

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #04-03, Thursday, November 13, 2003
11 a.m. – UU 212A

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
Renee Crozier	UUAB Representative
Jared Samarin	BOD Representative
Kim Zechnich	Student at Large Representative

Non-Voting Members Present

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

Non-Voting Members Absent

Guests

Dwayne Brummett	Director of Business Services
Dave Edwards	Director of Julian A. McPhee University Union
Mary Ann Garneau	Administrative Assistant

The chair called the meeting to order at 11:04 a.m.
The chair asked those present to introduce themselves.

I. Approval of Minutes

Motion #1 (Crozier/Second): “Move to approve the Personnel Committee minutes from meeting #04-02.”

Motion passed, unanimous voice vote.

II. Chair’s Report

No Report

III. Vice Chair’s Report

No Report

IV. Executive Director’s Report

Benefits Update: Rick reported that the consultant, Stan McKnight & Associates, has completed gathering data from staff and is currently doing a comparison between ASI benefits and those of other universities. There will be a report coming soon in which the consultant might suggest better utilization of current benefits or proposals for new or changed benefits based on staff input. Any recommended changes will be in the form of a management proposal to the committee.

Merit Pay System: Rick reported that ASI has received several proposals for consultation on the merit pay system and has decided to retain Jeff Crocker, who has worked with ASI on several HR-related issues. There will be a proposal from staff to the committee, probably in late January.

Staff Updates: Rick welcomed Mary Ann Garneau, Administrative Assistant to Business Services, who began with ASI on Monday. Carol stated that the search for the person to fill the vacant Program Assistant position in the Epicenter is underway with interviews scheduled for next week.

Rick explained Joan's relationship with the Personnel Committee and ASI's Human Resources.

V. Discussion Items

Officers Job Descriptions

Rick explained that the review should focus on what the person holding the position actually does and any changes must be reflective of and stay within the role as described by the source documents (Bylaws for the president, executive vice president and board chair; UUAB Operations Code for the UUAB chair).

Alison, Chris, Kaitlin, Olga and Renee all commented on potential changes to their job descriptions (see attached job descriptions with potential changes noted).

Rick pointed out that the ASI Board is the only outlet for students to engage in discussions on issues of advocacy. Rick suggested that all position descriptions should include a statement of advocacy tailored to that specific position; either internal advocacy (as in the chair of the Board) or external advocacy (as with the president).

Alison pointed out that the vice president's position has changed drastically over the last three years and needs quite a bit of work since this position is now filled by election rather than by appointment.

Alison asked that everyone continue to review their descriptions and get any additional changes to Judie Hagstrom by the end of the quarter.

VI. Business Items

Proposed additional representative / Student HR Intern, appointed by Executive Director

Alison asked if there were any questions or debate. She reiterated that she feels it is important to have student representation on the committee from outside ASI.

Motion #2 (Crozier/Second): "Move to approve adding the new HR student intern representative to be appointed by the Executive Director as a non-voting member of the Personnel Committee."

Motion passed, unanimous voice vote.

VII. Agenda

- A. Position Descriptions
- B. Stipend Policy

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 12 noon.