Santos Manuel Student Union
CAL STATE SAN BERNARDINO

Personnel Committee
September 17, 2026 – 12:00 p.m.
Student Chambers (SUN-3305)
Zoom: https://csusb.zoom.us/j/85216228318

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
    a. April 9, 2026
    b. April 24, 2026
4. Open Forum (3 minutes per speaker)
5. Adoption of Agenda

New Business

PC 01/27 Election of Personnel Committee Chair (Action, Del Rossi)

PC 02/27 Review of Personnel Committee Charge and 26-27 Priorities (Discussion, Del Rossi)

PC 03/27 Staffing and Organizational Structure Update (Informational, Del Rossi)

Announcements

Adjournment

Personnel Committee
April 9, 2026 – 12:00pm
Student Chamber (SUN-3005)
Zoom: https://csusb.zoom.us/j/85216228318

MINUTES

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

Members Absent: Dr. Matthew Smith

Staff Present: Elizabeth Junker

Call to Order: The meeting was called to order at 2:05pm.

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

Approval of Minutes: M/S Kaur/Smith; motion to approve January 15, 2026 Personnel Committee meeting minutes.
Motion passed.

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

Adoption of Agenda: M/S Kaur/Smith; motion to adopt February 9, 2026 agenda as presented.
Motion passed.

New Business

PC 08/26 Approval of Accounting and Budget Assistant Position Description (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 08/26 Approval of Accounting and Budget Assistant Position Description.

The Committee reviewed the proposed Accounting and Budget Assistant position description as part of a Shared Services reorganization. The proposal would split the existing Corporate

Services Processor role into separate accounting/budget and human resources/payroll positions to improve efficiency, processing, and organizational support. The new role would retain the existing classification requirements and salary range, and funding had been included in the upcoming budget.
Discussion addressed operational benefits, support for student employment and financial processes, and the transition of the employee currently serving in the existing role. It was clarified that the employee would not be required to reapply. Before action was taken, the Committee moved to the scheduled 9:15 a.m. time-certain item, with the intent to return to PC 08/26 afterward.

PC 10/26 Interview student representative candidates and select those who will move forward to interview at the SMSU Board of Directors Annual Meeting on May 6, 2026 (Action, Del Rossi) | **Time Certain: 9:15am**

M/S Del Rossi/Kaur; motion to open PC 10/26 Interview student representative candidates and select those who will move forward to interview at the SMSU Board of Directors Annual Meeting on May 6, 2026.

The Personnel Committee interviewed four candidates for Student Representative positions on the SMSU Board of Directors: **Mehakdeep Singh, Jalonis Taylor, Yazhini Elanchezhian, and Joseph Martinez**. Each candidate was asked the same set of questions addressing interest in Board service, relevant strengths and experience, collaboration and communication, student needs and concerns, and what they hoped to gain through Board participation. The Committee used an interview assessment form to support its review and clarified that its role at this stage was to determine which candidates should advance to the full Board for final consideration rather than to make the final appointments.

Following the interviews, the Committee discussed the candidate pool and determined that all four candidates should advance to the next stage of the selection process. The Committee also discussed an eligibility consideration related to one of the candidates who is currently an SMSU employee and noted that the matter would need to be resolved prior to final appointment. With no further discussion the committee moved forward with an amendment, followed by a vote.

M/S Del Rossi/Kaur; motion to amend PC 10/26 to read "Approve and Move Forward All Four Candidates to interview at the SMSU Board Annual Meeting on May 6, 2026, which will include all candidates listed in the packet"
Motion passed.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

M/S Paz/Del Rossi; motion to table PC 08/26 & PC 09/26 to next committee meeting.
Motion passed unanimously.

Announcements

- Vilayat shared we will likely have one more committee meeting prior to the end of the academic year.

Adjournment

M/S Del Rossi/Kaur; motion to adjourn meeting at 10:33am.
Motion passed.

Reviewed and respectfully submitted by:

Committee Chair	Date

Santos Manuel Student Union
CAL STATE SAN BERNARDINO

Personnel Committee
April 24, 2026 – 12:00pm
Student Chamber (SUN-3005)
Zoom: https://csusb.zoom.us/j/85216228318

MINUTES

Members Present:	Vilayat Del Rossi, Sukhpreet Kaur, Jocelyn Paz, Jennifer Puccinelli
Member Absent:	Matthew Smith
Staff Present:	Elizabeth Junker
Call to Order:	The meeting was called to order at 9:09am.
Roll Call:	A verbal roll call for members was conducted. Quorum was met.
Approval of Minutes:	No meeting to approve.
Open Forum:	There were no speakers present for open forum.
Adoption of Agenda:	M/S Kaur/Del Rossi; motion to adopt April 24, 2026 agenda as presented. *Motion passed.*

Old Business

PC 08/26 Approval of Accounting and Budget Assistant Position Description (Action, Puccinelli)

M/S Kaur/Del Rossi; motion to open PC 08/26 Approval of Accounting and Budget Assistant Position Description.

