

CAL POLY POMONA FOUNDATION, INC.
PERSONNEL COMMITTEE
Tuesday, December 6, 2022
1:00 – 2:30 p.m.
<https://cpp.zoom.us/j/81902908589>
Meeting ID: 819 0290 8589
AGENDA

Committee Chair: Christina Gonzales

Committee Members: Kimberly G. Allain, Dr. Nicholas Von Glahn, Deborah Goman, Dr. Phyllis Nelson, Aliza Ortega, Oliver Santos, April Jimenez-Valadez

Staff: Claudia Burciaga-Ramos, Jared Ceja, Nora Fernandez, Yvette Lane

I. ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC

Who may or may not be commenting on a specific item or making a general comment.

II. CONSENT ACTION ITEMS

Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion. An "A" distinguishes items requiring approval.

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	Christina Gonzales

CAL POLY POMONA FOUNDATION, INC.
PERSONNEL COMMITTEE MEETING MINUTES
Friday, September 09, 2022, 10:30 a.m.

Notice is hereby given that a regular meeting of the Personnel Committee was held by Zoom on Friday September 9, 2022 at 10:30 am to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at <https://foundation.cpp.edu/meetingpackets.aspx#ftab5>

Present: Christina Gonzales, April Jimenez-Valadez, Dr. Phyllis Nelson, Aliza Ortega, Dr. Nicholas Von Glahn

Absent: Kimberly Gretchen Allain, Deborah Goman, Oliver Santos

Staff: Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Yvette Lane

CALL TO ORDER

Meeting was called to order at 10:31 sans quorum. Chair Gonzalez asked everyone to introduce themselves and requested staff to review items that did not require a motion or vote. Full quorum was met at 11:01 am, prior to approval of any action items, following Aliza Ortega joining.

CONSENSUS ACTION ITEMS

1. Minutes May 17, 2022 Meeting
A motion was made by Dr. Phyllis Nelson and seconded by Aliza Ortega to approve the May 17, 2022 minutes; with no opposition, minutes were approved.

GENERAL UPDATES

2. CEO's Report
Jared Ceja provided a summary of the Executive Committee actions from July 22nd including the compensation increase pool and how it ties back to the Board approved budget. Additional reports were given on key company accomplishments of 21/22 (cashier-less checkout in Dining, numerous Dining awards, new course materials sales records with huge student savings, strong Ag performance, etc.), a summary of the Summer Board Retreat and discussed strategic priorities (73% highly satisfied and 27% satisfied), an overview of the the multi-department Foundation Summer Job Fair (over 150 hired), and a reminder about the upcoming Pumpkin Fest.

INFORMATION & DISCUSSION ITEMS

3. Introduction of new Committee members
As a preemptive measure anticipating the arrival of additional committee members for quorum to be satisfied, committee members were invited to share introductions.
4. Job Fair Summary
Shari Benson provided a summary of the Job Fair held in July; with over 296 interviews and over 150 hired and continuing. This is the first time multiple divisions have been brought together for a hiring event.
5. Associate Executive Director/COO Update
Jared Ceja provided an update on the Associate Executive Director/COO. Board Vice Chair Trinidad had suggested that the Board be involved in some way. Jared indicated that Board members will be given the opportunity to meet the finalists and provide input.

ACTION ITEMS

6. HEALTHCARE RATES FOR 2023
Shari Benson introduced the Healthcare Rates for 2023 Annual Benefits Renewal. Management requests a 5% increase to the Foundation's monthly contribution toward the 2023 health plan premiums for each employee or annuitant based on the table below. These contributions are based on the 5% annual increase cap approved last year by the Board of Directors. Negotiations with various healthcare providers are ongoing and may result in actual costs below the proposed amounts. One primary goal for 2023 was obtaining a PPO program to add to the existing HMO offering. Management was able to obtain a quote for a United Healthcare PPO which will be added as an option and any cost over the approved 2023 rates will be borne by the participant.

