

**California Polytechnic State University**  
**ASI PERSONNEL COMMITTEE**  
**Meeting #08-05, Monday, February 18, 2008**  
**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
Nicole Stromsness	Chair, UUAB
Mark Diener	Board of Directors Representative
Allyce Garcia	Board of Directors Representative
Sunil Patel	Board of Directors Representative

**Voting Members Absent**

Matt Raymond	UUAB Vice Chair
Brandon Souza	ASI President
Lindsey Bauer	Board of Directors Representative

**Non-Voting Members Present**

Carol Brizendine	Human Resources Coordinator
Rick Johnson	Executive Director
Alex Palacio	Human Resources Student Manager
Carrie Wilemon	University Representative
Laura Baldwin – arrived at 4:35	Chief of Staff

**Non-Voting Members Absent**

**Guests**

Dwayne Brummett	Director of Business Services
Tonya Iversen	Director of Children’s Programs

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

I. Approval of Minutes

**Motion #1 (Patel/Garcia) “Move to approve the Personnel Committee minutes from Meeting #08-04.”**

**Motion approved, unanimous voice vote.**

II. Chair’s Report – Tony Guntermann

Tony asked the members to share what they had done over the three-day break.

III. Vice Chair’s Report – Melissa Lema

Melissa asked the members to encourage students to run for Board of Directors. So far only five packets have gone out.

IV. Executive Director’s Report – Rick Johnson

Rick reported that student performance evaluations have been completed and staff has been busy working on their budget submittals for 2008-09. The average score for the performance evaluations was 3.4.

A. Staff Updates

Carol shared that the search is continuing for the administrative assistant, Rec Sports position. There are four more interviews scheduled for this week.

V. Discussion

A. ASI Stipends

Rick reported that the officer team does not feel that there should be a change to the current stipend policy, so this item will come off of the agenda and be shown as having undergone the required review.

B. Proposal for Merit Pool Allocation for 2008-09

Rick passed out a memo containing the proposal which requests the approval of a \$112,000 merit compensation pool for regular staff merit salary increases to be included in the 2008-09 budget. The pool for 2007-08 was \$107,655. Rick explained that the process approved by the Board requires a review by the Personnel Committee separate from the budget process. The amount used will be determined by staff performance evaluations and will be effective July 1, 2008. No other types of compensation increases, such as bonuses or profit sharing, are available to regular staff, except for changes based on position equity review. Rick asked that no action be taken until the next meeting so that the members have plenty of time to ask questions. Please see Rick, Carol or any other ASI director if you have questions. In response to a question, Rick explained that the student employee's process is similar to that for regular employees, but approval of a pool does not come before the Personnel Committee. Supervisors do not know the specific effect on compensation that results from the performance evaluation process. Unused portions of the merit pool do not roll over into the following year. A new pool is reallocated each year.

VI. Business Items: None

VII. Agenda:

A. Merit Pool Allocation for 2008-09 will move to Business Items

VIII. Adjournment: The meeting was adjourned at 4:39 p.m.