



CALIFORNIA STATE UNIVERSITY SAN BERNARDINO
Santos Manuel Student Union Board of Directors
Personnel Committee
2026-2027 Tasks and Assignments

Committee Charge

SMSU Bylaws Article IX Standing Committees Section 3 In the event of Board vacancies, this committee shall recommend to the Board of Directors those persons whom the committee determines are most qualified to serve in the various positions designated in these Bylaws. The committee also notifies the appropriate constituent group having representation on the Board of Directors, of a Board of Directors vacancy from that group. The committee will also advise and/or recommend policy to the Executive Director and/or the Board of Directors on matters pertaining to personnel. Only voting members of the Board of Directors may serve on the Personnel Committee.

2026-2027 Focus Areas

Board Membership	Review applicants for student representative positions and address Board vacancies as required.
Personnel Policy	Prepare, review, and recommend personnel policies and procedures as directed by the Board, the Executive Director, or CSU requirements.
Compensation	Review salary structures, equity adjustments, general salary increases, and the operating-budget salary pool during the spring budget cycle.
Health Benefits	Review the financial impact of benefits.
Position Descriptions	Receive informational updates on revised descriptions for existing positions and review descriptions for new positions as needed.
Other Referrals	Review current personnel matters and attendance or participation matters referred under the Bylaws, as appropriate.

Committee Structure and Responsibilities

Membership At least three members. Only voting members of the Board of Directors may serve. Student members must constitute a majority of the voting membership.

Appointments Members are appointed by the Board Chair, subject to confirmation by the Board of Directors.

Chair The Committee elects its chair at the first meeting. Committees are generally student-chaired; if a non-student is elected chair, a student co-chair is also elected.

Role The Committee reviews matters within its charge and reports recommendations, policy revisions, or new policies to the Executive Director and/or Board of Directors.

2026-2027 Work Plan

Items may be advanced, continued, or added as needed based on readiness, Board direction, and operational requirements.

Semester	Tasks and Assignments
Fall Semester	• Elect the Committee Chair. • Review the Committee Charge and 2026-2027 Tasks and Assignments. • Review personnel policies and procedures that are ready for Committee consideration.
Spring Semester	• Review the financial impact of health benefits. • Review and recommend equity adjustments and general salary increases for staff. • Review existing salary structures as part of the compensation discussion. • Review the operating-budget salary pool for general, performance-based, and equity salary adjustments in consultation with the Finance and Contracts Committee during the budget approval cycle. • Review applications and interview candidates for Board of Directors Student Representative roles.

Ongoing and As Needed Responsibilities

- Prepare new personnel policies and procedures in consultation with the Executive Director when directed by the Board of Directors or required by the CSU.
- Receive informational updates on revised descriptions for existing positions and review descriptions for new positions as needed, subject to Executive Director guidance.
- Review current personnel matters and attendance or participation matters referred under the Bylaws, using closed session only when legally appropriate.
- Address Board vacancies arising outside the annual student representative appointment cycle.
- Report recommendations, policy revisions, or new policies to the Executive Director and/or Board of Directors as appropriate.

2026-2027 Meeting Schedule

Fall 2026	Spring 2027
Sept. 17 Oct. 15 Nov. 12 Dec. as needed	Jan. 21 Feb. 11 Mar. 11 Apr. 8 and 22

Reference

SMSU Amended Bylaws, effective April 29, 2026: Article IX, Sections 1-3; Article IV, Sections 3 and 9; Article VII, Sections 5 and 8.