI Committees, Heritage months, and CSSA representatives. There is another University-Wide committee document in the Drive as well.

E. Pinlac states that instead of H. Dao sharing the new document, he should keep it and update the other document. Everyone has access to the other document and it will create confusion having two different documents. **H. Dao** states that it can be done that way. **K. Dhillon** asks if there was a particular meaning behind the colors on the document.

H. Dao states that the orange shows the committees that need to be delegated soon and the rest of the colors were based on the draft email. Yellow shows that the committees are pending. **K. Dhillon** asks if there is a specific number of how many people were delegated to specific committees. In the past, the concern has been having the right number of members and to avoid overworking the Board. **H. Dao** states that looking at previous documents, the number of representatives are listed. I am not sure if the Academic Senate representatives have an assigned



number of student representatives for the 2020-2021 academic year, but I still kept the number just in case a representative is replaced. If people cannot attend assigned committees, they can copy E. Pinlac to an email and sent it to me. **M. Castillo** states that in regards to E. Pamela Sanchez's question about who can make it to meetings, there committee members that can attend meeting for those who cannot attend. I spoke to H. Dao and the easiest way to go about things is to look back at previous documents and find which positions were delegated to which committee. If there is an inordinate amount assigned to one specific position, changes can be made. The biggest thing for me is that I am receiving pressure from University committees regarding student voices on them and the color coordinating was done based on urgency. **H. Dao** state he is ensuring that there is a balance of representatives. There are spots on the document that are gray and those are committees that are inactive. I still delegated people there just in case those committees return in the Spring. **E. Pamela Sanchez** asks if there is a deadline for Board members to notify H. Dao if they cannot attend these committees. **H. Dao** states that there is no deadline to notify me. Emails can be sent to the Chair and contact person. I reviewed this with E. Pinlac and some of these committees meet either on a monthly or weekly basis. I want to assign people in advance, in case people cannot make it. I can cater to the Fall 2020 semester and see if people can attend. It would be great for people to inform me as soon as the first meeting arises or one to two weeks in advance, prior to the delegation. **E. Pinlac** states that there are some spot that will remain empty and it is difficult to assign a deadline. Spots need to be ready for some of the Senate members that have yet to be appointed.

15:36

B. DISCUSSION ITEM – Board Member Concern

The Personnel Committee will discuss the performance and tasks of the ASI Executive Vice President/Chief of Staff.

E. Pinlac states that he spoke to H. Dao about some of these things. Because this is a committee that he would share, I wanted to mention it to him before receiving an email about it. There have been concerns about some things not being done to the level of how things should be done. I think that Senate interviews are a little late. University Wide committees was one of the things that we had concerns about. Some of the documents that were produced were confusing and as the Chair Personnel, he is supposed to be



managing all of that. **A. de Leon** states that with Senate Interviews, over the summer, H. Dao and I discussed the timeline and created a deadline of September 30th, which is today. Having the interviews late was one of my concerns because I wanted to have the full Board and Senate completed at this time and give time to create events and connections. I understand that there are many things going on, but it is something that we agreed on earlier in the summer. **B. Golez** states that the point of contact policy document brought positive feedback, but it was not seen on the following Personnel Committee agenda as an action item. If an item is discussed, it should be finished before it becomes an action item. I decided to create my own version of the point of contact policy to see things come together. I was hoping for a collaborative effort instead of me taking hold of the entire project. There should be more collaboration, communication, and seeing the actual work being done. **K. Dhillon** states that the Board members mentioned a concern on the process for appointing the committees and starting them. There has been no clear plan provided and it has not been communicated. There has also been a lack of self-initiation. With Vice Present roles in ASI, Vice Presidents are expected to self-initiate and take the lead. The Executive Committee has had to push for the Senate interviews to get done. **B. Golez** states that if H. Dao is struggling, he can reach out. I may not have a lot to offer, but predecessors are available to help and provide guidance. We are all here for each other and we are going to take constructive criticism and hopefully become more productive. **M. Castillo** states that the opportunity to discuss these things in Personnel is not meant to disturb anyone. It is just the opportunity to discuss. I like what B. Golez mentioned about communicating and being honest. **O. Shakoore** states that the Board is split in terms of who each person ran with and sometimes, I feel like there is a lack of communication. I would like to move past the fact that each of us ran separately. I hope that we can communicate with each other in times of need and moving forward, we should stick to our plans to achieve our goals for this year. **H. Dao** states that he appreciates everyone for making their points. On September 17th, 2020, I received an email from E. Pamela Sanchez titled EVP concerns. E. Pamela Sanchez made several observations towards my serving goal here as well. I would like to provide clarification on my end, and it seems as though transparency is needed. The email indicates that I need to be more organized and communicate with the Board more. She addressed that last-minute interview scheduling is not acceptable and keeping the Director in the dark is not right either. “You wanted the Senate seated by September, but we are barely starting to integrate processes. It is the third week of September. I am upset at the fact that the Executive Committee has been taken care of so much of the Executive Vice President’s tasks. You are in charge of the point of contact, as well as the task lists. All of this should have been figured out during the summer, not in the middle of the first semester. They were only brought up because I kept pressuring you to do so. Also, I find it unacceptable that you simply bring up the



