

California Polytechnic State University
ASI PERSONNEL COMMITTEE
Meeting #07-07, Monday, May 7, 2007
3 p.m. – UU 212

MINUTES

Voting Members Present

Jared Samarin	Chair of the Board - Chair
Todd Maki	ASI President
Brandon Souza	Chair, UUAB
Jillian Smillie	Board of Directors Representative
Tony Guntermann (arrived @ 3:25)	Board of Directors Representative

Voting Members Absent

Adam Buttgenbach	Vice Chair of the Board – Vice Chair
Brad Hulbert	Board of Directors Representative
Carl Payne	UUAB Vice Chair

Non-Voting Members Present

Carol Brizendine	Human Resources Coordinator
Rick Johnson	Executive Director
Alex Palacio	Human Resources Student Manager
Melissa Robbins	Chief of Staff

Non-Voting Members Absent

Joan Lund	University Representative
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Guests

Dwayne Brummett	Director of Business Services
Ashley Bartlett	

The chair called the meeting to order at 3:11 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 Hoss Sedghi, currently the equipment technician at the Rec Center, will be the new Manager for Facility Operations at the Rec Center, effective 7/1/07.

Recruitment is currently underway for the following:

Teacher at the Children's Center – closes 5/14/07

Coordinator – Facility Operations at the UU – first interviews underway

Grad Assistant for HR – Interviewing through 5/16/07

Predictive Index Results:

Carol distributed the results from the predictive index that committee members previously submitted. Comparisons will be shared at the next meeting. Carol asked that members reflect on the results to see if they capture their styles in individualism. The directors and HR will be attending a training seminar 5/10 and 5/11 to learn the many uses of the index. This training will enable them to administer the instrument and utilize it in its various applications beyond recruiting..

Preliminary Organizational Chart Changes:

Rick explained our continuing changes to make ASI more efficient and less facility based. We have moved away from facility-based programming, and have now moved scheduling/reservations (for Recreation and UU) up to the UU. A revised organizational chart will be completed and distributed at a later meeting.

Additional changes include Ron Skamfer, currently Associate Director for Rec Sports, moving to the UU to oversee all ASI managed facilities; Josh D'Acquisto, currently Assistant Director for Facilities (UU), moving to oversee Rose Float; Hoss Sedghi, as previously mentioned, becoming Manager for Facility Operations at the Rec Center; and a yet to be filled Facility Operations Coordinator for the UU. Dwayne added that these organizational changes will lead to uniform quality in all ASI facilities.

V. Discussion Items

A. Merit Bonus Proposal:

Carol and Rick explained that the salary range for each ASI position has a starting salary and a maximum salary. Ranges are evaluated every two years as part of the equity review process. Over a long period of time some staff may move up through their classification through annual merit increases and reach the end of their positions pay range. In this case they are no longer eligible for the merit increases as they have reached the maximum of the salary range for their position. It is important to let all staff know that they are valued employees and to continue to reward their individual efforts. The merit bonus proposed allows the Executive Director to determine a bonus, on an annual basis, for those employees who have reached the salary range maximum for their position. This bonus would not increase the base (monthly) pay of the employee like the merit increase does, but would be a lump sum and would be taxable.

Motion #1 (Souza/Guntermann) – “Move to approve the merit bonus proposal.”

Motion passed, unanimous voice vote

This proposal will be referred to the Bylaws and Policy Review committee with a “do pass” from Personnel and then presented to the Board for their approval.

VI. Business Items

None

VII. Agenda

None

VIII. Announcements

IX. Adjournment

The meeting was adjourned to training at 4:00 p.m.