



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee
March 20, 2024**

MINUTES

Members Present: Angelica Agudo, Jesse Felix, Jose Hernandez, Jennifer Puccinelli

Members Absent: Carson Fajardo

Staff Present: Elizabeth Junker, Tamara Holder

Call to Order: The meeting was called to order at 10:02am.

Roll Call: A verbal roll call of members was conducted.

Open Forum: There were no speakers for the open forum.

Approval of Minutes:

M/S Felix/Hernandez to approve the minutes of April 20, 2023 meeting.
Motion passed.

Adoption of Agenda:

M/S Hernandez/Felix motion to adopt the agenda.
Motion passed.

NEW BUSINESS:

PC 01/24 Approval of Personnel Policy SMSUPM 300 - Equal Employment Opportunity Policy 2.13 (Action, Puccinelli)

M/S Felix/Hernandez motion to approve PC 01/24 Approval of Personnel Policy SMSUPM 300 – Equal Employment Opportunity Policy 2.13.

Mr. Felix deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the policy, which include changes of responsibilities and services since establishing the SMSU Human Resources Manager Position. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 02/24 Approval of Personnel Policy SMSUPM 400 – Personnel Selection Process 2.15 (Action, Puccinelli)

M/S Felix/Hernandez motion to approve PC 02/24 Approval of Personnel Policy SMSUPM 400 – Personnel Selection Process 2.15

Mr. Felix deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the policy, which include updates to the structure of the personnel selection process now that the SMSU established the Human Resources Manager position. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 03/24 Approval of Personnel Policy SMSUPM 410 – Nepotism 2.15 (Action, Puccinelli)

M/S Felix/Hernandez motion to approve PC 03/24 Approval of Personnel Policy SMSUPM 410 – Nepotism 2.15

Mr. Felix deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the policy, which include changing the language from close relative to family member or significant other, definition of significant other, and ungendered list of family members. The changes have been vetted by legal counsel.

Motion passed by consensus.

PC 04/24 Approval of Personnel Policy SMSUPM 420 – Employee Eligibility 2.16 (Action, Puccinelli)

M/S Hernandez/Felix motion to approve PC 04/24 Approval of Personnel Policy SMSUPM 420 – Employee Eligibility 2.16

Mr. Hernandez deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the policy, which include verbiage from the Immigration Reform and Control Act (IRCA) of 1986. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 05/24 Approval of Personnel Policy SMSUPM 430 – Relocation Policy 2.16 (Action, Puccinelli)

M/S Hernandez/Felix motion to approve PC 05/24 Approval of Personnel Policy SMSUPM 430 Relocation Policy 2.16

Mr. Hernandez deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the policy, which include SMSU terminology, relocation assistance must be written as an advance, and language about the funding guidelines. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 06/24 Approval of Personnel Policy SMSUPM 440 – Volunteer Policy 5.11 (Action, Puccinelli)

M/S Hernandez/Felix motion to approve PC 06/24 Approval of Personnel Policy SMSUPM 440 – Volunteer Policy 5.11

Mr. Hernandez deferred his time to speaker. Ms. Puccinelli provided an overview of the new policy and the stipulations regarding background checks for approved volunteers. Ms. Puccinelli will add the background check requirement to the Procedure section. The new policy has been vetted by legal counsel.

Motion passed by consensus.

PC 07/24 Approval of Personnel Policy SMSUPM 500 – Student Assistant Policy 2.20 (Action, Puccinelli)

M/S Hernandez/Felix motion to approve PC 07/24 Approval of Personnel Policy SMSUPM 500 – Student Assistant Policy 2.20

Mr. Hernandez deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the policy, which includes updates to the Eligibility, Hours of Work, and Hiring and Termination sections. Ms. Puccinelli added information pertaining to the California Paid Sick Leave Law that was established. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 08/24 Approval of Personnel Policy SMSUPM 600 – Payroll Deductions-Wage and Hour Law Compliance Policy 2.20 (Action, Puccinelli)

M/S Hernandez/Felix motion to approve PC 08/24 Approval of Personnel Policy SMSUPM 600 – Payroll Deductions-Wage and Hour Law Compliance Policy 2.20

Mr. Hernandez deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the policy, which include CalPERS and CalPERS Survivor Benefits which are mandatory payroll deductions, moved parking permit fee information, added a Compensatory Time Off Section, and information regarding pay periods. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 09/24 Approval of Personnel Policy SMSUPM 605 – Salary Advance Policy 2.20 (Action, Puccinelli)

M/S Felix/Hernandez motion to approve PC 09/24 Approval of Personnel Policy SMSUPM 605 – Salary Advance Policy 2.20

Mr. Felix deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the Policy, which include a clause regarding exceptions to salary advance policy. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 10/24 Approval of Personnel Policy SMSUPM 701 – Benefit Enrollment Eligibility for Auxiliary Organization Employees Policy 3.13 (Action, Puccinelli)

M/S Felix/Hernandez motion to approve PC 10/24 Approval of Personnel Policy SMSUPM 701 – Benefit Enrollment Eligibility for Auxiliary Organization Employees Policy 3.13

Mr. Felix deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the Policy, which included adding temporary and emergency employees, added life insurance to list of benefit programs, and language regarding PERS retirement. The suggested revisions have been vetted by legal counsel.

Motion passed by consensus.

PC 11/24 Approval of Personnel Policy SMSUPM 702 – Flex Cash Policy 3.13 (Action, Puccinelli)

M/S Hernandez/Felix motion to approve PC 11/24 Approval of Personnel Policy SMSUPM 702 – Flex Cash Policy 3.13

Mr. Hernandez deferred his time to speaker. Ms. Puccinelli provided an overview of the revisions to the Policy, which includes adding vision to the flex cash plan. The suggested revisions have been vetted by legal counsel.


Motion passed by consensus.

Announcements

- Ms. Puccinelli will bring more batches of policies to the committee at the upcoming meetings.

Adjournment – M/S Felix/Hernandez motion to adjourn the meeting at 10:50a.m.

Reviewed and respectfully submitted by:


Angelica Agudo (Jun 17, 2024 14:04 EDT)

Angelica Agudo, Committee Chair

Jun 17, 2024

Date