

California Polytechnic State University  
ASI PERSONNEL COMMITTEE  
Meeting #03-01, Wednesday, October 2, 2002  
10 am, UU 212A

MINUTES

**Voting Members Present**

Jake Parnell	ASI President - Chair
Luke Parnell	ASI Chair of the Board
Matthew Bohannon	UUAB Chair
Sharon Potter	UUAB Representative to Personnel

**Voting Members Absent**

Kaitlin Ayers	ASI Vice President
Chris Donati	Board of Director's Representative General Student At Large

**Non-Voting Members Present**

Jayne Finley	ASI Human Resources
Dr. Rick Johnson	ASI/UU Executive Director

**Non-Voting Members Absent**

Joan Lund	University Representative
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**Guests**

Tonya Iversen	Director, Children's Programs
Marcy Maloney	Director, Recreational Sports
Dave Edwards	Director, McPhee University Union

The meeting was called to order at 10:12 a.m. by Chair Jake Parnell. Jake welcomed the committee members and reviewed the purpose of the Personnel Committee. Jake noted that today was mainly orientation for those who have not previously served on this committee.

Rick noted that there will be more information passed on in the future and the info shared today will be made available to those who were unable to attend. Rick affirmed that it is very important for all voting members to be in attendance at all of these meetings. He stated that staff will adjust their schedules to be sure that the meetings are scheduled around the students' schedules. The Personnel Committee, by making recommendations to the Board of Directors, deals with legal and other matters and it is critical to the corporation that these matters be dealt with in a timely fashion. Rick reiterated that today's meeting is focused on helping the members understand their roles on the committee and pointed out that staff is always available to answer their questions.

Jake told the members that agendas will be made available in sufficient time for review prior to future meetings. He stated that, other than approval of the previous meetings' minutes, there are no action items on today's agenda.

**I Approval of Minutes**

A. The minutes from Personnel Committee meeting #02-09 were approved by unanimous consent.

**II. Chair's Report**

None

**III. Vice Chair's Report**

None

**IV. Executive Director's Report**

Rick asked the members to introduce themselves and explain their role in ASI. He stated that there are no pressing personnel issues currently but that actions on annual issues will be coming to the committee in the following weeks.

Rick explained that the Personnel Committee is a sub-committee of the Board of Directors. However, in a unique configuration, the chair of the committee is not a board member, but rather the ASI President. He stated that this forms a link between the Executive branch and the Legislative branch of student government. All of the voting members on the committee are students. Personnel issues are brought from staff through the Executive Director to the committee. The ASI President then reports on the issues and makes the recommendations of the committee to the Board of Directors.

**A. Review of Operation Code**

Jayne reviewed the Personnel Committee's Operation Code for the members. This included reviewing the purpose and responsibilities of the committee.

Rick then reviewed the authority delegated to the Executive Director from the Board of Directors regarding personnel issues. Rick stated that, as Executive Director, he is accountable to the Board for all staff.

**B. Report on New Hires**

Jayne reported that there have been 11 new staff hired since the last Personnel Committee meeting last May. They are:

Josh D'Acquisto – Assistant Director for Operations

Brian French – Project Coordinator

Adrienne Goodman, Steve Garcia & Denise Lazar – Program Assistants

Mandi Hudson – Program Coordinator

Jill St. John – Facility/Operations Assistant at Rec. Center

Allison Biggers, Jenny Fipp, Jeanette Lynn & Sarah St. John – Assistant Teachers

**C. Report on Current Recruitment Processes**

Jayne stated that there are three positions currently being recruited.

Twenty applications have been received for the Administrative Assistant position. Seven applicants are being interviewed and the position should be filled by the end of the month.

Recruitment is under way for the temporary position of Facility Operations

Coordinator at Rec Sports. Recruitment for the permanent Assistant Director of Facility Operations will begin in the Spring.

Applications are being accepted for the Head Teacher vacancy at the Children's Center. It is hoped that the position will be filled by November 1.

Rick stated that he wants the student committee members involved in the selection process as it provides invaluable experience.

**D. Report on Staff Recognition**

Jayne reported that staff recognition varies from awards to get-togethers to simple thank you notes. She reported that the 2<sup>nd</sup> Annual Outstanding Staff Awards were presented to Greg Avakian from Rec Sports, Christina Warren from the Children's Center and Dawn Annoni from Human Resources. The award is given for outstanding service to students and staff. Rick added that they received shirts with a star in place of the dot over the "i" in the asi logo. Rick further explained that this award is the result of an idea presented by a student staff member.

Jayne reported on the three-day ASI Fall Kickoff that was held for ASI staff. The theme, "Choose Excellence Now", was based on the Fish Philosophy. Jayne shared the binder that was handed out to staff at the conference and gave details of the event. Rick said that the organization has changed drastically in the past two to three years. It is not possible to send staff out for training and development opportunities so this internal conference was organized for staff. He said that it was a big success and would be continued in future years. Rick stated that he was very proud of the staff effort that went into the conference.

**V. Discussion Items**

None

**VI. Business Items**

None

**VII. Agenda**

None

**VIII. Announcements**

Rick stated that ASI organizational charts will be handed out prior to the next meeting so the members will be able to visualize and discuss the structure of ASI.

Jake asked if Sharon had an OpenTime account. She said she does not. Jayne said one would be set up for her.

Rick stated that future Personnel Committee meetings would start at 10:10 to allow for travel from classes. This will be reflected in future agendas.

**IX. Adjournment**

The meeting was adjourned at 10:50 a.m.

