

**CAL POLY POMONA FOUNDATION, INC.  
PERSONNEL COMMITTEE**

**Tuesday, May 17, 2022**

**1:00 pm – 2:30 pm**

**Join Zoom Meeting**

<https://cpp.zoom.us/j/88238343847>

**Meeting ID: 882 3834 3847**

**AGENDA**

Committee Chair: Christina Gonzales

Directors: Kimberly Allain, Mayra Brown, Deborah Goman, Prabhat Jammalamadaka, April Jimenez, John McGuthry, Dr. Jocelyn Pacleb, Aliza Ortega

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

**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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**V. INFORMATION & DISCUSSION ITEMS**

**VI. OPEN FORUM**

**VII. ADJOURNMENT**

Christina Gonzales

**CAL POLY POMONA FOUNDATION, INC.**  
**PERSONNEL COMMITTEE MEETING MINUTES**  
**Tuesday, February 15, 2022, 1:00 p.m.**  
**Zoom**

**Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/teleconference on Tuesday February 15, at 1:00 p.m. 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>.**

Present: Mayra Brown, Deborah Goman, John McGuthry, Aliza Ortega, Iris S. Levine, April Jimenez-Valadez

Absent: Kimberly Gretchen Allain, Christina Gonzalez, Jocelyn Pacleb, Prabhat Jammalamadaka

Staff: Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Nora Fernandez, Yvette Lane and Aaron Neilson

### **CALL TO ORDER**

In the absence of Chair Christina Gonzalez, Mayra Brown was selected by the Committee as acting Chair for the meeting and called the meeting to order at 1:08 pm.

### **CONSENSUS ACTION ITEMS**

1. Minutes September 14, 2021 Meeting  
A motion was made by April Jimenez and seconded by Aliza Ortega to approve the November 19, 2021 minutes; no opposition, the minutes were approved.

### **GENERAL UPDATES**

2. Executive Director's Report  
Jared Ceja introduced Yvette Lane as the new Executive Assistant and Board Liaison for the Foundation; Yvette comes with years of experience having worked at Pomona College, City of Hope and The Walt Disney Company. Jared reviewed the impact the Covid-19 spike from December through January, temporarily lifting the 2-days per week telecommuting limit, Housing is reported at full capacity which will help exceed budget in both Residential Dining and University Village, Campus South filming lost only \$40K with a temporary shutdown, IBW received great student reviews and is listed online as one of the "Best Things to Do in Pomona", and Poly Fresh introduced cashier-less check-out. The Great Resignation has hit us as we have lost some employees to the highly competitive job market and new employment opportunities on the state-side. Jared mentioned efforts are in place to ensure salary competitiveness.

### **ACTION ITEMS**

3. Temporary Employment of Retired Annuitant  
Management is asking for the committee to approve Steven Whippie to an interim appointment as a retired annuitant to the vacant position of Facilities Manager effective March 7, 2022. Per Gov. Code section 21221(h), this appointment will be in parallel with recruitment for a permanent appointment, shall only be made once, and will end upon the successful hiring, onboarding, and training of a full-time Facilities Manager (no later than June 30, 2022). This appointment is necessary as the current competitive employment environment resulted in two failed recruitment attempts for this essential role.

Moved and seconded by Mayra Brown and Deborah Goman that the Personnel Committee approves the employment of Steven Whippie as described and that upon approval of this resolution by the Board of Directors at their next scheduled meeting, 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. There was no opposition; the motion was approved.

4. 2022 Holiday Calendar  
Shari Benson mentioned 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. This year, the Holiday Observances Calendar is identical with two notable exceptions:
  - Many units continue to operate during some holidays. Residents remain in the University Village, the Bronco Bookstore must prepare for the coming semester, CenterPointe continues to feed students in University Housing, payroll processes employee pay checks, and more. Eligible employees working on paid holidays are compensated accordingly.
  - December 24<sup>th</sup> is regularly granted to stateside employees by the Governor and University President in the preceding days. Last minute adjustments to service hours can result in confusion for employees and those we serve. Proactively scheduling the day as a Foundation Holiday allows for superior planning and communication.

