

**California Polytechnic State University**  
**ASI PERSONNEL COMMITTEE**  
**Meeting #08-01, Monday, October 8, 2007**  
**4 p.m. – UU 212**

**MINUTES**

**Voting Members Present**

Tony Guntermann	Chair of the Board - Chair
Melissa Lema	Vice Chair of the Board – Vice Chair
Matt Raymond	UUAB Vice Chair
Mark Diener	Board of Directors Representative
Allyce Garcia	Board of Directors Representative
Sunil Patel	Board of Directors Representative

**Voting Members Absent**

Brandon Souza	ASI President
Nicole Stromsness	Chair, UUAB

**Non-Voting Members Present**

Carol Brizendine	Human Resources Coordinator
Rick Johnson	Executive Director
Alex Palacio	Human Resources Student Manager
Laura Baldwin (arrived @ 4:13)	Chief of Staff
Micah Denecour	Board of Directors Representative for Lindsey Bauer

**Non-Voting Members Absent**

Carrie Wilemon	University Representative
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**Guests**

Dwayne Brummett	Director of Business Services
Lindsey Gilreath	HR Student Assistant

The chair called the meeting to order at 4:10 p.m.

I. Approval of Minutes

**Motion #1 (Lema/Diener) “Move to approve the minutes from Meeting #07-08.”**  
**Motion approved, unanimous voice vote.**

II. Chair’s Report – Tony Guntermann

Tony asked that each member introduce him/herself.

III. Vice Chair’s Report – Melissa Lema

No report.

IV. Executive Director’s Report – Rick Johnson

Rick welcomed everyone to the first meeting of the Personnel Committee. He explained the committee’s authority and that staff will bring policy issues and information to the committee for their review and recommendation to the Board. He further explained that he always welcomes questions from the members and that meetings will only be held for education or when issues arise that require the committee’s action.

## Staff Updates:

Carol reported the following staff updates that have occurred since the last meeting in May 2007:

### **Separations**

Kari Applegate, Teacher, left July 27, 2007

Rachel Lambert, Food Program Manager, left August 1, 2007

Sarah French Holcomb, Teacher, left August 3, 2007

All three left ASI because they moved out of the area.

### **New Hires/Job Changes**

Katie Green, Teacher, began June 25, 2007

Danielle Martin, Teacher, began June 25, 2007

Trever Hoover, Maintenance Technician at the Rec Center, began July 9, 2007

Sharon Miranda, previously Food Program Assistant, promoted to Food Program Manager, effective August 2, 2007

Sarah Reeder, Food Program Assistant, will begin October 22, 2007

Michelle Broom, Coordinator – Public Relations, moved from the Business Office to the Epicenter over the summer

### **Upcoming Vacancies**

Steve Goldie, Bowling Mechanic, will retire, effective November 16, 2007. His position will not be filled. Rick explained that the bowling alley is currently being leased and the agreement was that ASI would continue to provide the mechanic until his retirement. After that time, the mechanical oversight of the bowling alley will be taken care of by the lessees.

Carol further stated that there are currently, for the first time in about two years, no full time recruitments – all fulltime positions are filled. Rick added that when any vacancies do occur, committee members will be asked to participate in the selection process.

### Minimum Wage Discussion

Rick explained that there will be a minimum wage proposal coming before the committee in a few weeks and that much preparation is going into the process which will address the second phase of the CA minimum wage increase that will be effective January 1, 2008. The Board already authorized the first increase which was effective January 1, 2007. ASI has 547 employees, 60 of which are full time staff. The remainder are student staff, many of whom will be affected by the minimum wage increase. At the time of the last minimum wage increase about seven years ago, an across-the-board increase was given to all staff, which was very costly. The first phase of this increase in January 2007 only affected those who fell below the new minimum. The proposal that will be presented to the committee covering the second phase will include a recommendation that will not just increase the wages of those directly affected, but will also take into account the “compression” of wage scale that occurs when those wages that are increased approach the wages just above that level. There will be two proposals presented to the committee. The committee will then make their recommendation to the Board for approval. Rick further stated that the increase in enrollment will help cover the cost of the wage increase.

## V. Discussion Items

None

VI. Business Items

None

VII. Agenda

Minimum Wage History

VIII. Announcements

IX. Adjournment

The meeting was adjourned to training at 4:25 p.m.