

## Personnel Committee Meeting Minutes of July 20, 2021

### I. CALL TO ORDER at 12:01 PM



own time and if he has any questions, he can let AJ, or I know. You can also follow Simon, I included AJ and I since we will be presenting the entire thing and skokt"v"Uko qpa"o go q"ku that he's going to be creating a bonding/social event for the board on his own time and that's going to be completed by September 1st and if any of these conditions aren't met, this will come back to personnel and personnel will discuss in. **K. Dhillon** asks if there is any discussion.

**A. De Leon** states I know Justin had communicated that to Kabir and I, and I think it's a fair recommendation and request because of his circumstances, I know that there's a lot going on with his like family and like personal life.

**E. Pinlac** states that it is that time of the year in August is going to be busy it might be worthwhile if Simon and Justin if they can work together. Maybe just do like one event, instead of having multiple because then it makes the whole board must go to different events when if they can coordinate one event and have two people working on, I think that they can do that.

**K. Dhillon**

5:00



one sentence, but if there's any feedback comments there for that. the next part it's kind of confusing because you must look at the next section where we put what each responsibility is.

**A. De Leon** states and asks is that my understanding is that you also work with, like the rest of pro staff and your kind of guiding them as well, is that something that you could include in that sentence?

**E. Pinlac** answers the reason why I put lead the organization because organization would encompass like everyone else and the organization, because having to do in one sentence was hard that's why I did that but if you want



supervisor I put an hour, a lot of times you know it fluctuates and responsibility for by half hour a day. What they asked for degrees, I might have messed up, I think there should be like a should be probably a master's in there, but I only I only put four-year college degree. I have seen job descriptions where they say like four-year degree, and then a preferred like a Masters.

**K. Dhillon** adds I think for this let's just put preferred. I think it should be required that you do flexibility in that, but I think for like the Executive Directors role, because you know you are the captain of the ship per se you do need that master's degree.

**E. Pinlac** states I asked for like sort of fields of study, and this is not a full list of it, but this is what I thought of when I was thinking about the role. I did put counseling in there, because I do think that, working with student leaders and working with staffs having accounting degree would be helpful. I put that in there if there's anything else that you all can think of you can add that in there, or we could put language in this is like or seen that on job descriptions in the past. And then years of experience, this was a complicated once I know when I came into the role by years of experience, were calculated as less as and that's because they didn't add in like student assistant and Grad assistantships and experience least five years, five to seven years would be a good medium, but I have seen some of these executive roles at bigger schools where they require 10 to 15 years. There were no like special certificates or licensed you need for the role. I couldn't think of anything unless you want, including well you don't even need a driver's license but driver's license maybe. Additional training, I put no, but if you can think of anything that you think would be important than put that in there too. Under part for knowledge, skills, and abilities, this was kind of this was a challenge for me, I would say this might be an area where you can maybe add some. I think these were not already addressed at the top, so I put ability to interpret legal documents, ability to use like Microsoft suite Google suites and other word processing software, mediate conflict, and then understand CSU auxiliaries and working with the university student development and then understanding 501c3 management, so the organization.

**K. Dhillon** adds I think we can add we can have per student development, add understanding, students and leadership development just adding like that leadership part.

**E. Pinlac** states you sort of pick what best applies to your job, and I picked the established my own standard of performance within overall policy budgetary limits, I have direct responsibility for results. We can come back to these as well, I do you want to get through as much as this, as we can, if we get to come back come back the next one, is a selective statement that best describes the nature of your super first supervision of others, and I just put like a primary responsible for conducting performance evaluations and making recommendations for hiring and firing employees.