A motion was made by Iris S. Levine and seconded by Deborah Goman that the Personnel Committee approves the 2022 Holiday Observances calendar as presented and that upon approval of this resolution, 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.

5. Employee Handbook Updates

Shari Benson mentioned periodically Management and the Human Resources Department review and update the Cal Poly Pomona Foundation (“Enterprises”) Employee Handbook to account for changes in law, policy, practice, and other circumstances. The last update became effective October 2020. Shari Benson reviewed the changes and noted there were significant updates in regards to leaves of absences (including more program details in the Handbook), Equal Opportunity and Harassment, “at-will” employment, and adding an Acknowledgement. The Handbook went from 34 pages to 51 pages with the enhancements. The Board approved final version will be available on the Foundation website for use by new and existing employees. All current employees will complete the Acknowledgement via Kronos.

A motion was made by Iris S. Levine and seconded by April Jimenez-Valadez that the Personnel Committee recommends Board approval for the updates to the Cal Poly Pomona Foundation Employee Handbook as presented and that upon approval of this resolution by the Board of Directors, Executive Director/CEO and Human Resources Department are authorized and directed to take any and all action as may be necessary to effectuate this Resolution and make the revised Cal Poly Pomona Foundation Employee Handbook available to all employees.

## **INFORMATION & DISCUSSION ITEMS**

6. 2022 CA Supplemental Paid Sick Leave

Shari Benson reviewed the new enacted supplemental paid sick leave requiring employers with more than 25 employees to provide up to 80 hours of paid leave for specific Covid-19 related reasons, effective February 19, 2022, retroactive to January 1, 2022, and expiring September 30, 2022.

Committee members commended staff on adding an additional option for employees while coming in under budget.

7. CalPERS Valuation Reports

Jared Ceja mentioned the California Public Employee Retirement System (CalPERS) released new actuarial assessments for the FY ending June 30, 2020 which detail the finances of CalPERS pension plans of contracting public agencies. A summary of the most critical information for each of the three Foundation pension plan tiers follows:

- Miscellaneous First Tier Plan is based on the 2% at 55 formula with an estimated funding level of 80.5%. The projected employer contribution rate for FY 2022-23 is 12.32% of covered payroll. This is a slight cost rate decrease from the FY 2021-22 rate of 12.34%.
- Miscellaneous Second Tier Plan is based on 2% at 60 formula with an estimated funding level of 93.6%. The projected employer contribution rate for FY 2022-23 is 8.63%. This is a slight cost rate decrease from the FY 2021-22 rate of 8.65%.
- PEPRA Miscellaneous Plan based on 2% at 62 formula with an estimated funding level of 91.8%. The projected employer contribution rate for FY 2022-23 is 7.47%. This is a moderate cost rate decrease from the FY 2021-22 rate of 7.59%.

In plentiful years Management prefers to take a pro-active approach to pay down the UAL by making payments above the minimum required for all 3 rate plans. No such additional payments are planned until our financial results substantially recover.

## **ADJOURNMENT**

Moved and seconded by Deborah Goman and Iris S. Levine to adjourn the meeting at 1:50 p.m. Motion approved unanimously.

Respectfully submitted,

Mayra Brown, Interim Chair  
Personnel Committee



# Executive Director's Report

May 19, 2022

Personnel Committee

# Information & Discussion Items

- ▶ Passing of Ernie Kawai, Associate ED (retired)
- ▶ Loyal E. Horton Award
- ▶ San Gabriel Valley's Best 2022 - reader's choice
- ▶ Summer Job Fair
- ▶ Summer Retreat

# Memorandum



Date: May 17, 2022

To: Personnel Committee

From: Shari Benson, Human Resources Director/CHRO

Attached: Educational Assistance Program Policy 207 (highlighted changes)  
Existing Educational Assistance Program Policy 207

**Subject: EDUCATIONAL ASSISTANCE POLICY UPDATE**

The existing policy for educational assistance was originally adopted in 1979 and has not been updated since 2011. To ensure the policy is current, minor revisions to the wording have been made. The primary changes relate to the moving from quarter system to semester. Additionally, the policy has been revised to the current policy template adopted throughout the organization.

