

**California Polytechnic State University**  
**ASI PERSONNEL COMMITTEE**  
**Meeting #05-09, Friday, April 15, 2005**  
**11 a.m. – UU 212A**

**MINUTES**

**Voting Members Present**

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

**Voting Members Absent**

Tracy Watte	UUAB Chair
Ryan Feist	UUAB Representative

**Non-Voting Members Present**

Rick Johnson	Executive Director
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**Non-Voting Members Absent**

Carol Brizendine	Human Resources Coordinator
Ariana Nelson	HR Intern
Joan Lund	University Representative

**Guests**

Dwayne Brummett	Director of Business Services
Tonya Iversen	Director of Children's Programs
Marcy Maloney	Director of Rec Sports & UU

The chair called the meeting to order at 11:14 a.m.

I. Approval of Minutes The minutes from March 4, 2005 were approved by general consent.

II. Chair's Report  
No report

III. Vice Chair's Report

Tylor reported that Morgen Marshall, an ASI student employee from Chumash Challenge, was named Cal Poly's 2004-05 Outstanding Student Employee of the Year. She also was the winner state wide. Sarah Flanders from Poly Escapes was first runner up and five ASI student employees were in the top 21. Rick suggested that these student employees be honored at a Board meeting or other ASI event in the near future.

IV. Executive Director's Report

A. Staff Updates

Rick reported that the Program Coordinator position closes today. There is a good pool of candidates and screening of applications begins next week with on-campus interviews

planned in May. Recommendations from the search committee will be made to Marcy and Rick by the time spring quarter ends.

Rick also reported that ASI has received notice of three retiring employees and it is expected that from one to three more will be received soon. ASI will contribute \$100 to a gift fund for each retiree which can be augmented by contributions from other employees. It will be up to the retiree's co-workers to select a gift and host a cake & punch reception. Willie Walters, who began working with ASI in 1986, is leaving this week, followed by Evelyn Ruehr in June and Greg Bishop in either October or November.

B. Employee Development Update

Tonya introduced and explained the following documents:

ASI Employment Philosophy which states that people are ASI's most important resource, ASI Core Competencies which list the knowledge, skills and abilities that all ASI employees need to master in order to be successful,

Individual Contributors Conversation Guide for Developmental Coaching which incorporates the core competencies and will replace the current guide next year,

Coaching Guide Workflow Process that explains the coaching process,

Staff Training and Development Expectations that explains the training and support that ASI provides to staff and what is expected back from staff in return.

The employee development process and associated documents have been created over the past two years.

C. Merit Compensation Process Update

Rick explained the background of the merit compensation process. ASI has been discussing switching from GSI to merit compensation for the last decade and has taken the time to develop a merit compensation system that works. It was determined that merit compensation would only be enacted after a coaching process was in place. The coaching process began last year and this is the first year when merit compensation will take place. Rick reviewed the 2005 timeline for the merit pay process. New employees who have been with ASI for less than a year will have their increase pro-rated. Rick will be presenting the committee with a proposal for a merit compensation pool at their next meeting. The committee, after approving the proposal, will take it to the Board. The money for the pool will be included in the budget but will be approved by the Board separately.

The process for student employees is currently being evaluated.

D. Executive Director Performance Evaluation Process

Rick explained the evaluation timeline. This year the results of the evaluation and any associated pay increase will be brought before the Board to be in compliance with SB 1262.

V. Discussion Items

None

VI. Business Items

A. Officer Stipend Policy

The officers researched the stipend policies of other CSUs and evaluated the amount of time the various positions that receive stipends require. Based on these criteria, the

officers recommend increasing the President's stipend to cover 100% of the cost of education; the Chair of the Board, Chair of UUAB and Chief of Staff would receive 75%; the Vice Chair of the Board would receive 25% and the Vice Chair of UUAB would receive 15%. This would impact the budget by \$11,681.04.

**Motion #1 (Samarin/Van Dyke)** "Move to approve the 2005-06 Officer Stipend Criteria."

**Motion passed, unanimous voice vote.**

This issue will be presented to the Board at their next meeting.

B. Officer Position Descriptions

Blake reviewed the position descriptions and pointed out the major revisions. The President's description was changed by removing verbiage referring to acting as general manager and CEO and replacing it to reflect the student advocacy role. This is based on anticipated bylaw changes. Other changes to the President and Chief of Staff's descriptions were based on bylaw changes passed by Bill #05-01, "Creation of an ASI Chief of Staff".

It was decided to postpone action on this item until the Board finishes amending the bylaws.

VII. Agenda

A. Officer Position Descriptions

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 11:59 a.m.