documents and expect the Executive Committee to provide all the ideas. Ideally, you will contribute the ideas and the Executive Committee can provide feedback with certain documents that are specifically responsibility as listed in the bylaws”. I responded to E. Pamela Sanchez for expressing her concern to me. I already indicated in an email prior to have the current timeline updated. I am going to be sharing with the standing committee chairs the process of how they can proceed with interviewing their applicants that are eligible. I have informed them awhile ago through email of the brief outline on how the process will be exercised, so they are aware of the procedure. The Non-Academic Senate timeline that A. de Leon and I created and shared with the Executive Committee members had to be adjusted due to an anticipated pro-long step with the screening eligibility process, which I was not provided the final list. I appreciate the contribution thus far from my fellow Executive Committee members. I did not expect the Executive Committee to contribute all of the ideas. I will continue to reach out for assistance when needed. Now referring to the ASI administrative manual under Article one section two, it pertains to the duties and responsibility of the Executive Vice President Chief of Staff. It states that an item shall meet with the Board of Directors on a monthly basis. To note, depending on the Executive Vice President Chief of staff, I was told that one would perform their duties differently than others in this role. The demand expectations should not be confined. In the bargain, I am incrementally still servicing in my role and being equipped to holding myself accountable to my duties and responsibilities. With advancement to the concerns towards my role, I believe I can work on a better stream of communication to my ongoing tasks when appropriate. With this, Board members can be looped in with my internal duties. E. Pamela Sanchez asserted that we did not need to meet for a one-on-one every week. I expressed to her that it is important for us, as the President and Executive Vice President, to mee to do so. However, I understand that the two-to-one meeting that E. Pamela Sanchez and I have with E. Pinlac, will be in lieu of our required one-on-one meeting. E. Pamela Sanchez and I do not have separate one-on-one meetings. If any urgency arises with our task force, E. Pamela Sanchez asks that I communicate with her via email or with a call. At our two-to-one meeting yesterday, E. Pamela Sanchez mentioned that we can provide the Board of Directors details of ongoing tasks. We encourage our Board members to also make reports during special reports at the Board meetings. Since the ongoing pandemic occurred, like many of us have not overcome this challenging time. As for myself, I had to face many instances to find stability as a student. I am yet learning and progressing into my assigned duties and responsibilities within my role. I am open on any feedback on how I may be able to provide extended support to the Personnel Committee and Board of Directors, all while carrying out my role. I understand that I am being brought up for a reason and I acknowledge that I have made multiple justifications and had a conversation with





E. Pamela Sanchez and E. Pinlac, prior. I hope you all understand my stance and willingness to adapt with you all during this time. **E. Pinlac** states that he wants to clarify the language specifically. I was here when the Administrative manual was drafted. Essentially, it should be a point in which there is a one-on-one meeting on a monthly basis. This just to make sure that you understand and meet with everyone to check in on them and see if help is needed. The Administrative manual can be updated for clarity. **B. Golez**, **K. Dhillon** and I are looking at some of the internal documents. Previously, meetings were every other week and it would be with the entire Board of Directors. In an average semester, the meeting with the Board of Directors would happen at least four times. I know that there are a lot of people to meet with, but it will be to your benefit in your role. There are opportunities to share information when needed. If **E. Pamela Sanchez** is looking for any information, the Executive Vice President would be the person that has all the information. **E. Pamela Sanchez** states that the email that was sent to **H. Dao** was sent before the item was sent to the Personnel Committee. I did address my personal concerns with **H. Dao** in private, but then I noticed that other Board members had some concerns and that is the reason why it is now in the Personnel Committee. There has been a disconnect and I think that the Executive Vice President role is really important in helping everyone succeed. I mentioned at the end of the email that the role is important and if the Executive Vice President is behind, the whole Board of Directors are behind, which worries me. We are all here because we want to work together to improve and there is time to work on this. **B. Golez** asks if the committee can see what **H. Dao** wrote before it is taken to a vote. If possible, **H. Dao** can send it to me. **E. Pamela Sanchez** states that **B. Golez** is asking for a written explanation. **B. Golez** states that it can be an explanation, or it can be an informal or formal phone call. **E. Pamela Sanchez** states that it is up to **H. Dao** if he would like to provide a written response. If not, the discussion should be in the minutes. **H. Dao** states that he hopes that the minutes are compiled.

34:01



C. DISCUSSION ITEM – Board Member Concern

The Personnel Committee will discuss the performance and tasks of the ASI Senator of CBE.

