

**California Polytechnic State University**  
**ASI PERSONNEL COMMITTEE**  
**Meeting #06-03, Wednesday, February 1, 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
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 – arrived @ 5:30	Human Resources Coordinator
Kim Zechnich	Human Resources Student Manager
Joan Lund	University Representative
Becca Swanson	Chief of Staff

**Voting Members Absent**

Matthew Para	Board of Directors Representative
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**Guests**

Tonya Iversen	Director of Children’s Programs
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The chair called the meeting to order at 5:06 p.m.

I. Approval of Minutes

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

II. Chair’s Report – Joe Vaccaro

Joe reiterated that next quarter the Personnel Committee meetings will be held at 3:30 on Mondays, off-week from the Board meetings, in UU 216. He asked the committee members to be sure to keep that time free.

Joe explained to the committee that students will be needed on the search committees for the current ASI vacancies. He polled the committee as to their interest in being on a search committee. All of the committee members expressed interest in participating.

Rick explained that the search committees will be small and will be comprised of a chair from the area that the candidate will work in, a representative from HR, another employee from the position area, a student employee and a student leader. The time commitment will vary depending on the position.

III. Vice Chair’s Report – Jared Samarin

None.

#### IV. Executive Director's Report – Rick Johnson.

##### Staff Updates

Rick welcomed Kim Zechnich as the new HR Student Manager and non-voting member of the Personnel Committee. Other staff updates will wait for Carol to arrive.

##### Recruitment Update – Preliminary Timeline

A timeline and proposed search committee structure will be presented by Tonya at the next meeting.

The decision has been made to postpone recruitment for two of the positions until next summer. They will be filled temporarily by appointment. The desire is to have all positions filled by July 1. Position descriptions are currently being reviewed. The Maintenance Technician position was posted today. The two Children's Center future position vacancies have also been posted.

#### V. Discussion Items

##### Draft Organizational Charts

Rick reviewed a list of vacancies and their corresponding recruitment plans. The position of Coordinator – Club Services has been changed to Assistant Coordinator and a Coordinator for ASI Programs has been added. The position of Project Coordinator will now be titled Associate Director for Facility Management. Marcy Maloney's title will change to Director of ASI Programs.

Rick reviewed each draft organizational chart. He explained that everything is still in a state of flux. None of these positions are new positions, having all been approved by the Board in the past, so the position descriptions will be presented to the Committee as informational items only. It was suggested that the descriptions be emailed to committee members in .pdf format for their review. Rick stressed that committee members should feel free to ask any questions they might have.

##### Staff Updates

Carol reported that Project Coordinator Brian French's last day with ASI was January 27 and Program Coordinator Amie Hammond's last day was January 31.

#### VI. Business Items

None

#### VII. Agenda

- Finalized Organizational Charts
- Finalized Recruitment Timelines
- Preliminary Search Committee Structure
- Equity Review Update

#### VIII. Announcements

#### IX. Adjournment

The meeting was adjourned at 5:36 p.m.