

**STUDENT UNION BOARD OF DIRECTORS**

**Personnel Committee  
Meeting Minutes**

**November 17, 2020 at 11:00 am**

**This was a telecommute meeting by Zoom Video Conference.**

*This meeting was facilitated through an online Zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.*

**Voting Members Present:** Zobeida Delgadillo, Sonja Daniels, Ellen Middaugh, Antonio Bustamante  
**Voting Members Absent:** Joshua Reyes  
**Non-Voting Members Present:** Tamsen Burke, Debbie Gairaud  
**Guests:** Amy Guerra-Smith

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**I. CALL TO ORDER**

In the absence of the chair and vice-chair, Zobeida Delgadillo facilitated the meeting. Ms. Delgadillo called the November 17, 2020 Personnel Committee Meeting to order at 11:06am.

**II. ROLL CALL**

Zobeida Delgadillo asked Amy Guerra-Smith to take roll call. Amy Guerra-Smith completed a verbal roll call.

**III. APPROVAL OF NOVEMBER 17, 2020 AGENDA**

Zobeida Delgadillo asked for any changes needed to the NOVEMBER 17, 2020 PERSONNEL COMMITTEE MEETING AGENDA. Seeing no changes, Ms. Delgadillo asked for a motion to approve the agenda as presented.

**Ellen Middaugh motioned to approve the agenda as presented; Sonja Daniels seconded the motion.**

**Vote on the motion: 3-0-0 Motion passed.**

**IV. APPROVAL OF OCTOBER 6, 2020 MEETING MINUTES**

Zobeida Delgadillo asked for any changes to the OCTOBER 6, 2020 MEETING MINUTES. Seeing no changes to the meeting minutes, Zobeida Delgadillo asked for a motion to approve the October 6, 2020 Meeting Minutes as presented.

**Ellen Middaugh motioned to approve; Sonja Daniels seconded the motion.**

**Vote on the motion: 3-0-0 Motion passed.**

**V. DISCUSSION ITEMS**

**a. SUI Student Success Update**

Amy Guerra-Smith noted that she did not have any updates at this time.

**b. Retirement (Nov)**

Tamsen Burke informed the Personnel Committee that Gloria Robertson, the Information Services and Marketing Manager, retired on November 9, 2020.

Ms. Burke also noted that the SUI has another potential retirement in December and will update the committee when an announcement is ready to be made.

**c. Education Benefit Application Process and Selection (Dec)**

Tamsen Burke informed the Personnel Committee that due to insufficient funds because receipt of the FY 20/21 \$11.5M Return of Student Union Fees has not been received to date, the SUI would postpone the Educational Fee Waiver benefits until fees were received. Ms. Burke noted that the SUI has enough funds within the budget request for operations to the CFO and President to cover the Educational Fee Waiver benefit for about three employees and would like to get feedback from the Personnel Committee on a selection process or criteria. Ms. Burke indicated that Dr. Daniels suggested that more money be allocated to this for next year's budget, but asked for additional selection criteria for this benefit. The Personnel Committee discussed the possibility of distributing partial coverage, the program is aligned with their position, keeping a minimum GPA requirement. The discussion for requiring a stipulation that an employee will continue employment for an identified period after completion of their program was not recommended as this is an educational institution and we strive to help our staff grow professionally. The Personnel Committee agrees to move forward with an application process with the three or four criteria that align with the employee's job, the SUI Mission for the committee to review.

**d. Executive Director Evaluation Process**

Tamsen Burke asked the Personnel Committee to discuss and review the existing Executive Director's evaluation process. Ms. Burke noted that upon discussions with her CSU partners, the ED evaluation process is a 360 review every three years. Ms. Burke asked for the Personnel Committee to give some perspective on how this process was developed. Amy Guerra-Smith noted that this review process has been in place for over ten years. Sonja Daniels noted that the current process was in place when she arrived. Sonja Daniels noted that the 360 was mostly given from the ED's direct reports and some Board Members. Sonja Daniels noted that last year the Personnel Committee suggested broadening the reach by inviting campus colleagues to submit feedback. The Personnel Committee discussed several different options and what the next steps are to have a more in-detailed discussion. The Personnel Committee suggested for Tamsen to bring some proposal of process changes for the Personnel Committee to review and present to the Board for consideration. The Personnel Committee also discussed the value of the Board reviewing the ED's self-evaluation or a process that includes the ED to add some feedback as well.

**e. Intermittent Employees**

Tamsen Burke explained to the Personnel Committee what intermittent employees which are part-time employees who have special credentials however, these employees are no longer students and are employed for one semester after graduation. Debbie Gairaud explained that due to new employment laws and benefits for part-time employees, the corporation has noticed that there are misuses of this employee category and that the corporation is in the process of changing this employee category.

**VI. ACTION ITEMS**

**a. Appointment and Approval of Audit Committee Chair and Vice-Chair for AY 2020-2021**

Zobeida Delgadillo asked for any discussion regarding the approval item. Ellen Middaugh made a recommendation to have the Personnel Committee recommend that the

Audit Committee select the Chair and Vice Chair at their next meeting. Zobeida Delgadillo asked for a motion to approve the recommendation.

**Sonja Daniels motioned to approve the Personnel Committee recommendation that the Audit Committee select their Chair and Vice Chair at their next meeting; Antonio Bustamante seconded the motion.**

**Vote on the motion: 4-0-0 Motion Passed.**

#### **VII. MEETING ADJOURNMENT**

Zobeida Delgadillo asked for any business to discuss. Seeing no additional business to discuss, Ms. Delgadillo asked for a motion to adjourn the meeting at 11:54am.

**Ellen Middaugh motioned to adjourn the meeting; Antonio Bustamante seconded the motion.**

**Vote on the motion: 4-0-0 Motion Passed.**