

**STUDENT UNION BOARD OF DIRECTORS  
Personnel Committee**

**Meeting Minutes for  
April 6, 2021 at 2:00 pm**

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

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**I. CALL TO ORDER**

Joshua Reyes called the April 6, 2021 Personnel Committee Meeting to order at 2:04 pm.

**II. ROLL CALL**

Joshua Reyes asked Amy Guerra-Smith to do a verbal roll call. Amy Guerra-Smith completed a verbal roll call.

**III. APPROVAL OF APRIL 6, 2021 AGENDA**

Joshua Reyes asked for any changes needed to the APRIL 6, 2021 PERSONNEL COMMITTEE MEETING AGENDA. No changes were requested.

**Ellen Middaugh moved to approve the April 6, 2021 Personnel Committee Meeting Agenda as presented; Sonja Daniels seconded the motion.**

**Vote on the Motion: 3-0-0 Motion Passed.**

**IV. APPROVAL OF FEBRUARY 23, 2021 MEETING MINUTES**

Joshua Reyes asked for any changes needed to the FEBRUARY 23, 2021 PERSONNEL COMMITTEE MEETING MINUTES. No changes requested.

**Ellen Middaugh motioned to approve the February 23, 2021 Personnel Committee Meeting Minutes as presented; Joshua Reyes seconded the motion.**

**Vote on the Motion: 3-0-0 Motion Passed.**

**V. DISCUSSION ITEMS**

**A. Executive Director Review**

Tamsen Burke presented to the Personnel Committee research based on CSU Auxiliaries Executive Director annual reviews, procedures and timelines.. Ms. Burke indicated that most campuses do a variation of 360 evaluations, which may include only Board members and direct reports; while others conduct a full campus-wide stakeholder 360 every 2-3 years. All survey results indicated the ED review has written policies for the evaluation procedures and executive directors do self-evaluations as a part of the evaluation process.. The committee discussed this year's review and selected the Board of Directors, and ED direct reports. The committee also agreed that the survey should shift

from quantitative measures and to more qualitative information; recommending to the Board of Directors changing the 360 evaluation from every year to every two or three years; and the executive director should complete a self-evaluation with a similar approach. An additional metric was added this year directly related to COVID planning and response.

**B. CA Exempt Minimum Wage Salary Compliance Adjustments**

Tamsen Burke explained to the committee that in California, the minimum salary of an exempt employee is required to be 2 times the California minimum wage. The SUI had 5 employees who did not meet this requirement, so the SUI adjusted the salaries for the employees to meet the requirement. Ms. Gairaud noted that there are another 5 employees will not meet the requirement in January when the minimum wage will increase again and their salaries will be adjusted in the 2021-2022 fiscal year. Two additional positions are listed as exempt employees. The HR Director and the Executive Director will work together to conduct an assessment of exempt and non-exempt position metrics for these positions evaluations.

**C. Position Search Updates**

Tamsen Burke indicated that the SUI was permitted to hire for seven open full-time positions and some student positions required to support the SU Marketing, SRAC operations to support new tier changes for the pool and building use.

**D. Update on New Student Representative Board Member Recruitment**

Joshua Reyes noted that he shared the email about recruitment. Tamsen Burke also noted that she shared the application link with several colleagues with an ask to share with their student networks.

**E. Update on Board of Directors - Personnel Committee - Faculty and President Appointments**

Tamsen Burke noted that the SUI is still working with various departments to identify recommendations for the faculty and community member appointments.

**F. SJSU SU BOD Senior Stole for Board Members (google link)**

Joshua Reyes presented the Personnel Committee with the various stoles for the SUBOD Student-at-Large directors. The Personnel Committee preferred the yellow stole with the blue text.

**VI. ACTION ITEMS**

**A. Approval of the Executive Director Review Process**

Joshua Reyes asked for a motion to approve the recommendation to change the process to be more qualitative format by the Board and current direct reports.

**Ellen Middaugh motioned to approve the updated process of the Executive Director review; Sonja Daniels seconded.**

**Vote on the Motion: 3-0-0**

**Motion Passed.**

**B. Approval of SJSU SU BOD Senior Stole**

Joshua Reyes asked for a motion to approve purchase of SJSU SUBOD Senior Stole for the student-at-large SUBOD Members.

**Sonja motioned to approve the purchase of SJSU SUBOD Senior stoles; Ellen Middaugh seconded the motion.**

**Vote on the motion: 3-0-0**

**Motion Passed.**

Joshua Reyes asked for a motion to move the meeting to a closed session.

**Ellen Middaugh motion to move the meeting to closed session; Sonja Daniels seconded the motion.**

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

Joshua Reyes asked all non-voting members and guests to leave the meeting.

## **VII. CLOSED SESSION**

### **A. Personnel**

Joshua Reyes reported that the Personnel Committee discussed a personnel matter in the closed session.

## **VIII. MEETING ADJOURNMENT**

Joshua Reyes asked for any other business to discuss. Seeing no other business, Mr. Reyes asked for any objections to adjourn the Personnel Committee at 3:07 pm. Seeing no objections, Mr.

Reyes noted that the **April 6, 2021 Personnel Committee Meeting adjourned at 3:07 pm by unanimous consensus.**