

**STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
November 2, 2021
3:00 PM - 4:00 PM**

**This is a hybrid meeting.
In-person: Student Union Inc. Building, Conference Room 6**

Telecommute meeting by Zoom Video Conference.
This meeting was facilitated in person and through an online Zoom format.

Voting Members Present: Isaiah Andrews, Kathryn Blackmer Reyes, Charlie Faas, Joshua Reyes
Voting Members Absent: Dr. Sonja G. Daniels
Non-Voting Members Present: Tamsen Burke, Ryan Fetzer, Timothy Banks

I. CALL TO ORDER

Director Reyes called the meeting to order at 3:01 p.m.

II. ROLL CALL

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

III. APPROVAL OF NOVEMBER 2, 2021 AGENDA

Director Reyes asked for a motion to approve the agenda.

Director Andrews motioned to approve the November 2, 2021 Personnel Committee meeting agenda; Director Reyes seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

IV. APPROVAL OF SEPTEMBER 28, 2021 MEETING MINUTES

Director Reyes asked for a motion to approve the September 28, 2021 meeting minutes.

Director Andrews motioned to approve the September 28, 2021 Personnel Committee meeting minutes; Director Reyes seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

V. DISCUSSION

a. Introduction of HR Temporary Staff

Temporary staff were introduced at the Board of Directors meeting.

b. Review of Committees

Tamsen Burke reviewed the CSU Comparables to discuss the (1) number of directors (student and staff/admin/faculty/community); types of committees, (3) compensation for student directors. The comparison was done with similar sized CSU university Student Union Boards of Directors. The Student Union at CSU Northridge was the only organization that included a Retirement Plan Committee. Ms. Burke suggested adding our request for investment to the Personnel committee. In addition, Ms. Burke recommended the Board to consider adding a Diversity and Inclusion Committee.

The Committee discussed the number of student board of directors on each committee, the possibility of increasing the times of committee meetings in order to have less committee meetings, the ratio between the number student positions compared to the number of non student positions, and the training of new student board members if the Board approved increasing the number of student board of directors.

Director Reyes read a statement from Director Daniels in support of increasing the number of members. She suggested consideration of other board positions and that student representatives from the cultural centers might provide a new perspective on diversity, equity, and inclusion on programs and services.

c. Update on Increased CalPERS rates for 2022 in Employee/Employer Health Benefit FY 2021-22

Ms. Burke explained that the Student Union does not have the same CalPERS health plan as the University but that she does look at the parallels in the rate increases between the two. The Student Union HR Director did prepare in the 2021-2022 financial budget a 5% rate increase for the CalPERS benefits. The actual increase was 6.5% so there is a difference of 1.5% which is represented in the financials as well.

d. Bylaws Article IV: Board of Directors- CSU and AOA Comparables of the Number Student Board of Directors Positions

This was discussed under agenda item V. b. Review of Committees.

Director Andrews recommended adding three more student board of director positions.

e. Bylaws Article IV: Board of Directors- Formal Designation of a Staff Member Designee for each Committee

Ms. Burke requested that a staff member be added to every committee. The Board discussed the requests and it was determined that there is language in the Charter that allows for the addition of non voting members. The Board agreed that the staff members would not be members of the board so it does not need to be added to the bylaws. No changes were needed to the Committee Charters because there is language currently in the Charters that allows for this request.

f. Consideration of a Stipend for Student Board of Directors

Director Reyes reviewed the CSU Comparable Committee document and stated that only Stanislaus pays an hourly rate to their board of directors. Ms. Burke explained that there is a

student board of directors group that has solicited board of directors compensation information from all of the executive directors. The Auxiliary Organizations Association (AOA) is determining if this is an approach that they want to consider across existing auxiliary models. The survey data is still being collected.

Director Reyes requested that the student board of directors have priority registration to be able to register for classes early. He explained that the Associated Student's (AS) board of directors have priority registration.

The Committee discussed the possibility of a stipend and that the AS board receives a stipend because of the amount of work and time commitment that is required by the board. The Committee supported the idea of receiving priority registration.

g. Contracting with an Outside Agency to Conduct the Salary Survey

Ms. Burke explained that the salary survey did not get executed in 2019 and now with the hiring of two temporary staff in the HR department, she discussed the option of hiring an outside agency to conduct the salary survey. She explained that there will need to be another adjustment in 2022 for the minimum CA exempt salary wage increase. In terms of compensation, the Student Union (SU) structure does not mirror comparable positions to the University. As an example, the SU Special Events Coordinator position pays \$10.00 less per hour than the comparable position with AS and Student Involvement. This is a priority for Ms. Burke. She would like the Personnel committee approval before she moves forward with putting together a proposal with an outside agency.

The Committee discussed the request which included the benefit of doing comparisons with similar campuses in the Bay Area, and the need for an outside agency to have an understanding and focus on the correct metrics to evaluate.

h. 403B Contribution Review

Ms. Burke provided some oversight based on closed session discussions and a request to review the Student Union's 403B contribution plan. The last review of the 403B contribution was June 30, 2020. We had to resubmit some information for the annual review period July 1, 2020 - June 30, 2021. The last review and approval by the Board of Directors was May 2019 and signed by all the Board members and the Executive Director. Ms. Burke has asked for a copy of that approved plan from Farmer and Betts. The Board approved the decision to move to Farmer and Betts in 2012. Based on the information from Farmer and Betts, the law does not allow for Trustees on 403B accounts therefore there are signers on the account which are similar to the SU investment and cash accounts. Farmer and Betts ran a 401a4 testing for plan year ending 06/30/2021 and the test did pass with the amounts already given for the Employer Discretionary for the year. It passed because there weren't any non-highly compensated employees that received less than 1% of compensation for the year.

VII. ACTION ITEMS

a. Approve Bylaws Article IV: Board of Directors and an Increase of Number of Student Board of Directors Positions

Director Reyes asked for a motion.

Director Andrews motion to increase the number of student board of director positions by three; Director Reyes seconded.

Vote on the Motion: 4-0-0 Motion Passed

- b. Approve Bylaws Article IV: Board of Directors- Formal Designation of a Staff Member Designee for each Committee**

Director Reyes asked for a motion.

Director Faas motion to table this item as the bylaws are correct and the Charters allow for Ms. Burke to include staff members on each of the committees; Director Blackmer Reyes seconded.

Vote on the Motion: 4-0-0 Motion Passed

- c. Approve a Stipend for Student Board of Directors**

Director Reyes asked for a motion.

Director Faas motion to table this item; Director Blackmer Reyes seconded.

Vote on the Motion: 4-0-0 Motion Passed

The Board gave direction to the Executive Director to continue to do research on compensation for the student board of directors and to also look into the process to allow the student board of directors priority registration similar to the AS board.

VIII. CLOSED SESSION- PERSONNEL

The Board did not require a Closed Session.

IX. MEETING ADJOURNMENT

Director Reyes asked for a motion to adjourn the meeting.

Director Andrews motion to adjourn the meeting; Director Faas seconded.

Vote on the Motion: 4-0-0 Motion Passed

Meeting adjourned at 4:03 p.m.