

STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE

Meeting Minutes
October 28, 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: Andrea Cabrera-Sanchez, Dr. Sonja G. Daniels, James Figueroa,
Logan Meline, Krishna Sai Mangalarapu
Voting Members Absent: Isaiah Andrews, Kathryn Blackmer Reyes
Updates Attendance: Kathryn Blackmer Reyes updated to present at 12:43 PM
Non-Voting Member Present: Timothy J. Banks, Tamsen Burke, Ryan Fetzer

I. CALL TO ORDER

Director Meline called the meeting to order at 12:34 p.m.

II. ROLL CALL

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

III. APPROVAL OF OCTOBER 28, 2022 AGENDA

Director Meline asked for any changes to the agenda.

Director Meline asked for a motion to approve the agenda.

Director Sai Mangalarapu motioned to approve the agenda as presented; Director Daniels seconded the motion.

Ms. Burke requested Discussion item V.B. Pay Grade Review Based on New Salary Compensation Rates, be moved to Discussion/Action.

Director Meline modified the motion to approve the agenda with the recommendation to move Discussion item V.B. Pay Grade Review Based on New Salary Compensation Rates to Discussion/Action; Director Sai Magalarapu seconded the motion.

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

IV. APPROVAL OF SEPTEMBER 23, 2022 MEETING MINUTES

Director Meline asked for any changes to the September 23, 2022 minutes.

Director Meline asked for a motion to approve the minutes.

Director Sai Mangalarapu motioned to approve the meeting minutes as presented; Director Figueroa seconded the motion.

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

V. DISCUSSION ITEMS

A. Student Wage Schedule Review

Ms. Burke explained that this item was brought back to the committee for review based on the recommendations and concerns brought up by students during the Student Union board meeting.

The committee discussed the 2022-2023 Student Assistant Employment Classification and Wage Schedule. Discussions included the possibility of larger pay increases per Step if there is financial support, and which Step student assistants would be placed at based on how long they have worked in their current position. Managers need to have a better accountability of how they are reviewing student assistants to be able to offer the additional steps. The wage schedule base pay needs to keep equitable with campus wages. Ms. Burke discussed the minimum wage increases from 2019 to current. It's important that student employees are aware of the politics that are falling within the administration and the Student Union. The question of these controls that are really student monies that are supposed to come to the Student Union and are being held by the administration for whatever reason they believe the money needs be held and how they see the money should be spent. The students were encouraged to also have conversations with the president, vice president, and CFO regarding their concerns.

Ms. Burke answered questions from the committee including that this year's compensation increase rate was based on the approved budget and the budget has not been approved by the university yet so the current student assistant wage increases have not been made. The money the university gave the Student Union to go to reserves, is currently being used for operating expenses.

Ms. Burke clarified that the committee is recommending a larger Step increase, all student assistants will start based on the number of years of experience in their current position, and a formalized approach to performance, evaluations, and promotions and how those metrics are being decided to move through the steps.

Director Meline requested this item be brought back to the next committee meeting as an action item with consideration of increasing each step from \$0.25 to \$0.50, and that the steps are based on years of experience. Ms. Burke will also bring the financial impact.

B. Pay Grade Review Based on New Salary Compensation/Raises

Item moved to Discussion/Action as approved during the approval of the agenda.

C. Review of Moving and Relocation Policy Changes

Item tabled as per the request by Ms. Burke.

VI. DISCUSSION/ACTION

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

Ms. Burke explained that this item was presented to the committee during a previous meeting but she had not received the information from the university regarding the president having the discretion to give merit increases to employees

who separated after July 1, 2022. Ms. Burke has since received the information and presented it to the committee. For an employee who separated (without cause) after July 1, 2022, there is discretion to give the merit increase but the increases must be awarded in a fair, consistent, and non-discriminatory manner.

The committee briefly discussed the university's practice and that it only applies to full-time employees.

Director Meline asked for a motion to

Director Daniels motioned to approve that Student Union full-time employees be considered eligible for the merit increases if they separated after July 1, 2022 through their termination date; Director Blackmer Reyes seconded the motion.

Vote on the Motion:

6-0-0

Motion Passed

B. Pay Grade Review Based on New Salary Compensation/Raises

Ms. Burke reviewed the new salary compensation which included the current pay grades and salary ranges. She explained that the salary review was done to correct the starting pay for exempt employees in Grade 5 from \$54,000 to the current California minimum wage of \$64,830.00, in order to be in compliance with the law. Increases were also done to the other pay grades in hopes of increasing the number of applicants in order to fill open positions. The new pay grades include the 7% increase for both hourly and annual salaries. Ms. Burke briefly reviewed the calculations and explained that the current structure had no merit as to how some of the ranges were discerned. This provided an opportunity to do a restructure from top to bottom based on mathematics. The calculation was taken from a national organization for human resources. Ms. Burke also explained that the current structure had managers making the same salary as supervisors and non-exempt and exempt employees combined in the same grade, which should not be done structurally. These issues were corrected in the new structure and positions listed under Grades 5 through Grade 8 were realigned.

Ms. Burke answered questions from the committee and explained that there are both non-exempt and exempt supervisor positions.

Director Meline asked for a motion to

Director Meline motioned to approve the Pay Grade Review Based on New Salary Compensation/Raises; Director Sai Mangalarapu seconded the motion.

Vote on the Motion:

6-0-0

Motion Passed

VII. CLOSED SESSION

A. Human Resource 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 1:34 p.m.