

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #02-03, Wednesday, November 28, 2001
9am, UU 212A
MINUTES

Voting Members Present

Angela Hacker	ASI President - Chair
John Paasch - arrived at 9:25	Board of Director's Representative
Katharyn McLearan	UUAB Chair
Kaitlin Ayers	UUAB Representative to Personnel

Voting Members Absent

Chris Madsen	ASI Chair of the Board
Corey Reihl	ASI Vice President
	General Student At Large

Non-Voting Members Present

Jayme Finley	ASI Human Resources
Joan Lund	University Representative

Non-Voting Members Absent

Dr. Rick Johnson	ASI/UU Executive Director
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Guests

Tonya Iversen	Director, Children's Programs
Dave Edwards	Director, ASI/UU Programs

The meeting was called to order at 9:10 a.m. by Chair Angie Hacker. Members and guests introduced themselves.

I. Approval of Minutes

Katharyn pointed out that her name was misspelled in the two motions from the last meeting.

Motion #1 (McLearan/Ayers) "Move to approve Personnel Committee Minutes #02-02, October 24, 2001, as submitted with corrections."

There being no quorum at this time, the motion was withdrawn until a quorum was present.

II. Chair's Report (Angela Hacker)

Angie reported that she "loves staff". She also told the committee that the Board of Directors passed the three new Student Employment Policies as recommended by this committee.

III. Vice Chair's Report (Corey Reihl)

None

IV. Executive Director's Report (Dr. Rick Johnson)

Jayme reported that Human Resources is currently conducting two job searches. The first is for the Assistant to the Executive Director, replacing Sally Mello who is retiring. To

date, 36 applications have been received and 10 have met the qualifications. Interviews will probably be scheduled starting next week.

The other position is for the UU Administrative Assistant, replacing Linda Lee who is also retiring. The position title has changed from UU Coordinator, and the job has changed slightly. Interviews are anticipated during finals week.

V. **Discussion Items**

Policy Revision Policy

Jayne explained that the attachment to the packet included not only the Revision Policy itself but also an example of how that policy would be applied, i.e., Authorized Signatures. This policy allows the Executive Director to make changes in ASI Policies that keep the policies accurate without changing the intent of the policy. Specifically, the Executive Director, with the concurrence of the Board Chair, can make revisions to ASI Policy Statements when:

- A. The revised provisions do not alter the nature, scope or intent of the Board-adopted policy;
- B. The revised provisions are expressed and published in writing as an amendment to the policy statement in the prescribed form; and
- C. The Board is informed of the revisions made by the Executive Director.

Angie asked if the recommendation of the committee is time-sensitive. Dave expressed that Rick is hoping to present the recommendation of the committee to the Board at their meeting tonight.

Tonya stated that there are ongoing problems with authorized signatures because the titles of positions have changed, or the position does not exist, so the person authorized to sign a check or document is very limited. This policy would allow the Executive Director to adjust the policy for current positions and job titles.

An example was given regarding the current Authorized Signatures Policy which names the Executive Director, the Associate Executive Director and the Director of Business Services as the only signers of contractual documents. Currently there is no Associate Executive Director position and the title for Director of Business Services has changed to Business Manager, so the only current authorized signer of contractual documents is the Executive Director.

Katharyn stated that she likes that the changes are made in concurrence with the Board Chair. Angie asked what are the limitations of what can be changed. Dave said that nothing could be changed that changed the policy intent, but when there are changes in structure, the policies can be updated for accuracy.

A motion on this item was withheld until a quorum was present.

VI. **Business Items**

None

VII. **Agenda Items**

None

VIII. Announcements

Tonya announced that the Children's Center is having a fun event on Friday called the Festival of Traditions. She invited everyone to come by between 3 p.m. and 5 p.m.

Inquiries have been made of the Human Resource Assistants as to their interest in the Student at Large position on this committee. Katharyn mentioned that Faith seems to be interested.

John Paasch arrived at 9:25 a.m. A quorum of the voting members was present.

Motion #2 (McLearan/Ayers) "Move to approve Personnel Committee Minutes #02-02, October 24, 2001, as submitted with corrections."

The motion passed by unanimous consent.

Motion #3 (McLearan/Ayers) "Move to approve the Policy Revision Policy."

Since this committee recommends approval to the board, the motion was amended as follows:

Motion #4 (McLearan/Ayers) MSPU "Move to recommend to the Board the new Policy Revision Policy."

The meeting was adjourned at 9:30 a.m.