H. Dao states that the Senator of CBE, Daniel Olguin, has been presenting a lack of communication in the role to myself as the Executive Vice President Chief of staff, ASI staff members, and the University President appointee to the GAG Academic committee,

Dr Wildy. When I was informed that Daniel Olguin has not been responsive to us through emails and such important matters that are time sensitive. We are yet to receive a response from Senator of CBE, Daniel Olguin. I sent out many emails and friendly reminders to the Senator of CBE in these regards. I expressed this to E. Pinlac and

E. Pamela Sanchez. On September 14th, I wrote to inform the Senator of CBE to have his office hours indicated on the ASI virtual office hours on the fall 2020 spreadsheet. I received no line of communication response. On September 22nd, I informed the Senator of CBE, Daniel Olguin, of his lack of completing tasks, when I have already shared necessary information and guide instruction on how it should be completed. There I received no line of communication. Senator of CBE, Daniel Olguin’s office hours and task documents were seen as incomplete and passed due. A while ago, I delegated two Academic senators, Senator of CLASS and Senator of CBE, to serve on the Greater Appeal and Grievance Academic committee. Senator of CLASS was seated on the AG hearing panel and Senator of CBE was delegated on the GAP meeting. Dr. Wildy sent an email stating “Hello, Hoang, sorry for the delayed response. I did contact Daniel Olguin via his ASI email address on September 23rd, but I did not hear back from him. Just in case I miss his response, I will check again. But as far as I know, he never responded to me. Thank you for assisting me and making contact with him and assigning MyKale Clark to the panel”. Our ASI Senator of CLASS was the only ASI student representative greatly serving on the committee. Yesterday, the GAG committee had a meeting, so I hope Daniel Olguin was also in attendance. I can confirm his attendance with Dr. Wildy. I want to hear all of your thought on how we can further support Daniel Olguin with his performance as Senator of CBE, otherwise, this will need to be taken into account.



K. Dhillon asks if the committee can hear from Daniel Olguin before getting into the discussion. **Daniel Olguin** states that what H. Dao mentioned was true. I did get a couple of emails and did not have access to many of the emails. I had a lot of things going on recently and I have not been on top of things. I do have everything completed now, but for personal reasons, I was not focused. I am working on getting better and if I did not communicate with anyone on the Board of Directors or did not respond, I apologize.

E. Pamela Sanchez states that she was in contact with Daniel Olguin over the summer. He is new to ASI and there was a lot that he needed to learn. Daniel Olguin did go through personal struggles during the summer and struggles with basic needs. For a while, he did not have internet access and as we know right now, it is difficult to find internet in public places and most of the job is online. I was personally, very forgiving over the summer and I did reach out to him in different ways. I am not sure how comfortable Daniel Olguin is with sharing more information, but from what I understand, Daniel Olguin is a warrior. We should all keep that in mind. I know that there has to be a level of accountability. If there are concerns, I do suggest speaking now.

B. Golez states that deadlines are set. I am not sure if anyone new to ASI knows, but the Executive Vice President is in charge of the Personnel Committee and any deadlines that are failed to be met need to be explained through H. Dao. If not, it can come to the Personnel Committee and it can be discussed. There needs to be good communication between each Board member and H. Dao to avoid discussion in the Personnel Committee. The idea should be reinforced to the Board members because they may be unsure of how the process works. Daniel Olguin did reach out to me stating that he would like to have a one-on-one. I do see the effort and it is a little late, but it is there. If H. Dao needs to have a one-on-one with the Board members, I believe it is a part of the duties as an Executive Vice President.

A. de Leon states that she understands that Daniel Olguin has been dealing with personal issues. K. Dhillon and I had a two-to-one meeting with him Daniel Olguin, where he did express his concerns. In terms of communication, I wish I had known the part that H. Dao mentioned. If there are any concerns with Board members, it would be nice to know. Daniel Olguin's effort is beginning to come back. We are here for everyone and we want to ensure that everyone succeeds and is



accountable. **E. Pinlac** states that the main issue is communication and it has been mentioned a couple of times. I know that Daniel Olguin did have issues with his email, which I walked him through. If anyone has issues with accessing the ASI email, using a private browser works. I would like to hear what Daniel Olguin's plan is moving forward. The main thing is to respond to emails within 48 hours. It would be comforting to hear what Daniel Olguin's plan is. **H. Dao** states that he accepts Daniel Olguin's apology. This is a time for the Personnel Committee to hear from Daniel Olguin, since I have not heard any line of communication and I am concerned. I want to meet with people to check in on how everyone is going. I did not know that Daniel Olguin was going through student basic needs. I would like to discuss with Daniel Olguin further about this and how the Board of Directors can support in the role. **E. Pamela Sanchez** states that there is tension from the discussion. We are here to help one another succeed and we have to be understanding. If Daniel Olguin would like to close off the discussion, he can say something. **B. Golez** states that it sounds as though Daniel Olguin communicated with a good majority of the Personnel Committee. The only missing line of communication was between Daniel Olguin and **H. Dao**. To reiterate, everyone must communicate with the Executive Vice President. Similar to what

