

**STUDENT UNION, INC. BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

**Meeting Minutes
October 10, 2024
3:00 PM - 4:00 PM**

In-person: Student Union Building, Conference Room 6

Voting Members Present: Aniya Dogra, Mari Fuentes-Martin, Ed.D., Karthika Sasikumar, Ph.D.
Voting Members Absent: Siya Johal
Updated Attendance: Karthika Sasikumar, Ph.D. left at 4:03 PM
Non-Voting Member Present: Aaron Burgess, Timothy J. Banks, Ryan Fetzer

I. CALL TO ORDER

Director Dogra called the meeting to order at 3:01 p.m

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF OCTOBER 10, 2024 AGENDA

Director Dogra asked for any changes to the agenda.

Director Dogra asked for a motion to approve the agenda.

Director Fuentes-Martin motioned to approve the agenda; Director Sasikumar seconded the motion.

Vote on the Motion: 3-0-0 Motion Passed

IV. APPROVAL OF SEPTEMBER 5, 2024 MEETING MINUTES

Director Dogra asked for any changes to the minutes.

Director Dogra asked for a motion to approve the minutes.

Director Sasikumar motioned to approve the minutes; Director Fuentes-Martin seconded the motion.

Vote on the Motion: 3-0-0 Motion Passed

V. DISCUSSION AND ACTION ITEMS

A. Approve Revision to the SRAC Student Assistant and Employee Certification Plan & Compensation

- Request to increase the reimbursement cost for the Wilderness First Responder Certification or other outdoor leader skills based courses/workshops.

The committee discussed a proposal to amend the SRAC Student Assistant and Employee Certification Plan. The key change proposed was increasing the reimbursement amount for the Wilderness First Responder Certification from \$400 to \$650. This adjustment reflects the rising costs of certification programs, which can range from \$800 to \$1,500

dollars, depending on the certification provider. Mr. Fetzer explained that the amendment was needed to align the reimbursement with the actual costs incurred by students, as the current amount of \$400 was insufficient. However, the committee agreed that maintaining partial reimbursement ensures student investment, as students benefit from the certification both within and beyond their role at SRAC. There was a brief discussion about equity and fairness regarding reimbursement amounts for different certifications. Some certifications had 100% reimbursement, while others only partially covered costs. It was suggested that maybe a more consistent approach, such as percentage-based reimbursement, might be more equitable. The committee would like to explore this topic more at a future meeting.

Director Dogra asked for a motion.

Director Fuentes-Martin motioned to approve revision to the SRAC Student Assistant and Employee Certification Plan & Compensation; Director Sasikumar seconded the motion.

Vote on the Motion:

3-0-0

Motion Passed

B. Approve Workplace Violence Prevention Plan

- Per California Senate Bill 553 and California Labor Code Section 6401.9, employers in California are required to establish, implement, and maintain a written Workplace Violence Prevention Plan

Mr. Banks presented the proposed Workplace Violence Prevention Plan, developed in compliance with California Senate Bill 553 and Labor Code Section 6401.9. The plan outlines the procedures and responsibilities for preventing workplace violence, responding to incidents, and ensuring compliance across the Student Union. The goal is to create a safer work environment and provide clear steps for addressing potential threats or incidents. Key parts of the plan include defining types of workplace violence, the responsibilities of staff in implementing safety measures, and the establishment of communication protocols for emergencies. Specific roles, such as the Executive Director's responsibility for overall implementation, and the HR Generalist's role in staff training, were detailed. The plan also addresses procedures for responding to incidents, such as contacting the Department of Public Safety and maintaining records of any violence-related events for future evaluation and corrective action. Mr. Banks emphasized the importance of tailored plans for different areas within the Student Union (e.g., recreation centers, and event spaces) to ensure relevant safety measures are in place.

There was a brief discussion about the inclusion of verbal assaults in the plan, with clarification that verbal harassment would be addressed under different university policies, such as harassment or non-discrimination protocols.

Director Dogra asked for a motion.

**Director Sasikumar motioned to approve the Workplace Violence Prevention Plan;
Director Fuentes-Martin seconded the motion.**

Vote on the Motion:

3-0-0

Motion Passed

Director Dogra moved to Closed Session

VI. CLOSED SESSION

A. Personnel Matters

VII. REPORT OUT OF CLOSED SESSION

Director Dogra reported that there was no action taken by the Committee in Closed Session.

VIII. MEETING ADJOURNMENT

Director Dogra asked for a motion to adjourn the meeting.

Director Sasikumar left the meeting at 4:03 p.m. before the meeting was adjourned.

Director Fuentes-Martin motioned to adjourn the meetings; Director Dogra seconded the motion.

Vote on the Motion:

2-0-0

Motion Passed.

Meeting adjourned at 4:05 p.m.