



Personnel Committee
September 18, 2025 – 12:00pm
Zoom: <https://csusb.zoom.us/j/85216228318>

MINUTES

Members Present: Vilayat Del Rossi, Sukhpreet Kaur, Jocelyn Paz, Jennifer Puccinelli

Staff Present: Elizabeth Junker

Call to Order: The meeting was called to order at 12:05pm.

Roll Call: A verbal roll call for members was conducted. Quorum was met.

Approval of Minutes: M/S Del Rossi/Kaur motion to approve April 25, 2025 and April 30, 2025 Personnel Committee meeting minutes.
Motion passed.

Open Forum: There were no speakers present for open forum.

Adoption of Agenda: M/S Del Rossi/Kaur; motion to add first item on agenda to read Election of Committee Chair, Action by Del Rossi.
Motion passed.

M/S Del Rossi/Kaur; motion to approve agenda as amended.
Motion passed.

NEW BUSINESS

PC 01/25 Election of Committee Chair (Action, Del Rossi)

M/S Del Rossi/Kaur; motion to open PC 01/25 Election of Committee Chair.

The committee held an election for the Personnel Committee Chair. Jocelyn Paz self-nominated for the position, highlighting her previous experience chairing the committee and noting the benefit of having consistent leadership to help guide the group through agenda items that often

require in-depth review and discussion. She also acknowledged the importance of creating opportunities for leadership development within the committee, particularly for newer members such as Sukhpreet, and suggested that chairing a smaller committee could serve as a helpful introduction to similar leadership roles.

The committee briefly discussed the value of planning for leadership transitions in advance and considered the possibility of future succession planning for the Chair position. No additional Nominations were received. The committee moved on to a vote.

M/S Del Rossi/Kaur; motion to approve Jocelyn Paz as Committee Chair.

Motion passed.

PC 02/26 Employee Reference Policy Proposal (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 02/26 Employee Reference Policy Proposal.

Mr. Del Rossi deferred his time to speaker. Ms. Puccinelli presented a proposed Employee References Policy, noting that SMSU previously did not have a formal policy in place, which posed potential legal and procedural risks. The policy was developed to align with CSU policies and California labor and civil codes, and it outlines procedures for providing references, including third-party requests, official letters of recommendation, and employment verifications. It also clarifies that personal references must be issued in an individual capacity, not on behalf of the organization.

Committee members expressed appreciation for the policy, particularly given the number of part time and full-time student employees who regularly request references for graduate school or employment. The policy provides a clear framework for both staff and student employees, helping to establish consistent practices and expectations moving forward. The committee found the proposed policy to be a valuable addition to SMSU's internal procedures. With no further discussion, the committee moved on to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions

PC 03/26 Volunteer Policy Proposal (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 03/26 Volunteer Policy Proposal.

Mr. Del Rossi deferred his time to speaker. Ms. Puccinelli presented a revised and expanded Volunteer Policy for SMSU. She explained that while a volunteer policy previously existed, it lacked detail and did not fully address the needs and risks associated with an increasing number of volunteers. The updated policy includes provisions that volunteers must meet any required licenses or certifications before beginning service, outlines their eligibility for workers' compensation, and permits authorized driving of SMSU vehicles, provided all requirements such as defensive driving certification—are met. It also clarifies that volunteers may be reimbursed for mileage when using personal vehicles for SMSU business. The policy further

defines the nature of volunteer service as unpaid, voluntary, and not subject to employment requirements such as I-9 verification. A new procedural section was also added to improve internal clarity.

During discussion, the committee addressed the limited use of volunteers outside of the Adventure Program and occasional large events such as Coyote Fest and Howl Week. Clarification was provided that volunteers may not perform the same duties as paid employees unless the role offers a greater benefit to the volunteer than to the organization. Additionally, it was noted that background checks and live scans would only be required for volunteers in specific roles—such as those handling money or working regularly with minors. Committee members expressed appreciation for the comprehensive updates, recognizing the policy as an important step in managing risk and formalizing expectations around volunteer involvement. With no further discussion, the committee moved on to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions

PC 04/26 Organizational change and possible staffing modifications (Discussion, Del Rossi)

M/S Del Rossi/Kaur; motion to open PC 04/26 Organizational change and possible staffing Modifications.

Mr. Del Rossi provided an organizational update and shared context on anticipated staffing discussions for the coming year. He noted that SMSU has experienced several staffing changes and is undergoing continued organizational shifts, including the recent receipt of a draft NASPA review, which will include actionable recommendations. He highlighted the immediate priority of addressing staffing needs within the Affinity Centers, following the loss of funding for three positions. As part of short-term efforts, a temporary part-time staff member has been hired to support the First People's Center. Committee members were informed that ongoing internal review will likely result in staffing adjustments, reassignments, or new roles to better meet organizational and student needs.

Mr. Del Rossi emphasized the importance of transparency and collaboration throughout the upcoming planning process. He shared that once the NASPA report is finalized, it will be shared with the leadership team, the Board of Directors, and the wider organization, with plans to develop a long-term action plan informed by the report's findings. Members expressed appreciation for the ongoing efforts to address staffing gaps and recognized the visible impact and energy within the Affinity Center spaces. The committee expressed support for continued planning to ensure equitable staffing and resources across the organization.

Announcements

- The annual Pow Wow event will take place this weekend, beginning Friday at 6:00 p.m. and continuing through Sunday.
 - Pow Wow Hours:
 - Friday: 6:00 p.m. to approximately midnight
 - Saturday: 12:00 p.m. to around 9:00 p.m.
 - Sunday: 12:00 p.m. to approximately 6:00 p.m.
 - The event is open to the public and will primarily be held at the outdoor fields, featuring food vendors, arts, and crafts. No wristbands are required for entry.
- Preparations are also underway for California Native American Day (CNAD), which will begin on Monday through Friday, following the Pow Wow weekend.

Adjournment

M/S Kaur/Del Rossi motion to adjourn meeting at 12:40pm.

Motion passed.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date