

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #03-08, Thursday, May 5, 2003
11 a.m., UU 216

MINUTES

Voting Members Present

Jake Parnell	ASI President – Chair
Kaitlin Ayers	ASI Vice President
Sharon Potter	UUAB Representative to Personnel
Joel Wesser	Student at Large Representative

Voting Members Absent

Luke Parnell	ASI Chair of the Board
Matthew Bohannon	UUAB Chair
Chris Donati	BOD Representative to Personnel

Non-Voting Members Present

Dr. Rick Johnson	Executive Director
Carol Brizendine	Human Resources Coordinator
Joan Lund	University Representative

Non-Voting Members Absent

None

Guests

Tonya Iversen	Director, Children's Programs
Dwayne Brummett	Director, Business Services
Lin Ball	The Epler Company
Janene Mills	The Epler Company

The Chair called the meeting to order at 11:15 a.m.

- I. Approval of Minutes
The minutes from Personnel Committee #03-07, February 27, 2003, were approved by unanimous consent.
- II. Chair's Report – Jake Parnell
Committee will be meeting more frequently now, as there is business to finish this quarter.
- III. Vice Chair's Report – Kaitlin Ayers
Welcomed Carol Brizendine, Human Resources Coordinator, to her first Personnel Committee meeting.
- IV. Executive Director's Report – Rick Johnson
 - A. Introduced Carol Brizendine, who brings her skills and expertise to the position of Human Resources Coordinator and is already working on several projects. Carol told the

Committee about her educational background in Communications and her work experience in the field of Human Resources. Currently working on staffing positions with two different search committees, and on Performance Evaluation process.

- B. Introduced Lin Ball and Janene Mills of The Epler Company, a humans resources consulting company selected by ASI after extensive interview and reference process to work with ASI on HR projects including merit performance, benefits and compensation, job description review and equity review.

Lin and Janene described the services offered by The Epler Company.

Rick stated that they would be meeting today to discuss the scope of work and to develop a timeline for the process.

- C. Search Process Updates – Carol Brizendine
Program Coordinator: Phone interviews were completed on Friday. 4 candidates identified will be brought in for interviews. First one is scheduled for May 6 with an Open Forum to give all those interested an opportunity to ask questions. Student involvement will be included in the process.

Assistant Director of Recreational Sports: Phone interviews will be completed May 12.

New Student Positions: The following positions are currently listed: Poly Escapes Equipment Assistant Manager, ASI Events Weekly Entertainment, Special Events Student Supervisor, and UU Epicenter Marketing Student Assistant.

V. Discussion Items

- A. GSI Proposal: Rick handed out a memo (see “GSI Proposal,” attached) and reviewed the request for a 3% General Salary Increase (GSI). Requested Committee members read and review the proposal and to direct any questions to Carol, Dwayne or Rick. Questions concerning comparability to State benefits may be directed to Joan.
- B. ASI Officer Evaluation Process: Rick requested Chair identify officers and student staff to serve on an adhoc committee looking at existing ASI officer evaluation process and making recommendations to make process for effective. Kaitlin and Joel volunteered. Jake will search for others to serve and notify Kim, who will schedule the meetings.

VI. Business Items

None

VII. Agenda

Next Personnel Committee meeting will be held next week to consider GSI proposal. Kim will schedule meeting and notify members.

VIII. Announcements

None

IX. Adjournment

The meeting was adjourned at 11:59 a.m.