E. Pinlac has stated, I would like to hear Daniel Olguin's plan.

Daniel Olguin states that moving forward, I plan on communicating. For myself, I do lack in that part. I did update my office hours and if I am being honest, I had many things going on. I was in contact with **E. Pamela Sanchez** and she was helpful. I had to update the Drive and I did not, which was my fault. I updated my task list and met with the Dean of my college. I have been doing things, but communication has been lacking. I do have things planned and have met with the Dean many times. It is not okay to not communicate with those who are attempting to reach out. I am not sure if the committee would like to hear what my task list consists of or if it can be viewed in the Drive. I apologize for not being available mentally and I am working on improving that. Thank you everyone for informing me on things that need to be improved because there is always room for improvement.

H. Dao states that he wished that Daniel Olguin had communicated, and I would like to communicate with one-on-one about the task list. I know have a better understand of where Daniel Olguin is coming from. **E.**



Pinlac states that he is content with what Daniel Olguin presented and that he met with the Dean. We are getting close to the meeting ending. If anyone would like to extend the meeting, it should be done now.

Move to extend the meeting by ten minutes to end at 1:10 p.m. by **B. Golez**, second by **K. Dhillon**, 6 Ayes, meeting has been **EXTENDED**.

51:40

D. DISCUSSION ITEM – Board Member Concern

The Personnel Committee will discuss the ASI Senator of CLASS’s action on deletion of the specified Task List documents from the shared drive.

H. Dao states that E. Pamela Sanchez sent an email about sending an explanation to the Senator of CLASS as to why the document is important. I already informed the Board of Directors on the importance of this specific document, yet I can reinstate it again. The task list document is requested to be implemented to hold ourselves accountable to our serving position. It would require that the President and I review it over. We will be needing to check in with everyone to ensure that your performance and plans on the document are striving to be met. In addition, the task list document is set in place to align goals with the 2020-2021 policy agenda and allow this criterion to be successively contributed and met by the end of the term. The President and CEO, E. Pamela Sanchez, can guide her purpose for this item and we may then allow Senator of CLASS, MyKale Clark, to freely discuss her stance.

E. Pam Sanchez states that everyone is supposed to fill out their task lists and explain the goals for the semester. I was personally affected by the deletion of the task list document. E. Pinlac and I met, and he mentioned that I did not fill out the task list. I told E. Pinlac I completed it and I looked for it, but it was nowhere to be found. When I looking to the Google Drive trash, I found my task list, K. Dhillon’s, and Mirna Maamou’s task lists. I was able to determine that the Senator of CLASS, MyKale Clark had deleted the documents. It was important to bring it to the Personnel Committee because this mistake or action could have affected several Board members. There was going to be a consequence if people did not fill out the task list. It could have resulted in consequences on myself, K. Dhillon, and Mirna Maamou because there was no way to prove that the task lists had been completed.

MyKale Clark sent an email to me mentioning that it was a mistake and now is her opportunity to share the information with the Personnel Committee.

E. Pinlac states that he spoke to MyKale Clark prior and she showed me what

happened. If the committee will allow, I can share my screen and demonstrate how this came about. I can see where the error came. When MyKale Clark transitioned into the role, she was taught to use Google Docs. She was trying to clear up the Google Docs by deleting some items on here. If you remove an item, it removes it for everyone and MyKale Clark may not have understood that. I showed her how to go through Google Drive during our meeting. I did not feel that it was malicious and fortunately, we were able to resolve it and retrieve the documents. Because of this incident, I looked at everyone's access and accounts have been changed so that items cannot be deleted. People will be able to add items but can not delete anything. The Executive Committee and staff will be in charge of having to remove items if needed. If everyone is okay with this, it can be kept tis way or it can be moved back. **MyKale Clark** states that this situation could have been solved with a conversation. I believe at this point, it is more personal than trying to correct the situation. The documents were retrieved, but the meeting was still urged. I would expect to hear from ASI President, who is supposed to lead the Board of Directors, first. I believe we all know, including the President, that this was not intentional and all I wanted to do was to get rid of documents shown on my side. It was a mistake and could have been made by anyone. I did not go looking to sabotage the task lists as it has no benefit for me. I believe that this situation and this meeting could have been handled differently, but it was dragged out and made to seem as if it was malicious and done with bad intent. I refuse to be seen as a malicious person because that is not who I am. Even when I had my one-on-one meeting with E. Pinlac, when I discovered the issue, I knew it was personal and that old wounds could be opening up. Because of what is happening, the articles, and the news, it does not pertain to me and it is unprofessional. It seems that I am here for a personal reason rather than for my actual role. It is not because I am doing anything wrong, it is because of an accidental mistake. I believe that whatever the outcome is, this can be made into an action item and vote can be made. But as a personal reason, this is unprofessional.

