

**STUDENT UNION, INC. BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
November 19, 2024
10:00 AM - 11:00 AM**

In-person: Student Union Building, Conference Room 6

Voting Members Present: Aniya Dogra, Mari Fuentes-Martin, Ed.D.,
Karthika Sasikumar, Ph.D.
Voting Members Absent: Siya Johal
Non-Voting Member Present: Aaron Burgess, Ryan Fetzer

I. CALL TO ORDER

Director Dogra called the meeting to order at 10:12 a.m

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF NOVEMBER 19, 2024 AGENDA

Director Dogra asked for any changes to the agenda.

Request made to add the following item to the agenda; Approve a Change in the Sick Time Accrual Policy for Student Assistants and Part-Time Employees from Front-Loading 40 Hours/Year to an Accrual of 3.34 Hours/Pay Period, Effective January 2025

Director Dogra asked for a motion to approve the agenda with the recommended change.
**Director Fuentes-Martin motioned to approve the agenda with the recommendation;
Director Sasikumar seconded the motion.**

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

IV. APPROVAL OF OCTOBER 10, 2024 MEETING MINUTES

Director Dogra asked for any changes to the minutes.

Director Dogra asked for a motion to approve the minutes.
Director Fuentes-Martin motioned to approve the minutes; Director Sasikumar seconded the motion.

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

V. DISCUSSION AND ACTION ITEMS

A. Approve the 2025 Student Union Holiday Calendar

Mr. Burgess presented the 2025 holiday calendar, which aligns with the university's holiday schedule.

Director Dogra asked for a motion.
Director Fuentes-Martin motioned to approve the 2025 Student Union Holiday Calendar; Director Sasikumar seconded the motion.

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

B. Approve the 2025 Student Union Payroll Calendar

Mr. Burgess outlined the payroll calendar, noting bi-monthly pay dates on the 5th and 20th of each month, consistent with California regulations.

Director Dogra asked for a motion.

Director Fuentes-Martin motioned to approve the 2025 Student Union Payroll Calendar; Director Sasikumar seconded the motion.

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

C. Approve a Change in the Sick Time Accrual Policy for Full-Time Employees from Front-Loading 96 Hours/Year to an Accrual of Eight (8) Hours/Month, Effective January 2026

- *The current policy provides 96 hours of sick time front-loaded annually. The proposed adjustment would transition to an accrual-based model, providing eight (8) hours per month. Accumulated sick time will have no cap, and there will be no payout option for unused sick time.*

Mr. Burgess discussed transitioning from a front-loaded 96 hours annually to an accrual of eight hours monthly, with no cap on the carryover hours. Mr. Burgess explained that this change will be in alignment with the University and other auxiliaries, as well as support employee's long-term needs.

Director Fuentes-Martin highlighted concerns about the short notice and potential challenges for employees relying on front-loaded sick leave. To address these concerns the committee proposed an amendment to implement the accrual model starting January 2025. A waiver process was recommended to provide exceptions for current employees that may face health hardships due to the transition. With the waiver employees with health-related issues could request continued front-loading of sick time during 2025. After 2025 all employees would transition to the accrual model.

Director Dogra asked for a motion.

Director Fuentes-Martin motioned to approve change in the Sick Time Accrual Policy for full-time employees from front-loading 96 hours/year to an accrual of eight (8) hours/month, effective immediately; Director Sasikumar seconded the motion.

Motion amended to:

Implement the monthly accrual (8 hrs/month) for sick leave starting in January 2025, and implement a waiver process for current employees that may be impacted during the 2025 year if they have a health issue.

Director Fuentes-Martin motioned to approve the amended motion, Director Sasikumar seconded the amended motion.

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

This item was added during the approval of the agenda.

D. Approve a Change in the Sick Time Accrual Policy for Student Assistants and Part-Time Employees from Front-Loading 40 Hours/Year to an Accrual of 3.34 Hours/Pay Period, Effective January 2025

Mr. Burgess recommended moving from front-loading 40 hours annually to an accrual of 3.34 hours/pay period, effective January 2025. This adjustment aims to address scheduling challenges caused by the current policy.

Director Dogra asked for a motion.

Director Fuentes-Martin motioned to approve a change in the sick time accrual for student assistants and part-time employees from front-loading 40 hours/year to an accrual of 3.34 hours/pay period, effective January 2025; Director Sasikumar seconded the motion.

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

VI. DISCUSSION ITEMS

A. 2025 Recruitment Timeline for New Student Board Members

Director Dogra discussed the recruitment timeline for new student board members. The committee is looking to start recruitment earlier this year to increase awareness of the board. Initial marketing is aimed to start in late November, with applications opening in January 2025.

VII. CLOSED SESSION

A. Personnel Matters

Closed session was not needed.

VIII. REPORT OUT OF CLOSED SESSION

Closed session was not needed.

IX. MEETING ADJOURNMENT

Director Dogra asked for a motion to adjourn the meeting.

Director Sasikumar motioned to adjourn the meetings; Director Fuentes-Martin seconded the motion.

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

Meeting adjourned at 10:49 a.m.