

**UNIVERSITY ENTERPRISES, INC.**  
**Personnel Committee Meeting Minutes**  
**Monday, March 5, 2018**  
**UEI Conference Room**  
**1:00 p.m. – 2:00 p.m.**

The meeting was called to order at 1:19 p.m., in the 3<sup>rd</sup> Floor University Enterprises Inc. conference room.

Present: Elizabeth Baidoo  
Christine Lovely  
Sonia Ortiz-Mercado  
Kelly Thompson

Staff Present: Jim Reinhart  
Trina Knight

The committee discussed the UEI Compensation Package with respect to possible salary increases for regular employees for the 2018/19 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 to approve a 1% General Salary increase (GSI) and 2% Pay for Performance (PFP) pool for UEI Regular employees for 2018/19; no individual total salary increase may exceed 4% (GSI plus PFP). (Thompson/Baidoo)

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. The committee reviewed the July 1, 2018 UEI publicly available pay schedule for CalPERS eligible positions (contingent upon the Board's approval of the compensation package). After discussion, it was moved to approve the July 1, 2018 UEI publicly available pay schedule for CalPERS eligible positions. (Baidoo/Thompson)

Knight presented changes to the UEI Educational Assistance Policy to include degree programs through the Sacramento State College of Continuing Education. After discussion, it was moved to approve the revisions to the Educational Assistance policy effective March 15, 2018. (Baidoo/Thompson)

The Committee discussed the recommendation that a new position of Staff Counsel for UEI Administration be included in UEI's Management Personnel Plan. After discussion, the committee concluded that the department warrants such a position and that the position meets the criteria for inclusion in the Management Personnel Plan.

The committee discussed revisions to the procedures for evaluating the UEI Executive Director to align the timing of the evaluation with the University's evaluation schedule. After discussion, it was moved to approve the revisions to the Evaluation Procedures for the University Enterprises, Inc. Executive Director. (Thompson/Baidoo )

Knight reported that UEI is going through a CalPERS pay rate audit to ensure member pay rates reported to CalPERS are in compliance. UEI is one of 62 agencies that is being audited this quarter.

The meeting was adjourned at 2:09 p.m.

Respectfully submitted:

Sonia Ortiz-Mercado  
Personnel Committee