

STUDENT UNION BOARD OF DIRECTORS

**Personnel Committee
Meeting Minutes**

February 9, 2021 at 2:00 pm

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

I. CALL TO ORDER

Joshua Reyes, Personnel Committee Vice-Chair, facilitated the meeting in the absence of the Personnel Committee Chair, Antonio Bustamante.

Joshua Reyes called the February 9, 2021 Personnel Committee meeting to order at 2:06 pm.

II. ROLL CALL

Joshua Reyes asked Amy Guerra-Smith to take roll call. Amy Guerra-Smith completed a verbal roll call noted Antonio Bustamante was absent and there were three voting members present.

III. APPROVAL OF FEBRUARY 9, 2021 AGENDA

Joshua Reyes asked for any changes needed to the FEBRUARY 9, 2021 PERSONNEL COMMITTEE MEETING AGENDA. Seeing no changes, Mr. Reyes asked for a motion to approve the February 9, 2021 Personnel Committee meeting agenda as presented.

Ellen Middaugh motioned to approve the agenda as presented; Sonja Daniels seconded the motion.

Vote on the Motion: 3-0-0.

Motion Passed.

IV. APPROVAL OF NOVEMBER 17, 2020 MEETING MINUTES

Joshua Reyes asked for any changes needed to the NOVEMBER 17, 2020 PERSONNEL COMMITTEE MEETING MINUTES. Seeing no changes, Mr. Reyes asked for a motion to approve the November 17, 2020 Personnel Committee meeting minutes as presented.

Ellen Middaugh motioned to approve the agenda as presented; Sonja Daniels seconded the motion.

Vote on the Motion: 3-0-0.

Motion Passed.

V. DISCUSSION ITEMS

a. Organizational Structure and Open Positions

Tamsen Burke informed the Personnel Committee members of the various organizational structure changes noting that Larry Aldama, the Bowling Center Manager will now report to the Executive Director until a Student Union Director is hired.

Ms. Burke also noted that Karyn Liensdorf who is the Events Coordinator and currently reporting to Amy, will report to the Marketing Manager when that position is hired.

Ms. Burke also noted that the SUI received notice there will be several new vacancies included in these positions are the Box Office Supervisor and the Club Sports Travel and Administrative Assistant will be leaving in a couple of weeks. Tamsen Burke and the Director of Human Resources are reviewing PD's, titles, and wages/salaries as part of review of the employee structure.

b. SU Benefits Recommendations - Sick, FSA Update

Debbie Gairaud, SU HR Director presented the Personnel Committee with the suggested changes to the sick time benefit and FSA update.

Paid Sick Leave and the Families First Coronavirus Response Act requires the SUI to provide all full-time and part-time employees with paid sick leave and expanded sick leave for specific related reasons for COVID however the city of San Jose ordinance outlines that all employers in San Jose provide sick leave as specified in the City of San Jose Ordinance No. 30512 which requires up to 80 hours of COVID related paid sick leave.

The SUI implemented the Flexible Spending Account program (FSA Plan) at the beginning of last year to provide full time employees a unique way to pay for certain healthcare and dependent care expenses with tax-free dollars by setting aside money from each paycheck on a pre-tax basis. Our plan currently has a 3 month grace period which allows employees to pay for eligible expenses incurred three months after the plan year. The SUI proposes the following changes for this year only. (1) Extend the grace period extension from 3 months to 12 months after the end of the plan year for both healthcare and dependent care expenses; (2) allow mid year FSA plan changes, (3) provide post-termination reimbursements for healthcare expenses; (4) and carry over dependent care balances for employees with dependents that aged out during the current plan year. Currently the SUI employees have over \$7,000 of unused funds from 2020 due to COVID-19.

c. SU Educational Benefit Recommendations

Debbie Gairaud presented the Personnel Committee with the SUI recommended changes to the SU Educational Fee Benefit noting the changes are reimbursement up to \$5,250 per year which is the IRS maximum and all payments over this threshold (up to 6 hours - \$7,852) are taxable to the employee and to align the semester grade requirements to 3.0 for both graduate and undergraduate work.

The Personnel Committee discussed the different options of giving the employee the full benefit of \$5,250 per calendar year and covering the difference (up to 6 hours - \$7,852) with a stipulation that any amount over the \$5,250 is taxable by the IRS.

The Personnel Committee discussed the need to require a 3.0 gpa for undergraduate work. Dr. Daniels and Dr. Middaugh indicated that the 3.0 gpa requirement for undergraduate work is a bit high and suggested to require a 2.5 gpa requirement.

The Personnel Committee also discussed allowing the expansion of the program to allow for summer and intersession periods versus just fall semester and spring semesters.

Tamsen Burke informed the committee members that the program was suspended in the Fall 2020 semester due to availability of funds but noted that the employees who did apply to the program for Fall were reimbursed in January.

d. SU 403b Contribution

Debbie Gairaud also noted to the Personnel Committee that the SUI 403b SU Contribution program that all full-time benefited employees receive an employee discretionary contribution of 3%. The Consolidated Appropriations Act of 2021, extends

relief measures created by FFCRA and CARES Act including emergency relief benefits for borrowers with federal student loans through September 2021. The SUI is suggesting to give employees a choice to use SU discretionary contributions applied to either their 403(b) or to a federal student loan.

VI. ACTION ITEMS

a. Approve SU Employee Benefits Recommendations

Joshua Reyes asked for any additional discussion needed for the SU FSA, Education 403(b) Benefit proposal. Seeing no additional discussion needed, Mr. Reyes asked for a motion to approve the recommended changes to the SU FSA, Education 403(b) Benefit proposal.

Ellen Middaugh moved to approve the SU Employee Benefits recommended changes as discussed; Sonja Daniels seconded the motion.

Vote on the Motion: 3-0-0. Motion Passed.

Joshua Reyes asked for a motion to move the meeting to a closed session.

Ellen Middaugh motioned to move the meeting to a closed session; Sonja Daniels seconded.

Vote on the Motion: 3-0-0. Motion Passed.

Joshua Reyes asked all non-voting members to exit the meeting.

VII. CLOSED SESSION

a. Personnel Matters (Closed Session Discussion)

Tamsen Burke reported to Amy Guerra-Smith that the Personnel Committee was presented a personnel matter during the closed session.

VIII. MEETING ADJOURNMENT

Joshua Reyes asked for any additional business to address. Seeing no additional business to discuss, Mr. Reyes asked for any objections to adjourn the meeting at 3:11 pm. Seeing no objections, Mr. Reyes noted that the **February 9, 2021 Personnel Meeting adjourned at 3:11 pm by unanimous consensus.**