

**California Polytechnic State University**  
**ASI PERSONNEL COMMITTEE**  
**Meeting #04-04, Tuesday, January 20, 2004**  
**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
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**

Jared Samarin	BOD Representative
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**Guests**

Tonya Iversen	Director of Children’s Programs
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The chair called the meeting to order at 11:13 a.m.

The chair asked Judie Hagstrom to summarize the contents of the Personnel Committee binders that were distributed.

I. Approval of Minutes

**Motion #1 (Ayers/Second)**: “Move to approve the Personnel Committee minutes from meeting #04-03.”

**Motion passed, unanimous voice vote.**

II. Chair’s Report

Alison reported that the Officers’ position descriptions had been received but that the sub-committee (Alison, Olga and Carol) would be meeting on Friday, so discussion will be postponed until after that meeting. In answer to a question, Rick requested input from the Officers regarding the timing and effectiveness of the officer evaluations. He asked that comments/suggestions be forwarded to Dawn Annoni in HR. Any proposed changes will be brought back before the Personnel Committee.

III. Vice Chair’s Report

Olga announced that the first State of the Student Forum is being held this evening at 6 p.m. Attendance is limited to club presidents and members of student government.

#### IV. Executive Director's Report

State Representatives Report: Rick asked Joan Lund to share what was happening at University HR. Joan stated that state was being proactive in face of the budget cuts. They are waiting for the May budget revise and looking at various possible scenarios. Regarding the hiring freeze, Joan stated that some positions the involve life/safety (i.e., University police) and faculty replacements are not affected by the freeze.

New Hires: Carol reported that Jessica Twaddle was hired as a Program Assistant in the Epicenter. Her first day was December 22. Carrie Applegate replaced Jenny Fipp, an Assistant Teacher at the Children's Center, on an intermittent basis as Jenny's husband was transferred to Reno.

Student Government Administrative Assistant Recruitment Update: Carol reported that, due to an error on the part of the Tribune, the ad for this position did not run as was requested. The position opening has been extended through January 23. Screening of the 18 applications received so far will begin on Monday and interviews should begin next week.

ASI Merit Plan Proposal Update: Rick reported that the decision was made three years ago to switch between a general salary increase policy to a merit plan. ASI has committed to implement a merit plan this year. A draft proposal has been presented to the directors, will be shared with the officers at their next meeting and a proposal will come from management to the Personnel Committee this quarter. That proposal will then go to the Board of Directors and will hopefully be implemented the end of this academic year. Developmental coaching is continuing with ASI staff, the results of which will be tied to merit compensation. During the budget process, money is allocated for compensation through the Personnel Committee and Board. The average percentage of the budget allocated to compensation increases is 3.5%. The process is the same for both GSI and merit compensation. The difference is that, rather than all employees receiving the same increase as with GSI, the increases will vary with merit compensation based on the results the staff achieve relative to the goals set during developmental coaching.

ASI Benefits Review Study Update: The draft report has just been received from the consultant. The final report will come to the Personnel Committee soon. A question was raised about equity review. Rick stated that Carol will be drafting some policy changes by the end of the quarter that should address these concerns.

#### V. Discussion Items

##### Officers Job Descriptions

Will be discussed at the next meeting.

##### ASI Employment Philosophy

Rick shared a draft of the policy. He stated that this has been shorted from a seven-page document that went into too much detail. This document contains the essential components of the philosophy, which he hopes will be endorsed by both the Personnel Committee and the Board. It will be used in staff recruitment and orientation and will be placed on the web site. The philosophy will be revisited at the next meeting to give the members more time to review it.

VI. Business Items

None

VII. Agenda

A. Position Descriptions

B. ASI Employment Philosophy

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 11:45 to a training session on merit compensation.