



STUDENT UNION BOARD OF DIRECTORS

Personnel Committee Meeting Minutes

March 10, 2020 at 4:00pm
Student Union Meeting Room 6

Voting Members Present: Antonio Bustamante, Ellen Middaugh, Sonja Daniels
Voting Members Absent: Yissel Reyna
Non-Voting Members Present: Debbie Gairaud
Guests: Amy Guerra-Smith

I. CALL TO ORDER

Antonio Bustamante called the March 10, 2020 Personnel Committee Meeting to order at 4:06pm in the Student Union Meeting Room 6.

II. ROLL CALL

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

III. APPROVAL OF AGENDA FOR MARCH 10, 2020

Antonio Bustamante asked for any changes needed to the MARCH 10, 2020 PERSONNEL COMMITTEE MEETING AGENDA. Seeing no changes, Antonio Bustamante asked for any objections to approve the March 10, 2020 Personnel Committee Meeting Agenda as presented. Seeing no objections, Antonio Bustamante noted that the **March 10, 2020 Personnel Committee Meeting Agenda as presented by unanimous consensus**.

IV. APPROVAL OF FEBRUARY 11, 2020 MEETING MINUTES

Antonio Bustamante asked for any changes needed to the FEBRUARY 11, 2020 PERSONNEL COMMITTEE MEETING MINUTES. Seeing no changes, Antonio Bustamante asked for any objections to approve the February 11, 2020 Personnel Committee Meeting Minutes as presented. Seeing no objections, Antonio Bustamante noted that the **February 11, 2020 Personnel Committee Meeting Minutes as presented by unanimous consensus**.

V. AGENDA ITEMS

a. Update on SRAC Director Position

Debbie Gairaud informed the Personnel Committee Members that the Director for the SRAC position has been posted for about a week and a half and currently there are 25 applicants which about 10 meet the minimum criteria. Ms. Gairaud noted that the Student Union is currently working to put together the search committee. Sonja Daniels suggested that the Student Union should make sure to have a committee that encompasses the representation of the diverse stakeholders.

b. Executive Director's Annual Performance Timeline

The Personnel Committee Meeting reviewed the timeline for the Executive Director's Annual Performance. The committee discussed the responsibilities of the chair to send out the email invitation for stakeholders to complete the survey through the Survey Monkey platform.

c. Review and Approval of the Executive Director's Annual Performance Evaluation Survey

The Personnel Committee Members reviewed the Executive Director's Annual Performance Evaluation survey. Amy Guerra-Smith noted that in addition to the various possible evaluating selections is the "unable to assess" option is included on the survey though it does not show on the soft copy that was distributed.

Ellen Middaugh moved to approve the Executive Director's Annual Performance Evaluation Survey.

Sonja Daniels seconded the motion.

VOTE ON THE MOTION:

3-0-0

MOTION PASSED.

d. Stakeholders for the Executive Director's Annual Performance Evaluation

The Personnel Committee Members reviewed the list of stakeholders who will be invited to complete the survey. The Committee Members discussed the pros and challenges of widening the list of stakeholders to include colleagues from Administration and Finance, Marketing and Communications to complete the survey. After some discussion, the Personnel Committee made the decision to keep the list smaller in scope since this is the first year for this Executive Director.

VI. MEETING ADJOURNMENT

Antonio Bustamante asked for any other business to discuss. Seeing no other business to discuss, Antonio Bustamante asked for any objections to adjourn the March 10, 2020 Personnel Committee Meeting. Seeing no objections, Mr. Bustamante noted the **March 10, 2020 Personnel Committee meeting adjourned at 4:27pm by unanimous consensus.**