## **PROPOSED ACTION:**

The following Resolution is recommended by Management for approval:

**BE IT RESOLVED**, that the Personnel Committee of the Board of Directors approves the proposal to update the Educational Assistance Policy as presented, effective June 1, 2022.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors at their next scheduled meeting, the Human Resources Director/CHRO is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 17th DAY OF MAY, 2022.**

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Christina Gonzalez, Chair  
Personnel Committee



## POLICIES AND PROCEDURES

### EMPLOYMENT SERVICES

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Subject: Educational Assistance Program

Policy No.: 207

Last Revision Date: 07/01/2022

Originally Adopted: 04/02/1979

Revision: 5

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- A. Purpose
  - B. Eligibility
  - C. Course Load Limits
  - D. Qualifying Programs
  - E. Application/Approval Process
  - F. Reimbursement Guidelines
  - G. Reimbursement Procedure
  - H. Release from Work
  - I. Administration of Program
  - J. Transferability to Spouse or Dependent
- 

#### A. PURPOSE

To provide financial support to eligible employees taking job-related college courses or specific courses included as part of an approved Career Development Plan.

#### B. ELIGIBILITY

Employees must be employed by the Foundation for a period of at least twelve months in a full time, benefited position to receive benefits under this program. Full time employees paid from contract or grant funds and campus programs are encouraged to participate in the Education Assistance Program if funds can be provided by the agency funding the individual contract, sponsored program or grant or if sufficient funds are available through the respective department.

#### C. COURSE LOAD LIMITS

An eligible employee may request financial assistance for a maximum of two (2) courses or six (6) units per term, whichever is greater.

#### D. QUALIFYING PROGRAMS

The Foundation will consider financial assistance for job-related courses in adult education programs, or any Western Association of Schools & Colleges (WASC) (or similar accreditation) accredited university or college. The Foundation will provide financial assistance for college level courses taken as part of an approved Career Development Plan.

#### E. APPLICATION/APPROVAL PROCESS

Employees requesting financial assistance as part of an approved Career Development Plan must first submit an Application for Participation in the Career Development Plan. Approval of Career Development Plans is contingent upon a showing of mutual benefit to the employee and the Foundation.

The Foundation reserves the right to review individual Career Development Plans from year to year and may discontinue approval for continued participation at any time. Employees taking job-related courses need only complete the Application for Reimbursement form. A separate Application for Reimbursement must be completed for each term an employee wishes to participate in this program. Substitution of courses cannot be made without prior approval.



## POLICIES AND PROCEDURES

### F. REIMBURSEMENT GUIDELINES

The maximum reimbursement amount per academic year for undergraduate coursework shall not exceed the annual amount for Basic Tuition Fees (0 – 6 units per term) applicable for undergraduate tuition at Cal Poly Pomona, and the maximum amount for graduate coursework shall not exceed the annual amount for Basic Tuition Fees for graduate coursework at Cal Poly Pomona. The employee is responsible for application fees, admission fees, books and miscellaneous supplies.

Those receiving benefits under this policy regarding graduate-level courses must achieve a grade of "B" or better to qualify for reimbursement. A grade of "C" or better must be achieved in undergraduate courses to qualify for reimbursement.

### G. REIMBURSEMENT PROCEDURE

Employees taking classes at Cal Poly Pomona may submit their University Fee Invoice for reimbursement prior to starting the course. Employees electing this method of reimbursement must then submit satisfactory evidence of course completion (with the required grade achievement) or reimburse the Foundation before additional courses will be approved for reimbursement.

When courses are taken at other institutions, employees are responsible for submitting all receipts and a grade report at the end of the course to the Foundation Employment Services Department for reimbursement.

### H. RELEASE TIME FROM WORK

The supervisor may approve time off from work when the course is taken for credit at Cal Poly Pomona and work schedules can be adjusted to make up work time.

### I. ADMINISTRATION OF PROGRAM

The Human Resources Director, under the direction of the Executive Director of the Foundation, has overall administrative responsibility for this program. Supervisors and department heads are primarily responsible for determining if courses and/or Career Development Plan have sufficient job-relatedness to justify reimbursement.

Career Development Plans require the additional approval of the Executive Director of the Foundation.

