



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee Meeting
Thursday, May 28, 2020
Minutes**

Members Present: Aaron Burgess, Davina Lindsey, Andrea Okoh, Dr. Paz Oliverrez, Yusra Serhan

Members Absent: None

Staff Present: Jennifer Puccinelli

Guests Present: None

Call to Order: The meeting was called to order at 1:05 p.m.

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

Approval of Minutes:

M/S Oliverrez/Lindsey to approve the minutes from February 10, 2020.

Approved by consensus.

Open Forum: None

Adoption of Agenda:

M/S Burgess/Oliverrez to adopt the agenda. Motion passes unanimously.

PC 04/20 Review of Applications for Student Representatives to the Board of Directors

M/S Oliverrez/Burgess to open Review of Applications for Student Representatives to the Board of Directors.

Committee members reviewed the applications.

Clarification on GPA requirements were discussed. Ms. Puccinelli confirmed that all candidates are in good standing with the Office of Student Conduct. Discussion ensued regarding the candidates and which to move forward to the full Board to be interviewed.

M/S Burgess/Oliverz to move all candidates forward with the exception of Sean Maulding.

Motion passes unanimously.

PC 05/20 Executive Director Evaluation

M/S Okoh/Oliverz to open Executive Director Evaluation

Mr. Burgess shared the process for the Executive Director's evaluation. Ms. Serhan and Dr. Oliverz will meet to discuss the evaluation of the Executive Director. Mr. Burgess will forward last year's document to them.

Dr. Oliverz left at 2:05 p.m.

PC 06/20 Approve New Position Description – Maintenance Specialist

M/S Okoh/Lindsey to approve New Position Description – Maintenance Specialist.

Mr. Burgess explained that this position currently exists and has been funded. He described the position and shared that it has been updated to include overseeing maintenance of the bowling alley.

Motion passes unanimously.

PC 07/20 Approve New Position Description – Marketing Manager

M/S Lindsey/Okoh to approve New Position Description – Marketing Manager.

Mr. Burgess explained that this position currently exists and has been funded. He described the position.

Motion passes unanimously.

PC 08/20 Approve New Position Description – CCC Coordinator

M/S Okoh/Lindsey to approve New Position Description – CCC Coordinator.

Mr. Burgess explained that this position currently exists and has been funded. He described the position.

Motion passes unanimously.

PC 09/20 Approve New Position Description – WRC Coordinator

M/S Lindsey/Okoh to approve New Position Description – WRC Coordinator.

Mr. Burgess explained that the WRC and QTRC used to have a single coordinator. He described the updated positions and shared that the roles will now be split. Mr. Burgess discussed the pay range and stated that the positions will be filled in January 2021. Additional student assistants will be brought in during the interim.

Motion passes unanimously.

PC 10/20 Approve New Position Description – QTRC Coordinator

M/S Okoh/Linsdey to approve New Position Description – QTRC Coordinator.

Mr. Burgess explained that the WRC and QTRC used to have a single coordinator. He described the updated positions and shared that the roles will now be split. Mr. Burgess discussed the pay range and stated that the positions will be filled in January 2021. Additional student assistants will be brought in during the interim.

Motion passes unanimously.

Announcements: None

Adjournment: The meeting was adjourned at 2:11 p.m.

Minutes approved by:



Yusra Serhan, Chair, SMSU Board of Directors

6/9/2020

Date