

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #05-04, Friday, November 5, 2004
11 a.m. – UU 212A

MINUTES

Voting Members Present

Tylor Middlestadt	ASI Executive Vice President – Vice Chair
Greg Van Dyke – arrived @ 11:45	Chair of the Board
Tracy Watte	UUAB Chair
Trevor Clinard	Student at Large Representative
Jared Samarin	BOD Representative
Ryan Feist	UUAB Representative

Voting Members Absent

Blake Bolton	ASI President – Chair
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Non-Voting Members Present

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

Non-Voting Members Absent

Ariana Holder	HR Intern
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Guests

Dwayne Brummett	Director of Business Services
Tonya Iversen	Director of Children’s Programs
Dawn Annoni	HR Technician
Marcy Maloney	Director of UU & Rec Sports

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

I. Approval of Minutes

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

Motion passed, unanimous voice vote.

II. Chair’s Report

Chair absent – no report.

III. Vice Chair’s Report

No report.

IV. Executive Director’s Report

A. Staff Updates – Carol Brizendine

No staff updates.

V. Discussion Items

A. Officer Stipend Policy

Rick explained that the Officer Stipend Policy was created by the Board in 2001. No specific action is required; however, it is necessary to review the policy this year. Rick suggested review and discussion to determine if the current policy and stipends are achieving their purpose. While reviewing this policy, Rick also suggested that members review the research on stipends from other universities that is included with the packet. If it is determined that changes are required, this committee will make recommendations to the Board. Any approved changes would take affect after June 15, 2005.

The percentage of the stipend to educational cost was based on workload of the position. There is ongoing debate about that percentage as a less than 100% stipend makes it virtually impossible to require that the ASI officers not hold jobs outside of their position.

The stipends are funded from the Student Government budget, but there is room to increase the budget to help compensate for any increase in the stipend amounts as the actual operating costs have been running under budget.

The question was raised regarding the workload of the two vice chairs and whether a stipend was appropriate. It was explained that vice chairs were actually officers of the corporation in the past. When that changed several years ago, the stipends for the vice chairs were retained to reward them for the extra responsibility the position requires and to keep them accountable to the organization.

The question of officers receiving a salary as opposed to a stipend was also raised. Rick explained that this would be a conflict of interest as the officers would be answering to management that they actually oversee.

Rick suggested that discussion of this item could continue into winter quarter and will be a discussion item on future agendas until review has been completed.

B. Staff Personnel Manual

Carol presented a memo outlining suggested changes to the manual based on recommendations of the ASI attorney and a copy of the manual for review. Approval from the Board is being sought by the end of this quarter. Members were asked to review the documents for action at the next meeting.

C. Student Employee Handbook

Carol also presented a memo outlining suggested changes to the Student Employee Handbook based on the recommendations of the ASI attorney and a copy of the handbook for review. The purpose of the suggested changes in addition to legal issues is to keep the manual consistent with the staff manual.

The question was raised as to why there are separate manuals for staff and student employees. It was explained that they are geared to the separate areas – the staff manual covers benefits and other full-time staff issues and the student handbook covers hourly campus limitations on work and other part-time, temporary issues. An additional question was raised about student benefits. While students do receive discounts on campus and a work schedule build around their class schedule, they are not full time staff so don't receive that type of traditional benefits. Another question was raised about the potential

for student employees to receive priority registration. The comment was made that it would be great if it would happen, but probably would not occur.

VI. Business Items

None

VII. Agenda

- A. Officer Stipends – Discussion
- B. Staff Personnel Manual – Business Item
- C. Student Employee Handbook – Business Item

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 11:54 a.m.