

UNIVERSITY ENTERPRISES, INC.
Personnel Committee Meeting Minutes
Tuesday, March 14, 2017
3:00 p.m. – 4:00 p.m.

The meeting was called to order at 3:14 p.m., in the 3rd Floor University Enterprises Inc. conference room.

Present: Jude Antonyappan
 Christine Lovely
 Sonia Ortiz-Mercado

Absent: Elizabeth Baidoo
 Jamie Hoffman

Staff Present: Jim Reinhart
 Trina Knight

The Committee discussed the vacancy of the Committee Chair position due to Marti Gray no longer serving on the Board. The committee elected Sonia Ortiz-Mercado as the Chair of the Personnel Committee. (Antonyappan/Lovely)

The committee discussed the UEI Compensation Package with respect to possible salary increases for regular employees for the 2017/18 fiscal year. UEI's compensation package typically includes components of a General Salary Increase (GSI) percentage and a Pay-For-Performance (PFP) percentage. After discussion, it was moved and seconded to approve a 1% General Salary increase (GSI) and 2% Pay for Performance (PFP) pool for UEI Regular employees for 2017/18; no individual total salary increase may exceed 4% (GSI plus PFP). Antonyappan/Ortiz-Mercado

Trina Knight discussed the CalPERS requirement that organizations have a publicly available pay schedule. The pay schedule has to show the position title, pay range, time base, effective date, be accessible by the public, and is approved by the Board of Directors. Knight discussed how UEI's salary structure was implemented and how it is maintained. UEI contracted with a private benefits and compensation consulting firm to establish the current structure which was approved by the UEI Board of Directors. Periodic updates to the salary structure have been approved by the Board. Knight also reviewed UEI's compensation philosophy and salary administration program with the committee. The committee reviewed the July 1, 2016 UEI publicly available pay schedule for CalPERS eligible positions and the July 1, 2017 pay schedule (contingent upon the Board's approval of the compensation package). After discussion, it was moved and seconded to approve the July 1, 2016 UEI publicly available pay

schedule for CalPERS eligible positions and the July 1, 2017 pay schedule. Antonyappan/Ortiz-Mercado

Knight presented changes to three UEI policies and one new policy. The updates to the Timekeeping policy and Holiday policy were general administrative changes. The Vacation policy changed the accrual rate for employees hired, promoted or reclassified to an exempt position after June 30, 2017 to more closely align with the campus but remain competitive with the market. Employees classified as exempt prior to July 1, 2017 remain at their existing accrual rate. The new policy, Vacation Cash Out – Hardship, is to assist employees in the event of a hardship or unforeseeable emergency by allowing them to cash out a portion of their accrued but unused vacation subject to Executive Director approval. After discussion, it was moved and seconded to approve the following amended and new personnel policies with effective dates noted: 410 Timekeeping – March 27, 2017; 505 Vacation – July 1, 2017; 506 Vacation Cash Out – Hardship – March 27, 2017; and 510 Holidays – March 27, 2017. Antonyappan/Ortiz-Mercado

The committee discussed the procedures for evaluating the UEI Executive Director. Chair Ortiz -Mercado will be soliciting input from UEI Committee Chairs and Division Directors to assist the President in the annual evaluation of the UEI Executive Director. The Personnel Committee will review the evaluation process to ensure the procedures are followed.

Jim Reinhart reported on the Chancellor's Office guidance regarding auxiliary employees supervised by state employees.

The meeting was adjourned at 4:05 p.m.

Respectfully submitted:

Sonia Ortiz-Mercado
Personnel Committee