

**California Polytechnic State University**  
**ASI PERSONNEL COMMITTEE**  
**Meeting #05-010, Wednesday, May 4, 2005**  
**11 a.m. – UU 212A**

**MINUTES**

**Voting Members Present**

Blake Bolton	ASI President – Chair
Greg Van Dyke	Chair of the Board
Tylor Middlestadt – arrived @ 3:40	ASI Executive Vice President – Vice Chair
Tracy Watte	UUAB Chair
Trevor Clinard	Student at Large Representative
Ryan Feist	UUAB Representative
Jared Samarin	BOD Representative

**Voting Members Absent**

None

**Non-Voting Members Present**

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

**Non-Voting Members Absent**

None

**Guests**

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

The chair called the meeting to order at 3:35 a.m.

I. Approval of Minutes

The minutes from April 15, 2005 were approved by general consent.

II. Chair's Report

Blake urged everyone to vote.

III. Vice Chair's Report

Not present at this time.

IV. Executive Director's Report

A. Staff Updates

Rick reported that he has approved two emergency appointments requested by Josh D'Acquisto based on staffing needs in UU Building Operations. Operations Coordinator Ben Johnson's last day with ASI was Friday, April 29. Rick approved changing Chris Towers' position from a ¾ time position to full-time to handle the A/V and electrical needs through September. Another Operations Coordinator is on medical leave. Rick

approved a temporary appointment of Scott Petersen from Building Service Worker to Lead Building Service Worker to assist with this staff shortage through June.

Rick reported on new student positions approved this year. These include a Rose Float Student Manager who has already been hired, an ASI Events Student Manager, an Events Student Manager in Red Sports, a Poly Escapes Student Volunteer Manager and a Rec Sports Event Supervisor.

Carol reported that, in addition to Ben Johnson leaving, Drew Martinez will be leaving on May 15. There are also five retirees to report. Willie Walters last day was April 18. Mark Lovell's last day will be May 12. Evelyn Ruehr's last day will be sometime in June. Joe Long's last day will be July 1. Greg Bishop's last day will be sometime the first part of October.

The Food Program Manager's position has been posted internally. The Building Services Worker position is currently posted and will close on May 18. There have been 58 applications received for the Outdoor Program Coordinator's position. 15 met the position qualifications and seven phone interviews are being held this week and next. Two or three candidates will be brought to campus.

## V. Discussion Items

### A. Merit Compensation Pool

Rick explained that this proposal is coming to the Personnel Committee and will go to the Board separate from the budget, but the proposed merit compensation is included in the budget totals. Last year there were no salary increases. The year before there was a general salary increase for all staff. This is the first year of merit increases so the proposal is more extensive than past years. Converting to a merit compensation system has been worked on for the past eight to ten years and has been encouraged by President Baker. The performance process was revised prior to enacting the merit compensation system. This proposal is to establish a 5% merit compensation pool effective July 1, 2005.

**Motion #1 (Van Dyke/Samarin)** "Move to approve the Merit Pool Proposal as submitted."

**Motion passed, unanimous voice vote.**

### B. Salary Increases Policy

Carol explained that the language of this policy has been changed to reflect how merit pay will be handled when an employee has been on extended leave. There is a 30-day grace period before extended leave would affect salary increases. The amount of increase would then be pro-rated based on the amount of extended leave taken. After review by the Personnel Committee, this policy revision will go to the Bylaws and Policy Review Committee and then to the ASI Board.

**Motion #2 (Watte/Middlestadt)** "Move to approve the Salary Increases Policy as presented."

**Motion passed, unanimous voice vote.**

VI. Business Items

A. Officer Position Descriptions

The ASI Board will be voting on the bylaw changes tonight. The position descriptions should be able to be finalized at the next Personnel Committee meeting.

VII. Agenda

A. Officer Position Descriptions

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 3:50 p.m.