The meeting was called to order at 11:11 a.m., in the 3rd Floor University Enterprises Inc. conference room.

Present: Marti Gray (by teleconference)
Jude Antonyappan
Lisa Bates
Christine Lovely

Staff Present: Jim Reinhart
Trina Knight

The committee discussed the Compensation Package with respect to possible salary increases for regular employees for the 2015/16 fiscal year. UEI’s compensation package typically includes components of a General Salary Increase (GSI) percentage and a Pay-For-Performance (PFP) percentage. After extensive discussion and review of past UEI salary increases, the committee recommended sending the following motion to the board: Move to accept the recommendation of the Personnel Committee for a 1% General Salary increase and 2% Pay for Performance for Sponsored Program employees and UEI Central Staff employees for 2015/16; total salary increases above 4% (GSI plus PFP) must be approved by the Personnel Committee; the compensation package for UEI Central Staff is contingent upon the approval of the UEI budget at the May Board meeting. (Antonyappan/Bates)

Trina Knight, Director of Human Resources, presented changes to several UEI policies and two new policies. The changes were in response to changing regulations including the AB 1522, Healthy Workplaces, Healthy Families Act (Sick Leave law) as well as general administrative changes. The two new policies are: the Retirement - Defined Contribution Plan policy which describes an existing program; and the Victims of Domestic Violence, Sexual Assault, or Stalking Leave policy which was created to reflect provisions available to employees under the Labor Code. The committee reviewed the following UEI policies: 010 Definitions of Employment Status/Appointment Codes; 025 Recruitment and Selection; 115 Retirement; 119 Retirement - Defined Contribution Plan; 120 Workers’ Compensation; 515 Sick Leave; 522 Victims of Domestic Violence, Sexual Assault, or Stalking Leave; 915 Work-Related Illness/Injury and Accident Reporting. The committee recommended sending the following motion to the board: Move to approve the following amended and new Personnel Policies with effective dates noted as recommended by the Personnel Committee:
Jim Reinhart left the meeting as the committee opened discussion for the Executive Director Evaluation. The committee discussed the UEI Executive Director fifth-year evaluation procedures and approved the process.

The meeting was adjourned at 11:55 a.m.

Respectfully submitted:

Marti Gray, Chair
Personnel Committee