### J. TRANSFERABILITY TO SPOUSE OR DEPENDENT

Any employee who is eligible to receive benefits under this program may transfer their benefit to a qualifying spouse, registered domestic partner or dependent child with the following conditions:

- 1) A spouse, registered domestic partner or dependent child must be enrolled in a qualifying program within higher education that leads to a degree, certificate, or credential.
- 2) When the benefit is transferred to a spouse or domestic partner, only one person may receive benefits at a time (e.g. the employee, the spouse, or domestic partner). However, when the benefit is transferred to a child paragraph (2) becomes applicable.
- 3) Up to two qualifying dependent children of the employee may receive benefits under this program at the same time. Benefits transferred to a spouse, domestic partner, or children may be applied toward tuition or fees originating only at the California State University, a University of California, or a California Community College.
- 4) For the purposes of this policy, a qualifying spouse, registered domestic partner, or dependent child is defined as any of the following:
  - a. A spouse or registered domestic partner of the employee when such a person is living in the same physical household as the employee.
  - b. A dependent child, where the employee is either a biological parent of the child or has legal custody of the child via adoption or other court decrees, and the child has not attained the age of 26.



# CAL POLY POMONA FOUNDATION, INC.

## POLICIES AND PROCEDURES

**SUBJECT:** Educational Assistance Program

**Policy No.** 207  
**Old No.** 1979-2  
**Date:** 04/02/79

**Reference:** 129-II-D, 276-II-D, 298-II-D; 333-III-E, 351-III-G

**Revision:** 6/13/00,  
5/24/07, 01/01/11, 07/01/12

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### **PURPOSE**

To provide financial support to eligible employees taking job-related college courses or specific courses included as part of an approved Career Development Plan.

### **ELIGIBILITY**

Employees must be employed by the Foundation for a period of at least twelve months in a full time, benefited position to receive benefits under this program. Full time employees paid from contract or grant funds and campus programs are encouraged to participate in the Education Assistance Program if funds can be provided by the agency funding the individual contract, sponsored program or grant or if sufficient funds are available through the respective department.

### **COURSE LOAD LIMITS**

An eligible employee may request financial assistance for up to a maximum of 6 units per quarter.

### **QUALIFYING PROGRAMS**

The Foundation will consider financial assistance for job-related courses in adult education programs, or any Western Association of Schools & Colleges (WASC) (or similar accreditation) accredited university or college.

The Foundation will provide financial assistance for college level courses taken as part of an approved Career Development Plan.

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Employees taking job-related courses need only complete the Application for Reimbursement form. A separate Application for Reimbursement must be completed for each quarter or semester an employee wishes to participate in this program. Substitution of courses cannot be made without prior approval.

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- 2) Up to two qualifying dependent children of the employee may receive benefits under this program at the same time. Benefits transferred to a spouse, domestic partner, or children may be applied toward tuition or fees originating only at the California State University, a University of California, or a California Community College.
- 3) For the purposes of this policy, a qualifying spouse, domestic partner, or dependent child is defined as any of the following:
  - a) A spouse or domestic partner of the employee when such a person is living in the same physical household as the employee.
  - b) A dependent child, where the employee is either a biological parent of the child or has legal custody of the child via adoption or other court decrees, and the child has not attained the age of 26.

# Memorandum



Date: May 17, 2022  
To: Personnel Committee  
From: Jared G. Ceja  
Executive Director/CEO

**Subject: Request for Approval of Compensation/Benefits Budget Assumptions**

During the budget year there will be several key expenses associated with the overall cost of labor. Below are the assumptions for the **2022-23** budget year.

- |   |                                     |
|---|-------------------------------------|
| 1. Educational Reimbursement/Development:   | \$75,000                            |
| 2. Minimum Wage Increase (\$.50 on 1/1/23): | \$177,158                           |
| 3. Annual Wage Increase (4%-7% pool)*       | \$681,027 - \$1,211,286             |
| 4. CalPERS Pension Plan (total):            | \$1,961,435 (21/22 was \$2,117,787) |
| a. Normal Cost for all three plans:         | \$980,996                           |
| b. UAL for all three plans:                 | \$980,439                           |
| 5. VEBA Contribution:                       | \$500,000                           |
| 6. Flex Dollar (Parking, FSA, Meal Pts)     | \$151,200                           |

The proposed budget has a net surplus between \$4.1M and \$5.4M before contributions are made to the reserves, depending on the determined annual wage increase. This includes all of the expense items above. The net surplus lands between \$1.4M and \$2.6M when considering transfers to reserves and VEBA.

