

STUDENT UNION BOARD OF DIRECTORS

Personnel Committee Meeting Minutes May 9, 2017 at 3:00pm In the Student Union Meeting Room 5

Members Present: Charlie Faas (by telephone conference), Ellen Middaugh, Joseph Sandoval-Rios, Sameer Saran, Cathy Busalacchi

Members Absent: None

Guests: Amy Guerra-Smith

I. CALL TO ORDER

Sameer Saran called the May 9, 2017 Personnel Committee Meeting to order at 3:01pm in the Student Union Meeting Room 5.

II. ROLL CALL

Sameer Saran asked Amy Guerra-Smith to take roll call. Amy Guerra-Smith noted that she did a visual roll call.

III. APPROVAL OF AGENDA FOR MAY 9, 2017

Sameer Saran asked for any changes needed to the MAY 9, 2017 PERSONNEL COMMITTEE AGENDA. Cathy Busalacchi requested to add Approval of the Changes to the Personnel Manual and the Approval of Dental Insurance for Retirees. Sameer Saran asked for a motion to approve the agenda with the suggested changes.

Ellen Middaugh moved to approve the May 9, 2017 Personnel Committee Agenda with the suggested changes.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

IV. APPROVAL OF FEBRUARY 17, 2017 MEETING MINUTES

Sameer Saran asked for any changes needed to the FEBRUARY 17, 2017 PERSONNEL COMMITTEE MEETING MINUTES. Seeing no changes needed, Sameer Saran asked for a motion to approve the February 17, 2017 Personnel Committee Meeting Minutes as presented.

Ellen Middaugh moved to approve the February 17, 2017 Personnel Committee Meeting Minutes as presented.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

V. AGENDA ITEMS:

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

Sameer Saran asked for any nominations for the Personnel Committee Chair and Vice Chair. Joseph Sandoval-Rios nominated himself for Personnel Committee

Chair. Ellen Middaugh was nominated as Personnel Committee Vice-Chair. Ellen Middaugh accepted the Personnel Committee Vice-Chair nomination. **Ellen Middaugh moved to approve the recommendation of Joseph Sandoval-Rios as Chair and Ellen Middaugh as Vice-Chair for the remained of 2016-2017 Academic Year as well as for the 2017-2018 Academic Year.**

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

2. Approval of the Changes to the Personnel Manual

Cathy Busalacchi informed the Personnel Committee Members that the Student Union updated the Full-Time Staff Personnel Manual. Ms. Busalacchi noted that the changes have been reviewed and approved by legal. Ms. Busalacchi noted that the changes are updates to the Equal Employment Opportunity policy, the Harassment Policy, as well as the Whistleblower policy. Sameer Saran asked for a motion to approve the Changes to the Personnel Manual as presented.

Joseph Sandoval-Rios moved to approve the Changes to the Personnel Manual as presented.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

3. Approval of the Dental Insurance for Retirees

Cathy Busalacchi noted that this was presented to the board in Fall 2016. Dental insurance is included in the University's retirement plan but not for the Student Union. Cathy Busalacchi noted that the cost is minimal at \$5,000 per year. Cathy Busalacchi indicated to the Personnel Committee members that Kris Kelly included this amount in the budget.

Sameer Saran asked for a motion to approve the Dental Insurance for Retirees.

Ellen Middaugh moved to approve the Dental Insurance for Retirees.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

Sameer Saran asked for a motion to move the meeting into Closed Session

Ellen Middaugh moved to approve to the meeting into closed session.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

VI. CLOSED SESSION ITEMS:

1. *Review and Approval Executive Director's Annual Performance Review (Closed Session)*

Ellen Middaugh reported to Amy Guerra-Smith that during Closed Session the members of the Personnel Committee discussed the Executive Director's Annual Performance Evaluation. Ms. Middaugh noted that Sameer Saran asked for any changes needed to the Executive Director's Annual Performance Evaluation. Seeing no changes needed, Sameer Saran asked for any objections to approve the Executive Director's Annual Performance Evaluation as presented. Seeing no objections, Sameer Saran noted that **the Executive Director's Annual**

Performance Evaluation was approved as presented by unanimous consensus.

Sameer Saran asked for a motion to approve to move the meeting to regular session.

Ellen Middaugh moved to approve to move the meeting to regular session.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-0

MOTION PASSED.

VII. MEETING ADJOURNMENT

Sameer Saran asked for any other business to discuss. Seeing no other business to discuss, Sameer Saran noted that the **May 9, 2017 Personnel Committee Meeting was adjourned at 3:25pm by unanimous consensus.**