	2022 Approved	2023 Proposed	CSU 2022*
Employee (or annuitant)	\$ 625	\$ 642	\$ 805
Employee (or annuitant) + 1	\$ 1248	\$ 1310	\$ 1548
Employee (or annuitant) + 2 or more	\$ 1766	\$ 1854	\$ 1983

A motion was made by Dr. Phyllis Nelson and Aliza Ortega (2nd) that the Personnel Committee approve Healthcare Rates for 2023 Annual Benefits Renewal as presented and forward the resolution to the Board of Directors for consideration at the next regularly scheduled meeting. Upon approval of this resolution by the Board of Directors, Director - Human Resources/CHRO be authorized and directed to take any and all action as may be necessary to effectuate this Resolution. The motion was passed unanimously.

7. POLICY 122 – MINIMUM AUTHORIZED SIGNATURES

Jared Ceja reviewed Policy 122 -Signature Authority Designation. Staffing changes to the organization over the past year have resulted in new roles and titles that differ from those of the recent past. Most notably are the Associate Executive Director/Chief Operating Officer (COO) and Assistant Director of Financial Services. These titles have been added to selected areas within the policy while other roles have been removed. Additional changes resulted from a review performed by our consultants (AREAS LLC/Point Blank Consulting). They offered recommendations intended to clarify and strengthen much of the document.

Moved and seconded by Dr. Nicholas Von Glahn and Aliza Ortega that the Personnel Committee approve the updated Policy 122 – Minimum Authorized Signatures as presented and forward the resolution to the Board of Directors for consideration at the next regularly scheduled meeting. The motion was passed unanimously.

8. POLICY 224 – EMPLOYMENT OF MINORS

Shari Benson review the details of the Employment of Minors Policy 224. The existing policy for Employment of Minors was originally adopted on May 18, 2006 and has not been updated since. It addresses provisions related to the employment of minors (under age 18). To ensure the policy is current, revisions to the wording have been made. The primary changes relate to being more consistent with state and federal law and CSI-J policy. Committee members inquired about the frequency of minors being hired. Shari and Jared discussed the scenarios where a minor might be employed with the company, primarily first-year CPP students that are seventeen at the time of hire.

Moved and seconded by Aliza Ortega and April Jimenez-Valadez that the Personnel Committee approve Policy 224 - Employment of Minors as presented and forward the resolution to the Board of Directors for consideration at the next regularly scheduled meeting. Upon approval of this resolution by the Board of Directors, Director - Human Resources/CHRO be authorized and directed to take any and all action as may be necessary to effectuate this Resolution. The motion was passed unanimously.

9. IN LIEU OF MEDICAL/DENTAL BENEFITS – CASH OPTION

For benefit plan year 2023, Management is recommending that the organization resurrect and offer an “In Lieu of Medical/Dental Benefits - Cash Option” program whereby an eligible employee may “opt out” of medical and/or dental insurance when covered elsewhere. Thus, instead of receiving their Foundation medical and or dental benefits, they would elect to receive a cash amount in its place. There are two goals to this program, reducing benefit costs for the company and providing additional income for eligible employees. The monthly dollar amounts for electing to receive cash instead of the benefits would be \$128 for medical and \$12 for dental. An employee that elects to opt out of both benefits will receive \$140 monthly as taxable income and does not count towards CalPERS. These thresholds are in line with the existing CSU system program. There are four key provisions involved with moving forward with an In Lieu of Medical/Dental BenefitsCash Option program: 1. Employees currently enrolled in the Cash for Benefits program will be grandfathered in their current program at a rate of \$195.40/month for medical only for the 2023 plan year. Seven such individuals are currently in this program. Beginning in 2024, these individuals will move to the then current program. 2. Only benefit eligible employees (full-time) will have the option for the “In Lieu of Medical/Dental Benefits - Cash Option.” 3. Proof of coverage will be required for each benefit year to maintain the “In Lieu of Medical/Dental Benefits - Cash” Option. 4. The effective date of this change will be in line with the 2023 benefits plan year beginning January 1, 2023

A motion was made by Nicholas Von Glahn and April Jimenez-Valadez that the Personnel Committee approve the In Lieu of Medical/Dental Option as presented and forwarding the resolution to the Board of Directors for consideration at the next regularly scheduled meeting. Upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director - Human Resources/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution. The motion was passed unanimously.

