

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 wic.2 (e)39. (e)0.2 (e)0.2 0-12

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:

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

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



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