

**Personnel Committee Meeting Minutes of Tuesday, July 27, 2021**

- I. **CALL TO ORDER at 2:00 PM**
- II. **ROLL CALL**

myself. He will be planning a social bonding event for the board. He's already started with planning, him and Simon are going to be working on that. **K. Dhillon** asks if there are any questions or discussion.

**Motion** to approve the action on Senator of CEAS Justin Wither's exemption and accommodation request by **A. De Leon, M. Maamou, J. Carmona, M. Castillo**, motion **CARRIED.**

**3:24**

**B. DISCUSSION ITEM - Chair Appointment Updates**

The Personnel Committee will continue to discuss updates regarding appointing an ASI Chair.

**K. Dhillon** states so far as applicants go, there have not been any new applications. There was one application but due to eligibility, that application could not move forward. Right now, the difficulty is just finding someone who is interested in the position. Historically, there's people who turn over from year to year in ASI or someone from the committee, but so far as it just doesn't seem to be an interest in this Chair position. We are

candidate for this position. I like the idea of rotating as it gives everyone the experience of being a Chair and keeping the applications open. This year is going to be a challenging year which is why I rather not focus too much on it but still give as much effort as we can to it.

**M. Castillo** states that they were in contact with Mark to see if they knew someone in RHA as they have that government format and they learn Robert's rules of order.

**A. De Leon** states that I support and know that we have discussed bringing in students because the need of student jobs and being able to provide that for students. I think the outreach needs to continue and I know that we've all been like doing our part in that. The consensus would be rotating the Chair amongst us, which Kabir and I could work on a schedule to have structure to avoid any misunderstandings with Board and Senate meetings. That way, we can provide Simon support as well. This structure is something we can have for future years in the case the Chair position is not filled. I know historically a Chair has been someone that is appointed after the Board and that's something we could put into writing if we want to continue the idea of rotating the Chair until we find that person.

**M. Maamou** adds to Erik's statement that I would rather also like have us rotate a Chair and keep the application open

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM - [Committee Appointment Updates](#)

The Personnel Committee will discuss updates regarding appointing ASI committee positions.

**K. Dhillon** states that this is what I had sent out to all the Committee Chairs yesterday afternoon, but this just outlines all the steps to appoint their committees. I tried to make it as simple as I could by outlining the steps in order and all the documents in it. As far as the process goes, I am going to take all the eligible applicants and putting them into different tabs on Google sheets for their committees. From there, they are responsible for scheduling those interviews and there is an attachment on how to send out that email to which you then interview applicants. There is already a preset of questions, but they are more than welcome to ask more questions. If they want to have those additional questions, they need to ask every single applicant the same questions. In the case if they are recommending their candidates or not, they need to complete the recommendation form then send that to me to which Personnel will discuss this applicant and appoint them. If not, then we will be updating them since it is important for candidates to know where they stand in the process. I do not want to leave anyone with no answer as I would rather give them a definite answer than leaving them wondering. As for appointments, I outlined the last steps of that but I plan to talk more on this at the retreat just so everyone is on the same page. I know it is the first time for many

Friday and will not be able to go through that committee process. I think it would be interesting if we created a video training for that, even if it is something simple as walking through the document because I am more of an auditory and visual learner. Therefore, sometimes it is hard for me to go through the steps so being mindful of that. I know Erik and I mentioned having those summer trainings that we did and record it for future years then have the Board look through that versus having them done. I am thinking ahead after this Board as well, but that is something we could potentially do if one of us has the capacity to do that.

**K. Dhillon** states I agree with Martin as it is a lot to schedule interviews so if her staff can help with coordinating that, it helps a lot. Regarding the video, I can do a voiceover outlining all the steps and walking people through how you would go about everything. I am also an auditory learner and I know if you give this document to people without explaining it over video, it is like receiving homework assignments that you missed class for and you do not know the context of it.

**E. Pinlac** states I have a couple of things in the chat but wanted to say out loud is that I think I will reach out to Lil to see what her capacity is on this. I know Sneh is tapped out right now as she is training her new Board Assistant, so they are going through a lot. I know Kris is hiring new people in the Communications Department and many of them have more than one skill. I think there is a few of them that have video skills so they could help with that for the project. The other part is that anyone who missed, you put it in there that it is their responsibility to ask questions and figure things out. I do like the video idea, but I do not know if it is going to happen immediately within this year as it is a challenge.

**K. Dhillon** asks any other discussion? If not, we will be moving on.

16:41

VIII. SPECIAL REPORTS:

No special reports.

16:43

IX. ROUND TABLE REMARKS

**M. Maamou** states I am happy to be back, I am sorry I was gone.

**K. Dhillon** states we are happy to have you back!

**E. Pinlac** states that if you had sent me an email in the last 3 or 4 days, I am going to get to it as soon as I can. We just finished moving 99% of our stuff this last weekend. I am still kind of scrambled as you can see, I am at home and there is nothing here. If there is anything urgent, please reach out to be again. Otherwise, just be a little patient because I will get to it as soon as I can.

**A. De Leon**