

**STUDENT UNION BOARD OF DIRECTORS**

**PERSONNEL COMMITTEE**

**Meeting Minutes**

**May 1, 2023**

**1:00 PM - 2:00 PM**

**Revised 4/27/2023\***

This is a hybrid meeting.

**In-person: Student Union Inc. Building, Conference Room 6**  
**Telecommute meeting by Zoom Video Conference.**

*This meeting is being facilitated in person and through an online Zoom format.*

**Voting Members Present:** Kathryn Blackmer Reyes, Andrea Cabrera-Sanchez, Dr. Sonja G. Daniels, James Figueroa, Logan Meline  
**Voting Members Absent:** Krishna Sai Mangalarapu  
**Updated Attendance:** Krishna Sai Mangalarapu updated to present at 1:16 PM  
Krishna Sai Mangalarapu updated to absent at 2:05 PM  
**Non-Voting Member Present:** Timothy J. Banks, Tamsen Burke, Ryan Fetzer, Dipa Mondal

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**I. CALL TO ORDER**

Director Meline called the meeting to order at 1:02 p.m.

**II. ROLL CALL**

Director Meline asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

**III. APPROVAL OF MAY 1, 2023 AGENDA**

Director Meline asked for any changes to the agenda.

Request to pull agenda items, VI.B. Approve Student Assistant Required Certifications and Expenses, and VII.A. Review and Approval of the Executive Director's Annual Performance Review.

Director Meline asked for a motion to approve the agenda with the recommended changes.

**Director Meline motioned to approve the agenda with the changes; Director Figueroa seconded the motion.**

**Vote on the Motion: 5-0-0 Motion Passed**

**IV. APPROVAL OF APRIL 21, 2023 MEETING MINUTES**

Director Meline asked for any changes to the minutes.

Director Meline asked for a motion to approve the minutes as presented.

**Director Figueroa motioned to approve the meeting minutes as presented; Director Daniels seconded the motion.**

**Vote on the Motion: 5-0-0 Motion Passed**

**V. APPROVAL OF APRIL 27, 2023 SPECIAL MEETING MINUTES\***

The April 27, 2023 Special meeting did not have a quorum present so the meeting was canceled.

**VI. DISCUSSION AND ACTION ITEMS**

**A. Approve Compensation Schedule Fitness Program**

The Committee reviewed the proposed compensation schedule which included a point system to determine pay. It was clarified that within the roles of fitness instructors and personal trainers are not required to do any administrative work. That work is the responsibility of the Supervisor, Fitness and Wellness programs.

Director Meline asked for a motion to approve the compensation schedule fitness program.

**Director Daniels motioned to approve the compensation schedule fitness program; Director Figueroa seconded.**

**Vote on the Motion: 5-0-0 Motion Passed**

**B. Approve Student Assistant Required Certifications and Expenses**

*Item B. was pulled during the approval of the agenda.*

**C. Approve Student Board of Director Recommendations**

The Committee discussed the student board of directors applicants and determined which four applicants will be recommended in the board of director positions and which three will be recommended in the traineeship position.

Director Meline asked for a motion to approve the student board of directors and traineeship recommendations.

**Director Daniels motioned to appoint to the next academic year board, Diego Alvarez, Emran Azimi, Justin Duong, Emina Maslic, and that the traineeship positions be offered to Aniya Dogra, Jayeesh Tarachandani, Aditya Vishwakarma; Director Blackmer Reyes seconded.**

**Vote on the Motion: 6-0-0 Motion Passed**

**D. Approve Student Board of Directors Educational Support Expenses**

The Committee discussed the educational support expense proposal. It was clarified that Associated Students is a student body organization and the Student Union is a Union Auxiliary. Director Meline presented a draft expense proposal he developed which was based on the original proposal.

**Director Meline motioned to approve the Student Board of Directors Educational Support Expenses as stated in the original proposal, and include the proposed level changes to differentiate between the board chair and the committee chairs, and the minor increases in the amount; Director Cabrera-Sanchez seconded.**

Concerns were raised that the Personnel Committee was not doing their due diligence. The Committee has a responsibility to the corporation in regards to policies, bylaws and process. A recommendation was made for the Board Chair to meet with the Executive Director to discuss the proposal and agree on a document that is in the best interest of the corporation in how the structures and policies provide guidance.

**Vote on the Motion: 1-1-3 Motion Failed**

Yes- Director Meline

No- Director Daniels

Abstain- Director Blackmer Reyes, Director Cabrera-Sanchez, Director Figueroa

**Director Figueroa motioned to table the item; Director Meline seconded.**

**Vote on the Motion: 5-0-0 Motion Passed**

Ms. Burke requested a Closed Session for a personnel matter.

Director Meline recessed to Closed Session at 2:51 p.m.

**VII. CLOSED SESSION**

*Item pulled during the approval of the agenda.*

**A. Human Resource Matters: Review and Approval of the Executive Director's Annual Performance Review**

**VIII. REPORT OUT OF CLOSED SESSION**

Director Meline reported that no action was taken in Closed Session.

**IX. MEETING ADJOURNMENT**

Director Meline asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 2:55 p.m.