

Personnel Committee Meeting Minutes of October 9th, 2020

- I. CALL TO ORDER at **1:05 PM**
- II. ROLL CALL
Present: Hoang Dao, Euridice Pamela Sanchez, Omer Shakoor, Anjelica de Leon, Brittney Golez, Kabir Dhillon, Martin Castillo, Erik Pinlac, Kristopher Disharoon
- III. ACTION ITEM - **Approval of the Agenda**
Move to adopt the agenda by **K. Dhillon**, second by **O. Shakoor**.
E. Pinlac states that he prefers to go through the Senators first. Either we change the order and place the Senators first or postpone the next three items to the next meeting. We can approve the agenda and go to the unfinished items. Someone can motion to take the items out of place. If we have time, we can continue with the other items and if not, they can be discussed at the next meeting.
- IV. ACTION ITEM - **Approval of the Minutes of September 30th, 2020**
Move to approve the minutes of September 30th, 2020 by **A. de Leon**, second **O. Shakoor**, 5 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:
Motion to suspend the rules that allow you to take items out of their proper order to take out New Business Items, Discussion Item A, ASI Non-Academic Senate Recommendations by **K. Dhillon**, second by **A. de Leon**, 5 Ayes.

6:22

A. ACTION ITEM – **Board Member Concerns**

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The Personnel Committee will take action on sanctioning the ASI Executive Vice President/ Chief of Staff for his performance and tasks in his role.

E. Pamela Sanchez states that someone has to make a motion on whatever action that needs to be taken before the discussion.

Move to issue a level two sanction to the ASI Executive Vice President/ Chief of Staff reason being that a level 2 sanction will include an action plan for progress by **B. Golez**, second by **K. Dhillon**.

K. Dhillon states that a level two sanction does include a performance improvement plan.

B. Golez states based on how the previous meeting went and listening to concerns, there have been times where progress has been asked for and when provided, it is unclear. From a level two sanction, I hope to achieve a clearly written out action plan to clarify what is expected. **E. Pinlac** states that in the most recent bylaws, things are written differently. It is not based on severity, but by first, second and third violations, which indicates three different instances. I am not sure if we can use a level two sanction. **K. Dhillon** states that there is an ability to elevate sanctions and it was used last year. **E. Pamela Sanchez** asks if **E. Pinlac** is viewing the correct bylaws. There is one that is being edited and everyone should be viewing the previous document that was signed. Can someone clarify if we are looking at the bylaws or Code of Conduct? It would be best to look for the bylaws without recent edits. **E. Pinlac** states that he would have to search for the document. **E. Pamela Sanchez** states that it is important to have the document visible because we should not take a vote on an action that would not be justified. **O. Shakoor** asks if the edits on the document are visible. **E. Pamela Sanchez** states that **E. Pinlac** has a document open and should look to see if there are any edits. The document that was shown is an open document and edits can be made. If a PDF version is not available, it would be difficult to use that as justification. **E. Pinlac** states that if there are edits, they would be suggested on the sides. I have been having issues with signing into Adobe Sign. **E. Pamela Sanchez** states that it was mentioned that elevating sanctions is allowed last year. The suggestion would have to be there unless the edit was made not using suggestion mode. **E. Pinlac** states that the document does not mention anything in regards to leveling up a sanction. **K. Dhillon** states that last year it was done for two Board members. **E. Pinlac** states that the document was updated at the end of the year. The last signature was made in April and I can review previous minutes to verify this.

Motion to move the meeting to additional ten minutes by **H. Dao**, second by **B. Golez**, meeting **EXTENDED**.

E. Pamela Sanchez asks that since leveled sanctioning was done last year, would it be based on the Code of Conduct from the previous year? **E. Pinlac** states that the timing would be analyzed. I am looking at the date of the sanctions and the Code of Conduct. The language used to be in there, but it cannot be seen. It was changed because it gave too much interpretation to the committee and Board of Directors.

K. Dhillon states that he worked on the document and in the section in particular, there were no changes to the violations or anything that would prohibit the leveling of sanctions. It is possible to level the

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sanctions. **E. Pinlac** states that he does not feel like it is possible, but the decision can be made. **B. Golez** states that if nothing can be done, she can withdraw her motion. I would want to do anything that is not legal. If we can do it, it is possible to vote it down. **E. Pamela Sanchez** states that a vote should be taken on the motion. It can be voted down and can be postponed because the meeting will end. We need to ensure that the right documents are being used. E. Pinlac, please make sure the updated documents are visible for everyone so that the correct decision can be made. **B. Golez** asks E. Pinlac a question. If the motion should be discontinued, should we reanalyze the documents before making a motion? **E. Pinlac** states that there were separate motions made last year for each sanction. **K. Dhillon** states that leveling can be done, but it must fit the sanction. **B. Golez** states that in the previous meeting, emails were read and things had been written out, but there was no progress after and that is why the motion for a level two violation was made. If a vote should be made, it can happen.

Motion to issue a level two sanction to the Executive Vice President, 4 Ayes, 2 Abstaining.

27:19

B. ACTION ITEM – Board Member Concerns

The Personnel Committee will take action on sanctioning the ASI Senator of CBE for his performance and tasks in his role.

Move to not say sanction the ASI Senator of Business by E. Pamela Sanchez, second by **K. Dhillon**.

