Personnel Committee Meeting Minutes for November 17th, 2009

I. Call to Order: EVP Beig calls meeting to order at 5:16pm.

*indicates member is present at the start of meeting

II. Roll Call

Members Present: * Mohammed Shahid
                * Sarah Kim
                * Rafae Khan
                * Samantha Andres
                * Bob Williams (ex-officio)
                * Robert Lara (ex-officio)

Absent Members: Parris Moore

Guests: Stan Hebert (ex-officio)

III Consent Calendar

A. Approval of Agenda

Motion: (Kim) to approve the agenda.
Amendment 1: (Kim) to amend the agenda; add Vacancies as an I/A item under New Business
Amendment 1 Carries.
Amendment 2: (Andres) to strike off Finance Committee Recommendation, External Affairs Committee Recommendation, Lobby Corps Recommendation and Union Committee Recommendation from the agenda.
Amendment 2 Carries.
Main Motion Carries as Amended.

B. Approval of Minutes October 13, 2009

Motion: (Khan) to approve the minutes October 13, 2009.
Motion Carries

IV. Special Presentation

V. Action Calendar

A. New Business

1. Bereavement and Vacation Sick Leave Accrual.

   EVP Beig yields the floor to ED Williams who highlights the following:

   "Students working for Students!"
• Briefly discusses the benefit package for employees.
• Discusses the personnel policy that covers the employee benefits.
• Bereavement Leave is different from sick leave; in account of death in a family.
• For in-state law, Bereavement Leave is 5 days but in case of out of state law, it can increase as per Supervisor’s permission.
• According to Personnel Policy, Bereavement Leave is 3 days.
• States that Vacation Accrual are in standard mode.
• Chief concern is that employees in the lower end of the pay scale are receiving 6 and 2/3 hours of vacation per pay period.
• Wants to increase 6 and 2/3 hours of vacation per pay period to 8 hours as a minimum for all employees.
• Catastrophic Leave: In cases when an employee is in a hospital due to catastrophic illness and is not paid because of his/her sick leave being used up, other employees can donate some of their sick leave.
• Each employee can donate 16 hours of their sick leave to another employee.
• **Q & A Session:** Andres, Beig, Khan and Kim

2. Vacancies:
EVP **Beig** announces that **Amit Kinger**, Director of University Union resigned due to personal reasons, thus, a vacancy on the Board for the above mentioned position. There are two vacancies on Academic Senate as well as positions are open in the University wide committees. EVP **Beig** wants to establish a timeline for each position and hopes to fill in all the position very soon.

President **Kim** states that mass email will be sent announcing the vacancies on the Academic Senate and for the position of UU Director. After a discussion among the committee members, it was decided that:

• Mass email would be sent by November 23, 2009.
• Deadline for the UU Director and Academic Senate would be November 30, 2009
• The Personnel committee will meet on December 1, 2009
• Appointments would be done on December 2, 2009.
Motion: (Khan) to approve the timeline for mass email (November 23, 2009), deadline for vacancies (November 30, 2009) and Appointments (December 2, 2009).
Motion Carries.
Speaker’s List: Andres, Khan, Kim and ED Williams.

B. Old Business - None

VI. Closing Remarks
• **Kim** discusses the status of the event Pioneer Bhangra and states that she will be meeting with the Pioneer Bhangra team members to discuss more about the event.
• **Kim** states that the current website needs updates as it lacks some information.
• **Kim** mentions that some students will perform Ethics Audit on ASI as part of their course work. On passing, ASI would receive certificate stating that it is an ethical organization.
• EVP **Beig** announces that the upcoming BOD meeting will be located in Lassen Hall, Pioneer Heights. The meeting will be followed by a mixer with the residents of the Pioneer Heights.
• **Khan** states that he would like to leave early from the BOD meeting as he needs to attend a reception with the University President.

VII. Adjournment
Motion: (Khan) to adjourn the Personnel Committee meeting at 5:38 pm.
Motion Carries.

ASI Personnel Committee Chair
Name: Mohammed S Beig

Minutes Approved On:
12/01/09
Date