

**STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
February 14, 2024
10:30 AM - 11:30 AM**

In-person: Student Union Building, Conference Room 6

Voting Members Present: Kathryn Blackmer Reyes, Aniya Dogra, Mari Fuentes-Martin,
Ed.D., Siya Johal
Voting Members Absent: Emran Azimi
Non-Voting Member Present: Tamsen Burke, Timothy J. Banks, Ryan Fetzer

I. CALL TO ORDER

Director Johal called the meeting to order at 10:33 a.m.

II. ROLL CALL

Director Johal asked Kelly Andriese to take roll. Kelly Andriese completed a verbal roll call.

III. APPROVAL OF FEBRUARY 14, 2024 AGENDA

Director Johal asked for any changes to the agenda.

Director Johal asked for a motion to approve the agenda.

Director Fuentes-Martin motioned to approve the agenda; Director Blackmer Reyes seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

IV. APPROVAL OF NOVEMBER 8, 2023 MEETING MINUTES

Director Johal asked for any changes to the minutes.

Director Johal asked for a motion to approve the minutes.

Director Blackmer Reyes motioned to approve the minutes; Director Dogra seconded the motion.

Vote on the Motion: 3-0-1 Motion Passed

Abstain: Director Fuentes-Martin

V. APPROVAL OF DECEMBER 7, 2023 SPECIAL MEETING MINUTES

Director Johal asked for any changes to the minutes.

Director Johal asked for a motion to approve the minutes.

Director Blackmer Reyes motioned to approve the minutes; Director Dogra seconded the motion.

Vote on the Motion: 3-0-1 Motion Passed

Abstain: Director Fuentes-Martin

VI. DISCUSSION/ACTION ITEMS

A. Approve Student Assistant Employment Classification & Wage Schedule Revisions

Ms. Burke explained that the Student Union has a student assistant classification. The Student Union staff identifies which position sits in what categories. The Committee reviewed the wage schedule which provided three different wage options. Director Fuentes-Martin asked how many student assistants worked for the Student Union. Ms. Burke explained that there are around 368 student assistants currently. The Committee discussed the three options and which they thought worked best.

Director Johal asked for a motion to approve the Student Assistant Employment Classification & Wage Schedule revisions.

Director Dogra motioned to approve the Student Assistant Employment Classification & Wage Schedule option C; Director Blackmer Reyes seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

B. Approve Sick/Catastrophic Leave Donation Program

Ms. Burke briefly explained the program. The Personnel Committee previously reviewed the document during the meeting on November 8, 2023. The Committee did not recommend any changes to the document during that meeting. The document being presented today is the same document that was presented during the November 8th meeting.

Director Johal asked for a motion to approve the Catastrophic Leave Donation Program

Director Fuentes-Martin motioned to approve the Catastrophic Leave Donation Program; Director Dogra seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

C. Approve Vacation Accrual Schedule Revisions

Ms. Burke reviewed the accrual rates and explained that under the “Years Employed”, the language was changed from years to months, to clearly state when employees move to the next vacation accrual level.

Ms. Burke also explained that specific senior executive-level positions were accruing vacation hours at 16 hours per month to a maximum of 440 hours. This accrual rate was not stated anywhere so language was added to the Vacation section of the Personnel Manual to clarify this exception.

Director Johal asked for a motion to approve the Vacation Accrual Schedule revisions.

Director Dogra motioned Vacation Accrual Schedule revisions; Director Fuentes-Martin seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

VII. DISCUSSION

A. SB 616 Paid Sick Time Update

Ms. Burke explained that students working for the Student Union receive 24 hours of sick time. SB 616 looks to expand the sick time to 40 hours. The law allows for sick hours to be given in two ways, either front load all 40 hours at once or for every 30 hours worked by a student, 1 hour of sick time would be earned. The challenge that is presented is how students use their sick time and how it affects operations. The Student Union has been monitoring both approaches, currently they are applying the frontloading approach.

B. Finalize 2024 Student Board of Directors Spring Recruitment Timeline

Due to time constraints, Ms. Andriese said she would email the committee to get their availability in order to finalize the recruitment timeline.

VIII. CLOSED SESSION

A. Personnel Matters

The Committee did not require a Closed Session.

IX. REPORT OUT OF CLOSED SESSION

Closed session was not required.

X. MEETING ADJOURNMENT

Director Johal asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 11:28 a.m.