

STUDENT UNION BOARD OF DIRECTORS

Personnel Committee Meeting Minutes November 29, 2017 at 2:00pm Student Union Meeting Room 6

Present: Joseph Sandoval-Rios, Marco Alvarado, Ellen Middaugh, Cathy Busalacchi
Absent: Charlie Faas, Michelle Acosta, Sameer Saran
Guests: Amy Guerra-Smith

I. CALL TO ORDER

Joseph Sandoval-Rios called the November 29, 2017 Personnel Committee Meeting to order at 2:03pm in the Student Union Meeting Room 6.

II. ROLL CALL

Joseph Sandoval-Rios asked Amy Guerra-Smith to do roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF AGENDA FOR NOVEMBER 29, 2017

Joseph Sandoval-Rios asked for any changes needed to the November 29, 2017 Personnel Committee meeting agenda. Cathy Busalacchi requested to remove item the titled, 'Review of Updated Mission Statement & Corporate Values'. Ms. Busalacchi also requested to add a closed session information item.

Joseph Sandoval-Rios asked for a motion to approve the November 29, 2017 Personnel Committee Meeting agenda with the requested changes.

Ellen Middaugh moved to approve the November 29, 2017 Personnel Committee Meeting agenda with the requested changes.

Marco Alvarado seconded the motion.

VOTE ON THE MOTION: 3-0-0 MOTION PASSED.

IV. APPROVAL OF SEPTEMBER 19, 2017 MEETING MINUTES

Joseph Sandoval-Rios asked for any changes needed to the September 19, 2017 Personnel Committee meeting minutes.

Joseph Sandoval-Rios asked for a motion to approve the September 19, 2017 Personnel Committee Meeting minutes as presented.

Marco Alvarado moved to approve the September 19, 2017 Personnel Committee Meeting minutes as presented.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION: 3-0-0 MOTION PASSED.

V. AGENDA ITEMS

A. Review of Updated Student Union Hospitality Policy

Cathy Busalacchi gave the Personnel Committee Members a detailed review of the updated Student Union Hospitality Policy noting that the reason for the update in the

policy is because the Student Union is using student fees so we want to be sure to be transparent as well as efficient on how the Student Union employees are spending this money. Ms. Busalacchi noted that this policy follows the CSU Hospitality policy.

B. Review of Updated Student Union Travel Policy

Cathy Busalacchi gave the Personnel Committee Members a detailed review of the updated Student Union Travel Policy. Ms. Busalacchi noted that new for this policy is the required pre-approval for all travel as well submitting conference details at the time of requesting pre-approval for travel.

C. Update on Student Success 2025

Cathy Busalacchi informed the Personnel Committee members that the Student Union plans to implement the Student Success 2025 program in the Spring 2018 semester. Ms. Busalacchi noted that she met with the Student Union department managers to discuss expectations for them as the department manager and to discuss what the students will receive. Ms. Busalacchi noted that students who agree to participate in the program will receive \$100 voucher for the bookstore, will need to sign an agreement, meet with their manager at least once per semester, carry a minimum 15 unit load, and write a short reflection paper.

D. General Updates

Cathy Busalacchi noted that the Bowling Center manger search is still continues and hope to find the right candidate as the person needs to fit a certain set of requirements due to the nature of the position.

Joseph Sandoval-Rios asked for a motion to approve to move the meeting to closed session.

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

Marco Alvarado seconded the motion.

VOTE ON THE MOTION: 3-0-0 MOTION PASSED.

VI. Close Session Information Item

Cathy Busalacchi reported that she updated the members of the Personnel Committee regarding a personnel issue.

Joseph Sandoval-Rios 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.

Marco Alvarado seconded the motion.

VOTE ON THE MOTION: 3-0-0 MOTION PASSED.

VII. MEETING ADJOURNMENT

Joseph Sandoval-Rios asked for any other business to discuss. Seeing no other business to discuss, Joseph Sandoval-Rios noted that the November 29, 2017 Personnel Meeting was adjourned at 2:55pm by unanimous consensus.