

**Student Union, Inc. of SJSU
Student Union Board of Directors
Meeting Minutes**

**Personnel Committee Meeting
October 15, 2019 at 4:00pm
Student Union Meeting Room 6**

Voting Members Present: Antonio Bustamante, Ellen Middaugh, Sonja Daniels

Voting Members Absent: Yissel Reyna

Guests Present: Tamsen Burke, Debbie Gairaud, Amy Guerra-Smith

I. CALL TO ORDER

Antonio Bustamante facilitated the meeting. Antonio Bustamante called the October 15, 2019 Personnel Committee Meeting to order at 4:11pm in SU Meeting Room 6.

II. ROLL CALL

Antonio Bustamante asked Amy Guerra-Smith to do a roll call. Amy Guerra-Smith indicated that she completed a visual roll call.

III. APPROVAL OF AGENDA FOR OCTOBER 15, 2019

Antonio Bustamante asked for any changes needed to the October 15, 2019 Personnel Committee Meeting Agenda. Tamsen Burke requested to add an informational item, Committee Goals. Antonio Bustamante asked for a motion to approve the October 15, 2019 Personnel Committee Meeting Agenda with the requested changes.

Ellen Middaugh moved to approve the October 15, 2019 Personnel Committee Meeting Agenda with the requested changes.

Sonja Daniels seconded.

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

IV. APPROVAL OF MAY 7, 2019 MEETING MINUTES

Antonio Bustamante asked for any changes needed to the May 7, 2019 Personnel Committee Meeting Minutes. Seeing no changes needed, Mr. Bustamante asked for any objections to approve the May 7, 2019 Personnel Committee Meeting Minutes as presented. Seeing no objections, Mr. Bustamante noted that the **May 7, 2019 Personnel Committee Meeting Minutes were approved as presented by unanimous consensus.**

V. AGENDA ITEMS

A. Selection and Approval of Recommendation of the Personnel Committee Chair and Vice-Chair for AY 2019-2020

Antonio Bustamante asked for nominations or self-nominations for the Personnel Committee chair and vice-chair positions for this academic year. Antonio Bustamante nominated himself for the Personnel Committee Chair.

Antonio Bustamante moved to approve the recommendation of himself for Personnel Committee Chair.

Sonja Daniels seconded the motion.

VOTE ON THE MOTION: 2-0-1 MOTION PASSED.

Sonja Daniels nominated Ellen Middaugh for Personnel Committee Vice-Chair. Ellen Middaugh accepted the nomination. Antonio Bustamante asked for a motion to approve the recommendation of Ellen Middaugh for Personnel Committee Vice-Chair.

Sonja Daniels moved to approve the recommendation of Ellen Middaugh for Personnel Committee Vice-Chair.

Antonio Bustamante seconded.

VOTE ON THE MOTION: 2-0-1 MOTION PASSED.

B. General Updates

Ellen Middaugh noted that this committee oversees the executive director's annual performance review process. Ms. Middaugh asked that the Personnel Committee review the performance tool as well as the process. Sonja Daniels requested to have a discussion at the next Personnel Committee Meeting regarding the process as well as the performance evaluation tool.

Debbie Gairaud noted that the Wage Committee is in the process of reviewing the student employee classifications.

C. Committee Goals

Tamsen Burke suggested the Personnel Committee consider some possible annual goals, such as reviewing and suggesting changes for the committee charter, providing input for the student success program and for the wage committee.

Ellen Middaugh noted that the Personnel Committee should review the Personnel Committee Charter, a Personnel Committee calendar, and SUI HR calendar to create annual goals for the committee. Tamsen Burke and the Personnel Committee members asked to schedule another Personnel Committee meeting before February.

VI. MEETING ADJOURNMENT

Antonio Bustamante asked for any other business to discuss. Seeing no other business to discuss, Mr. Bustamante asked for any objections to adjourn the October 15, 2019 Personnel Committee meeting. Seeing no objections, Mr. Bustamante noted that the **October 15, 2019 Personnel Committee Meeting was adjourned at 4:38 pm by unanimous consensus.**