10. SALARY GRADES FOR 2023

Jared Ceja and Shari Benson reviewed the details of the Annual Salary Scale Review Effective 1-1-2023. Each year Management reviews Its compensation policies and practices. It is essential that compensation administration be current and relevant for both recruitment and retention. Updates over recent years were largely driven by mandated California minimum wage impacts and conservative pandemic-era adjustments. This year we set a goal to instill a more logical approach. Set percentages were established between job grades as well as between the minimum and the maximum in each job grade. The results are:

- Grades 7-10 have an 18% spread between the minimum rate.
- Grades 11-16 have an 20% spread between the minimum rate.
- All grades have a 65% range spread between the minimum and the maximum.
- There are three (3) individuals that are affected by this change as they will be under the proposed minimums for their respective grades. This will result in an increased salaries expense for 22/23 of approximately \$2,100. Additionally, in conjunction with the minimum wage change, California law calls for minimum exempt position pay of \$64,480/year and minimum non-exempt pay at \$15.50/hour. This minimum wage change will impact the majority of our part-time hourly and student employees. This information will be posted on Foundation’s website, which offers transparency related to wages for positions and helps meet the California Government Code regulations related to maintaining a publicly available pay schedule.

A motion was made by Dr. Phyllis Nelson and April Jimenez-Valadez that the Personnel Committee approve funding the Annual Salary Scale Review Effective 1-1-2023 as presented and forwarding the resolution to the Board of Directors for consideration at the next regularly scheduled meeting. Upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director - Human Resources/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution. The motion was passed unanimously.

ADJOURNMENT

The meeting was adjourned at 11:19 a.m.

Respectfully submitted,

Christina Gonzales, Chair
Personnel Committee



ED/CEO's Report

December 6, 2022
Personnel Committee

Highlighted Items

- ▶ Associate Executive Director/COO
- ▶ Recent Awards
 - ▶ Marketing
 - ▶ Personnel
- ▶ Dining Market Assessment
- ▶ Foundation Scholarships
- ▶ Recent headlines



POLICIES AND PROCEDURES

EMPLOYMENT SERVICES

Subject: Whistleblower
Last Revision Date: August 8, 2022

Policy No.: ES_600
Date: March 31, 2022
Revision: 3

A. Statement

B. Procedure

A. STATEMENT

Employees have a responsibility for the stewardship of corporate resources that enables us to pursue our mission of supporting Cal Poly Pomona. The Foundation is committed to compliance with all laws and regulations to which it is subject and to circulating applicable policies and procedures to stakeholders within the organization. Laws, regulations, policies and procedures strengthen and promote ethical practices and treatment of the members of our community and those who conduct business with the Foundation.

Foundation employees are prohibited from engaging in any improper business activities or activities that create significant threats to the health and/or safety of the organization and/or campus community in the performance of their work duties. Foundation employees and applicants for Foundation employment should be free to report waste, fraud, negligence, abuse of authority, violation of law or threat to public health at the Foundation without fear of retribution.

B. PROCEDURE

Reporting Responsibility. It is the responsibility of all Board directors, employees, independent contractors and volunteers to report violations or suspected violations in accordance with this policy.

No Retaliation. No individual who in good faith reports a violation under this policy shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Violations. Employees or applicants for employment who believe that they have suffered reprisal, retaliation, threats, coercion or similar acts for having made a protected disclosure may file a written retaliation complaint with their supervisor, manager or directly with the Foundation Human Resources Director/CHRO or Executive Director/CEO. The complaint alleging retaliation must be signed by the complainant and contain a sworn statement that the contents of the written complaint are true or believed by the complainant to be true, under penalty of perjury.

Acting in Good Faith. Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated, and have been made maliciously or with knowledge that they were false, will be treated as a serious disciplinary offense.

