

STUDENT UNION BOARD OF DIRECTORS

Personnel Committee  
Meeting Minutes

October 6, 2020 at 4:15pm

**This was a telecommute meeting by Zoom Video Conference.**

*This meeting was facilitated through an online Zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.*

Voting Members Present:	Antonio Bustamante, Ellen Middaugh, Sonja Daniels, Zobeida Delgadillo
Voting Members Absent:	Joshua Reyes
Staff Present:	Tamsen Burke, Debbie Gairaud, Amy Guerra-Smith
Guests Present:	NA

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**I. CALL TO ORDER**

Antonio Bustamante called the October 6, 2020 Personnel Committee meeting to order at 4:20 pm.

**II. ROLL CALL**

Antonio Bustamante asked Amy Guerra-Smith to take a verbal roll call. Amy Guerra-Smith completed a verbal roll call noting there were four voting committee members present.

**III. APPROVAL OF OCTOBER 6, 2020 AGENDA**

Antonio Bustamante asked for any changes to the OCTOBER 6, 2020 PERSONNEL COMMITTEE AGENDA.

**Antonio Bustamante motioned to approve the October 6, 2020 Personnel Committee Meeting Agenda as presented; Sonja Daniels seconded.**

**VOTE ON THE MOTION: 4-0-0 MOTION PASSED.**

**IV. APPROVAL OF SEPTEMBER 15, 2020 MEETING MINUTES**

Antonio Bustamante asked for any changes to the SEPTEMBER 15, 2020 PERSONNEL COMMITTEE MEETING MINUTES.

**Antonio Bustamante motioned to approve the September 15, 2020 Personnel Committee Meeting Minutes as presented; Ellen Middaugh seconded.**

**VOTE ON THE MOTION: 3-0-1 MOTION PASSED.**

**V. DISCUSSION ITEMS**

**a. Selection of Personnel Committee Chair and Vice-Chair for AY 2020-2021**

Antonio Bustamante asked for any nominations for the Personnel Committee Chair and Vice-Chair for AY 2020-2021. Antonio Bustamante nominated himself for the Personnel Committee Chair position.

Antonio Bustamante nominated Zobeida Delgadillo for the Personnel Committee Vice-Chair. Zobeida Delgadillo respectfully declined the nomination.

Tamsen Burke indicated that Joshua Reyes reached out and submitted a self-nomination for the Vice-Chair position. The committee discussed the nominations.

**b. Website**

Tamsen Burke informed the Personnel Committee members that the SUI is in the process of making sure our websites are in compliance with the University and CSU VPat accessibility.

The University adjusted to having a consistent format for websites and noted that the SUI was approved to have a third party platform prior to Tamsen's arrival.

Ms. Burke noted that the website will be developed to brand the Student Union, Inc. its management, Board of Directors, facilities, services, resources, and outreach to university community partners. Ms. Burke noted SU, Inc will be the landing page directing the user to a 4-5 themed directory. The SU Marketing department staff executing updates.

**c. SUI Student Success Update**

Amy Guerra-Smith presented the Personnel Committee Members a brief historical perspective and update on the Student Union, Inc. Student Success program. Ms. Guerra-Smith noted that the Student Union's past practice was not a true student success model nor was it sustainable with the growth of the corporation. Amy noted that she has been promoted to Manager, Student Success and Leadership. She has researched a variety of standards utilizing CAS, Learning Reconsidered, NACE, for the foundational principles and practices of the program. Amy will be training SU staff who manage student employees on the core competencies, learning outcomes, and student success assessment plan annually.

**d. Determine a schedule for upcoming agendas items for future meetings**

- i. Personnel Manual Update**
- ii. Retirement (Oct, Nov)**
- iii. Personnel Administration Section 14 in compliance with Policies and Procedures for CSU Auxiliary Organizations**
  - a. Job Description and Position Review (October- Ongoing); Education Code, Section 89900 (Appendix B) Title 5, Section 42405 (Appendix B-C)**
  - b. Re-classification of staff, salary compression study review (Feb-March in prep for FY21/22 Budget); Education Code, Section 89900 (Appendix B) Title 5, Section 42405 (Appendix C)**
- iv. Education Benefit Application Process and Selection (Nov, Dec)**

The Personnel Committee Members discussed the corporation's needs for the committee to review the Personnel Manual Updates, Retirement Policy, and the Educational Benefit process. Tamsen Burke noted that the two critical items are the review of the Personnel Manual and the Retirement process. Ms. Burke noted that the other projects are bigger, year-long projects.

The Personnel Committee agreed to review the Personnel Manual updates. Ms. Burke also asked the Personnel Committee to consider providing feedback on the Education Fee Waiver benefit process and noted that the Student Union currently has enough money to support three employee requests for the Education Fee Waiver but that the Student Union has more than three employees who would like this benefit. Ms. Burke asked the Personnel Committee to help the corporation find a selection process to identify which employees are awarded the benefit. The Personnel Committee discussed the pros and cons of putting a stipulation on the benefit, for example, requiring that following a degree completion, employees agree to stay for an indefinite period of time before separation from the corporation. Dr. Daniels did note that we do work for an institution of higher education and that we support employees pursuing their

educational goals. Dr. Daniels also noted that Ms. Burke should consider designating more money in next year's budget.

## **VI. ACTION ITEMS**

### **a. Approval of Personnel Committee Chair and Vice-Chair for AY 2020-2021**

Antonio Bustamante asked for a motion to approve himself as Personnel Committee Chair for the AY 2020-2021.

**Ellen Middaugh motioned to approve Antonio Bustamante as Personnel Committee Chair for the AY 2020-2021; seconded by Sonja Daniels.**

**Vote on the motion: 3-0-1**

Antonio Bustamante asked for a motion to approve Joshua Reyes as Personnel Committee Vice-Chair for the AY 2020-2021.

**Zobeida Delgadillo motioned to approve Joshua Reyes as Personnel Committee Vice-Chair for the AY 2020-2021; seconded by Sonja Daniels.**

**Vote on the motion: 4-0-0**

### **b. Approval of Updated Cell Phone Policy and Reimbursement**

Tamsen Burke presented the committee with the current cell phone reimbursement policy that was approved by the Board of Directors in 2014-2015 noting that the Student Union is asking for the Personnel Committee to review the updated policy as technology has advanced and the policy has not been changed since 2015. Ms Burke went on to describe the changes in the updated policy were created based on the employee's business need.

**Antonio Bustamante motioned to approve the Updated Cell Phone Policy and Reimbursement as presented; Sonja Daniels seconded the motion.**

**Vote on the motion: 3-0-0**

## **VII. MEETING ADJOURNMENT**

Antonio Bustamante asked for any other business to discuss. Seeing no other business, Mr. Bustamante asked for any objections to adjourn the meeting. Seeing no objections, Mr. Bustamante noted that the **October 6, 2020 Personnel Committee meeting was adjourned at 5:29 pm by unanimous consensus.**