

**UNIVERSITY ENTERPRISES, INC.**  
**Personnel Committee Meeting Minutes**  
**Monday, February 25, 2019**  
**UEI Conference Room**  
**12:30 p.m. – 2:00 p.m.**

The meeting was called to order at 12:34 p.m., in the 3<sup>rd</sup> Floor University Enterprises Inc. conference room.

Present: Lisa Cardoza  
Sonia Ortiz-Mercado  
Kelly Thompson

Absent: Elizabeth Baidoo

Staff Present: Jim Reinhart  
Trina Knight

The committee discussed the UEI Compensation Package with respect to possible salary increases for regular employees for the 2019/20 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 2% General Salary increase (GSI) and 2% Pay for Performance (PFP) pool for UEI Regular employees for 2019/20; no individual total salary increase may exceed 5% (GSI plus PFP). The increases for UEI central staff are contingent upon 2019/20 budget approval by the UEI Board of Directors at their May 15, 2019 meeting. (Ortiz-Mercado/Thompson)

In follow up to the recently completed CalPERS compliance review of UEI, Trina Knight discussed the CalPERS requirement that organizations have a publicly available pay schedule. The pay schedule must be accessible by the public, must be approved by the Board of Directors, and must include the position title, pay range, time base, and effective date. The review period was 2012 to 2017. CalPERS requested that all pay schedules for the years being reviewed be approved by the UEI Board of Directors. The Board previously approved the pay schedules from 2014 to present. The committee reviewed the remaining UEI publicly available pay schedules for CalPERS eligible positions of July 1, 2012, and July 1, 2013. The July 1, 2019, pay schedule was also reviewed by the committee and is contingent upon the Board's approval of the compensation package. After discussion, it was moved to approve the July 1, 2012, July 1, 2013, and July 1, 2019, UEI publicly available pay schedules for CalPERS eligible positions. (Ortiz-Mercado/Thompson)

The Committee discussed the request from Ed Mills, Vice President of Student Affairs, to place the Executive Director of the Union WELL Inc. into the UEI Management Personnel Plan. The position is currently vacant. After discussion, the committee concluded that the Union WELL Inc. warrants such a position and that the position meets the criteria for inclusion in the Management Personnel Plan.

Chair Ortiz-Mercado informed the committee that she 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 assure the UEI procedure is followed.

Jim Reinhart discussed offering additional fringe benefits for employees. In addition, Trina Knight updated the committee on the status of the CSUEU labor agreement which covers some of the dining services employees. The contract expired August 31, 2018. Contract negotiations are on hold until it is determined if UEI falls under the jurisdiction of the Meyers Milias Brown Act or the National Labor Relations Act which will then determine governing agency, the Public Employment Relations Board and the National Labor Relations Board, respectively. UEI submitted information to the Public Employers Relations Board regarding the jurisdiction issue.

The meeting was adjourned at 1:22 p.m.

Respectfully submitted:

Sonia Ortiz-Mercado  
Personnel Committee