

**STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
February 7, 2023
1:30 PM - 2:30 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: Kathryn Blackmer Reyes, Andrea Cabrera-Sanchez, James Figueroa, Logan Meline, Krishna Sai Mangalarapu
Voting Members Absent: Dr. G. Sonja Daniels
Non-Voting Member Present: Timothy J. Banks, Tamsen Burke, Ryan Fetzer

I. CALL TO ORDER

Director Cabrera-Sanchez called the meeting to order at 1:38 p.m.

II. ROLL CALL

Director Cabrera-Sanchez asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

III. APPROVAL OF FEBRUARY 7, 2023 AGENDA

Director Cabrera-Sanchez asked for any changes to the agenda.

Director Cabrera-Sanchez asked for a motion to approve the agenda.

Director Sai Mangalarapu motioned to approve the agenda as presented; Director Cabrera-Sanchez seconded the motion.

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

IV. APPROVAL OF NOVEMBER 8, 2022 MEETING MINUTES

Director Cabrera-Sanchez asked for any changes to the minutes.

Director Cabrera-Sanchez asked for a motion to approve the minutes.

Director Blackmer Reyes 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. Employee of the Year Recognition

Ms. Burke explained that the Student Union does not have a recognition program for our student assistants in terms of employee of the year. Input was gathered from student assistants during the all staff training in January 2023, on what they felt would raise to the level of being recognized. She reviewed some of the information that was collected from students. Ms. Burke asked Caryn Collopy, Director, Recreation Facilities, to provide her input because she has one of the

largest student assistant teams under her. Ms. Collopy agreed with recognizing individuals who are doing an outstanding performance, making sure the criteria is consistent in every department, and also recognizing all student employees in some capacity.

The committee discussed the recognition program and the importance of celebrating everyone rather than an individual. Do students want to celebrate one person as employee of the year? Concerns were discussed about the possibility of it becoming a popularity contest. How do you make the selection process equitable? Will there be a process like a QR code, to collect comments from customers about the service they received? This would allow the customer to submit comments immediately rather than waiting for a nomination process. The committee discussed some ideas about what the recognition program might look like and what areas of leadership should be considered as top metrics.

Ms. Burked explained that there is a secondary program in place that will recognize everyone for service. In student unions (ACUI) and recreation (NIRSA) it's important to recognize student success at the end of year student celebrations. It provides an opportunity to recognize students that have been exceptional in terms of their leadership. There will be very clear metrics of decision making. Ms. Burke will be discussing it at the next full-time staff meeting to collect more details to develop the process.

B. 403(b) Plan and Contribution

Ms. Burke reviewed the revised Student Union 403 B qualified retirement plan from July 2014 which included a 4% employer matching and 3% employer discretionary contributions. With the "great resignation" during COVID, there is a rebuilding of the workforce. Employees are not only looking at salaries, but also medical and retirement benefits when making employment decisions. The Student Union offers a good medical, dental, and life insurance package. The retirement plan is almost nine years old and Ms. Burke would like the committee to consider if this is the correct plan in terms of how we care for our employees. Other institutions are moving closer to 10% and some as high as 12%. Ms. Burke briefly reviewed the vesting schedule of the current plan.

The committee requested more information be brought back to a future meeting.

C. Student Assistant Professional Development and Certification Reimbursement Process Review

Ms. Burke explained that the Student Union has an educational payment fee program specifically for full-time employees to pursue a degree if it is going to benefit the organization. Certain positions within the organization require certifications which can cost up to \$1,000 thousand dollars. Currently there is no formal process so we are not consistent in how reimbursements are paid. Ms. Burke asked the committee to consider what the obligation of the Student Union would be in terms of paying for a student's certification or having a shared cost with the student. She reviewed some of the reimbursement amounts currently being paid. The reimbursement costs are ongoing as our workforce changes due to

students graduating. The reimbursement practice is inconsistent across the corporation and it needs to be a consistent practice similar to the FT educational payment fee program. Mr Fetzner, Director, Spartan Recreation and Aquatics Center, explained that currently there is a shared cost with the student so the Student Union is only providing a partial reimbursement. He also explained that there are reimbursement caps currently in place for some of the certifications.

The committee discussed the certification costs. If a certification is \$1,000 thousand dollars, and a student is expected to pay the full amount, it may discourage a student from pursuing that position. We want to support the certification when it is required for the position but additional certifications outside of their area, that would be the responsibility of the student to pay.

Ms. Burke will put the information in a format so that it's consistent and specifically around student assistant development and certification reimbursement, and then bring it back to the committee for review.

VI. CLOSED SESSION

A. Human Resource Matters

The Board did not require a closed session.

VII. REPORT OUT OF CLOSED SESSION

Closed session was not required.

VIII. MEETING ADJOURNMENT

Director Cabrera-Sanchez asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 2:32 p.m.