

UNIVERSITY ENTERPRISES, INC.
Personnel Committee Meeting Minutes
Monday, September 17, 2018
UEI Conference Room
9:00 a.m. – 10:00 a.m.

The meeting was called to order at 9:08 a.m., in the 3rd Floor University Enterprises Inc. conference room.

Members Present Telephonic: Elizabeth Baidoo, Lisa Cardoza, Christine Lovely,
Sonia Ortiz-Mercado, Kelly Thompson

Staff Present: Trina Knight, Andy Lee, Jim Reinhart

Trina Knight discussed the CalPERS requirement that organizations have a publicly available pay schedule. The pay schedule must show the position title, pay range, time base, effective date, be accessible by the public, and be approved by the Board of Directors. CalPERS recently completed a compliance review of UEI and in the draft report made an observation that UEI's Board had not approved the July 1, 2015, pay schedule. UEI's Board has approved the 2016, 2017 and 2018 pay schedules. Knight briefly discussed how UEI's salary structure was implemented, how it is maintained, and that the structure and periodic updates to the structure have been approved by the Board. Organizations contracting with CalPERS for retirement are required to maintain Board-approved pay schedules for five years; therefore, we are requesting Board approval of the July 1, 2014, pay schedule. The committee reviewed the July 1, 2014, and July 1, 2015, UEI publicly available pay schedules for CalPERS eligible positions. After discussion, it was moved to approve the July 1, 2014, UEI publicly available pay schedule for CalPERS eligible positions. (Ortiz/Thompson). After discussion, it was moved to approve the July 1, 2015, UEI publicly available pay schedule for CalPERS eligible positions. (Thompson/Ortiz)

Following a presentation by Trina Knight, the committee discussed the benefits of purchasing a Human Resources Information System (HRIS). Knight discussed challenges with the current systems including: seven separate software systems, inefficient and manual processes, redundant data entry, excessive staff time confirming data accuracy, lengthy lead times, reporting challenges, software vulnerabilities, and updates to multiple systems. There are several key benefits to eliminating the multiple software programs and consolidating systems into one HRIS including the following: unified user experience, improved processes, decreased duplication of data entry, improved accuracy, increased efficiencies across multiple departments, automated processes, eliminating paper processes where practical, better reporting, and a mobile friendly platform. After discussion, it was moved to authorize UEI to negotiate and execute an agreement to purchase a Human Resource Information and Payroll system, as needed, up to an average annual operating cost of \$300,000 and implementation costs of up to \$250,000. (Ortiz/Thompson)

The meeting was adjourned at 9:48 a.m.

Respectfully submitted:

Sonia Ortiz-Mercado
Personnel Committee