

Personnel Committee Meeting Minutes of September 1, 2021

- I. CALL TO ORDER at **1:01 PM**

- II. ROLL CALL
Present: Anjelica De Leon, Mirna Maamou, Jose Simon Carmona, Zaira Perez, Martin Castillo, Erik Pinlac, Kristopher Disharoon

- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of September 1, 2021, by **A. De Leon**, second by **M. Maamou**, motion **CARRIED**.

- IV. ACTION ITEM - **Approval of the Minutes of August 18, 2021**
Motion to approve the minutes of August 18, 2021, by **M. Maamou**, second by **A. De Leon**, 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.
2:00

- VI. UNFINISHED ITEMS:
No unfinished items.
3:12

- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM: Executive Director Job Description
The Personnel Committee will discuss the updated Executive Director Job Description.
E. Pinlac states this is not the first time you have seen the description because you all

it states advisory function serves as the primary advisor to the board, collaborative full-time employees for our training throughout and for all these employees. There is fiscal and budget management, leadership and managerial functions, human resources, and payroll, because we are a small organization. This is the reason why I have a role in this as well in addition to required duties, and this specifically is required by the board. Sometimes, it is not only for the board risk management but if there is a risky event going on then it is a part of my job is to assess the risks and make sure we are mitigating as best as possible. We are coordinating with our insurance programs and project management, which is where a lot of the project comes from the board. We are office based but reflecting about the golf cart, led signings, and some of these random projects that that we have going on; make sure it is aligned with what you would want from your senior manager. Since this is a discussion, I will make sure that everyone gets to read it. For minimum qualifications, we establish that it requires a master's degree in one TF1 125es a master's degree in one .

part is communication. If you would have told folks “Hey this is what is going on and it has been a little crazy for my life” or something like that, we would have stepped in to help. I know that there would be a lot more flexible things and so that is something I am reminding Simon of about keep up with communications of what is going on. I think if we know what is going on, then we can make adjustments, but if you do not then obviously the assumption is nothing is happening. We know that is not the case because some of it was planned but it is not completed and where it needed to be.

M. Castillo states Jennifer Luna could be a really good resource for Simon as well. If you need additional support from that perspective, she is leading that whole wellbeing, and I just want to make sure that she can connect with you, because I think that that would be helpful.

J. Carmona states in terms of event planning process, she was one of the first people I spoke with, and she has been super helpful. I realized that

A. De Leon states that was well said, Kabir. I want to add one more piece. I know, Simon, Kabir and I have been in the Senate interviews and something that a lot of the applicants ask are, what do you expect of me as a Senator? Something that I ha