E. Pam Sanchez states that E. Pinlac did mention what happened, but it was already on the agenda. I was an opportunity for other Board members to speak on how they felt about it. As for claiming the situation is personal, it is not. I know that it was my task list, but this would have been taken to the Personnel Committee, regardless of who it was. The task lists are important and could have affected more people. I do believe that it was an accident, but it was an accident that could have gone badly. I wanted this to be an open space for MyKale Clark to explain what happened. We cannot have this happen again.



When a person is in ASI and there is an ASI document, it is best to sort it differently, rather than deleting it. When an item is brought to the Personnel Committee, it does not mean there will be consequences. I am sorry if MyKale Clark felt personally attacked, but it something that has to be done to hold people accountable. **A. de Leon** states that communication has been talked about a lot throughout the meeting. This is a space to communicate what happened and to address the concern. This does not mean that this was a personal attack. We are all aware of what is going on and we are a group of people that needs to work together. If something occurs, it is good to be transparent. **B. Golez** states that the positions are jobs and there is a process that has to occur when certain things are seen. This is an opportunity to inform the committee of what is going on. E. Pinlac changing the configurations in the Google Drive was helpful information. Everything seems normal. Thank you MyKale Clark for coming and communicating. This does need to be taken to a vote because it is a discussion item. The lines of communication are always here for everyone to talk to each other to inform people of what occurs behind the scenes. **K. Dhillon** thanks MyKale Clark for clarifying her perspective. Working with Google Docs, it is very easy to delete everything. This is a procedure and it was concerning that three documents were deleted. The concern was that if the documents were not retrieved, there would be consequences. I worked very hard and put a lot of time into my task lists. It would have been difficult to recreate the document. I do not believe he act was malicious and MyKale Clark does not appear to be a malicious person. If this is voted on, it will bring closure.

Move to extend the meeting by seven minutes by K. Dhillon, second by

B. Golez.

O. Shakoore states that everyone ran on separate slates. We as a Board should put this behind us and we are halfway into the semester. I do not think that the personal agendas or disagreements that we have with each other in the past should be carried on. This does not help the student body and it is detrimental that everyone continues to think like this. As co-workers and student leaders on campus, we have a duty to fulfill and to advocate for students. I understand that this is a Personnel meeting where concerns can be voiced. It is concerning to me that this is an issue. Moving forward, I would like to see everyone coming together. **MyKale Clark** states that she did not know she had access to delete people's task lists. As E. Pinlac explained, I thought I was removing it from my area. No one communicated that everyone had access to the Google docs. This meeting was urged without hearing my side of the story. The same



way E. Pinlac reached out is the same way that anyone could have reached out. I agree with B. Golez that this is a job, but jobs do not go quickly to have a discussion about someone before asking the person first. Thank you for informing me that it will be a vote. I would like to reiterate that it was accidental and however this vote goes, I know it is personal. I only wanted to clear my area on the Google Docs. Everyone speaks on how it is my first time in ASI and I am learning, but it is made uncomfortable to do so. In regard to the slate, it does not apply to me. I have been nothing but nice to everyone and I have reached out to everyone. I have tried to work on projects and asked questions. I agree with O. Shakoor that we have a duty to fulfill and to advocate. I am here because of an accident that could have been discussed first. As E. Pamela Sanchez mentioned, she spoke to Daniel Olguin. Why did E. Pamela Sanchez not reach out to me with the same courtesy? B. Golez states that she understands **MyKale Clark**. I can understand why it feels as though it is being dragged out. It was helpful having MyKale Clark be here and explain what is going on. I validate that MyKale Clark says it is a mistake. It is not late for us to come together and have personal conversations with each other. It feels like there are a few conversations that need to be had. If the conversations do happen, I extend my help. MyKale Clark's feelings are valid, and I am here as a friend and co-worker. We are here to help each other. **E. Pamela Sanchez** states that this is not personal.

Move to extend the meeting by five minutes by K. Dhillon, second by **B. Golez**, 6 Ayes, meeting **EXTENDED**.

E. Pamela Sanchez states that she is sorry and that it is not personal. I would like to be transparent on how the process works. H. Dao's role as the Executive Vice President is to check in with the Board of Directors. Anything that goes to the Personnel Committee goes through H. Dao. If anyone was in charge of checking in was not me. I spoke to MyKale Clark before the term began and I did not want anything to have an effect as it is today. I can hear it in MyKale Clark's voice that it was an accident. I am sorry, but this is how to process works. Everything brought to the Personnel Committee goes through H. Dao. Please do not think it is fully my responsibility and I am not targeting in any way. Now the process needs to be carried out. **MyKale Clark** states that E. Pinlac mentioned that E. Pamela Sanchez was urging the discussion. I do not want to continue going back and forth, but it was an accident. I do not want to be viewed as a person with bad intent. I stand by everything that was said today.

