



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee Meeting
Monday, February 7, 2022
Minutes**

Members Present: Emily Alvarez-Zurita, Jesse Felix, Dr. Daria Graham, Daisy Ramos, Julia Ruiz, Alexander Thambi

Members Absent: Angelica Agudo

Staff Present: Jasmine Bustillos, Vilayat Del Rossi, Andi Okoh

Guests Present: None

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

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

Approval of Minutes:

M/S Ruiz/Felix to approve the minutes from November 1, 2021
Motion passed.

Open Forum:

None

Adoption of Agenda:

M/S Ruiz/Felix to open adoption of the agenda.

M/S Felix/Ramos to table PC 22/22 to next Personnel Committee meeting.
Motion passed.

M/S Felix/Ruiz to amend PC 21/22 to read Approval of Revised Hiring Santos Manuel Student Union Employees from CSU State or Auxiliary Services Policy

The committee discussed the difference between the leave policy and the item being discussed.
Motion passed.

M/S Felix/Alvarez to add PC 27/22 Approval of Telecommuting Policy contingent on the campus telecommuting policy.

Motion passed.

M/S Felix/Ruiz to approve the amended agenda.

Motion passed.

M/S Felix/Ramos to move into Closed Session.

Motion passed.

PC 18/22 Recreation and Wellness Maintenance Custodian I Stipend (Information)

M/S Felix/Ramos to open Recreation and Wellness Maintenance Custodian I Stipend

The committee discussed PC 18/22 Recreation and Wellness Maintenance Custodian I Stipend in closed session.

PC 19/22 Current Personnel Issues (Discussion)

M/S Felix/Ramos to open Current Personnel Issues

The committee discussed PC 19/22 Current Personnel Issues in closed session.

M/S Felix/Ramos to move out of Closed Session.

Motion passed.

PC 20/22 Recreation and Wellness Graduate Assistant Position (Information)

M/S Felix/Ruiz to open Recreation and Wellness Graduate Assistant Position

Mr. Del Rossi shared that RecWell created a Graduate Assistant position for Recreation and Wellness programming at the Palm Desert Campus. Mr. Del Rossi indicated that they are targeting the marketing of this position to students that reside in the Coachella Valley. Director Felix thanked Mr. Del Rossi for the work in creating this position while being mindful of budgetary constraints and allowing students to build their co-curricular portfolio.

PC 21/22 Approval of Revised Hiring Santos Manuel Student Union Employees from CSU State or Auxiliary Services Policy (Action)

M/S Felix/Ruiz to approve Revised Hiring Santos Manuel Student Union Employees from CSU State or Auxiliary Services Policy

Director Felix spoke to the purpose of the policy and the recommend edits to include both State and Auxiliary employees.

Motion passed.

PC 22/22 Review/Revise Managerial Objectives for Executive Director (Action)

Tabled

PC 23/22 Review Existing Salary Structure (Discussion)

M/S Felix/Ramos to open Review Existing Salary Structure

Director Felix reviewed the existing salary structure with the committee and indicated that in the coming months he and Ms. Okoh would be utilizing an AOA survey to compare the existing salary structure with other auxiliary organizations to ensure fiscal responsibility and fairness.

PC 24/22 Review of Management Personnel Plan (Discussion)

M/S Ruiz/Ramos to open Review of Personnel Management Plan

Director Felix indicated that this is the first reading of the management personnel plan and specified that the first reading serves as an introduction of the article with the intention of regularly reviewing the document at future meetings. Director Felix also noted the ability of the committee to bring recommended alterations to the document as needed for further discussion.

PC 25/22 Review of Personnel Policies Manual (Discussion)

M/S Ruiz/Felix to open Review of Personnel Policies Manual

Director Felix reiterated that recommend revisions to the Personnel Policies Manual will come from the Policies and Procedures Committee, followed by a review from HR and Legal Counsel to ensure suggested edits and revisions to the policy are legally sound.

PC 26/22 Review of Student Assistant Handbook (Discussion)

M/S Felix/Ruiz to open Review of Student Assistant Handbook

Director Felix deferred to Ms. Okoh who shared that the student assistant handbook is currently being reviewed by HR as there are several updates that need to be presented for approval. Ms. Okoh noted that those revisions will be brought to the committee for review prior to the end of the academic. Director Felix requested that the committee review the policies outside of the meeting and challenged those present to bring the student voice as they review and make recommendations to the policies at future meetings. Director Ruiz inquired about the preferred timeline to bring recommendations to the committee. Director Felix indicated that a reminder will go out to the committee two weeks prior to the next committee meeting to review the policy and bring suggested edits one week prior to the meeting to be included in the committee packet.

PC 27/22 Approval of Telecommuting Policy contingent on the campus telecommuting policy

M/S Felix/ Ruiz to open Approval of Telecommuting Policy

Director Felix reviewed the telecommuting policy with the committee and indicated that approval of the policy would be contingent upon the campus' approval of their telecommuting policy. Director Ruiz requested the policy be included in the packet for the meeting.

M/S Felix/ Ruiz to have the telecommuting policy added to the current packet to be memorialized for the events of the meeting.

Motion passed.

M/S Felix/ Ruiz to take a five-minute recess to review the policy.

Motion passed.

Director Ruiz inquired about section VII A in “Ad Hoc Arrangements” and recommended including language that accounts for the pandemic to avoid having to make revisions at another time. Ms. Okoh indicated that there is currently a Covid Telecommuting Policy in place that is specific to the ongoing situation with the pandemic.

M/S Ruiz/Felix to revise VII A to read “Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel or at the discretion of the SMSU Executive Director or designee. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.”


Motion passed.

Motion passed.

Announcements: Director Felix announced the Grand Opening Ceremony of SMSU North taking place on March 17th and invited the committee to attend.

Adjournment: The meeting was adjourned at 3:16 p.m.

Minutes approved by:


Alexandra Thambi (Feb 15, 2022 14:28 PST)

Alexandra Thambi, Chair

Feb 15, 2022

Date