

STUDENT UNION BOARD OF DIRECTORS

**Personnel Committee
Meeting Minutes**

February 23, 2021 at 4:15 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, Zobeida Delgadillo, Ellen Middaugh
Voting Members Absent:	None
Non-Voting Members Present:	Tamsen Burke, Debbie Gairaud
SUI Staff Present:	Amy Guerra-Smith

I. CALL TO ORDER

Joshua Reyes called the February 23, 2021 Personnel Committee meeting to order at 4:17 pm.

II. ROLL CALL

Amy Guerra-Smith completed a verbal roll call.

III. APPROVAL OF FEBRUARY 23, 2021 AGENDA

Joshua Reyes asked for any changes needed to the FEBRUARY 23, 2021 PERSONNEL COMMITTEE MEETING AGENDA. No changes were requested. Mr. Reyes asked for a motion to approve the agenda as presented.

Sonja Daniels moved to approve the agenda as presented; Joshua Reyes seconded.

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

IV. APPROVAL OF FEBRUARY 9, 2021 MEETING MINUTES

Joshua Reyes asked for any changes needed to the FEBRUARY 9, 2021 PERSONNEL COMMITTEE MEETING MINUTES. No changes were requested. Mr. Reyes asked for a motion to approve the meeting minutes as presented.

Sonja Daniels moved to approve the meeting minutes as presented; Zobeida Delgadillo seconded.

Vote on the Motion: 2-0-1 Motion Passed.

V. DISCUSSION ITEMS

a. Organizational Structure and Open Positions

Tamsen Burke informed the Personnel Committee that she has asked each manager with open positions to identify the critical need for each of their open positions and how those positions support their areas.

Tamsen Burke is evaluating the open positions to determine which positions are critical to hire for immediately and present those positions to the Vice President for Student Affairs.

Ms. Burke went over the corporation's personnel structure noting all of the open positions

and shifts in reporting structure. Tamsen Burke also noted that she and HR are also reviewing the exempt employees whose salaries do meet the 2021 and 2022 CA minimum wage requirement for exempt employees. Salary adjustments will be made this fiscal year for 2021 compliances.

Ellen Middaugh arrived. Voting members now 4.

b. New Student Representative Board Member Recruitment

Ellen Middaugh, Co-chair, informed the Personnel Committee that Antonio Bustamante resigned from his position on the Board due to class scheduling conflict. Ms. Burke requested the committee to review the SUBOD application and think about a strategic recruitment strategy for the replacement of the position as well graduating seniors in May 2021. Ms. Burke noted that Amy Guerra-Smith has prepared a flyer and digital application that will be sent to Campus partners, faculty, and AS for recommendations as well as posted on the SU website. The committee offered suggestions such as acting as a voice for student programs and services, leadership skills, willingness to learn as well as recruitment from academic areas of Business, Social Justice, Political Science.

c. Board of Directors - Personnel Committee - Faculty and President Appointments

Tamsen Burke indicated that there are several positions on the Board that do not have expiration dates and may be completed or extended on 6/30/2021. Those positions are the two faculty positions and the community member position. Ms. Burke indicated that the University President appoints one of the faculty members and the community member. The Personnel Committee recruits, interviews, and recommends the appointment of the second faculty member to the President. Ms. Burke noted she would contact the SUBOD members to discern their intentions for continuing with the Board.

d. Executive Director Review

The Committee reviewed the upcoming review process for the Executive Director. Tamsen Burke indicated that doing a 360 review with all stakeholders every year is not common practice among the CSU Auxiliaries. The committee suggested that the Executive Director bring to the committee what the common practice within the CSU Auxiliaries.

The committee suggested that Ms. Burke propose to the committee the updated review process. The committee discussed the Executive Director completing a self-evaluation that will be considered during the crafting of the review along with the feedback from the Board Members and the from the Associate Vice President of Campus Life who is the dotted line supervisor.

VI. ACTION ITEMS

There were no action items for this meeting.

VII. MEETING ADJOURNMENT

Joshua Reyes asked for any other business to discuss. Seeing no other business, Joshua Reyes asked for any objections to adjourn the meeting at 5:00 pm. Seeing no objections, Mr. Reyes noted the **February 23, 2021 Personnel Committee meeting adjourned at 5:02 pm by unanimous consensus.**