Move to extend the meeting to 1:30 p.m. by **K. Dhillon**, second by **E. Pamela Sanchez**.



O. Shakoor thanks MyKale Clark for voicing her concerns to the Personnel Committee. I have been in the same position last year and the reason for it was upsetting. We use the Personnel Committee as a way to keep Board members responsible for their duties. As student leaders, this should not be taken personally, and it does not take away from the person you are. Personally, this was helpful for me because I was not aware of what happened. Hearing the situation explained on E. Pinlac's behalf, has made things better. Thank you for coming today and I hope that we can have more candid conversations as co-workers and friends. **K. Dhillon** states that as a former Executive Vice President, this is the process. The Executive Vice President does have the discretion because they put together the agenda.

M. Castillo and E. Pinlac can speak more about it because they have seen so many people addressed to the Personnel Committee. Having concerns discussed provides a good understanding. It was not done with malicious intent. Being brought to the Personnel Committee for the first time is a lot.

B. Golez states that ASI processes and there are certain things that are not a part of the process. We are not working together cohesively as we should.

E. Pamela Sanchez and MyKale Clark need to have a conversation and make it a goal to work together. Working together is a part of the job. I can hear the emotion and it should not come together in the workplace. If I feel the need to have a conversation with anyone, I am going to reach out. For the sake of the Board of Directors, please have a conversation. If it does not work, I am here to offer support.

1:22:54

VIII. SPECIAL REPORTS:
No Special Reports.

IX. ROUND TABLE REMARKS

E. Pamela Sanchez thanks everyone that spoke. I know that these things can be heavy, and I have learned that I dislike the Personnel Committee because it can seem divisive. I am sorry for the tension and holding everyone accountable is a part of the job. Thank you all for today and I am glad that everyone that was brought up was able to speak and explain their side of the story.

X. ADJOURNMENT at **1:27 PM**



Minutes Reviewed By:
Executive VP/ Chair
Name: Hoang Dao

Hoang Dao
Hoang Dao (Nov 18, 2020 12:24 PST)

Minutes Approved On:
10-9-2020
Date:



Personnel Committee Meeting Minutes of September 2, 2020

I. CALL TO ORDER at **12:05 PM**

II. ROLL CALL

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

III. ACTION ITEM - **Approval of the Agenda**

Move to approve the agenda of September 2, 2020 by **B. Golez**, second by **K. Dhillon**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of August 12th, 2020**

Move to approve the minutes of August 12, 2020 by **O. Shakoor**, second by **K. Dhillon**, 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.**

Karen Parada states that she had the opportunity to meet her freshman connector named Max. He works in the psychology department and expressed interest in student government. ASI has a First-time intern program and directed him to the website, but the information was not on the ASI website. Will it be on the website soon? There have been no announcements. **H. Dao** states that revisions will be made to the First-year mentorship program since everything is virtual and there will be new objectives to the program. E. Sanchez and E. Pinlac can speak on this as well. **E. Sanchez** states that the program needs attention. For transparency reasons, the program will be different this year. It is important that freshmen are involved and fresh faces are needed. If there are ideas or suggestions, please provide them. **Karen Parada** states that if there are ideas, an email will be sent.

28:52

VI. UNFINISHED ITEMS:

A. ACTION ITEM – **Point of Contact**

The Personnel Committee will take action on adopting the updated Point of Contact document.



E. Pinlac states that in order to continue, a motion needs to be made since it is an action item.

Move to postpone this item to the Board of Directors by **K. Dhillon**, second by **A. De Leon**, motion CARRIED.

E. Pinlac states the format and language of the Point of Contact was changed. **B. Golez** and **K. Dhillon** can explain the changes and the differences between the documents. **K. Dhillon** states that instead of grouping people, it was separated between check-ins and collaborations. Check-ins are updates about duties, progress, and problems. Collaborations have to deal with the people that are worked with by position or by teams.

