

**STUDENT UNION BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
November 8, 2022
12:00 PM - 1:00 PM**

This is a hybrid meeting.

**In-person: Student Union Inc. Building, Conference Room 6
Telecommute meeting by Zoom Video Conference.**

This meeting is being facilitated in person and through an online Zoom format.

Voting Members Present: Kathryn Blackmer Reyes, James Figueroa,
Logan Meline, Krishna Sai Mangalarapu
Voting Members Absent: Isaiah Andrews, Andrea Cabrera-Sanchez, Dr. G. Sonja
Daniels
Updates Attendance: Andrea Cabrera-Sanchez updated to present at 12:03 PM
Dr. G. Sonja Daniels updated to present at 12:03 PM
Dr. Sonja G. Daniels updated to absent at 1:07 p.m.
Non-Voting Member Present: Timothy J. Banks, Tamsen Burke, Ryan Fetzer

I. CALL TO ORDER

Director Meline called the meeting to order at 12:01 p.m.

II. ROLL CALL

Director Meline asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

III. APPROVAL OF NOVEMBER 8, 2022 AGENDA

Director Meline asked for any changes to the agenda.

Director Meline asked for a motion to approve the agenda.

Director Meline motioned to approve the agenda as presented; Director Sai Mangalarapu seconded the motion.

Vote on the Motion: 6-0-0 Motion Passed

IV. APPROVAL OF OCTOBER 28 , 2022 MEETING MINUTES

Director Meline asked for any changes to the minutes.

Director Meline asked for a motion to approve the minutes.

Director Meline motioned to approve the meeting minutes as presented; Director Blackmer Reyes seconded the motion.

Vote on the Motion: 6-0-0 Motion Passed

V. DISCUSSION ITEMS

A. Discuss 2023 Recruitment Process for New Student Board Members

Ms. Burke explained that in the past, the recruitment process started in spring which is a busy time for the committees with other matters also needing to be discussed by the board members. She asked the committee to consider a different schedule, recognizing that there are challenges and other committee deadlines.

She reviewed the past recruitment timeline and which student board members will be graduating. Ms. Burke suggested scheduling a training session for the committee to learn about the recruitment process, how information is collected, and the marketing plan. She also discussed the role of the traineeship position and the importance of that position.

The committee discussed the recruitment timeline and agreed that marketing would begin at the end of January, with a goal of interviews scheduled in March. The committee reviewed the number of vacant seats and discussed the importance of the traineeship position. About half the student board members will be graduating mid-year so the traineeship positions will be critical.

VI. DISCUSSION/ACTION

A. Approve Student Wage Schedule Increase

Ms. Burke explained during the last meeting the committee requested each step be increased by \$0.50. To provide a better understanding of what the minimum wage increases have been year-over-year, Ms. Burke reviewed the minimum wage rates for San Jose and California over the past seven years. The minimum wage rate in California is calculated by each county and each city. The wage schedule is based on the minimum wage requirements for San Jose. Ms. Burke also reviewed the financial implications of a wage increase based on the average minimum wage increase over 5 years, 6 years, and 7 years. Student assistant positions only go up to step 4 which mirrors the CSU. Anything above step 4 is an instructional position that often has academic support around it. Ms. Burke expressed concern that if the wage is increased to a point where it starts to create compressions of having students potentially making more than full-time staff, that could be challenging. Ms. Burke explained that there was \$4 million dollars that did not get distributed to the Student Union in 2021 - 2022 and was put into the trust account. These funds might allow for us to make some adjustments. Is it not unreasonable for the committee to ask for the funds that are sitting in trust if there is a recommendation from the committee to really look at the entire structure of compensation from top to bottom. This will prevent students' wages from budding up against the bottom level of full-time staff. A salary survey was conducted on full-time staff last year compared to the national organizations to figure out full-time salary positions. We would like to move forward in hiring a consultant to come in and get that entire compensation structure in alignment.

The committee discussed the wage increase and what the amount might be. The increase should take into consideration the cost of living in San Jose. There are certain positions that require a higher skill set and are paid more. Comparing student assistants pay to full-time employees is problematic.

Ms. Burke answered questions from the committee including that about 73% of student assistant positions fall under step 1. Student assistants are only allowed to work a maximum of 20 hours per week in combination with their academic pursuits per CSU policy but do have the opportunity to work up to 40 hours per week during the break periods.

Director Meline asked for a motion.

Director Meline motioned to approve a \$1.00 increase in Step 1 and a \$0.50 increase between each step; Director Daniels seconded the motion.

The committee discussed the motion which included the average minimum wage increase in San Jose.

Director Meline modified his motion to approve a \$0.75 increase in Step 1 and a \$0.96 increase between each step; Director Cabrera-Sanchez.

Vote on the Motion: 6-0-0 Motion Passed

B. Approve Student Union 2023 Holiday Calendar

Ms. Burke explained the schedule is prepared every year and is aligned with the university's schedule.

Director Meline asked for a motion.

Director Meline motioned to approve the Student Union 2023 holiday calendar; Director Figueroa seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed

VII. CLOSED SESSION

A. Human Resource Matters

The Board did not require a closed session.

VIII. REPORT OUT OF CLOSED SESSION

Closed session was not required.

IX. MEETING ADJOURNMENT

Director Meline asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:12 p.m.