

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #05-12, Friday, May 27, 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
Ryan Feist	UUAB Representative
Trevor Clinard	Student at Large 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

Non-Voting Members Absent

Ariana Nelson	HR Intern
Joan Lund	University Representative

Guests

Dwayne Brummett	Director of Business Services
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The chair called the meeting to order at 11:13 a.m.

I. Approval of Minutes

Motion #1 (Middlestadt/Second) “Move to approve the minutes as presented”
Motion passed, unanimous voice vote.

II. Chair’s Report

None.

III. Vice Chair’s Report

None.

IV. Executive Director’s Report

Staff Updates

Carol gave the following staff updates:

Accounting Positions:

Effective July 1, Staci Shoals, Part-time Children’s Center Accounting Assistant will be reclassified from temporary to regular. Staci has filled this part-time position since 7/26/04.

Effective July 1, Gina Murtha, Accounting Technician II, will be also be reclassified from temporary to regular. Gina has filled this position since 11/3/03. This position has evolved from the existing Accounting Assistant position and adds increased responsibility and improved accounting functions within the ASI Accounting Department. This position focuses

on accounts payable, fixed asset accounting, vendor communication and cash reconciliation among other tasks.

Food Program Manager:

Rachel Lambert was the only internal staff member to apply for this position. She met all of the qualifications and has accepted the position, effective 6/17.

Graduate Assistant for Public Relations:

Recruiting for this position will close 6/1.

Building Services Worker:

Drew Martinez's last day was 5/16. There are currently three candidates for his position and interviews will begin next week.

Food Program Assistant:

This position, vacated by Rachel Lambert's acceptance of the Food Program Manager position, will open this Sunday.

Program Coordinator for Outdoor Recreation:

Two candidates have come to campus. Two more will be coming next week.

Rick gave an update on the ASI policy of offering educational assistance as a benefit to employees. On the State side, a dependent fee waiver for staff or their dependent is offered. ASI has offered a similar benefit by paying for one class per quarter for employees only, and it is not a waiver of fees as ASI has to pay the cost. This benefit is under review and will be transferred from being classified as a benefit to being a part of training and development because not everyone can use the benefit. The difference will be that the classes being taken will have to be of benefit to ASI and relate to the employee's position or development within ASI. Staff currently working on degree programs not of direct benefit to ASI or their position will continue to be supported for between 12 and 24 months.

Rick thanked the members for all of their help this year. Much time has been devoted to training and position development. Work is currently being done by HR staff on student job classifications. A report will be made to next year's Personnel Committee on the results next Fall.

V. Discussion Items

11:23 a.m.

Motion #2 (Van Dyke/Second) "Move to go to closed session in accordance with California Education Board Code Section 89920."

Motion passed, unanimous voice vote.

11:35 a.m. – Return to open session

It was reported that action taken during closed session approved recommending the merit compensation increase for the Executive Director. This item will be brought before the Board of Directors for approval at their June 1, 2005 meeting.

VI. Business Items

None

VII. Agenda

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 11:43 a.m.