

**STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
September 23, 2022
12:30 PM - 1:30 PM**

This is a hybrid meeting.

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

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

Voting Members Present: Isaiah Andrews, Kathryn Blackmer Reyes, Dr. Sonja G. Daniels, James Figueroa, Logan Meline, Krishna Sai Mangalarapu
Voting Members Absent: Andrea Cabrera-Sanchez
Updates Attendance: Andrea Cabrera-Sanchez was updated to present at 12:34 PM
Non-Voting Member Present: Timothy J. Banks, Tamsen Burke, Ryan Fetzer

I. CALL TO ORDER

Director Meline called the meeting to order at 12:32 p.m.

II. ROLL CALL

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

III. APPROVAL OF SEPTEMBER 23, 2022 AGENDA

Director Meline asked for any changes to the agenda. A recommendation was made to correct the date listed for the September 2, 2022 Special Meeting Minutes. The date should be for the September 13, 2022 meeting minutes.

Director Meline asked for a motion to approve the agenda with the correction.

Director Andrews motioned to approve the agenda with the correction; Director Blackmer Reyes seconded the motion.

Vote on the Motion: 6-0-0 Motion Passed

IV. APPROVAL OF MAY 4, 2022 REGULAR MEETING MINUTES AND SEPTEMBER 2 13, 2022 SPECIAL MEETING MINUTES

Director Meline asked for any changes to the May 4, 2022 minutes.

Director Meline asked for a motion to approve the minutes.

Director Andrews motioned to approve the May 4, 2022 meeting minutes as presented; Director Daniels seconded the motion.

Vote on the Motion: 7-0-0 Motion Passed

Director Meline asked for any changes to the September 13, 2022 minutes.

Director Meline asked for a motion to approve the minutes.

Director Meline motioned to approve the September 13, 2022 meeting minutes as presented; Director Andrews seconded the motion.

Vote on the Motion: 7-0-0 Motion Passed

V. DISCUSSION ITEMS

A. 2023 AOA Scholarship of Excellence Award - Nominations Open

Ms. Burke explained that the Student Union (SU) is recognized by the CSU as an auxiliary and our national organization is the Auxiliary Organizations Association (AOA). AOA is offering a Scholarship of Excellence award for students who meet a specific criteria which includes the ability to demonstrate service to CSU auxiliary organizations. Ms. Burke clarified that the SU is not doing scholarships and that this opportunity is being offered through the national organization. As part of the application process, the student applicant would need to make an appointment with the appropriate person in the Office of the Vice President of Student Affairs to verify that the student is enrolled as a full-time CSU student.

The committee discussed the opportunity and agreed that this should be shared with SU student employees and SU student board members. Ms. Burke will look into how the scholarship will be awarded to students and the role Financial Aid will have in the process.

B. CalPERS & SU Benefits Resolution

Ms. Burke explained that the committee requested to revisit this topic to discuss if the contribution rate should be reviewed every two or three years or annually based on the health care rate increases. In the past the SU approved a resolution to increase the maximum employer contribution year over year as health costs continued to increase except for 2016 through 2020.

The committee discussed when the contribution rates should be reviewed. The past few years healthcare rates have increased so a recommendation was made for the rates to be reviewed on a regular basis. The committee agreed to review the rates on a yearly basis to determine if an increase to the employer contribution amount is needed. Depending on the timing, it may not impact employees until the following year based on the budget cycle. The committee asked Ms. Burke to review the rates with the HR department first and then bring any recommendations to the Personnel Committee for consideration.

Ms. Burke explained that CalPERS provides a notice that rates are going to increase around May but the actual percentage increase is not provided until August. Ms. Burke will provide the Personnel Committee with an update in May of any rate increase notifications she receives.

