



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee Meeting
Monday, November 1, 2021
Minutes**

Members Present: Angelica Agudo, Emily Alvarez-Zurita, Jesse Felix, Dr. Daria Graham, Racheal Lapite, Daisy Ramos, Alexander Thambi

Members Absent: Julia Ruiz

Staff Present: Vilayat Del Rossi, Andi Okoh, Jennifer Puccinelli

Guests Present: None

Call to Order: The meeting was called to order at 4:03 p.m.

Roll Call: A verbal roll call of attendees was conducted.

Approval of Minutes:

M/S Ramos/Felix to approve the minutes from September 7, 2021.
Motion passed.

Open Forum:

None

Adoption of Agenda:

M/S Ramos/Agudo to adopt the agenda.
Motion passed.

PC 13/22 Approval of Vacation Policy (Action)

M/S Ramos/Alvarez to open Approval of Vacation Policy

Ms. Okoh explained the recommended changes in the vacation policy. The first major change is that employees may not continue to accrue vacation hours once they reach the maximum cap. They will begin accruing again after their balance falls below the maximum cap.

The second change is that the maximum cap for accrual will be increased for all employees. If approved, the updated policy would go into effect January 1, 2022.

M/S Felix/Ramos to add “upon approval of the SMSU Executive Director or SMSU Board of Directors Chair” to the second sentence of the Vacation Accrual section.
Motion passed.

M/S Felix/Lapite to table PC 13/22 to the next Personnel Committee meeting.
Motion passed.

PC 14/22 Approval of Night and Weekend Manager Job Description (Action)

M/S Felix/Ramos to approve Night and Weekend Manager Job Description

Mr. Felix shared that due to changes in staffing in SMSU Operations a revised job description has been created for the Services Coordinator. This person would oversee the Building Managers and Information Desk and would be responsible for support during events taking place after hours.

M/S Felix/Ramos to amend the agenda item to read PC 14/22 Approval of Facility and Services Coordinator.
Motion passed.

Motion passed.

PC 15/22 Approval of Updated RW Associate Director of Operations Job Description (Action)

M/S Felix/Ramos to approve Updated RW Associate Director of Operations Job Description

Mr. Felix shared that the major changes in the job description include incorporating the expanded facilities within the organization.

Motion passed.

PC 16/22 Approval of Updated Human Resource and Risk Manager Job Description (Action)

M/S Ramos/Felix to approve Updated Human Resource and Risk Manager Job Description

Mr. Felix shared that the major update includes adding Risk Management functions to this position as well as an increased focus on Injury and Illness Prevention.

Dr. Graham thanked Ms. Okoh for her hard work.

Motion passed.

M/S Felix/Lapite to go into closed session.
Motion passed.

**PC 17/22 Human Resource and Risk Manager Stipend (Discussion) – CLOSED
SESSION**

M/S Felix/Ramos to open Human Resource and Risk Manager Stipend.

M/S Lapite/Felix to come out of closed session.

Motion passed.

Announcements: Mr. Felix highlighted Dia de los Muertos events. Ms. Ramos shared that ASI is holding a re-opening event for the campus garden. Dr. Graham asked for input regarding the recent food service closures.

Adjournment: The meeting was adjourned at 5:10 p.m.

Minutes approved by:

Alexandra Thambi
[Alexandra Thambi \(Nov 2, 2021 23:06 PDT\)](#)

Alexandra Thambi, Chair

Nov 2, 2021

Date