

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #06-01, Thursday, October 13, 2005
10 a.m. – UU 212A

MINUTES

Voting Members Present

Joe Vaccaro	Chair of the Board - Chair
Jared Samarin	Vice Chair of the Board – Vice Chair
Tylor Middlestadt	ASI President
Mike Motroni	Chair, UUAB
Shannon Shutts	Vice Chair, UUAB
Colin Rizzo	Board of Directors Representative

Voting Members Absent

Matthew Para	Board of Directors Representative
Rachael Severn	Board of Directors Representative

Non-Voting Members Present

Rick Johnson	Executive Director
Carol Brizendine	Human Resources Coordinator
Jim Erickson	Human Resources Graduate Assistant
Becca Swanson	Chief of Staff

Non-Voting Members Absent

Joan Lund	University Representative
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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

Minutes from Meeting #05-12 approved as presented by general consent.

II. Chair's Report – Joe Vaccaro

Joe welcomed the members to this first Personnel Committee meeting.

III. Vice Chair's Report – Jared Samarin

None.

IV. Executive Director's Report – Rick Johnson

Rick thanked the members for coming. He explained that this is the first Personnel Committee meeting under the new structure approved by the Board last year when it reshaped all of the standing committees to include more Board representation.

The Personnel Committee is designated by the Board to have oversight in Human Resources and Personnel matters. The committee deals with position, policy, personnel policy, performance and benefits. Recommendations are made by the committee for action by the Board.

Rick cautioned the members to remember that personnel matters are confidential, even though these meetings are public meetings. There might be times when closed sessions are held to discuss highly confidential issues.

Following the business portion of this meeting there will be orientation into the personnel workings of ASI. This will continue over the next couple of meetings so that the members are fully informed on how ASI functions.

Staff Updates

Carol gave the following staff updates:

Two employees retired over the Summer – Evelyn Ruehr from Children’s Programs and Joe Long from Recreational Sports.

Stacey Valdez, Sarah St. John, Cat Cramp, Jeanette Lynn, Bob Weaver and Scott Peterson all left ASI – most to seek new opportunities.

The following staff were hired:

Lilani Estacio – Food Program Assistant

Darcy Brady – Temporary Teacher

Bob Donk & Rossi La Grand – Building Service Workers

Ron Skamfer was promoted to Associate Director of Recreational Sports due to the vacancies in the two assistant director positions. Steve Garcia was given the additional responsibility of overseeing facility set-ups and Brian French is assisting Josh D’Acquisto with Building Services.

The question of what qualifies a staff member for pay adjustments was raised. Carol explained that this is done through equity review annually. If a corporate need arises, the Executive Director can adjust a position’s pay temporarily or can re-activate an already approved position.

Rick further explained that the Executive Director does not have the authority to create permanent positions, but can adjust the responsibilities of already existing positions. The creation of new positions is done by the ASI Board of Directors with recommendations from the Personnel Committee. Board approved policy determines the Executive Director’s responsibility.

Rick told the members that they should feel free to ask questions or request information from him. He also thanked Jim Erickson for attending as the first HR Graduate Assistant.

V. Discussion Items

Hurricane Relief Proposal

Rick explained the relationship between ASI and the CSU that mandates that staff benefits and pay be “comparable” to that of the CSU.

Carol explained the memo requesting approval for comparable provisions to those enacted by the CSU. Those provisions are:

- 10 days paid administrative leave through June 30, 2006 for employees to serve as a volunteer of a bona fide national relief organization who are asked by that organization to go to the Gulf area to assist in recovery efforts.

- Family Medical Leave made available to employees who must respond to family illnesses/injuries as a result of the hurricanes.
- Employees called up by the National Guard are covered under the military leave policy.
- A one-time payroll after tax deduction for the pay period ending 11/11/05 for contributions to the American Red Cross.

The only financial impact incurred by ASI would be equal to the 10 days of paid administrative leave for any employee serving as a volunteer. That impact would vary based on the salary of the individual.

The ability to volunteer would also be subject to the support/approval of the employee's supervisor.

Motion #1 (Middlestadt/Second) "Move to approve the Hurricane Relief Policy."
Motion passed, unanimous voice vote.

VI. Business Items

None

VII. Agenda

None at this time

VIII. Announcements

The Personnel Committee meetings have been changed to 5 p.m. on the Wednesdays that the Board does not meet for the remainder of this quarter. There will be no meeting the week of Thanksgiving.

IX. Adjournment

The meeting was adjourned at 10:35 a.m.