

**STUDENT UNION BOARD OF DIRECTORS
Personnel Committee Meeting Minutes
September 16, 2015 at 2:00pm in the
SU-West Faculty/Staff Dining Room**

Members Present: Inderpal Kaur, Laura Sullivan-Green, Cathy Busalacchi
Member Absent: Reginald Blaylock, Mary Lewis
Guests: Amy Guerra-Smith

CALL TO ORDER

Laura Sullivan-Green **called the September 16, 2015 Student Union Board of Directors Personnel Committee Meeting to order at 2:01pm** in the SU East Faculty/Staff Dining Room.

ROLL CALL

Laura Sullivan-Green asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she **completed a visual roll call.**

APPROVAL OF AGENDA FOR SEPTEMBER 16, 2015

Laura Sullivan-Green asked for any changes to the September 16, 2015 agenda. Seeing no changes needed, Laura Sullivan-Green noted that **the agenda for September 16, 2015 was approved by unanimous consensus.**

APPROVAL OF MAY 12, 2015 MEETING MINUTES

Laura Sullivan-Green asked for any changes needed for the May 12, 2015 Meeting Minutes. Seeing no changes needed, Laura Sullivan-Green noted that the **Meeting Minutes for the May 12, 2015 Meeting are approved by unanimous consensus.**

ACTION ITEMS:

1. Nominations and Approval of Personnel Committee Chair and Vice-Chair

Laura Sullivan-Green nominated Inderpal Kaur to be Chair of the Personnel Committee. Inderpal Kaur accepted the nomination of Chair. Inderpal Kaur nominated Laura Sullivan-Green to be Vice-Chair of the Personnel Committee. Laura Sullivan-Green accepted the nomination of Vice-Chair. Laura Sullivan-Green asked for any objections to approve the recommendation of Inderpal Kaur as Chair and herself as the Vice-Chair of the Personnel Committee. **Seeing no objections, Laura Sullivan-Green noted that the recommendation of Inderpal Kaur as Chair and herself as the Vice-Chair of the Personnel Committee was approved by unanimous consensus.**

2. Interview and Approval of Recommendation of Students for Vacant Student-at-Large Positions

Cathy Busalacchi noted that the Student Union is still recruiting for applicants for the vacant Student-at-Large position. Cathy Busalacchi suggested adding a Personnel Committee Meeting to just before the Board Meeting on September 22, 2015 to interview potential candidates. **Laura Sullivan-Green and Inderpal Kaur agreed unanimously to table this item until September 22, 2015.**

INFORMATION ITEMS:

1. Sick Pay for Non-Benefited Employees

Cathy Busalacchi distributed copies of the draft policy regarding the Student Union providing sick time to non-benefited employees. Ms. Busalacchi noted that the student employee payroll is done through the University so there is a question of how to execute the policy. Ms. Busalacchi noted that the policy is a draft and the Student Union's employment attorney is reviewing the policy. Ms. Busalacchi noted that she will provide an update once the attorney has responded back to her.

2. Background Checks for both Full-time/Intermittent Employees and Students

Cathy Busalacchi noted that the Student Union is now required to conduct background checks per a new CSU requirement. Per the requirement, the background checks will be done on any employee (student, intermittent, or full-time) that handles cash or money, engages with children, or manages facilities are examples of the types of positions that are categorized in his requirement.

3. Personnel Manual

This item was placed on the agenda in error therefore no discussion.

4. Medical Benefits for Employees who work 30 or more hours per week

Cathy Busalacchi noted that the Student Union is analyzing the economic effect a law that requires companies to provide medical benefits for employees who work 30 or more hours would have on the Student Union, Inc. Ms. Busalacchi also noted that the legal advisor is reviewing the law. Ms. Busalacchi noted that she will keep the Personnel Committee and Board members updated as information is provided.

Laura Sullivan-Green asked for any objections to move the meeting to closed session.

Seeing no objections, **Laura Sullivan-Green noted that the meeting was now in closed session by unanimous consensus.**

Laura Sullivan-Green asked all non-voting members to exit the room.

CLOSED SESSION ITEMS

1. Personnel Matters

Cathy Busalacchi reported that she gave an update on the change of Box Office and Facilities Engineer personnel matters to the Personnel Committee members.

Laura Sullivan-Green asked for any objections to move the meeting to regular session.

Seeing no objections, **Laura Sullivan-Green noted that the meeting was in regular session by unanimous consensus.**

MEETING ADJOURNMENT

Laura Sullivan-Green asked for any objections to adjourn the meeting at 2:56pm. Seeing no objections, Laura Sullivan-Green noted that the Personnel Committee Meeting was **adjourned at 2:56pm by unanimous consensus.**