

Personnel Committee Meeting Minutes of April 14, 2021

- I. CALL TO ORDER at **12:48 PM**
- II. ROLL CALL
Present: Dessiree Cuevas, Omer Shakoor, Anjelica De Leon, Brittney Golez, Kabir Dhillon, Martin Castillo, Erik Pinlac, Kris Disharoon.
Absent: Euridice Pamela Sanchez-Martinez
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve agenda by **K. Dhillon**, second by **A. De Leon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of April 5th, 2021**
Motion to postpone approving the minutes of April 5, 2021 in our next personnel meeting by **K. Dhillon**, 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. ACTION ITEM – **ASI Senator of Online Students Appointment**
The Personnel Committee will take action on recommending Tyler Luevano to the Board of Directors as the selected candidate for Senator of Online Students.
Motion to appoint Tyler Luevano as the ASI Senator of Online Students by **A. De Leon**, second by **K. Dhillon**.
A. De Leon states thank you to everyone who sat through our interview process. Personally, I believe Tyler has a big picture of what the position consists of and has had experience as a PAC coach. Especially when it comes to working with students online, Tyler already knows of all the resources that are available to students. As well as, understanding what the best way is to support students virtually. I believe overall, Tyler did great in his interview and brings a great team environment



attitude. Tyler shared many ideas that he might be able to complete during the last few weeks of school. I am more than happy to recommend him to this position.

Motion to appoint Tyler Luevano as the ASI Senator of Online Students by **ALL**, motion **CARRIED**.

5: 05

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – [ASI Code of Conduct](#)

The Personnel Committee will discuss the ASI Code of Conduct.

K. Dhillon states we are going to make some changes to the code of conduct, which will be the following. We will be revising language and minor details. We have added a background section, move some lines around that way we know when members are being referred too. In regard to the purpose, we added in addition to the purpose. We added professionalism as first instead of being last. As well as, adding appointed and elected offers in the language. In the section numbering, we changed it from 1.2 to just 1 and continuing the numbers instead of having a point. No changes were made in section two. We also included board, senate and committees need to sign this document when they are onboarding with ASI. In regard to this sublet, we added in addition, we are not to use the office or resources for ASI elections. In the section respect for people we added, treat others with respect in ASI, staff, students, and employees of the university. In responsibilities and expectation, we added, that there are documents in the administrative manual for judicial responsibilities. For committee codes it outlines what the responsibilities are and does not outline specifically what each member is supposed to do. It is up to each committee to determine their responsibilities during their meeting. In the administration manual there are additional responsibilities. In the point of contact section, we are just referring back to the point of contact policy. For office hours, we outlined what everyone needs to do during their office hours. The only change that was made was moving the Chair to the same hours as the President and moving the Vice President's to six office hours. Due to the Chair stipend level being changed to the executive amount it grants them to that position. We will also be attaching the Government Letter of Understanding. For external activities and public comment, we added the ASI media policy in order to outline our social media engagement. In this section, we added the word ethical in order to



make it sound fairer. For conflict of interest, as far as relationships goes, we also added committees and student assistant. Also, the ASI conflict of interest statement was also added to this document due to going hand in hand. The equal protection section was something I saw at UC Berkeley that caught my eye. This is a very powerful statement that means everyone is offered equal protection under the bylaws. This will ensure that the personnel committee is here to be equitable and fair. For office resources and usages, we just updated the language to this title. Next, we outlined how to address board or senate members concerns to the personnel meeting. When referring people to personnel, you are bringing up the concerns to this committee such as a student assistant or administrator can bring up any concern. To which, the personnel committee can elevate the sanctions, we just need to figure out the wording for this section. We also added that dismissal can be done through the board, senate, or first year mentorship program. When it comes to violations, we specified 72 business hours. The personnel committee deals with violations of the code of conduct, which is why the recommendation are made in this committee but can be made in executive or board as well. The board and executive committee vote on the revisions during their summer term. This is all the changes I had if anyone had any feedback, I would love to hear it. **E. Pinlac** states if we can include any of the language that our lawyer presents in the beginning of the year. Which are, the duty of care, loyalty, obedience. I know we cover some of this language, but we can define where it is located. That way when we do have the presentation with the lawyer, they are aware of that. **K. Dhillon** ask if E. Pinlac can send over the language in order to include it. **E. Pinlac** states I will email to you and put it in the chat in order for everyone to know what we are talking about. **D. Cuevas** states thank you K. Dhillon for doing all of this work, since I know that it is a lot. I believe with all the clarification and simplicity of sections is going to be helpful for the future board.

