

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #07-06, Monday, April 23, 2007
3 p.m. – UU 219

MINUTES

Voting Members Present

Jared Samarin	Chair of the Board - Chair
Adam Buttgenbach	Vice Chair of the Board – Vice Chair
Todd Maki (arrived at 3:30 p.m.)	ASI President
Brandon Souza	Chair, UUAB
Carl Payne	UUAB Vice Chair
Jillian Smillie	Board of Directors Representative
Brad Hulbert	Board of Directors Representative

Voting Members Absent

Tony Guntermann	Board of Directors Representative
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Non-Voting Members Present

Carol Brizendine	Human Resources Coordinator
Rick Johnson	Executive Director
Melissa Robbins	Chief of Staff

Non-Voting Members Absent

Joan Lund	University Representative
Alex Palacio	Human Resources Student Manager

Guests

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

The chair called the meeting to order at 3:10 p.m.

I. Approval of Minutes

Approval of the minutes by unanimous consent.

II. Chair's Report – Jared Samarin

No report.

III. Vice Chair's Report – Adam Buttgenbach

No report.

IV. Executive Director's Report – Rick Johnson

Staff Updates:

Carol reported that Sarah Cockerham has been hired for the teacher position; she started on March 19, 2007.

Interviews are underway for the UU Facility Operations Coordinator. After the first round of interviews, Open Forums will be held for the final candidates. Carol encouraged all committee members to attend.

Carol announced that effective July 1, 2007, Josh D'Acquisto, currently the Assistant Director for Operations, will become Coordinator of the Rose Float Program. Ron Skamfer,

currently Associate Director of Recreational Sports, will become Associate Director for Facilities.

Rick explained that UU Operations, Recreation Center Facilities and Children's Center Facilities will be consolidated much in the same way that ASI Programs have been.

In response to a question, Carol stated that the graduate assistant in ASI Public Relations will not be replaced. A student assistant has been hired. Rick added that the Public Relations staff will begin to work more closely with the Marketing Coordinator, a position that the organization did not have at the time the graduate assistant position was created. Staff is still considering how to address the need for P.R. and marketing for Student Government..

Predictive Index Process:

Tonya spoke about the Predictive Index which is a tool ASI uses in staff selection. Tonya handed out a sample result form and explained the information provided by the Predictive Index. (Handout: "The Predictive Index"). It is one tool used by employers to determine if a candidate is a good fit for a position, as it measures natural tendencies toward the job. The management strategies provided in the report can also be used by a supervisor coaching an employee.

Melissa and Jared spoke positively about their experiences with the Predictive Index and the information they learned about themselves, the other officers and the ASI directors.

Rick added that in the next few weeks, ASI staff will be trained to use the index on a broader scope, such as with members of student government and ASI staff.

V. Discussion Items

A. Executive Director Review Process and Timeline:

Carol explained that every year, in conjunction with the Vice President for Student Affairs, the ASI Executive Director is evaluated. The ASI officers play an important role in the process by reviewing the Executive Director's self-evaluation and then completing an evaluation of his performance. .

VI. Business Items

None

VII. Agenda

Predictive Index results, if available

Preliminary organizational chart changes effective July 1, 2007

VIII. Announcements

Carol announced that effective April 14, the Stromberg electronic payroll system went live.

IX. Adjournment

The meeting was adjourned to training at 3:47 p.m.