Ms. Puccinelli presented the proposed restructuring of the existing Corporate Services Processor position into two separate roles, one focused on accounting and budget and the other on human resources and payroll. The change was intended to improve efficiency, workload distribution, role clarity, and organizational support. It was noted that the proposed positions would retain the

same salary grade and range as the current position.
Discussion included the proposed change in title from Accounting and Budget Assistant to Accounting and Budget Technician to better reflect the technical nature of the position. The Committee also discussed salary grade structure, minimum qualifications, reporting relationships, and eligibility to apply for the professional staff position. By consensus, the Committee agreed to the title change to Accounting and Budget Technician. With no further discussion, the Committee proceeded to a roll call vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

PC 09/26 Approval of Human Resource and Payroll Assistant Position Description (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 09/26 Approval of Human Resource and Payroll Assistant Position Description.

The Committee reviewed the proposed Human Resources and Payroll position description as the second part of the Shared Services restructuring. The position would separate human resources and payroll responsibilities from accounting and budget functions, while retaining the same salary grade. The proposed role is intended to provide more focused support throughout the employee lifecycle, including onboarding, training and development, ongoing employee support, and offboarding, particularly given the large number of student employees within the organization.

Discussion focused on the benefits of creating a dedicated position to improve efficiency, employee support, and overall operations. The Committee also supported changing the title from Human Resources and Payroll Assistant **to** Human Resources and Payroll Technician for consistency with the related Accounting and Budget Technician position. With no further discussion, the Committee proceeded to a roll call vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

New Business

PC 11/26 Interview additional student representative candidates and select those who will move forward to interview at the SMSU Board of Directors Annual Meeting on May 6, 2026 (Action, Del Rossi) | **Time Certain 9:30am**

M/S Kaur/Del Rossi; motion to open PC 11/26 Interview additional student representative candidates and select those who will move forward to interview at the SMSU Board of Directors Annual Meeting on May 6, 2026.

The Personnel Committee interviewed Sebastian Bautista and Unnati Sisodiya for Student Representative positions on the SMSU Board of Directors. Each candidate responded to a consistent set of questions addressing interest in Board service, relevant strengths and experience, collaboration and communication, student needs and concerns, and learning and professional growth. Discussion also clarified that a Palm Desert Campus representative would continue to serve as an at-large student representative, with the additional qualification of completing at least 50% of enrolled units at the Palm Desert Campus if the proposed bylaw amendment were approved.

Following the interviews, the Committee discussed the role of the Personnel Committee in screening and recommending candidates to the full Board, including how future committees might provide strengths-based feedback while protecting candidate privacy in public records. The Committee also reviewed candidate eligibility and the number of available positions. By consensus, the Committee supported advancing both Sebastian Bautista and Unnati Sisodiya to interview with the full Board at the May 6, 2026 Annual Meeting. With no further discussion, the Committee proceeded to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

M/S Kaur/Del Rossi; motion to extend meeting time by 20 minutes.
Motion passed unanimously.

PC 12/26 Approval of Revised Personnel Records Policy (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 12/26 Approval of Revised Personnel Records Policy.

Ms. Puccinelli presented revisions to the Personnel Records Policy to align with changes in California law effective in January. The revised policy incorporates expanded training record requirements, including the employee’s name, training provider, training date and duration, core competencies covered, and any resulting certification or qualification.
No substantive questions or concerns were raised by the Committee. With no further discussion, the Committee proceeded to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

PC 13/26 Approval of Revised Relocation Policy (Action, Puccinelli)

M/S Kaur/Del Rossi; motion to open PC 13/26 Approval of Revised Relocation Policy.

Ms. Puccinelli presented revisions to the Relocation Policy to align with recent changes in California law. The revised policy removes provisions requiring employees to repay relocation reimbursements if they leave employment within a specified period and clarifies

that moving and relocation reimbursements are taxable income.
Discussion included examples of how relocation assistance may be offered to eligible management-level employees and clarified that the Executive Director retains discretion to determine whether, and to what extent, relocation expenses may be provided based on organizational circumstances and available resources. With no further discussion, the Committee proceeded to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

PC 14/26 Approval of Revised Paid Leaves of Absence Policy (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 14/26 Approval of Revised Paid Leaves of Absence Policy.

