

**STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
March 13, 2023
1:00 PM - 2:00 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, Dr. G. Sonja Daniels, James Figueroa, Logan Meline
Voting Members Absent: Krishna Sai Mangalarapu
Updated Attendance: Krishna Sai Mangalarapu updated to present at 1:22 PM
Non-Voting Member Present: Timothy J. Banks, Tamsen Burke, Ryan Fetzer, Dipa Mondal, Mitchell Veloso-Madison

I. CALL TO ORDER

Director Meline called the meeting to order at 1:02 p.m.

II. ROLL CALL

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

III. APPROVAL OF MARCH 13, 2023 AGENDA

Director Meline asked for any changes to the agenda.

Director Meline asked for a motion to approve the agenda.

Director Meline motioned to approve the agenda as presented; Director Figueroa seconded the motion.

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

IV. APPROVAL OF FEBRUARY 7, 2023 MEETING MINUTES

Director Meline asked for any changes to the minutes.

Director Meline asked for a motion to approve the minutes.

Director Cabrera-Sanchez motioned to approve the meeting minutes as presented; Director Meline seconded the motion.

Vote on the Motion: 4-0-1 Motion Passed

Abstain: Director Daniels

V. DISCUSSION ITEMS

A. Student Assistant and Employee Certification Compensation

The Student Union has an educational benefit professional development model for full-time staff but there is not one for Student Union student assistants. Many positions within the corporation have a minimum requirement of CPR, First Aid, and AED which the costs are already established in the operating budget. Some departments have defined their own process for what is being paid or partially paid, which has made the processes inconsistent across the corporation. There is a trend within the Student Assistant

classification for some positions that students may receive a specialized certification that is not required as a part of their position description but for the purpose of professional development. All student assistant positions need to identify what are required certification(s), amount approved and proceed for payment/reimbursement process for consistency across the corporation.

Ms. Burke addressed questions from the committee including that some certifications are being paid or partially paid just for professional development and not as a requirement of the positions.

The committee suggested that the managers review the position descriptions to determine if there are any certifications that need to be added as a requirement of the positions. The certifications would be paid for to support students in those positions. Currently there is a process that allows students to submit a request for partial reimbursement for a certification that isn't required in their current position. The committee suggested considering continuing this process if there is criteria for these requests.

B. Annual Full-Time Employee Compensation for Fiscal Year 23-24

Student Union full-time employee compensation always aligns with the university. There is a placeholder in the 2023-24 budget for a 3% increase pending on what the university does.

C. Consideration of Student Board of Directors Compensation

Several board of directors have requested revisiting the consideration of receiving compensation for their work on the Student Board of Directors. The student board members recognize that Associated Student board members put in more hours but feel there should be consideration on how they could also be compensated. There is a clear distinction between a union compared to a student body organization. It is not a practice and continues to not be a practice, for unions to pay individuals for their time on the board. There are alternative ways that some unions have been able to provide some compensation, including vouchers for textbooks. We need to make sure that if a board member is receiving financial aid, that any type of compensation they might receive, will not affect their financial aid. A request has been submitted to the Academic Senate to add the Student Union Board of Directors to a policy adjustment to be eligible for priority registration.

The committee suggested coming up with two or three options, the pros and cons of each, and the financial impact, before it goes to a vote. It was also suggested to consider basing the amount of compensation on the number of hours being put in. For example, the number of committees a board member is sitting on, and the position (chair or vice chair).

More information will be brought back to the next committee meeting.

D. Executive Director's Annual Performance Timeline

Director Daniels reviewed the evaluation process timeline that has been used in the past and explained that the annual performance evaluation is done in the spring. This is the year the Executive Director will receive a 360 evaluation. Along with her direct reports and the board of directors, campus partners and collaborators that have worked with the Executive Director on a regular basis, will be invited to complete the evaluation process. The evaluation is a qualitative type of evaluation where individuals have the ability to write more of a narrative and comment based on the various criteria of the executive directors position. The confidentiality of the process is extremely important and taken very seriously. Director Daniels, Director Meline, Director Cabrera-Sanchez, and Director Blackmer Reyes, will review the comments to write the actual evaluation. The

Executive Director is asked to complete a self evaluation and those comments are also taken into consideration. The final evaluation writeup will be presented to the Personnel Committee and then to the Board in May.

E. Select Dates for Student Board of Director Candidate Interviews

There were 14 applications submitted for the student board of directors positions. The applications will be screened by the subcommittee to determine who will be selected for an interview. Interviews will be conducted in Closed Session during a Personnel Committee meeting. Meeting dates will be scheduled once the committee has provided their availability.

F. Annual Student Leadership Gala- May 2, 2023

The Student Union Board of Directors will be recognized at the Annual Student Leadership Gala on May 2, 2023. The Board will be presented with a certificate and a stole for serving on the Student Union Board of Directors.

Ms. Burke explained that Director Blackmer Reyes term is up June 2023 and requested to continue serving on the board for another term. Director Lee's term ends June 2023 and he will not be seeking another term. Ms. Burke is working with the university to fill the second faculty position which has been vacant

Director Meline recessed to Closed Session at 1:50 p.m.

VI. CLOSED SESSION

A. Human Resource Matters

VII. REPORT OUT OF CLOSED SESSION

There was nothing reported from Closed Session.

VIII. MEETING ADJOURNMENT

Director Meline asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:59 p.m.