

STUDENT UNION BOARD OF DIRECTORS

Personnel Committee Meeting Minutes

February 2, 2016 at 4:00pm in the Student Union Faculty/Staff Dining Room

Members Present: Laura Sullivan-Green, Inderpal Kaur, Cathy Busalacchi
Members Absent: None
Guests: Amy Guerra-Smith

CALL TO ORDER

Inderpal Kaur called the February 2, 2016 Personnel Committee meeting to order at 4:03pm in the Student Union Faculty/Staff Dining Room.

ROLL CALL

Inderpal Kaur asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she did a visual roll call.

APPROVAL OF AGENDA FOR FEBRUARY 2, 2016

Inderpal Kaur asked for any changes needed to the **February 2, 2016 Personnel Committee Meeting Agenda**. Seeing no changes needed Inderpal Kaur asked for any objections to approve the February 2, 2016 Personnel Committee Meeting Agenda as presented.

Inderpal Kaur noted that there were no objections and therefore the **February 2, 2016 Personnel Committee Meeting Agenda was approved as presented by unanimous consensus.**

APPROVAL OF SEPTEMBER 22, 2015 MEETING MINUTES

Inderpal Kaur asked for any changes needed to the September 22, 2015 Personnel Committee Meeting Minutes. Seeing no changes needed Inderpal Kaur asked for any objections to approve the September 22, 2015 Personnel Committee meeting minutes as presented.

Inderpal Kaur noted that there were no objections and therefore the **September 22, 2015 Personnel Committee Meeting Minutes was approved as presented by unanimous consensus.**

AGENDA ITEMS:

1. Student Assistants added to Payroll/Benefit System

Cathy Busalacchi informed the Personnel Committee members that the University asked the Student Union to assume the student assistants on the Student Union payroll system. Ms. Busalacchi noted this will be effective starting July 1, 2016. Ms. Busalacchi noted that the Student Union IT and Human Resources departments are working to analyze the best solution for the most efficient and seamless transfer.

2. Staff Development & Learning Outcomes

Cathy Busalacchi shared with the Personnel Committee members the details from the January 26, 2016 Student Union All-Staff Meeting. Ms. Busalacchi noted that there were about 157 in attendance. One result of this all-staff meeting is that each department is required to submit a minimum of two or three learning outcomes that have a correlation

to the Division of Student Affairs and University Learning Goals. Ms. Busalacchi also noted that one of the learning goals needs to be focused on safety/emergency preparedness/evacuation procedures. Ms. Busalacchi noted that she and some Student Union staff attended the AOA Conference. At the conference one of Ms. Busalacchi's colleagues distributes a copy of the book *10 Things Employers Want You to Learn In College* to each employee. Ms. Busalacchi commented that she did the same for the Student Union employees because she believes the book does a very good job of highlighting the work the students do at the Student Union transfers to what employers are looking for. Ms. Busalacchi noted that student SUBOD members will also receive a copy of the book as well.

3. Update on Hiring Full-Time Staff

Ms. Busalacchi informed the Personnel Committee members that the Student Union is looking to hire a facilities maintenance engineer to assist the two utility engineers. Ms. Busalacchi also noted that the Student Union has hired two full-time operations staff to help with support operations in the new building. The Student Union will now maintain the front-of-the-house dining area and Spartan Shops will maintain the back (kitchen) area.

Ms. Busalacchi also noted that the three-quarter time Human Resources assistant is going to full-time status to assist with the increase in hiring and payroll.

CLOSED SESSION

1. *Personnel Increase (Closed Session)*

Cathy Busalacchi noted that the Personnel Committee members were given an update on a proposal that will increase the Student Union personnel.

MEETING ADJOURNMENT

Inderpal Kaur noted that the February 2, 2016 Personnel Committee Meeting was adjourned at 4:25pm by unanimous consensus.