Ms. Puccinelli presented revisions to the Paid Leaves of Absence Policy to reflect expanded uses of paid sick leave under California law, including jury duty, witness appearances, court proceedings, and certain victim-related matters. The revisions also clarify when supporting documentation may be required for absences lasting more than three days, with the intent of applying documentation requirements consistently while recognizing that some permitted uses of sick leave, such as self-care, may not be readily documented.

Discussion emphasized consistency with other organizational policies, legal requirements, and current best practices, as well as maintaining a safe and supportive workplace. With no further discussion, the Committee proceeded to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

PC 15/26 Approval of Revised Unpaid Leaves of Absence (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 15/26 Approval of Revised Unpaid Leaves of Absence.

Ms. Puccinelli presented revisions to the Unpaid Leaves of Absence Policy to reflect changes under California Senate Bill 590. The update expands paid family leave provisions to include care for a **designated person**, in addition to qualifying family members. A designated person was defined as an individual related by blood or whose relationship with the employee is the equivalent of a family relationship, with employees limited to one designated person per 12-month period.

Discussion noted the importance of maintaining consistency and equity across employee leave policies. No additional questions or concerns were raised, and the Committee proceeded to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions
Motion passed.

Announcements

- Vilayat thanked Jocelyn Paz for Chairing the Personnel Committee and thanked her for her leadership within the board and committees.
- Jocelyn Paz thanked the SMSU team for all the guidance they've provided over the last three years.
- The team thanks Sukhpreet for her leadership and look forward to continuing to work with her over the next Academic Year. Sukhpreet thanked the team for all the support.

Adjournment

M/S Kaur/Del Rossi; motion to adjourn meeting at 10:58am.
Motion passed.

Reviewed and respectfully submitted by:

___________________________________ _________________________
Committee Chair Date

COMMITTEE INFORMATION ITEM: Staffing and Organizational Structure Update

Date: 9/17/2026
Body: Personnel Committee, Santos Manuel Student Union Board of Directors
Prepared / Presented By: Vilayat Del Rossi, Interim Executive Director & CFO

Purpose: Provide the Personnel Committee with an update on staffing changes implemented over the past year, progress on the Board-approved Student Diversity & Belonging staffing plan, and ongoing organizational review intended to strengthen service delivery, efficiency, and sustainable work across SMSU and Recreation & Wellness.

Background: Over the past year, SMSU has continued reviewing its staffing and organizational structure to better align positions, responsibilities, and resources with evolving student and operational needs. This work has included implementation of the Board-approved Student Diversity & Belonging staffing model, position reviews and adjustments identified through the audit process, and targeted changes in other operational areas to strengthen service delivery, role clarity, and sustainable work.

Current Status / Key Update: Key staffing and organizational changes include:

- **Student Diversity & Belonging:** Two of the three approved Senior Coordinator positions have been filled:
    - Taraneh Tabatabai – Senior Coordinator supporting the Women's Resource Center, APIDA Center, and broader departmental initiatives.
    - Joshua Salazar – Senior Coordinator supporting the Latinx Center and First People's Center.
- **Additional Center Support:** Coordinator responsibilities continue to be realigned to provide additional flexibility and support across the seven centers, including the Osher Adult Re-Entry Center.
- Pan-African Student Success Center: SMSU continues working with campus and divisional partners to determine the most effective long-term support model. A graduate assistant will also provide additional support within the center.
- **Adventures:** Following the organizational audit and position review, the Adventures Coordinator position was adjusted to a Senior Coordinator classification to better align with the scope and responsibilities of the role.
- **Shared Services**: The former processor position serving Budget & Finance and Human Resources & Risk Management was restructured into two technician positions, providing dedicated support to each functional area.
- **Esports:** A Graduate Assistant position was approved to provide additional support for the continued growth, student engagement, and competitive success of the Esports program.

Key Takeaways:

- Two of the three Board-approved Student Diversity & Belonging Senior Coordinator positions are now filled.
- Staffing responsibilities across the student centers continue to be realigned to improve flexibility and coverage.
- Position and structural adjustments in Adventures and Shared Services provide clearer alignment between responsibilities and staffing resources.
- Additional graduate assistant support has been added in both the Pan-African Student Success Center and Esports.
- SMSU continues reviewing its broader organizational structure with an emphasis on service delivery, workload balance, role clarity, efficiency, and long-term sustainability.

Upcoming Milestones / Timeline: Administration will continue evaluating the remaining Senior Coordinator position, center-level staffing needs, and the broader SMSU/RecWell organizational structure. This work includes benchmarking comparable auxiliary organizations and assessing opportunities to better align staffing, responsibilities, and resources with current and future student needs.

Committee Relevance: Personnel Committee members should be aware of the implementation of the previously approved staffing plan and the broader organizational review currently underway. As that review develops, future updates will be provided to the Committee, and any changes requiring Board approval will return through the appropriate discussion or action-item process.