

STUDENT UNION BOARD OF DIRECTORS

**Personnel Committee Meeting Minutes
April 3, 2018 at 4:30pm in the Student Union Meeting Room 5**

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

I. CALL TO ORDER

Ellen Middaugh called the April 3, 2018 Personnel Committee Meeting to order at 4:32pm in the Student Union Meeting Room 5.

II. ROLL CALL

Ellen Middaugh asked Amy Guerra-Smith to do a roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF AGENDA FOR APRIL 3, 2018

Ellen Middaugh asked for any changes to the April 3, 2018 agenda. Seeing no changes needed, Ellen Middaugh asked for any objections to approve the April 3, 2018 meeting agenda as presented. Seeing no objections, Ellen Middaugh noted that the **April 3, 2018 Personnel Committee Meeting Agenda was approved as presented by unanimous consensus**.

IV. APPROVAL OF FEBRUARY 27, 2018 MEETING MINUTES

Ellen Middaugh asked for any changes to the February 27, 2018 meeting minutes. Seeing no changes needed, Ellen Middaugh asked for any objections to approve the February 27, 2018 meeting minutes as presented. Seeing no objections, Ellen Middaugh noted that the **February 27, 2018 meeting minutes were approved as presented by unanimous consensus**.

V. AGENDA ITEMS

A. Review the Executive Director's Annual Evaluation Process

Amy Guerra-Smith explained to the committee members the process for the annual evaluation for the Executive Director. Ms. Guerra-Smith noted that the timeline for the annual evaluation process is as follows:

In early April the Personnel Committee chair or designee will send out an email invitation to provide feedback on the performance of the Executive Director.

Committee will meet prior to the last Board meeting to create the performance evaluation to be presented to the Board on May 8, 2018.

The board of Directors will take action on the annual performance evaluation at the May 8, 2018 Board of Directors meeting.

Ellen Middaugh explained that the committee would like to have a list of who the annual evaluation invitation should be sent to.

Ellen Middaugh asked for a motion to move the meeting to closed session.

Michelle Acosta moved to approve the meeting be moved to closed session.

Charlie Faas seconded the motion.

VOTE ON THE MOTION:

3-0-0

MOTION PASSED.

VI. CLOSED SESSION ITEMS

A. *2nd Presentation & Approval of Organizational Chart, New Positions, & Classification System (Closed Session)*

Cathy Busalacchi reported that the Personnel Committee were presented with a new organizational chart which included new positions. Ms. Busalacchi also noted that the Personnel Committee were presented with an updated classification system. Ms. Busalacchi reported that Ellen Middaugh asked for any objections to approve the recommendation to the Board the Organizational Chart, New Positions, & Classification System as presented. Seeing no objections, Ellen Middaugh noted that **the approval of the recommendation to the Board to approve the Organizational Chart, New Positions, & Classification System as presented was approved by unanimous consensus.**

Ellen Middaugh asked for a motion to move the meeting back to regular session.

Charlie Faas moved to approve the meeting be returned to regular session.

Michelle Acosta seconded the motion.

VOTE ON THE MOTION:

3-0-0

MOTION PASSED.

VII. MEETING ADJOURNMENT

Ellen Middaugh asked for any objections to adjourn the meeting at 4:50pm. Seeing not objections, Ellen Middaugh noted that the **April 3, 2018 Personnel Committee meeting was adjourned at 4:50pm by unanimous consensus.**