B. Golez states that when working on the document with **K. Dhillon**, it was created as a work-in-progress document. There were three documents for the Point of Contact, but one was used, and changes were made as discussed previously. In the Google drive, there are two other documents, but this document is an example of the formatting. The ASI president would have four check-ins, the Executive President and Executive Vice President of Student Affairs would have a mentorship, job duties, and if help is needed, it can be found through the check-ins. It helps to shape each position. With collaborations, often times, the Board has tasks for their positions and the jobs become difficult. It would be great to include teams based on initiatives that are separated and assigned to each position. For example, the Director of Wellness has the Senator-At-Large in their collaboration section and the Director of Wellness is listed in the Senator-At-Large's section. The Board and Senate are separated into teams. **E. Pinlac** states that the only concern with the collaborations are depending on the projects, everyone will work with different people. Things may change. If there is something with HOPE, the president would have to work with the Director of Wellness. This was planned last year, which made it easier to assign groups. It may be difficult to split the groups without the initiatives. **B. Golez** states under the definition section, it is included that "collaborations are not confined to what is on the document". This provides suggestions of who others can work with first. Collaborations are to be based off of what needs to be done. The document is not final, and it is fluid. **E. Sanchez** states that the collaborations are not limited. If there are projects, people will be working with other Board members. From last year, there is an idea of who tends to interact with each other the most. The idea is good and postponing this document should be considered. The document appears to be much different. The wrong



document was used because there are changes that were made do not appear on the current document. We are supposed to work on the old document, but when the new one was created, it caused some confusion. Everything needs to be organized and ideas from the other documents need to be incorporated. It is suggested that we postpone it for the reasons that it needs to be worked on. **M. Castillo** states that the document should be postponed due to the fact that changes were made to a different document. The formatting is good, and it appears to be similar to the one from last year. On suggestion that can be added is that in the objective section, it discusses the idea of remaining in constant communication. It is unclear to everyone and it did not interpret the same way for all. To make it clear, it would be best to state that check-ins should be at least every two weeks. For check-ins, there needs to be more guidance. With the Personnel committee, if there has not been clear communication, it is difficult to hold people accountable. **E. Sanchez** states that time of meetings must be clear. Constant communication may have a different meaning to others. **H. Dao** states that the suggestions that were made were great and could help in making the Point of Contact document clearer to all members. **E. Pinlac** states that other positions out of ASI, should be included. For example, the ASI president is able to look and find the best fit for a collaboration, but including other positions, is not necessary since communication is not frequent and there is no connection. **K. Dhillon** states that E. Pinlac makes a great point. The additional positions were added for the reason that they were identified as people the Board should communicate and work with. We are collaborating with the entire university, but it is understandable that there is no accountability for them. People are expected to reach out to AS, but it may not be done, and job duties are different. **B. Golez** states that all Point of Contact documents should be viewed, and a finalized document could be made. Having a discussion about the document was not expected to happen today. **E. Sanchez** states that links to documents should be posted on the agenda. The documents need to be available to the public. The reason Satinder Malhi was included to encourage future collaborations with the university. Work with the voter registration was done with Satinder Malhi. Overall, working with the university will help ASI reach their goals. This year, we are trying to work on collaborations with the university. If possible, a section can be added of university guidance and a disclaimer that it is the Board members responsibility to contact when assistance is needed. Board members will refer to this document.



Sometimes, ASI stays within the group. It is important to add other university positions.

M. Castillo adds that an asterisk could be included by the positions outside of the Board and add that the contacts can be used as an additional resource. **E. Pinlac** states that last year there was a document that was worked on K. Dhillon and had not been launched. It was a resource tree from the university that provided various contacts in the university. **M. Castillo** sent a document that was to be incorporated into ASI, it was unfinished.

K. Dhillon states that Karen Parada made a comment in the comment section.

Motion to suspend Action Item by **ALL**, item **SUSPENDED**.

29:46

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – Board of Directors Office Hours

The Personnel Committee will discuss the scheduling of the Board of Directors Office Hours.

H. Dao states that there was a concern on Wednesdays for the Board of Directors meetings. **E. Sanchez** states that the Board members provided personal meeting ids. We would like the members to use their staff Zoom email and it is easier if it is used. During the Board meetings, members would have their office hours, but with being virtual, it is difficult to hold two Zoom calls simultaneously. **E. Pinlac** asked for the Board member’s office hours to be changed so that there is no time conflict with the Board meetings. Should it be allowed to have office hours during Board meetings? It is best to be accessible to students. **K. Dhillon** states that the Code of Conduct must be followed, and it does not prohibit the overlap between meetings and office hours. Last semester when things became virtual, we wanted to delegated tasks by the week. It did not hinder the efficiency or goals. The code of conduct should be followed. **E. Pinlac** states that with being virtual, office hours have been looked at. It is not possible to be at two places at once. There are four CSUs that have their Board meeting times posted and the others do not have the times listed. With office hours, members are to be available for students. For next semester, if needed, information about office hour times and meetings, can be added to the Code of Conduct. **M. Castillo** states as mentioned by K. Dhillon, how are office hours stated in the Code of Conduct?



