



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

MINUTES

- Members Present:** Angelica Agudo, Jesse Felix, Shardul Kulkarni, Paz Oliverrez, Jocelyn Paz, Jennifer Puccinelli
- Staff Present:** Elizabeth Junker
- Call to Order:** The meeting was called to order at 3:04 p.m.
- Roll Call:** A verbal roll call of members was conducted; quorum was met.
- Approval of Minutes:**
M/S Kulkarni/Paz to approve the minutes from May 1, 2024 meeting.
Motion passed.
- Open Forum:** There were no speakers for open forum.
- Adoption of Agenda:**
M/S Kulkarni/Paz motion to adopt agenda.
Motion passed.

NEW BUSINESS:

PC 01/25 Election of Personnel Committee Chair (Action, Felix)

M/S Kulkarni/Paz motion to open PC 01/25 Election of Personnel Committee Chair.

Director Kulkarni deferred to speaker. ED Felix emphasized that the committee is essential to organizational operations. ED Felix opened the floor for nominations for the position of Chair. Mr. Kulkarni nominated Jocelyn Paz, who accepted the nomination. No other nominations or candidates were presented.

VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed unanimously.

PC 02/25 Review Tasks and Assignments (Discussion, Felix)

M/S Felix/Kulkarni motion to open PC 02/25 Review Tasks and Assignments.

ED Felix discussed the standard practice of meeting in open sessions, with closed sessions reserved for individual personnel matters. Members were advised to review relevant policies before meetings to ensure meaningful contributions that benefit the group and students. The committee plans to hold two meetings each in the fall and spring semesters, with a potential third meeting if needed. These meetings will be scheduled to allow sufficient time for members to adjust their calendars accordingly.

PC 03/25 Approval to Reclassify Event Services Manager from Grade 5 to Grade 8 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 03/25 Approval to Reclassify Event Services Manager from Grade 5 to Grade 8.

ED Felix shared with the committee the significant changes to a job classification, expanding the role to include oversight of scheduling, AV tech, and event operations. The position's grade was reclassified from a 5 to an 8 to align with system-wide standards and reflect the responsibility of managing both full-time and student staff.

ROLL CALL VOTE: 3 In-Favor 0 Opposed 1 Abstentions
Motion passed.

PC 04/25 Approval to Reclassify Audio Visual Specialist/Event Coordinator from Grade 4 to Grade 7 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 04/25 Approval to Reclassify Audio Visual Specialist/Event Coordinator from Grade 4 to Grade 7.

ED Felix shared with the committee that a reclassification of the position that will now oversee both the audio visual and setup teams, expanding their responsibilities across multiple departments. This change increases the grade and level of responsibility for the role. It was clarified that the Audio-Visual Specialist/Even Coordinator will report to the Event Services Manager.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

PC 05/25 Approval to Reclassify Budget Analyst from Grade 8 to Grade 10 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 05/25 Approval to Reclassify Budget Analyst from Grade 8 to Grade 10.

ED Felix shared that on an annual basis job classifications are reviewed to make sure we are aligned with system-level standards. The position in question is at the 50 percentile in comparison to other campuses. Mr. Felix highlighted that this is a rare occurrence within the organization, as most staff positions are at or above the 75th percentile relative to the system average. He emphasized the importance of maintaining competitiveness while considering cost of living differences across regions.

ROLL CALL VOTE: 3 In-Favor 0 Opposed 0 Abstentions
Motion passed.

PC 06/25 Approval to Reclassify Human Resources and Risk Manager from Grade 8 to Grade 10 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 06/25 Approval to Reclassify Human Resources and Risk Manager from Grade 8 to Grade 10.

ED Felix shared the same rationale as the previous position. On an annual basis job classifications are reviewed to make sure we are aligned with system-level standards. The position in question is at the 50 percentile in comparison to other campuses. Mr. Felix highlighted that this is a rare occurrence within the organization, as most staff positions are at or above the 75th percentile relative to the system average. He emphasized the importance of maintaining competitiveness while considering cost of living differences across regions.

ROLL CALL VOTE: 3 In-Favor 0 Opposed 1 Abstentions
Motion passed.

PC 07/25 Approval of Children in the Workplace Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 07/25 Approval of Children in the Workplace Policy.

The committee discussed the development of a policy addressing the presence of children in the workplace due to increased requests for employees to bring children for extended periods. While the policy encourages supervisors to provide flexibility for childcare needs, such as schedule adjustments, it limits bringing children to work to brief, pre-approved situations. The policy prohibits children in hazardous areas and unsupervised presence, and employees on the clock cannot watch others' children. The discussion highlighted concerns about balancing workplace productivity, liability, and the inclusive culture of the organization, particularly its historic support for student parents. A vote was called to approve the policy, which includes emergency exceptions for bringing children to work.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

M/S Felix/Kulkarni motion to extend the meeting until 4:10pm.
Motion passed.

PC 08/25 Approval of Mandatory Training Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 08/25 Approval of Mandatory Training Policy.

ED Felix discussed concerns about employees failing to complete required training and emphasized the importance of compliance to ensure proper job performance. A proposed policy would restrict employees from working if training is not completed within a specified timeframe. A request was made to move the item to a vote for implementation.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

PC 09/25 Approval of Paid Leaves of Absence Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 09/25 Approval of Paid Leaves of Absence Policy.

ED Felix deferred time to Ms. Puccinelli. Ms. Puccinelli reviewed updates to the leave policy, which now includes paid leave for organ and bone marrow donation in compliance with legal requirements. Additionally, the policy was updated to reflect that time off for voting is a paid leave, correcting a prior classification as unpaid leave.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

PC 10/25 Approval of Unpaid Leaves of Absence Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 10/25 Approval of Unpaid Leaves of Absence Policy.

ED Felix deferred time to Ms. Puccinelli. Ms. Puccinelli discussed updating the leave policy to reflect that time off for voting is paid leave and removing it from the unpaid leave policy. The change requires board approval before implementation.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

Announcements

- ED Felix invited board to join us for the PowWow.

Adjournment – M/S Felix/Kulkarni motion to adjourn the meeting at 4:05 p.m.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date