

California Polytechnic State University  
**ASI PERSONNEL COMMITTEE**  
Meeting #03-04, Thursday, November 25, 2002  
10 a.m., UU 218

**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
Chris Donati	BOD Representative to Personnel

**Voting Members Absent**

Kaitlin Ayers	ASI Vice President
Joel Wesser	Student at Large Representative

**Non-Voting Members Present**

Dr. Rick Johnson	ASI/UU Executive Director
Joan Lund	University Representative

**Non-Voting Members Absent**

Jayne Finley	Human Resources Coordinator
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**Guests**

Dave Edwards	Director, Julian A. McPhee University Union
Dwayne Brummett	Director, ASI Business Services
Tonya Iversen	Director, ASI Children's Programs

The Chair called the meeting to order at 10:18 a.m.

- I. Approval of Minutes  
Approval of Personnel Committee Minutes #03-03, November 14, 2002  
The minutes from meeting #03-03 were approved by unanimous consent.
- II. Chair's Report – Jake Parnell  
This is the last Personnel Committee meeting of this quarter. Please post your Winter Quarter class schedules on OpenTime as soon as possible so that next quarter's meetings can be scheduled.
- III. Vice Chair's Report – Kaitlin Ayers  
No Report

IV. Executive Director's Report – Rick Johnson

Dwayne Brummett is chairing the search committee for the Human Resources Coordinator position. Five applications meeting minimum requirements were received and interviews will be scheduled; goal is to fill position during break and be in full operation in January.

A. In Winter Quarter, we will resume the educational pieces we were presenting at each Personnel Committee meeting.

V. Discussion Items

A. Phase II referendum program growth: two new Program Coordinator positions

Dave Edwards stated that Phase I covered infrastructure improvements, while Phase II will deal with program growth, such as providing more concerts and speakers. A proposal will be presented to the committee at the next meeting.

Rick asked committee members to let Dave know what kind of information they want to see included in that presentation, and what kind of services should be provided.

Jake requested a description of what Phase I provided, and what Phase II will provide.

VI. Business Items

A. Reorganization proposal: one new UU Operations Coordinator

Dave reviewed the organizational charts of the existing and proposed structure. The new organization would include two Operations Coordinators (one reactivated and one new). The time factor is critical because the two temp positions expire on 12/31/02.

Rick explained that, if approved by the Personnel Committee, Jake would present it for approval at the next Board of Directors meeting.

**Motion #1 (L. Parnell/second)** “Move to approve the new UU Operations Coordinator position and the proposed UU operations reorganization as presented.”

**Motion approved by unanimous voice vote, no abstentions.**

VII. Agenda

- Phase II referendum growth plan proposal
- Report on personnel consulting firm being re-bid over the holidays

VIII. Announcements

Tonya Iversen reported that two more Assistant Teachers have been hired, making the Children’s Center staffing complete.

IX. Adjournment

The meeting was adjourned at 10:38 a.m.