Chair, Monica DiLullo, has called a meeting of the Personnel/Staff Structure Committee on Thursday, February 15th, 2018 at 12:00pm – 2:00pm in Delmy Rodriguez (T-152) the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 12:09pm.

II. Roll Call
VP of Internal Affairs - Present
HSS Rep - Present
President - Unexcused
VP of University Affairs - Present
Ethnic Studies Rep - Present

III. Approval of Agenda
Motion to approve the agenda for February 15th, 2018.
Moved by HSS Rep, seconded by Ethnic Studies Rep.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
No minutes to approve.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
No announcements.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
No Public Comment.

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session.

VIII. Old Business
No Old Business.

IX. New Business
a. HR Presentation (Informational Item) – AED Human Resources
   The committee will view the presentation from the HR Department.
Jamila Ali, Assistant Executive Director of Human Resources (HR) and Amy Chen, HR Generalist, briefly covered the mission and 2018 Department of Human Resources Strategic Goals. They aim to “put the human back in human resources” and be a resource for student, faculty, and employee assistance. They also want to shift from focusing on just the punitive things like disciplinary actions.

Assistant Executive Director of HR stressed that it is a bit difficult now because Human Resources is a two-women department. They have many responsibilities, not limited to: hiring, job employment, payroll, coordination, employee relations, and by-laws and regulations. They do not have the time to lay the
groundwork and foundation for what they want human resources to be when they are constantly focusing on transactional work. They proposed the hiring of an HR Coordinator. She acknowledged that the position is not budgeted for.

**VP of Internal Affairs** asked since this is a long-term goal for HR, is there a budget for additional employees instead of just hiring one.

**Assistant Executive Director of HR** stated that there was not enough in the budget to hiring two people. She felt it best to slowly ease into the structure that they are proposing so that the entire structure does not take a huge hit.

**HR Generalist** briefly went over the structure of Human Resources. She mentioned that they chose an experienced consulting firm who had worked compensation projects with Cal Poly and Chico State. They were confident that his experience and knowledge of CSU, inside and out, would provide quality service. She also covered the other strategic goals of Human Resources which was made available to everyone on the committee. Topics included: compensation analysis, full-time staff, and pension. She also wanted to bring up that the Student Center was finally accepted into CalPurse last spring. However, the only benefit that they did not receive was pension. Unlike university staff, faculty in the student center do not get pension. She stressed that it is in the strategic goals to get that pension to be more comparable to university staff in the future.

**Assistant Executive Director of HR** also wanted to enhance the publicity of open positions. She mentioned to the committee that the department had been advertising and promoting open positions on Craigslist, LinkedIn, and Indeed – which had drawn in considerable more applicants than previously. She also mentioned the Professional Development Educational Assistance Policy which is educational assistance (up to $3,000) allocated for each full-time employee.

**Ethnic Studies Rep** wanted some additional clarification on on-boarding process.

**HR Generalist** explained that the on-boarding policy was just another term for orientation. It was all the fiscal matters such as signing forms. She then continued to talk about the goals for this fiscal year.

**Assistant Executive Director of HR** mentioned that they are in the works of implementing a background check policy. University police now help enforce a background check on all full-time staff. She mentioned that she hoped to enforce this policy particularly with more sensitive units of Associate Students like Finance or Project Connect – positions which deal with confidential or sensitive information. She mentioned the last goals, which were to revise the current CPM and job descriptions of student positions. She also wanted them to become more uniform with the brand-new logo.

**X. Adjournment**

Motion to adjourn meeting at 12:43pm.
Moved by VP of University Affairs, seconded by Ethnic Studies Rep.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Monica DiLullo

Respectfully submitted by: Ian Ilano