

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #04-01, Tuesday, September 30, 2003
11 a.m. – UU 216

MINUTES

Voting Members Present

Alison Anderson	ASI President – Chair
Olga Berdial	ASI Executive Vice President
Chris Donati	ASI Chair of the Board
Kaitlin Ayers	UUAB Chair
Kim Zechnich	Student at Large Representative

Voting Members Absent

Vacant	BOD Representative
Renee Crozier	UUAB Representative

Non-Voting Members Present

Rick Johnson	Executive Director
Carol Brizendine	Human Resources Coordinator

Non-Voting Members Absent

Joan Lund	University Representative
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Guests

Dwayne Brummett	Director of Business Services
Dave Edwards	Director of the Julian A. McPhee
University Union	
Tonya Iversen	Director of Children’s Programs
Dawn Annoni	Human Resources Technician
Jared Samarin	Member of BOD from College of
Agriculture	

The chair called the meeting to order at 11:10 a.m.

Self-introductions were made by members and guests.

I. Overview of ASI Staff & Functions

Rick explained that the bulk of issues coming before the Personnel Committee originate with staff and that the committee has management oversight. Many issues discussed are highly confidential, and Rick cautioned the members to keep that confidentiality.

Rick reviewed the ASI organizational charts and the list of ASI staff responsibilities.

II. Approval of Minutes

Motion #1 (Avers/Second): “Move to approve the Personnel Committee minutes from meeting #03-11 held on May 27, 2003.”

Motion passed, unanimous voice vote.

III. Chair’s Report

Alison reviewed the Personnel Committee Operating Code, stating that this code contains the rules by which the committee operates. It was explained that the reference to MMP in Section 5.2.1. and 5.2.2. is inaccurate as MMP refers to the state classification system which is not used by ASI. “MMP” should be replaced with “Director” in both sections.

Alison informed the members about how she would like the Personnel Committee to function this year. She asked that everyone speak up, ask questions and participate in consensus building. She also stated that the packets would be sent out three days prior to each meeting so that the members can be sure to be informed.

IV. Vice Chair’s Report

Olga is currently working on the Executive Staff Organization Chart.

She asked about the reference to Officer Evaluations in the minutes from the last meeting. It was explained that the timing of these evaluations had been changed to be earlier in the year so that input received could be useful to the officers. The form of the evaluations has also changed. Each officer will have a different set of criteria to be evaluated on. The results of the evaluations will be shared with each officer individually by Rick.

V. Executive Director’s Report

A. Review of Operation Code

Rick added to the earlier review of the Personnel Committee Operation Code.

B. New Hires

Ron Skamfer – Assistant Director for Rec Sports

Liz Adams – Program Coordinator

Bridget Bogust & Elisabeth Meadows – Assistant Teachers

Kim Ryherd – UU Administrative Assistant

Rick noted that only the Program Coordinator position is new, having been approved by the Board of Directors last year.

C. Recruitment

Bowling Instructor – 2 qualified candidates - interviews completed – checking references

Temporary Accounting Technician – interviews Thursday

Business Services Administrative Assistant – position closes 10/13/03

Rick noted that officers are asked to serve on interview committees for positions of the coordinator level and above.

D. Upcoming Issues for Personnel Committee

1. Decisions on two temporary staff positions (IT Assistant & Assistant Accounting Technician) will be made.

2. Review of officers' stipends.
3. Benefits review for full-time regular staff by McKnight & Associates.
4. Merit compensation implementation
5. Student employee evaluation process and merit pay
6. Proposed changes in Equity Review Policy.

E. Epler Update

Epler Company completed an equity review of 11 positions. They missed the set deadline and staff is not satisfied with the work they did.

F. McKnight Update

Stan McKnight, of McKnight & Associates will be conducting the benefits review. This will include a survey of staff and other auxiliaries in the CSU. He will then make a recommendation to either keep the benefits as they are now or change. He will start this process 10/6/03.

VI. Discussion Items

None

VII. Business Items

None

VIII. Agenda

None

IX. Announcements

X. Adjournment

The meeting was adjourned at 11:55 a.m.