Confidentiality. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The company will use its best efforts to protect the confidentiality of the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has occurred or is occurring within approximately three (3) weeks from the time the complaint is received or report made. The Executive Committee shall be informed of all such complaints or reports.



Memorandum



Date: December 06, 2022
To: Personnel Committee
From: Nora Fernandez, Manager – Human Resources
Attached: Holiday Calendar 2023
Subject: **2023 Holiday Calendar**

Each year the Foundation Holiday Observances calendar closely mirrors that of the university. This method has proven effective as the demand for most of our services are reliant upon campus foot traffic. As in previous year, the main exception is the business day prior to Christmas which is classified as a Foundation Holiday.

This resolution calls for an extension of the previously approved 2022-2023 Holiday Calendar. It covers calendar year 2023 by incorporating additional holidays through January 1, 2024.

It is important to note that some operations remain open during most or all holiday periods. This is most prominently seen with Innovation Brew Works, Centerpointe, Vista Market, Kellogg West, Facilities, Payroll, and University Village. Needs are covered primarily by part-time employees with full-time and exempt personnel working as needed. Comp time and/or additional pay are provided as needed.

PROPOSED ACTION:

Management recommends the following resolution for approval:

RESOLVED, that the Personnel Committee approves the 2023 Holiday Calendar as presented and forwards their recommendation to the Board of Directors for consideration at their next scheduled meeting.

BE IT FURTHER RESOLVED that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

PASSED AND ADOPTED THIS 6th DAY OF DECEMBER 2022.

Christina Gonzales, Chair
Personnel Committee

HOLIDAY CALENDAR 2023

MONTH	DATE	DAY	HOLIDAY
January	02	Monday	New Year's Day (Holiday Observed)*
January	16	Monday	Martin Luther King, Jr. Day
March	31	Friday	Cesar Chavez Day
May	29	Monday	Memorial Day
July	04	Tuesday	Independence Day
September	04	Monday	Labor Day
November	10	Friday	Veteran's Day (Holiday Observed)
November	23	Thursday	Thanksgiving Day
November	24	Friday	Day after Thanksgiving
December	22	Friday	Foundation Holiday
December	25	Monday	Christmas Day
December	26	Tuesday	Foundation Holiday
December	27	Wednesday	Foundation Holiday
December	28	Thursday	Foundation Holiday
December	29	Friday	Campus Closed (Use Personal Holiday or Vacation Hours)
January	01	Monday	New Year's Day 2024

Memorandum



Date: December 06, 2022

To: Personnel Committee

From: Jared Ceja, Executive Director/CEO
Nora Fernandez, Manager – Human Resources

Attached: Current Policy 212 – Accommodation for Religious Observance and Practice
Proposed Policy 212 – Accommodation for Religious Observance and Practice

Subject: Update to Policy 212 – Accommodation for Religious Observance & Practice

The corporate policy governing religious accommodations (Policy 212) has not been updated since the year 2000. This proposal provides more clarity on how such a request is made and identifies Human Resources as the managing department.

PROPOSED ACTION:

Management recommends the following resolution to update Policy 212 – Accommodation for Religious Observance and Practice.

BE IT RESOLVED, that the Personnel Committee approves the updates to Policy 212 – Accommodation of Religions Observance and Practice as presented and forwards the resolution to the Board of Directors for consideration at the next scheduled meeting.

BE IT FURTHER RESOLVED, that upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director – Human Resources/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

PASSED AND ADOPTED THIS 6th DAY OF DECEMBER 2022.

Christina Gonzalez, Chair
Personnel Committee



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Accommodation for Religious Observance and Practice

Policy No.: 212

Orig. Date: 02/10/81

Revision:

Last Revision Date: 06/13/00

- A. Purpose
 - B. Policy
 - C. Implementation
-

A. Purpose

The purpose of this policy is to establish procedures, which implement the laws regarding non-discrimination based on religion or religious practices.

B. Policy

Reasonable accommodations shall be made to the religious observances and practices of employees and prospective employees. Reasonable accommodations may be made through adjustments in work schedules, the postponement of the performance of certain assignments, according to department needs or necessity. Leave taken shall be vacation leave or leave without pay.