13:40

B. DISCUSSION ITEM – ASI Canva Document Access Concerns

The Personnel Committee will discuss the recent concerns regarding the ASI Canva account.

K. Dhillon states this concern happened the week after spring break. I was looking at the canvas document that I made with the chair account, was a general flyer



listing all the positions and the deadline. I was looking to see who the document was shared with and it was shared with Hoang Dao, who served last semester as the executive vice president. It was alarming to see that the document was shared with Hoang due to him not being part of ASI anymore and was not sure how the document got shared with him. It appears that the document was shared to his personal account. **E. Pinlac** states I had Kris here, but he has a meeting at 1:00 PM. I did receive a briefing on what happened. Kris mentioned that someone could have shared the document with him due to Hoang not being on the ASI team on Canva. I just got access a few moments ago, I believe Kris might have a different screen than mine. However, someone did in fact shared the document with Hoang, to which I am not sure who. **K. Dhillon** states if we are looking at who the document was shared with, ASI team, D. Cuevas, B. Golez and Kris. My personal account is logged in due to how safari is. **E. Pinlac** ask if these templates are public or private? **K. Dhillon** states it will be a question for B. Golez and Kris. **D. Cuevas** states these documents are private until you make them public. B. Golez states it is only made public to the members on the team and all I know it was not me. **K. Dhillon** states I only brought up this concern due to someone having access to our ASI documents, who should not have access. I know in the past; I did share my concerns that Hoang did have access to some of our documents like the August 19th example. If Hoang wanted to know the process of vacant positions, he would simply ask. **E. Pinlac** states it looks like he no longer has access. **K. Dhillon** states yes, I removed his access. **E. Pinlac** states as I have mentioned that only way, he would have access is if someone gave him permission. There are not that many people on the list, and we can ask everyone if they did it. I am not sure how else he would receive access. **D. Cuevas** states there was one current board member that has access to which they were on the same slate as Hoang. This could be a possibility and is something we should be aware of. **E. Pinlac** states the person that you are referring too should log in with their ASI email. We should send an email stating that we should not be sharing documents with people outside of our organization due to being confidential at times. I cannot think of any other way Hoang would have access and I would need to look around Canva to confirm. **B. Golez** ask when K. Dhillon shared the Canva link did you share it through email? **K. Dhillon** states yes and through slack, but only to B. Golez, D. Cuevas, and Kris. B. Golez ask therefore, this was not shared through any other ASI platform. **D. Cuevas** states I like the idea



that E. Pinlac mentioned about sending an email to the board. This is not the first time that this situation happened, therefore, what else can we do in order to protect our information. **E. Pinlac** states I know in the past we had some slip ups with IT. I know that they will log people out instead of changing the passwords, except this year, they did change the passwords. I am not sure as to what else we can do. Now that we have the double authentication system that was implemented this year, I believe that we will be more secured. **K. Dhillon** states the document is shared with the chair, D. Cuevas, ASI VP of Communication and K. Dhillon. On the ASI Team we have E. Pinlac, ASI Chair, ASI VP of Communications, and M. Clark. **D. Cuevas** states for dual enrollment is only valid for our personal horizon email and not our ASI email. Is there a way that our ASI emails can be part of the dual enrollment verification? **E. Pinlac** states I would have to check in to see if we are able to do this do to these emails not being link directly to a person. I would look into this. If they cannot do it at least we will have an answer. Due to Canva being logged in through your email someone can still be logged in, despite changing the password to the email. **B. Golez** states I do not believe this is an issue of security, I just think someone shared this document with Hoang. By process of elimination, I know it was not myself, E. Pinlac, K. Dhillon, ASI Communications emails. Unless if it was D. Cuevas it must have been M. Clark who shared it with Hoang. **D. Cuevas** states it was not me. **B. Golez** states we must ask M. Clark and look for honestly when asking the question. Knowing personal relationships on the board this is obvious who it could have been. Let us try to understand why this document was being shared and go from there? **E. Pinlac** states I have sent her a message asking if it was her along with stating that I will ask everyone. I would also email Kris asking if he did it, but I do not believe he did. **D. Cuevas** states I will be sending out an email to the board and senate stating what they can and cannot do with certain information.

27:10

VIII. SPECIAL REPORTS:

No special reports.

27:12

IX. ROUND TABLE REMARKS



No round table remarks.

27:19

- X. ADJOURNMENT at **1:15 PM**
Minutes approved by:
Executive VP/Chief of Staff & Chair
Name: Dessiree Cuevas



Dessiree Cuevas (Apr 29, 2021 21:22 PDT)

Minutes approved on:
4-28-2021

Date:

