



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

**Members Present:** Jesse Felix, Dr. Daria Graham, Daisy Ramos, Nathaly Ramos, Alexandra Thambi

**Members Absent:** None

**Staff Present:** Vilayat Del Rossi, Sean Kinnally, Andi Okoh, Jennifer Puccinelli

**Guests Present:** Racheal Lapite, Julia Ruiz

**Call to Order:** The meeting was called to order at 2:01 p.m.

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

**Approval of Minutes:**

M/S N. Ramos/Thambi to approve the minutes from May 17, 2021.  
Motion passed.

**Open Forum:**

None

**Adoption of Agenda:**

M/S N. Ramos/Thambi to adopt the agenda.  
Motion passed.

**PC 06/21 Salary Review of Rancho Mirage Student Engagement Coordinator (Action)**

M/S N. Ramos/D. Ramos to open PC 06/21 Salary Review of Rancho Mirage Student Engagement Coordinator

N. Ramos deferred to Mr. Felix. Mr. Felix shared that the attachment for this item was not available to share prior to the meeting. He asked the committee if they'd like to look at information now or table this item. He shared that the position oversaw two components at PDC including the Rancho Mirage Student Center and the PDC Fitness Center. The goal for this

position is to change the position description on only include the Rancho Mirage Student Center. The second component is to add temporary duties for the PDC Fitness Center until a graduate student can be hired to cover this area. The third component is the compensation that goes along with these areas.

Ms. Okoh recommended tabling this item due to the fact that the position description has not yet been approved. She shared that she'd like to present a new position description that has been reviewed as well as present a list of temporary RW duties and a proposed stipend.

Mr. Felix shared that the documents are available for review if the committee is interested in discussion at this time.

Ms. N. Ramos would like to wait to discuss this topic until all items have been made available to review. Ms. D. Ramos, Ms. Thami, and Dr. Graham concurred.

Mr. Felix recommended voting against this item and at the next Personnel Committee meeting, breaking up the topic into 3 items.

Motion fails.

**PC 01/22 Election of Chair (Action)**

M/S N. Ramos/Graham to open Election of Chair

Ms. N. Ramos asked if there will be meetings in the summer. Mr. Felix shared that the committee will meet as needed.

Mr. Felix nominated Ms. Thambi. Ms. Thambi accepted the nominations.  
Mr. Felix asked for additional nominations or self-nominations.

M/S N. Ramos/Graham to amend PC 01/22 to read election of Alexandra Thambi as Chair of the Personnel Committee.

Motion passes.

M/S N. Ramos/Graham to approve Alexandra Thambi as Chair of the Personnel Committee.  
Motion passes.

**PC 02/22 Approval of API Coordinator Position Description (Action)**

M/S Felix/N. Ramos to open Approval of API Coordinator position description

Mr. Felix stated that the position description is shared in the packet. Committee reviewed the description.

Mr. Felix clarified that this position description aligns with the other affinity coordinator position descriptions.

Motion passed.

**PC 03/22 Approval of LatinX Coordinator Position Description (Action)**

M/S Felix/D. Ramos to approve LatinX Coordinator position description

Mr. Felix shared that this job is similar to the API Coordinator position description, but to oversee the LatinX Center.

Motion passed.

**PC 04/22 Approval of RW Short Term Staffing Plan (Action)**

M/S Felix/N. Ramos to approve RW Short Term Staffing Plan

Mr. Felix shared that Mr. Del Rossi has drafted a short-term staffing plan for Recreation and Wellness. The plan includes moving Sean Kinnally into an Assistant Director position that oversees operations. Mr. Kinnally previous experience has been primarily in operations. This move would leave special events, marketing, and the front desk staff without a supervisor. The short-term staffing plan allows for a graduate student to oversee the front desk staff, marketing to be supervised by Bri Sotello, and special events to be supervised by Trent Morgan. Retreat rights will be available to Mr. Kinnally.

Stipends will be provided to all taking on new roles.

Mr. Del Rossi shared that he will have a long-term staffing plan prepared by the end of summer and anticipates a January hire date.

Mr. Kinnally left the room so that discussion could continue regarding his position.

Mr. Felix asked that Mr. Del Rossi and Ms. Okoh develop the permanent plan as soon as possible.

Ms. Lapite asked when temporary staffing plan will become effective. Mr. Felix answered that it would become effective after it is approved by the Executive Committee.

Dr. Graham asked that we do all we can to support the RW staff, including equipping them with the needed resources, to ensure a successful full return to campus and the ability to be able to serve students.

Motion passed.

Mr. Kinnally was invited back into the room and the decision was shared with him.

**Announcements:** Mr. Felix congratulated Mr. Kinnally and thanked him for agreeing to take on this role. Ms. Lapite asked Mr. Kinnally to reach out for assistance if needed.

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

**Minutes approved by:**

*Alexandra Thambi*

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Alexandra Thambi, Chair

**Jul 22, 2021**

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Date