



STUDENT UNION BOARD OF DIRECTORS

**Personnel Committee
Meeting Minutes**

**February 11, 2020
4:00pm in Student Union Meeting Room 6**

Voting Members Present: Antonio Bustamante, Ellen Middaugh, Sonja Daniels,
Yissel Reyna
Non-Voting Members Present: Tamsen Burke, Debbie Gairaud
Members Absent: None
Guests Present: Amy Guerra-Smith

I. CALL TO ORDER

Antonio Bustamante called the February 11, 2020 Student Union Board of Directors Personnel Committee Meeting to order at 4:02 pm in the Student Union Meeting Room 6.

II. ROLL CALL

Antonio Bustamante asked Amy Guerra-Smith to do roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF AGENDA FOR FEBRUARY 11, 2020

Antonio Bustamante asked for any changes needed to the FEBRUARY 11, 2020 PERSONNEL COMMITTEE MEETING AGENDA. Seeing no changes, Mr. Bustamante asked for a motion to approve the February 11, 2020 Personnel Committee Agenda as presented.

Sonja Daniels moved to approve the February 11, 2020 Personnel Committee Meeting Agenda as presented.

Yissel Reyna seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

IV. APPROVAL OF DECEMBER 2, 2019 MEETING MINUTES

Antonio Bustamante asked for any changes needed to the DECEMBER 2, 2019 PERSONNEL COMMITTEE MEETING MINUTES. Seeing no changes, Mr. Bustamante asked for a motion to approve the December 2, 2019 Personnel Committee Meeting Minutes as presented.

Sonja Daniels moved to approve the December 2, 2019 Personnel Committee Meeting Minutes as presented.

Yissel Reyna seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

V. **AGENDA ITEMS**

A. Flexible Spending Accounts Benefit Review

Debbie Gairaud, HR Director, noted that about a third of the Student Union, Inc. full-time employees are participating in the Flexible Spending Account benefit. Ms. Gairaud noted that the cost to the Student Union is \$120 per month with a tax savings of \$250. Ms. Gairaud noted that the Student Union anticipates higher enrollment for next year.

B. Staffing Update: Position (Three) Alignment

Tamsen Burke informed the Personnel Committee about three position updates for the operational needs of the Student Union, Inc. Ms. Burke noted that the SRAC Director position will be posting soon. Ms. Burke noted that currently Dominic Ackerman is serving as the interim SRAC Director.

Ms. Burke noted that a priority for the Student Union, Inc. is student success and telling the Student Union's story through our assessment efforts. In order to do this, Amy Guerra-Smith is being promoted to a role in student success and assessment. Ms. Burke noted that she and Human Resources are working on finalizing the position description.

Lastly, Ms. Burke noted that she and Dr. Daniels have discussed adding an Associate Executive Director position to assist the Executive Director in the day-to-day operations but that there is still research to do before the corporation will post that position.

C. Discussion and Approval of Wellness Benefit

Tamsen Burke informed the Personnel Committee members that the Student Union currently has a Wellness Benefit that the Board approved many years ago. Ms. Burke, with the assistance of Debbie Gairaud the HR Director, explained the details of the existing wellness benefit noting that the current program encourages employees to come to work sick in order to get the payout at the end of the calendar year. Ms. Burke noted that she is in consultation with other auxiliaries, including the Associated Students, within the CSU to find out what their practices are. Ms. Burke noted that almost all the other auxiliaries have discontinued this benefit and have instituted a true wellness program. Ms. Burke indicated that she is working with the Leadership Team and Human Resources to create a true wellness program but is asking the Personnel Committee to consider making a recommendation that the Board approve the discontinuing of the existing Wellness Benefit.

Antonio Bustamante moved to approve the Personnel Committee recommendation that the Board approve the discontinuing of the existing Wellness Benefit.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION: 4-0-0

MOTION PASSED.

D. Review and Approval of Updated Personnel Committee Charter

The committee continued discussions about the current Personnel Committee Charter and agreed on the changes set at the December 2, 2019 meeting.

The committee discussed in detail about the benefits and challenges of having two full-time staff members and two student supervisor members on the Personnel Committee. The discussion resulted with the committee agreeing to have one full-time staff member and one student supervisor member on the Personnel Committee. A question was asked regarding the potential of staff having privy of personnel matters of their peers that are brought to the Personnel Committee. It was noted that sensitive personnel matters brought to the committee should be conducted in closed session and that only voting members are allowed in closed sessions. The Personnel Committee agreed that there should be one full-time staff member and one student supervisor member on the Personnel Committee. Lastly, a request was made to add a line at the bottom with the date of the Board's approval of the revisions.

Antonio Bustamante moved to approve the Personnel Committee Charter with the revisions.

Yissel Reyna seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

Antonio Bustamante asked for any objections to move the meeting to closed session. Seeing no objections, **Mr. Bustamante noted that the meeting was now in closed session by unanimous consensus** and asked all non-voting members to exit the room.

VI. CLOSED SESSION AGENDA ITEMS

A. Personnel Item (Closed Session Informational Item) (Tamsen Burke)

Tamsen Burke noted that she informed the Personnel Committee on a personnel matter during the closed session.

VII. MEETING ADJOURNMENT

Antonio Bustamante asked for any other business to discuss. Seeing no other business to discuss, Antonio Bustamante asked for any objections to adjourn the meeting. Seeing no objections, Mr. Bustamante noted that the **February 11, 2020 Personnel Committee meeting adjourned at 4:45 pm by unanimous consensus.**