the special events manager reports to the Associate Director and then the number of individuals who report to supervising I put 12. This is roughly all the uwf gpwø systems, and the number fluctuates like right now we're kind of low staffed, but it can go up to 20. Contact with others consider the responsibility for meeting dealing with or influencing their people, as required by or to accomplish essential job responsibilities, consider the nature of interactions with contacts including frequency, as well as reason. Outside and inside contacts frequently involving difficult negotiations, which require well developed sense of strategy and timing. I was thinking more so, like along the lines with like MOU stuff. So, it could be this one or the one above it again Those are the two hours really fluctuating between the two, and I started thinking about this one, a product strategy. Problem Solving, just the kinds of problems I encounter I picked the problems of my job are somewhat very but often routine it's I think sometimes it's a lot of the same kind of problems happen, because every year, you know the board changes, so the biggest challenge of years getting up to speed. It could also be the problems of my job vary because typically when problems come to me it's, to the point where it's you know the staff members can handle it or needs to go to me because I need to work with the controller or someone else from the administration. this is a long assessment; I think it took me about two hours to put it all together because it's just a lot to think about. This one need to come up with solutions because typically if I have the problem comes to my desk, I must come up with a solution. The next ones are examples that come up. After that it comes up with solutions for our organization like one time, staff had no email access for six hours. I think that some things are you can just work through them with policy some things you can work through procedure. Some things we're independent judgment like three and four, there were things that you know we've had to fix individuals, no policy saying it specifically and then five was rules, and six was a mistake on the general ledger so any st912 0 612259e4(s)12e4(0259f)6(com )258(the JTJET@.00000912 0 612 792 431(JTJET@.000030



**A. De Leon** states to elaborate on that just after like hearing a lot of this stuff and just knowing you Eric I think like Problem Solving in general is something that you have to do, and I think it's not to say that it's a can't be like taught, but I think you kind of have to have that sense of like what, what are the steps to get to our goal, so I think that's something that should be important for whoever takes on the role next.

**E. Pinlac** states their solution-oriented experience, decision making, I know for sure I didn't put like 20% for everything, but maybe I clicked on all of them to factor into decision making. When described decisions that are you are responsible for making which you are held responsible, I put you know purchasing payment approvals staff changes operating hours work schedules is hard because they leave a broad. This does go in line with some of the other examples that above, so it says consequences for errors and misquoted expenses, incorrect hours on payroll agenda, and I posted on, so I mean there's examples of that. The next one is who would discover the error and how long would it take to detect an error. So, example one the misquote expense doors would probably discover, and maybe a week at most.

**A. De Leon** asks would having experience within like East Bay or East Bay ASI be something that that's important? Since each ASI is different.

**E. Pinlac**



organization. For incorrect payroll like we would find that out, if someone told us their check is wrong, or if, at the time, reconciliation about a week or two. We find out that there's a problem, and that ASI Board assistant would find that you know if agenda was posted late either posted on our web developer and or submitted late by a board member in, they would know in about a day like you know when they get to check their emails. It wants to approximate a cost issue, so you know I think an error on our general ledger maybe take about two hours to fix versus payroll takes about three or four hours or more complicated taxes and all that stuff built in, and then for the agenda, I put an hour, but really it depends, because if it delays some sort of deal, it could cost more but for about an hour. These are things that you do in any workplace and how often do you do that, I mean typically you're sitting talking and hearing, feeling attributes of objects, we don't you're not required to have to hold stuff for touch anything, so I put never. Then grasping pushing standing walking, I mean I was thinking about in the sense of working and I don't stand well I don't stand as much when ~~to~~ working, ~~to~~ thinking like retail where they're on their feet all day. Grasping, like I don't necessarily have to grab anything but my mouse, but that is why I put rarely. Pushing, don't necessarily need to do that it's not manual labor, it's an office job. I did put occasional walking, driving, and reaching. S00091thp36000091261(ne)5g-0 1 489w60(ne)m19.11 467



see as the weight goes up the frequency goes down Because typically that's not something that I would do the previous o c { dg " ku " r kg " 57 " r q w p f u " k u " c " d q z " q h " h k g u . " k u " y j c v " k o " y k o m p i " c d q w " technically any furniture or anything like that we're not supposed to move And we normally don't unless it that wheels on the





X. ADJOURNMENT at **12:43 PM.**

Minutes approved by:  
Executive VP/Chief of Staff  
Name:

  
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-- ASIExecVP (Jul 28, 2021 11:58 PDT)

