



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Personnel Committee Meeting  
Tuesday, September 7, 2021  
Minutes**

**Members Present:** Jesse Felix, Andi Okoh (ex-officio), Daisy Ramos, Julia Ruiz

**Members Absent:** Dr. Daria Graham, Alexander Thambi

**Staff Present:** Vilayat Del Rossi, Mark Oswood, Jennifer Puccinelli

**Guests Present:** None

**Call to Order:** The meeting was called to order at 11:00 a.m.

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

**Approval of Minutes:**

M/S Ramos/Felix to approve the minutes from July 1, 2021.

Motion passed.

**Open Forum:**

None

**Adoption of Agenda:**

M/S Ramos/Felix to adopt the agenda.

Motion passed.

**PC 05/22 Review of Student Representative Applications for the Board of Directors  
(Action)**

M/S Felix/Ramos to open Review of Student Representative Applications for the Board of Directors

Ms. Ruiz recommended that the committee forward all applicants to the Board of Directors. Discussion ensued regarding the applicants.

Motion passed.

**PC 06/22 Approval of Updated Rancho Mirage Student Center Coordinator Position Description (Action)**

M/S Felix/Ramos to approve updated Rancho Mirage Student Center Coordinator Position Description

M/S Felix/Ramos to move into closed session.  
Motion passed.

M/S Felix/Ramos to amend item to read Approval of Updated Rancho Mirage Student Center Coordinator Position Description contingent upon employee's agreement.  
Motion failed.

Motion passed.

M/S Felix/Ramos to come out of closed session.  
Motion passed.

**PC 07/22 FLSA Exemption Metric Position Overview (Discussion)**

M/S Felix/Ramos to open FLSA Exemption Metric Position Overview

Ms. Okoh explained that the FLSA Exemption Metric position overview will be used to determine which employees should be classified as exempt vs. non-exempt.

**PC 08/22 Approval of SMSU Publicly Available Salary Schedule (Action)**

M/S Felix/Ramos to approve SMSU Publicly Available Salary Schedule

Mr. Felix shared that this is a way to ensure that positions are classified in a way that are equitable.

Ms. Okoh shared that by law we need to publicly post our pay schedule. The updated schedule is based solely on position, not person.

Mr. Felix shared that Ms. Okoh updated the document to be in line with state classifications.

Motion passed.

**PC 09/22 Approval of Revised Operations Organizational Chart (Action)**

M/S Felix/Ramos to approve revised Operations Organizational Chart

Mr. Felix shared that we are hiring additional custodians and the updated organizational chart includes the new positions and their reporting structure. Additionally, the audio/visual will now report directly to the Associate Director.

Motion passed.

M/S Ramos/Ruiz to go into closed session.  
Motion passed.

**PC 10/22** Approval of Reclassification Proposal - Operations (Action)  
M/S Ramos/Ruiz to approve Reclassification Proposal - Operations  
Motion passed.

**PC 11/22** Approval of Reclassification Proposal - Administration (Action)  
M/S Felix/Ramos to approve Reclassification Proposal – Administration  
Motion passed.

**PC 12/22** Approval of Temporary Stipend Proposal (Action)  
M/S Felix/Ramos to approve Temporary Stipend Proposal  
Motion passed.

M/S Felix/Ramos to come out of closed session.  
Motion passed.

**Announcements:** None.

**Adjournment:** The meeting was adjourned at 12:25 p.m.

**Minutes approved by:**

*Alexandra Thambi*

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Alexandra Thambi, Chair

Sep 10, 2021

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Date