

California Polytechnic State University
ASI PERSONNEL May 7, 2004
2 p.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
Jared Samarin	BOD Representative

Non-Voting Members Present

Rick Johnson	Executive Director
Carol Brizendine	Human Resources Coordinator
Kim Zechnich	Human Resource Student Intern

Voting Members Absent

Renee Crozier	UUAB Representative
Meg Stephenson	Student-at-Large

Non-Voting Members Absent

Joan Lund	University Representative
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Guests

Dwayne Brummett	Director of Business Services
Tonya Iversen	Director of Children’s Programs

The chair called the meeting to order at 2:12 p.m.

I. Approval of Minutes

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

Motion passed, unanimous voice vote.

II. Chair’s Report

No report.

III. Vice Chair’s Report

No report.

IV. Executive Director’s Report

HR Updates:

Staffing: Carol reporting that the recruitment for the Student Government Administrative Assistant has resulted in three finalist candidates who will be meeting with student leaders next week from 12 to 1 with lunch included. Input to the search committee by student leaders is very important. The candidates will also be meeting with Rick and Judie. The committee

will meet again on Friday to review that input.

The search for the Operations Technician closes today. Since only six applications have been received, the position will probably be reposted. Rick reminded the committee that this is a temporary one-year position for the “hybrid” Rose Float technician position.

Insurance Update: Carol reported that the opportunity has been presented to get better vision coverage through the AOA vision insurance pool. She passed out a grid showing a comparison between current and proposed coverage. The change will provide better coverage and result in a savings to ASI of approximately \$1,200 per year. This change in coverage will become effective July 1, 2004.

Workers’ Compensation insurance was switched to the AOA plan on May 1, 2004.

Equity Review Update: Carol reported that ASI is responding to several questions from Burdick & Associates, the consultant who is conducting this year’s equity review. A final draft of the review will be presented in the near future.

V. Discussion Items

Employee Introductory Policy Update:

Rick advised the committee that this policy was reviewed by legal counsel who advised against enacting the policy as it could put ASI in conflict with California’s “at will” employment laws. He stated that staff will work on developing an internal approach to formalizing the beginning of the enrollment period, to include initial expectations of a position, that will be consistent with ASI’s Employment Philosophy.

Executive Director Oversight Policy:

Alison explained that this policy stems from the switch between direct oversight of the position by the ASI President to shared oversight with the Vice President for Student Affairs. Rick explained the history of this change and reported that, during the switch, policies which covered supervision, recruitment, performance evaluation and compensation of the position were lost. This policy protects ASI by formalizing these areas. Alison suggested adding language under the Philosophy paragraph about the Executive Director working on behalf of the students. It was also suggested that “at least” be added to the statement about the recruitment committee to leave room for flexibility in the committee’s membership.

VI. Business Items

Resolution #04-10 “Intention to Approve an Amendment Between the Board of Administration California Public Employees’ Retirement System and Associated Students, Inc., California Polytechnic State University of San Luis Obispo.”

The purpose of the resolution was reviewed.

Motion #2 (Ayers/Second): “Move to approve Resolution #04-10.”

Motion passed, unanimous voice vote.

Resolution #04-11 “Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self Insure Workers’ Compensation Liabilities.”

The purpose of the resolution was reviewed.

Motion #3 (Donati/Second): “Move to approve Resolution #04-11

Motion passed, unanimous voice vote.

VII. Agenda

A. Executive Director Oversight Policy

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 3:05 p.m.