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
      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.

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.
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.