



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee
December 17, 2024**

MINUTES

- Members Present:** Angelica Agudo, Jesse Felix, Jocelyn Paz, Jennifer Puccinelli
- Members Absent:** Paz Oliverez
- Staff Present:** Elizabeth Junker, Maria Elena Najera-Neri
- Call to Order:** The meeting was called to order at 10:04 a.m.
- Roll Call:** A verbal roll call of members was conducted; quorum was met.

Approval of Minutes:

M/S Agudo/Felix to approve the minutes from September 20, 2024 meeting.

Motion passed.

Open Forum: There were no speakers for open forum.

Adoption of Agenda:

M/S Agudo/Felix motion to strike PC 14/25 Approval to retire Complaint Procedure from the agenda. *Motion passed.*

M/S Agudo/Felix motion to adopt agenda as amended.

Motion passed.

NEW BUSINESS:

PC 11/25 Review and select student representative candidates to interview at the January 22, 2025, SMSU Board of Directors Meeting. Term Length: January 22, 2025 – May 7, 2025 (Action, Felix)

M/S Felix/Agudo motion to open PC 11/25 Review and select student representative candidates to interview at the January 22, 2025, SMSU Board of Directors Meeting. Term Length: January 22, 2025 – May 7, 2025 (Action, Felix)

A discussion ensued by the committee members regarding the applicants. Committee opted to interview all applicants before they make their recommendation of who they would like to bring to the full board for final interviews.

M/S Felix/Agudo motion to table PC 11/25 Review and select student representative candidates to interview at the January 22, 2025, SMSU Board of Directors Meeting. Term Length: January 22, 2025 – May 7, 2025.

PC 12/25 Review and approval of the new Alumni Representative candidate for the SMSU Board of Directors. Term Length: January 22, 2025 – May 7, 2025 (Action, Felix)

M/S Felix/Agudo motion to open PC 12/25 Review and approval of the new Alumni Representative candidate for the SMSU Board of Directors. Term Length: January 22, 2025 – May 7, 2025.

ED Felix provided some background information on the Alumni representative candidate Edgar Lopez and what skills and perspective he would bring to the board. A conversation ensued by the committee.

Roll Call Vote: 3 – In-Favor 0 – Opposed 0 – Abstension
Motion passed.

PC 13/25 Approval of Employee Reference Policy (Action, Puccinelli)

M/S Jesse/Agudo motion to open PC 13/25 Approval of Employee Reference Policy.

ED Felix deferred his time to Ms. Puccinelli Ms. Puccinelli discussed a new Employee Reference Policy that will be presented to the Board for approval. The policy differentiates between SMSU-provided recommendations and personal references given by employees. Official letters of recommendation must go through Jenny Puccinelli, HR Manager to ensure the employee's record is reviewed for issues such as write-ups or termination for cause. For employment verifications, only job titles, dates of employment, and job duties will be confirmed unless a release is provided. Personal references must clearly indicate that the employee is speaking in a personal capacity and not on behalf of SMSU.

Roll Call Vote: 3 – In-Favor 0 – Opposed 0 – Abstension
Motion passed.

PC 15/25 Review financial impact of health benefits for 24-25 fiscal year (Discussion, Najera-Neri)

M/S Felix/Agudo motion to open PC 15/25 Review financial impact of health benefits for 24-25 fiscal year.

The Personnel Committee discussed the 2024 and 2025 employee health benefits and related premium increases. It was noted that premiums will rise across all categories in 2025, with a 7.8% overall increase. Most employees use Kaiser or Blue Shield plans, with very few paying out-of-pocket costs due to their plan selection. The committee highlighted that SMSU's health premiums remain lower than campus rates due to their CalPERS package, and employees are notified of premium changes during open enrollment, allowing them to adjust plans as needed.

Announcements

- No announcements.

Adjournment – M/S Felix/Agudo motion to adjourn the meeting at 10:38 a.m.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date