



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee Meeting
Tuesday, April 27, 2021
Minutes**

Members Present: Jesse Felix, Dr. Daria Graham, Davina Lindsey, Julia Ruiz

Members Absent: None

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

Guests Present: None

Call to Order: The meeting was called to order at 1:06 p.m.

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

Approval of Minutes:

M/S Felix/Lindsey to approve the minutes from April 27, 2021.

Approved by consensus.

Open Forum: None

Adoption of Agenda:

M/S Ruiz/Felix to move PC 06/21 Salary Review of Rancho Mirage Student Engagement Coordinator to the end of the agenda.

Approved by consensus.

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

Approved by consensus.

**PC 05/21 Review of Student Representative Applications for the Board of Directors
(Action)**

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

Ms. Ruiz reviewed applications with the committee.

Mr. David Garcia is a PDC student who graduates in Spring. His concerns are focused on ensuring that PDC voices are heard. Mr. Felix added that Mr. Garcia is known as “Mr. PDC” due to his involvement on campus.

Ms. Diana Garcia is concerned about undocumented students and overall student success. She graduates in Fall 2021.

Ms. Gilbert is an international graduate student.

Ms. Kinnally is concerned about educational opportunity. She was previously employed at a fast food establishment and worked her way up. Mr. Felix noted that she is a part of the Greek system so would help the BOD get feedback from that demographic.

Mr. Mariscal is a current BOD member and has proved that he is eager to learn. He has a passion for service and has kept all commitments as current BOD member. Ms. Lindsey shared that he has shown great commitment.

Ms. Perez’s concerns are focused around mental health, undocumented students, and sexual assault prevention. She wants to make sure that resources are available for all students. Mr. Felix shared that she was a programmer at ASI and communicates well.

Ms. Ramos is a political science major and is concerned with native and undocumented students. She would bring diversity of ideas. Mr. Felix shared that she served on the ASI board last year and is responsive, gets involved, and served on multiple committees.

Ms. Thambi is concerned with campus safety, mental health, and sustainability. Mr. Felix shared that she was a part of ASI last year and is also active in BSU.

Ms. Lindsey stated that she sees no reason to not move any of the 8 forward.
Dr. Graham stated that she would like to move everyone forward since no official process to evaluate who to move forward.

M/S Felix/Linsdey to move forward all applicants to BOD for selection.

Motion passes.

PC 07/21 Approval of Health & Well-being Coordinator Position Description (Action)

M/S Felix/Graham to approve Health & Well-being Coordinator Position Description

Mr. Del Rossi shared that the Health & Well-being Coordinator would be a new position housed within the Wellness Center. This position will be responsible for continuing to coordinate all staff and operations, as well as all the programs and services, of the wellness Center. This is a non-exempt position, salary to be determined. Mr. Felix clarified that we’re asking permission to forward this position description to the BOD.

Motion passes unanimously.

PC 08/21 Approval of Fitness Coordinator Position Description (Action)

M/S Felix/Lindsey to approve Fitness Coordinator Position Description

Mr. Del Rossi shared that a Fitness Coordinator role currently exists however the position description has been updated to reflect the current needs of the area. There is currently an interim person in the position. This position oversees fitness, group exercise, and personal training. Mr. Felix asked what the future plan is for the position? Mr. Del Rossi shared that he would like to advocate for the person currently in the role and asked if there is a process to have only the person currently in the position interview rather than opening up a search. Ms. Okoh shared that our personnel policy states that all positions have to be posted through the campus website.

Motion passes unanimously.

Mr. Felix motioned, with a friendly amendment, to extend the meeting by 10 minutes.

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

M/S Felix/Lindsey to open Salary Review of Rancho Mirage Student Engagement Coordinator

Mr. Felix stated that there is currently no pay scale for SMSU employees however Ms. Okoh is working on creating one. Many supervisors have shared that their staff need increases. When new coordinators were hired, job descriptions didn't accurately reflect job being done.

Ms. Zometa shared a proposal to review the salary of the Rancho Mirage Student Engagement Coordinator. This position's time is split between the Rancho Mirage Student Center and the PDC Fitness Center. Ms. Zometa highlighted major changes in the job description including additional responsibilities. This proposal and updated job description will be reviewed by HR and will be discussed further at the next Personnel Committee meeting.

M/S Felix/Graham to table PC 06/21 Salary Review of Rancho Mirage Student Engagement Coordinator and amend to be an action item.

Motion passes.

Announcements: None

Adjournment: The meeting was adjourned at 2:10 p.m.

Minutes approved by:

Julia Ruiz

Julia Ruiz, Chair

May 20, 2021

Date