



Minutes Draft
HR Committee Meeting
February 23, 2024
2:00 pm – 3:30 pm

Zoom: <https://csulb.zoom.us/j/87930397897>

1. Welcome & Introductions (new members)

- Jeffrey Kyu, SJSU Student Union
- Jennifer Guillen-Ochoa, SJSU Student Union

2. Housekeeping – Calendar Invitations and Zoom Links

- Please download and import the iCalendar (.ics) files to add our meeting dates to your calendar (link in [Agenda](#))
- If anyone is missing from your team, please send them or Yvonne a note to ensure they have the information they need.

3. Constangy Contract Update

- Members have reported difficulty obtaining legal advice from Constangy. Richard Jackson confirmed that our contract does still stand. Concerns mentioned involve late responses and bills above our contracted rate.
- Yvonne confirmed our current contract includes telephone consultations of one hour or less to auxiliary members on human resources matters. Once you exceed that one hour limit, the hourly rate is capped at \$350 per hour.

4. RFP for Legal Counsel

- The current contract with Constangy ends in September 2024. The next step in the process is creating an RFP for legal counsel.
- We can request a proposal from a firm that is not on the set list, they just have to go through the process of getting approved.
- Yvonne would like to form a subcommittee to review RFPs and get input and ideas. Send Yvonne a note if you are interested.
- Christia indicated that Danisha Lawrence expressed interest.

5. Summer Mini-Conference Survey Results

- The survey is now closed.
- Tentative dates for the three-day day conference in Monterey are July 24th-26th.
- Thank you for sharing speaker contacts. Reach out to Yvonne with any other topics you'd like to see.

6. Annual Conference Update – Maddison

- The first main executive committee meeting will be in Long Beach in April.
- If you have any speakers that you want Maddison to reach out to, send her an email
- The next annual conference will be held in San Diego

7. List of AOA HR Members

- The group expressed a desire to have a stronger emphasis on systems used across the auxiliaries.
- Maddison created a list last year. We're going to proceed with updating this one and making this version everything that we want and need.
- <https://docs.google.com/spreadsheets/d/1HmmE5SWm8dcv1zXsSZ6DSSC-Fg7qugx8oFuybhlJvo/edit?usp=sharing>

8. Salary Survey Update

- Since the deadline was pushed back, the results will be returned two weeks longer (mid to late April)
- Yvonne created a running list of issues to address for next year:
<https://docs.google.com/spreadsheets/d/1plCa5M4803tezLu9r20qzPfxiKsSRkvVJA0mR36YqgU/edit?usp=sharing>
- The salary survey is conducted every two years
- When would you like to see the next salary survey launched?
 - Results were requested in January to align with budget planning in February.
 - It was recommended that we submit before winter break, which would push us back to launching in September.

9. Hot Topics

- A. Maddison- Does anyone have a manager onboarding guide?
- Christia- Cal Poly Pomona just started one, created by T&D in a different department; 8 sessions, 2 hours long, can connect you with that team
 - Yvonne- At Long Beach State, ASI has something they put on; she will send what they have
- B. Maddison- Do any organizations handle education reimbursement programs? University Corporation at Monterey Bay currently uses stateside forms. We want to create our own program.
- CSULB- Yes. You aren't limited to going to CSULB, but your reimbursement caps are limited to CSULB tuition. There is a tax implication for employees (roughly \$50). The checks are cut by the accounting team.
 - CSUSB- Yes. It covers 0-6 units of in-state CSUSB tuition that can be used anywhere. Maximum allowance is \$5,250. The amount above that is reported to payroll, and employees are taxed. It's also available for dependents (fully taxable).
- C. Maddison- Does anyone have an MOU? We may create one related to Title IX. If so, please send it to Maddison.
- D. John received an email that student assistants in the CSU voted to unionize and it went through.
- Jenny- We're considered an off campus employer for work on our campus.
 - John- Our understanding is that it has no impact because our students are employed by us for work study.
- E. Heather/Marcia (CSUSM)- Does anyone include language in annual performance reviews that required training must be up to date?
- John- Not with us.
 - Andi- Not unless someone is on a PIP.
 - Maddison- No, but continuing development is one of our competencies.