

STUDENT UNION BOARD OF DIRECTORS

Personnel Committee Meeting Minutes

April 28, 2020 at 4:00pm

This was a telecommuting Meeting by Zoom Video Conference

Voting Members Present:	Antonio Bustamante, Sonja Daniels, Ellen Middaugh, Yissel Reyna
Voting Members Absent:	None
Non-Voting Members Present:	Tamsen Burke, Debbie Gairaud
Guest(s) Present:	Amy Guerra-Smith

I. CALL TO ORDER

Antonio Bustamante called the April 28, 2020 Personnel Committee Meeting to order at 4:06pm.

II. ROLL CALL

Antonio Bustamante asked Amy Guerra-Smith to take a verbal roll call. Amy Guerra-Smith took a verbal roll call and noted there were 3 voting members.

III. APPROVAL OF AGENDA FOR APRIL 28, 2020

Antonio Bustamante asked for any changes needed to the APRIL 28, 2020 PERSONNEL COMMITTEE MEETING AGENDA. Seeing no changes needed, Antonio Bustamante asked for any objections to approve the April 28, 2020 Personnel Committee Meeting agenda as presented. Seeing no objections, Mr. Bustamante noted that the **April 28, 2020 Personnel Committee Meeting Agenda was approved as presented by unanimous consensus.**

IV. APPROVAL OF APRIL 24, 2020 MEETING MINUTES

Antonio Bustamante asked for any changes needed to the APRIL 24, 2020 PERSONNEL COMMITTEE MEETING MINUTES. Seeing no changes needed, Antonio Bustamante asked for any objections to approve the April 24, 2020 Personnel Committee Meeting Minutes as presented. Seeing no objections, Mr. Bustamante noted that the **April 24, 2020 Personnel Committee Meeting Minutes were approved as presented by unanimous consensus.**

V. AGENDA ITEMS

a. Student Union, Inc. Salary Structure Assessment (Tamsen Burke)

Tamsen Burke informed the Personnel Committee that she and Debbie Gairaud have been reviewing position descriptions and salaries over the last 6-months and there are managers and supervisors' salaries that fall across several different grades. To get a better sense and understanding of how those salaries were evaluated and on advice from the Student Union attorney, the Student Union should execute a salary structure assessment since the last assessment was done over 3 years ago to ensure equity for salary increases that are measured against a couple of different markers the CSU system that has very clear positions and salary ranges for the CSU employees and AOA did a salary study in 2019.

Antonio Bustamante motioned to move the meeting to closed session and asked for a second. Ellen Middaugh seconded the motion.

VOTE ON THE MOTION:

4-0-0

MOTION PASSED.

VI. CLOSED SESSION

- a. *Review and Approval of the Executive Director's Annual Performance Review (Closed Session)*

Antonio Bustamante reported to Amy Guerra-Smith that the Personnel Committee reviewed and discussed the Executive Director's Annual Performance Review. Mr. Bustamante noted that he asked for a motion to recommend the Board to approve the Executive Director's Annual Performance Review as presented.

Ellen Middaugh moved to approve a recommendation for the Board to approve the Executive Director's Annual Performance Review as presented.

Antonio Bustamante seconded the motion.

VOTE ON THE MOTION:

4-0-0

MOTION PASSED.

Antonio Bustamante noted that he called for a motion to move the meeting to regular session. Ellen Middaugh seconded the motion.

VOTE ON THE MOTION:

4-0-0

MOTION PASSED.

VII. MEETING ADJOURNMENT

Antonio Bustamante noted that the Personnel Committee adjourned the **April 28, 2020 Personnel Committee meeting at 4:31pm by unanimous consensus.**