C. Employee Moving and Relocation

Ms. Burke discussed the SU relocation policy as it's presented in the Personnel Manual. She compared the SJSU and CSU's relocation policies to the SU policy and discussed the differences which included the SU only states "employee". Ms. Burke recommended changing "employee" to "initial employee" and "current employee" and consider what those would look like in terms of those moving expenses. The section in the SU policy related to household goods is broad in terms of travel expenses. The SU policy does not include specifics related to reimbursement of expenses for an employee's significant other. Ms. Burke reviewed the items in the SU policy that align with the SJSU and CSU's policies which included information on reportable & taxable expenses and termination. The executive director received a reimbursement which was approved by the

board. The associate executive director and directors lines have typically received about \$3,000 in reimbursable expenses. Currently the manager and supervisory lines are not receiving compensation for any moving expenses.

The committee discussed the SU policy. For the university's general divisions and departments, reimbursement amounts vary based on position, negotiation strategies, and the area the employee is moving from. The university uses metrics to calculate hotel and mileage reimbursements and only pays expenses for manager levels and above. A suggestion was made to list an amount per mile with a not to exceed amount and allow the employee the flexibility to use the amount at their discretion as long as it fits with what is permitted in policy. For SJSU faculty, there are no details on meals, mileage, and incidental allowances. They are given the flexibility to spend how they want but need to submit receipts for mileage, gas, moving company, etc. to receive a reimbursement. If there is budget support, could consider doing a tiered system to provide reimbursement for nonmanager positions. The committee cautioned about doing this because it may bring up equity kinds of issues.

Ms. Burke asked the committee to consider if an employee qualifies for the full reimbursable amount but only uses part of it, could the employee use the remaining dollars to move their spouse or significant other from another location? Do we take into consideration that we would also be moving that spouse or significant other as well or is it only the employee? Director Blackmer Reyes commented that no, it's whatever is offered and it's up to the employee to turn in the paperwork. The committee was not in favor of reimbursing current employees who choose to move for personal reasons.

Based on the feedback from the committee, Ms. Burke will edit the current policy to include a tiered model, some threshold amounts, and guidelines on what qualifies for reimbursement.

VI. DISCUSSION/ACTION

A. Student Union FY 2022 - 2023 Increase Salary and Bonus (Separated Employee)

Ms. Burke explained that the committee approved the salary increase and bonus but tabled payment for separated employees. She reached out to the university regarding the discretion the president has to determine if an employee would receive the salary increase if they separated prior to the increase being processed. As of the time of the meeting, Ms. Burke had not received the information from the university. If the increase is for services from the previous year, Ms. Burke asked the committee what reservations they have about retroactively paying those employees who left in July and August? Ms. Burke explained that if the budget was approved and we had the money we normally have in July, these employees would have been paid prior to them leaving.

The committee discussed the item and whether separated employees should receive the increase. Ms. Burke clarified that this is being considered for employees who separated in July, August, and September. Director Daniels and Director Blackmer Reyes have not experienced this being done on the university

side in the areas they work in. The SU could consider it since it is such a short period of time based on the fiscal year starting on July 1. Ms. Burke explained the salary is in the budget so there would not be an increase to the budget. Employees hired with an effective date of April 1st or earlier are eligible for the increase and bonus. Employees that were recently hired in supervisory positions that are being paid at the 2022 California minimum salary exemption, will have a salary increase effective January 1, 2023 which is not associated with the 7% increase. The committee requested more information on what effect this may or may not have on the audit and what discretion the president has to determine if an employee would receive the salary increase if they separated prior to the increase being processed.

Director Meline asked for a motion to table this item.

Director Andrews motioned to table the item and requested more information be provided before a vote can be made; Director Daniels seconded the motion.

Vote on the Motion: 7-0-0 Motion Passed

VII. CLOSED SESSION

A. Human Resource/Personnel Matters

The Board did not require a closed session.

VIII. REPORT OUT OF CLOSED SESSION

Closed session was not required.

IX. MEETING ADJOURNMENT

Director Meline asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:39 p.m.