To clarify, the definition of office hours has not been clear in the Code of Conduct. This must be deferred back to the Board of Directors to determine the purpose of office hours. If office hours are about meeting with students, it cannot be done during Board meetings. **K. Dhillon** states that office hours are not clearly defined in the Code of Conduct. It only states that Board members are to be available to their constituents. It lists out office hour times and one hour of tabling. It is vague and not written out. **E. Sanchez** states that one of the issues was regarding the definition of office hours. The definition was not clear and if office hours requires availability to constituents, then people should not be in a meeting. Realistically, it is known that not all ASI material is worked on during office hours. Though office hours are five hours a week does not mean that people are doing more than the required hours. There needs to be clarity and preparation for next semester. If other campuses do not post their hours, it does not mean our campus should do the same. There is some inconvenience and that we have been doing this for some time. **O. Shakoor** states that the points are agreeable. Most of the members have office hours spread throughout three to four days in the week. Some days do fall within meeting times, but students can see times that members are available. If there are office hours that conflict with office hours, it provides the student with the opportunity to attend Board meetings and address concerns after meetings. With in-person meetings, some students would attend and would reach out after the meetings. Also, emails can be used to set up personalized Zoom meetings with students, clubs, and organizations. Being available to students is important, but it would be beneficial to use resources available to us. **E. Pinlac** states that in the Code of Conduct, it does reference the Student Government Letter of Understanding, which is linked in the Code of Conduct document. In section four, it states “Maintain accessibility to CSUEB students through weekly office hours, regular communication, and tabling”. Meetings do happen during office hours, but the Board of Directors meeting is a meeting that will happen every other Wednesday. The language must be clear and changed for next semester. The front desk is on schedule from 9:00 a.m. to 3:00 p.m. and available if needed, but there is some information unknown that will be relayed back to the Board. Some students may want information instantaneously. It is best to ensure that the members are accessible and previously office hours were during office hours of operation from 9:00 a.m. to 5:00 p.m. If office hours are earlier in the day or extended, it would be great. **E. Sanchez** states that information was given that office hours could be held during meetings. Being a part of campus-wide committees, most of the



hours consist of meetings and limited time to work. From experience, it can be overwhelming and requires more work. The overlapping of times is challenging. **B. Golez** states that defining the meaning of office hours is a good idea. Based on personal thought, office hours were based on being behind the computer and completing ASI work. With office hours, it is scheduled during meetings and work for ASI is done during meetings. It will be interesting to hear what the Board will have to say. **E. Sanchez** adds that Board members are not paid by the hour and it is important to clarify what office hours are. **E. Pinlac** states that bringing the topic to a larger group would only create a lengthier discussion and it would be best to have a discussion with the Personnel of Executive committee. The final document can be provided to the Board and a decision can be made. **K. Dhillon** states that in a virtual setting, it is important to gain an understanding of office hours. For this semester, not focusing on the issue is best, since everyone's schedules have been created. It would be an inconvenience having Board members rearrange their schedules. Once there is clarification on what office hours is and is not, it can be applied in the Spring semester. **B. Golez** states there have been no encountered issues with a student needing to be in contact or with communicating with students. If a student has difficulty with contact, it is my responsibility. Although we delegate our own office hours, considering payment by stipend, availability is based on when a person creates time. Meetings can be scheduled outside of office hours. The idea of office hours should not be an issue. Since it has not been a personal issue, it would be voted down.

Move to extend the meeting by five minutes to 1:05 p.m. by **K. Dhillon**, second by **E. Sanchez**, motion **CARRIED**.

M. Castillo states that some people were unaware that stipends were raised to accommodate office hours. Most students expect office hours to be similar to ones held by professor and with that, the name should be changed to avoid confusion. There are hours that must be worked per week to earn the stipend. There should be five or six hours to be considered scheduled. It is perfect timing to redefine office hours. **K. Dhillon** states that M. Castillo made great points. Defining the meaning of office hours would clarify if it is office hours, dedicated ASI work hours, or a combination. For accountability it would be great to incorporate task lists. **E. Sanchez** states that a task list needs to be created. There will be work with H. Dao to create a task list. For the Code of Conduct document, suggestions can be to be made to make it a discussion item for the next meeting.



51:40

VIII. SPECIAL REPORTS:
No Special Reports.

IX. ROUND TABLE REMARKS

E. Pinlac states that AI Fresco is tomorrow from 1:15 p.m. to 2:15 p.m. and will be virtual. Instead of tables, links for different Zooms will be provided to speak to other resources. Tonight, there is an event called Emotion into Art with Tom Vera. It is recommended that everyone attends some of the events. With being virtual, events are easier to attend. Please support the Special Events team and show students that the fees are being used well.

K. Dhillon commends Karen Parada for mentioning the issues with the First-year Intern program. I am excited to hear that this year's version of the program is in progress and I hope to see it in the near future.

X. ADJOURNMENT at **12:58 PM**

Minutes Reviewed By:

Executive VP/Chief of Staff

Name: Hoang Dao

Hoang Dao

Hoang Dao (Nov 18, 2020 12:24 PST)

Minutes Approved On:

9-30-2020

Date:





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Personnel Committee Minutes of September 2, & September 30, 2020.

Final Audit Report

2020-11-18

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