C. Implementation

The employee should submit a written request for leave in advance for religious observances and practices. The supervisor will determine accommodations for a leave.



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Accommodation for Religious Observance and Practice

Policy No.: 212

Last Revision Date: 12/06/2022

Orig. Date: 02/10/1981

Revision: 2

A. PURPOSE

B. POLICY

C. PROCESS

A. PURPOSE

This policy is to establish guidelines in relation to laws regarding non-discrimination based on religion or religious practices.

B. POLICY

The Company will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company.

The Company has developed an accommodation process to assist employees, management, and Human Resources. Through this process, the Company establishes a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

C. PROCESS

Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human Resources to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

Memorandum



Date: December 06, 2022
To: Personnel Committee
From: Nora Fernandez, Manager – Human Resources
Attached: Current Policy 217 – Jury Duty
Proposed Policy 217 – Jury Duty
Subject: Update to Policy 217 – Jury Duty

The corporate policy governing jury duty service (Policy 217) has not been updated since the year 2011. This proposal clarified the eligibility as benefited employees “who have completed six months of service”. This tenure distinction was not apparent in the existing version. The proposal also breaks out the procedure for employees.

PROPOSED ACTION:

Management recommends the following resolution to update Policy 217 – Jury Duty.

BE IT RESOLVED, that the Personnel Committee approves the updates to Policy 217 – Jury Duty as presented and forwards the resolution to the Board of Directors for consideration at the next scheduled meeting.

BE IT FURTHER RESOLVED, that upon approval of this resolution by the Board of Directors, the Executive Director/CEO and Director – Human Resources/CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

PASSED AND ADOPTED THIS 6th DAY OF DECEMBER 2022.

Christina Gonzalez, Chair
Personnel Committee



POLICIES AND PROCEDURES

CORPORATE PROCEDURES

Subject: Jury Duty

Policy No.: 217

Orig Date: 10/29/90

Last Revision Date: 01/01/2011

Revision:

- A. Purpose
 - B. Policy
 - C. Eligibility
 - D. Procedure
-

A. Purpose

Permits Foundation benefited employees to perform their civic obligations, and establishes a limit on the number of days the Cal Poly Foundation, Inc. will pay for time off for jury duty.

B. Policy

If a benefited employee is called to serve on jury duty, the Foundation shall pay his/her regular salary while serving on jury duty up to a maximum of 20 scheduled working days during a rolling a 24-month period.

C. Eligibility

The policy is applicable to employees with full benefits. Part time employees, on-call or temporary employees, and student employees are not eligible for this benefit. An employee will not be paid for jury duty for any day he/she is not scheduled to work. An employee who is called for jury duty, but is dismissed from serving after reporting to the court, is expected to report to work for the remainder of the workday. An employee who is scheduled to work an afternoon or evening shift will have his/her work schedule adjusted on a case by case basis so that a day of jury duty service and the work scheduled equal not more than one working day.

D. Procedure

The unit manager should be notified immediately if the employee receives a notice to appear for jury duty. Upon completion of jury duty, stipends or travel expenses received by employee are retained by the employee for their jury service. The employee may request use of accrued vacation time if required to serve on jury duty more than 20 days or the employee may take the time off without pay.



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Jury Duty

Policy No.: 217

Last Revision Date: 12/06/2022

Originally Adopted: 10/29/1990

Revision: 3

A. PURPOSE

B. ELIGIBILITY

C. POLICY

D. PROCEDURE

A. PURPOSE

To encourage employees to fulfill their civic responsibility by serving jury duty when required.

B. ELIGIBILITY

Fully benefited employees who have completed six months of service. Part time, temporary and/or student employees do not qualify for jury duty pay.

C. POLICY

Full benefited employees may request up to 20 days of paid jury duty in any one 24-month period after completion of eligibility period. Any additional time off for non-exempt employees will be unpaid.

D. PROCEDURE

An employee should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. An employee reporting for jury duty is required to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty, an employee is expected to return to work for the remainder of the work schedule.