

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #06-02, Wednesday, January 18, 2006
5 p.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
Matthew Para	Board of Directors Representative
Adam Serafin	Board of Directors Representative
Rachael Severn	Board of Directors Representative
Shannon Shutts	Vice Chair, UUAB

Non-Voting Members Present

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

Non-Voting Members Absent

Guests

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

The chair called the meeting to order at 5:10 p.m.

I. Approval of Minutes

Minutes from Meeting #06-02 approved as presented by general consent.

II. Chair’s Report – Joe Vaccaro

Joe announced that next quarter the Personnel Committee meetings will be held at 3:30 on Mondays, off-week from the Board meetings, in UU 216.

III. Vice Chair’s Report – Jared Samarin

None.

IV. Executive Director’s Report – Rick Johnson

Rick thanked Joan Lund for her willingness to attend, even though the meeting is after hours. He asked Carol to give the staff update report.

Staff Updates

Retirees: Two employees have retired since the last Personnel Committee meeting in October.

Position Changes: One employee has changed from the Commercial Enterprises Manager to part-time Bowling Mechanic.

Separations: One Building Service Worker has left ASI.

New Hires: There have been two new hires – a Building Service Worker and an

Administrative/Accounting Assistant for Children’s Programs

Upcoming Separations: There are two upcoming terminations that will take effect by the end of this month – one Program Coordinator and the Project Coordinator will both be leaving to accept positions on the State side.

Additionally, there will be some upcoming needs at the Children’s Center. Three staff will be taking a leave of absence for Spring and Summer quarters. One temporary teacher will be leaving after Spring quarter and another teacher will not be returning for Fall quarter.

Rick reported that the Governor is proposing a state minimum wage increase. ASI will begin studying the impact this would have on student employee wages and the organization and will bring that information back to this committee. ASI has always stayed ahead of these increases in the past. The increase will have a sizeable fiscal impact on the organization, but it really represents more student fees going back to student employees.

V. Discussion Items

ASI Recruitment Plan

Rick reported that ASI will have 12 vacancies, effective January 31, in the following positions: Recreation Sports – 2 Assistant Directors (Intramurals and Collegiate Sports Clubs); University Union – Building Engineer, 2 Operations Coordinators, Project Manager (effective 1/27/06), and Commercial Services Manager; Epicenter – 4 Coordinators, Program Assistant.

Rick and the Directors have been meeting over the past three months, developing a long-term staff plan for the organization. They wanted to move cautiously as the results of the referendum impacted this plan and they needed to wait until those results were in prior to going forward. The staffing is based on the ASI Strategic Plan.

There is an organizational shift reflected in this plan that separates programming from facilities to allow for programming to be focused solely on students. Marcy Maloney will continue to direct programming in both the UU and the Rec Center, but Dwayne Brummett will direct facilities (operations, maintenance, set-ups, renovations, etc.). Tonya Iversen will continue in her directing of Children’s Programs as well as overseeing corporate planning such as training and development and strategic planning.

Eight of the 12 vacancies will be filled, with some adjustments in function.

Position	Position Type	Announcement Date	Start Date
Coordinator (CII) – Rec Sports Supervises Fitness/Wellness Program	Regular	2/1/06	ASAP
Coordinator (CII) – UU Supervise Club Svcs, Club Sports, Info Desk	Regular	2/1/06	ASAP
Maintenance Technician – UU Assist w/facility repairs & general maintenance	Regular	2/1/06	ASAP
Facility Manager – UU Coordinates all ASI maintenance, repair & renovation projects & supervise facility staff	Regular	2/1/06	ASAP
Asst. Coordinator (CI) – Rec Sports Supervise front-line staff, memberships, outreach	Temporary 12 months	4/1/06	7/1/06
Asst. Coordinator - (CI) – UU/Rec Sports Marketing & outreach to students in UU & Rec Sports	Temporary 24 months	4/1/06	7/1/06

Asst. Coordinator (CI) – UU Database management support of programs	Temporary 12 months	4/1/06	7/1/06
Asst. Coordinator (CI) – Facilities Assist in coordination of Rec Center events, facility setups, etc.	Temporary 12 months	4/1/06	7/1/06

All local searches have an April 1 announcement date. National searches will begin on February 1, anticipating a longer recruitment period. National positions will be advertised in ACUI, AOA and NIRSA publications.

A question was raised regarding the fiscal impact of these positions on the organization. Rick stated that the original twelve positions were included in the five year forecast, so the filling of these eight positions will not adversely affect ASI.

Organization and Function charts, as well as position descriptions, will be brought to the committee.

A question was raised about the negative impact of creating a temporary position on the quality of the candidate pool. Rick responded that ASI has had very good results in the past by starting a position as temporary. He expects that the temporary positions will be filled by recent graduates who are not necessarily looking for a long-term position. The decision to make any new position permanent will come through the Personnel Committee to the ASI Board of Directors. There will be a search conducted for all of these positions. Should a temporary position be made permanent, and the person in that position be a candidate for the permanent position, another search would not be necessary. Should the temporary positions be filled by appointment, a search would be conducted at the time the position was made permanent.

Rick encouraged the members to be part of the search committees as it is a very worthwhile experience. The search committees screen the candidates and present the results to the Executive Director who makes the final decision.

VI. Business Items

None

VII. Agenda

None at this time

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 5:50 p.m.