E. Pinlac states that Daniel Olguin has failed to communicate the issues that have been going on with him. It is difficult to work with everyone, especially in our current environment. I believe that there should be a level one sanction, which is a warning. **E. Pamela Sanchez** states that one of the reasons that the Senator of CBE should not be sanctioned is due to the fact that his term began recently. The role of the Senator of CBE is not as important.

Move to extend the meeting by five minutes by **K. Dhillon**, second by **E. Pamela Sanchez**, 4 Ayes, 1 Abstaining, meeting **EXTENDED**.

B. Golez states that she holds high expectations for all Board members. I value my time and Daniel Olguin asked for a one-on-one, but did not attend. I hope that there was someone else that had reached out to him to guide him through the position. **K. Dhillon** states that he agrees with everyone and especially E. Pinlac's point on communication. I am confused because the Personnel Committee failed to reach out and follow up with Daniel Olguin. If there is no sanction, I highly encourage to make an amendment to add specific recommendations for better communication and things that Daniel Olguin could improve. It is Daniel Olguin's failure for not communicating, but it is also our failure for not following up and checking in. **H. Dao** states that he did schedule a one-on-one with Daniel Olguin after the Personnel Committee meeting on September 30th, however, Daniel Olguin had missed the meeting. I am scheduled to meet with the Senator of CBE for next Monday, during his office hours. **E. Pamela Sanchez** states that everyone's opinions are valid and feel free to vote down the decision and a new motion can be made. Hearing that H. Dao did reach out to Daniel Olguin after the last Personnel Committee meeting and that

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he did not attend the meeting with B. Golez, I am reevaluating my decision. Someone can issue a sanction that is also valid. **E. Pinlac** states that he planned multiple meetings with Daniel Olguin, but he missed one meeting, which was rescheduled. We are reaching out and trying to get Daniel Olguin to be successful in the role, but he is not reciprocating in the same way. **K. Dhillon** thanks E. Pinlac, B. Golez, and H. Dao for clarifying that they reached out to Daniel Olguin. Knowing now that everyone did, I am more inclined towards giving a sanction. There has been effort to communicate, but the energy has not been reciprocated. **K. Disharoon** states that the main source of communicating to Daniel Olguin was through the ASI email, which he had troubles accessing. I noticed that he had not entered in his office hours and I asked H. Dao, but he did submit his hours. I met with Daniel Olguin last week and I reminded him that whatever is going on in his life, he should inform everyone to avoid being brought to the Personnel Committee. I mentioned that we would be willing to work with him and provided the needed resources.

Move to amend the original motion by striking out the motion and replacing it with sanctioning the Senator of CBE sanctioning being a level one sanction by **K. Dhillon**, second by **B. Golez**, 5 Ayes, 1 Abstaining.

Motion to sanction the ASI Senator of CBE for his performance and tasks in his role for level one, 5 Ayes, 1 Abstaining.

40:41

C. ACTION ITEM – Board Member Concerns

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

Move to issue a new sanction for the Senator of CLASS for her action on deletion of the specified Task List documents by **K. Dhillon**, second by **E. Pamela Sanchez**.

E. Pamela Sanchez states that she does not believe that the ASI Senator of CLASS should be sanctioned for this miscommunication. As it was stated, the documents were recovered and one way I would like to help prevent this from happening again is by providing a LinkedIn training on how to maneuver Google Drive. This is so that the Board of Directors will gain an understanding on how the Google Drive works.

E. Pinlac states that he did change the settings for Google Drive and it should alleviate this from happening in the future. In the last meeting, there was concern that this would be on the Senator of CLASS’s permanent record. MyKale Clark is doing a great job in the role and is a great Board member.

Move to extend the meeting by three minutes by **K. Dhillon**, second by **O. Shakoar**.

K. Disharoon states that he mentioned to MyKale Clark that she has been doing well in the role. She has had one event and will be having two more events. I am helping her with her net working event and I know she wants to do more things. She has done more events and is planning more events compared to past Senators.

6 Ayes



45:33

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – **ASI Non-Academic Senate Recommendations [CLOSED]**

The Personnel Committee will discuss recommendations for all of the ASI

Non-Academic Senator positions;

1. Senator of Diversity
2. Senator of International Students
3. Senator of Transfer Students
4. Senator of Commuter Students
5. Senator of Greek Life
6. Senator of Residence Life
7. Senator of Athletics
8. Senator of Online Students
9. Senator of Alumni Relations
10. Senator at Large

E. Pamela Sanchez states that the item is supposed to be a closed session and since the meeting was rearranged, there can be no members of the public and the recording will need to be stopped. **E. Pinlac** asks if there needs to be a motion to go into a closed session.

Move to go into closed session for Discussion Item A, ASI Non-Academic Senate Recommendations by **E. Pamela Sanchez**, second by **A. de Leon**.

Move to extend the meeting by 10 minutes by **K. Dhillon**, second by **E. Pamela Sanchez, 5 Ayes.**

10:00

VIII. SPECIAL REPORTS:

No Special Reports.

IX. ROUND TABLE REMARKS

No Round Table Remarks.

X. Adjournment at **2:34 PM**

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Minutes Reviewed By:

Executive VP/ Chair

Name: Hoang Dao

Hoang Dao

Hoang Dao (Oct 28, 2020 14:05 PDT)

Minutes Approved On:

10-21-2020

Date:








Personnel Committee Meeting Minutes of 10-9-2020.

Final Audit Report

2020-10-28

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