

**STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
March 2, 2022
3:00 PM**

This is a hybrid meeting.

**In-person: Student Union Inc. Building, Conference Room 6
Telecommute meeting by Zoom Video Conference.**

This meeting was facilitated in person and through an online Zoom format.

Voting Members Present: Isaiah Andrews, Dr. Sonja G. Daniels, Charlie Faas, Joshua Reyes
Voting Members Absent: Kathryn Blackmer Reyes
Updated Attendance: Kathryn Blackmer Reyes was updated to present at 3:06 PM
Joshua Reyes was updated to absent at 4:25 PM.
Non-Voting Members Present: Tamsen Burke, Ryan Fetzer, Timothy Banks

I. CALL TO ORDER

Director Reyes called the meeting to order at 3:04 p.m

II. ROLL CALL

Director Reyes asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

III. APPROVAL OF MARCH 2, 2022 AGENDA

Director Reyes asked for a motion to approve the agenda.

Request to move item V.A. Review and Approve the Student Wage Schedule for 2022, after V.I. Discussion Items.

Director Andrews motioned to approve the March 2, 2022 agenda with the recommended change; Director Daniels seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

Request to move item VI.A. Review the Full - Time Salary Adjustments and Grade Reclassifications based on Salary Survey Results for 2022, to Closed Session.

Director Blackmer Reyes motioned to approve the revised March 2, 2022 agenda with the recommended change; Director Daniels seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed

IV. APPROVAL OF FEBRUARY 2, 2022 MEETING MINUTES

Director Reyes asked for a motion to approve the meeting minutes.

Director Andrews motioned to approve the February 2, 2022 Personnel Committee meeting minutes; Director Reyes seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed

V. DISCUSSION/ACTION

A. Review and Approve the Student Wage Schedule for 2022

Item moved after VI. Discussion Items as approved during the adoption of the agenda.

VI. DISCUSSION ITEMS

A. Review the Full - Time Salary Adjustments and Grade Reclassifications based on Salary Survey Results for 2022

Item moved to Closed Session as approved during the adoption of the agenda.

B. SU Employees Year of Service for SJSU 54th Annual Spartan Service Celebration

Director Reyes recognized the Student Union employees who were being honored today for their years of service during the SJSU 54th Annual Spartan Service Celebration.

C. Update on New Student Representative Board Member Recruitment

Director Reyes provided an update on the recruitment process and that we have received 11 applications. He briefly reviewed the recruitment timeline and explained that the deadline to submit an application is March 11, 2022.

Director Daniels clarified to be in line with what was done last year, Director Reyes, Director Andrews, Director Kaur, and Director Blackmer Reyes will review the applications and look at various criteria metrics including written essays and experiences.

D. Update on the Executive Director Annual Evaluation

Director Reyes updated the committee on the Executive Director's annual evaluation process and timeline. The Stakeholders, Student Union board of directors and the executive directors direct reports, will be sent a survey to complete. Director Reyes will confirm a date for Ms. Burke to complete her self-assessment.

Director Reyes recessed the meeting at 3:21 p.m.

Director Reyes reconvened the meeting at 3:30 p.m.

V. DISCUSSION/ACTION

A. Review and Approve the Student Wage Schedule for 2022

Ms. Burke explained that a review was done on the SU's student employee positions and information was gathered from other auxiliaries, the university, and CSU. The CSU pay range for student assistants positions is \$15.00 to \$22.00 dollars. To be consistent with current language, we will be transitioning to classifications of student assistants I, II, III, and IV. Ms. Burke reviewed the Student Wage Schedule for 2022 and discussed the step increase in each student assistant category. The schedule allows for positions to be designated into proper categories based on the job description. Leadership and full-time staff reviewed the wage schedule and provided feedback on the categories each student assistant position was identified under. Ms. Burke explained that student assistant positions designated under category IV require a national teaching certification. She asked the committee to review the step pay rates and ranges.

The Committee discussed the wage schedule proposal which included clarification that student wages have increased as the minimum wage has increased. A suggestion was made to increase the student wage amount in correlation with the amount of the minimum wage increase. There was a concern brought up that student assistant wages are inconsistent across the university for the same positions and there is a need for consistency across the university. Students are leaving positions for other units that are paying more for the same position. There was also discussion around student assistant positions starting higher than minimum wage.

Ms. Burke explained that the managers have an understanding of the job descriptions that are on file at this time. The job descriptions will be reviewed as a second step at a later date.

Director Reyes asked for a motion.

**Director Andrews motioned to approve the Student Wage Schedule for 2022;
Director Blackmer Reyes seconded the motion.**

Vote on the Motion: 5-0-0 Motion Passed

VII. CLOSED SESSION

A. Personnel Matters

Director Reyes recessed to Closed Session at 3:58 p.m.

VIII. REPORT OUT OF CLOSED SESSION

Director Andrews reported no action was taken in closed session.

IX. MEETING ADJOURNMENT

Director Andrews asked for a motion to adjourn the meeting.

Director Daniels motion to adjourn the meeting; Director Faas seconded.

Vote on the Motion: 4-0-0 Motion Passed

Meeting adjourned at 4:32 p.m.

The Student Union Board of Directors is a public body, and members of the public have a right to attend and participate in its meetings. This schedule is established as a best approximation of how long each scheduled meeting will take to complete its business. Depending on the length of the discussions, which are not possible to predict with precision in advance, the scheduled meeting times indicated may vary widely. The public is advised to take this uncertainty into account in planning to attend any meeting listed on this schedule.