

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #05-03, Friday, October 22, 2004
11 a.m. – UU 212A

MINUTES

Voting Members Present

Blake Bolton	ASI President – Chair
Tylor Middlestadt	ASI Executive Vice President – Vice Chair
Greg Van Dyke	Chair of the Board
Trevor Clinard	Student at Large Representative
Jared Samarin	BOD Representative
Ryan Feist	UUAB Representative

Voting Members Absent

Tracy Watte	UUAB Chair
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Non-Voting Members Present

Rick Johnson	Executive Director
Carol Brizendine	Human Resources Coordinator
Ariana Holder	HR Intern
Joan Lund	University Representative

Non-Voting Members Absent

Guests

Dwayne Brummett	Director of Business Services
Tonya Iversen	Director of Children’s Programs
Dawn Annoni	HR Technician
Mary Jean Burdick	Burdick & Associates

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

I. Approval of Minutes

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

Motion passed, unanimous voice vote.

II. Chair’s Report

No report.

III. Vice Chair’s Report

No report.

IV. Executive Director’s Report

Rick introduced Joan Lund, the University representative on the committee, and Mary Jean Burdick of Burdick & Associates, our HR consultant.

A. Staff Updates – Carol Brizendine
No staff updates.

B. Officer Evaluations – Dawn Annoni
Dawn explained the officer evaluation process. Officer evaluations began in 1989 when evaluations were held in Spring quarter. In 2002 the policy was revised to have evaluations take place in the first part of Winter quarter so that the officers would have more time to take advantage of suggestions regarding their performance. Dawn will be sending the officers an email message asking for names on November 5. Please include the email addresses for the people selected. Evaluations will be due by December 10. The information will then be summarized and each officer will meet with Rick during Winter quarter for the results of their evaluations. Dawn asked for input on the evaluation document. If any changes are made, they will be effective for next year.

C. Consultant Update – Mary Jean Burdick
Mary Jean explained the equity review procedure. Currently 1/3 of all ASI staff positions are reviewed for classification, salary range and position title each year so that all positions are reviewed every three years. This has been changed so that in the future 1/2 of the positions will be reviewed each year, meaning that each position will be reviewed every other year.. The process compares ASI salaries with those in other organizations. Any changes to salaries take affect on July 1. Eleven positions were reviewed last year for internal and external equity. One position was reclassified to a new group, five positions had salary increases and five positions stayed the same.

Mary Jean also commented on benefits. She feels that ASI's benefits are comprehensive and better than most of those in the private sector. She stated that ASI is known as one of the most desirable places to work in the area.

Mary Jean stated that she is very impressed with ASI's training program. She does not believe that organizations pay enough attention to training and it is usually the first thing to go when money gets tight. She said that the training provided by ASI shows its commitment to maximize every staff member's potential, and she likes the way that ASI customizes training rather than being generic.

D. Benefits Survey – Rick Johnson
Rick shared a memo that he will be sending out to all staff on Monday regarding the results of the benefits survey conducted by Stan McKnight & Associates a year and a half ago. Staff will bring any ideas about benefit changes to this committee later in the year.

V. Discussion Items
None

VI. Business Items
None

VII. Agenda

A. Discussion and background of the Officer Stipend Policy (Review required this year)
It was noted that any changes that are made will not be effective this year.

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 11:46 a.m.