An annual employee wage increase has not occurred since July 1, 2019 due to economic factors brought on by the COVID-19 pandemic. However, all staff and management were impacted by furloughs and temporary wage cuts of 10%-100% beginning March, 2020 and ending December, 2021, with the cuts not being replaced. Management requests that the specific annual wage increase pool for 2022-23 be delegated to the Executive Director/CEO, in consultation with the Executive Committee, for a determination within the defined parameters prior to July 1, 2022 based on updates to the following factors:

1. Comparability with compensation increases provided to University staff
2. Comparability with compensation increases at similar CSU auxiliaries (Cal Poly Corporation, CSU Fullerton Auxiliary Services Corp., Forty-Niner Shops at CSULB, University Corporation at CSUN, University Enterprises Corporation at CSUSB)

3. Inflation (US Bureau of Labor Statistics CPI, Los Angeles area)
4. Comparability with compensation of employment markets for like positions

**Proposed Action:**

Management is requesting the Personnel Committee's approval to forward to the Board of Director's for consideration as part of the 2022-2023 Annual Budget.

**BE IT RESOLVED**, the Personnel Committee has reviewed the above assumptions and recommends approval to the Board of Directors at the next scheduled meeting. This includes delegating the specific annual wage increase pool for 2022-23 to the Executive Director/CEO, in consultation with the Executive Committee, based on the stated criteria and within the approved range.

**PASSED AND ADOPTED THIS DAY 17<sup>th</sup> DAY OF MAY, 2022.**

By:

\_\_\_\_\_  
Christina Gonzalez, Chair  
Personnel Committee

# Memorandum

Date: May 17, 2022  
To: Personnel Committee  
From: Jared Ceja  
Executive Director/CEO  
Attached: PARS Yearly Activity (with projections)



**Subject: PARS Vacation/Sick Leave Conversion Program**

The PARS Vacation/Sick Leave Conversion Program provides eligible employees a supplemental retirement plan as part of the overall company benefits program. It allows eligible employees to convert a portion of unused leave balances to cash and then contribute those funds directly into the employees PARS 457(b) individual account. The percentage of participation is fully elective by an eligible employee and the option to convert occurs on an annual basis. A regular, full-time benefited employee is eligible to participate in the Conversion Program once they have completed at least 4 years of full-time service.

Employees who desire to convert vacation time must have at least 160 hours of accrued vacation and have taken a minimum of 40 hours of vacation over the previous 12 months of employment preceding the current plan year. A maximum conversion of 100 hours of vacation time may occur. The resulting vacation balance may not fall below 160 hours due to converting hours.

Employees who desire to convert sick leave must have more than 320 hours of sick leave available, and then may convert up to 100 sick leave hours for hours in excess of 320. A sick leave balance may not fall below 320 hours due to converting hours.

The annual renewal of this employee benefit is designed to ensure that the financial obligations of the organization are being met prior to Board approval. The annual forecast for 2021-2022 currently shows a net surplus of well over \$2.2 million after all annual financial obligations are paid. This compares to \$323,055 in estimated eligible contributions for June 2022. However, based on historical participation and conversion levels, a realistic forecast of conversion is \$189,374. Any converted vacation will not result in an additional expense as those balances have already been accrued.

Eligible employees were invited to an online training session on May 9, 2022 delivered by representatives from John Hancock and PARS to learn about the advantages and disadvantages of converting leave with the program, along with investment information.

**Proposed Action:**

Management is recommending that the Personnel Committee approve the annual renewal of the PARS Vacation/Sick Leave Conversion Program for consideration by the Board of Directors.

**BE IT RESOLVED**, the Personnel Committee has reviewed and approves forwarding the PARS Vacation/Sick Leave Conversion Plan to the Board of Directors for consideration at the next regularly scheduled meeting.

**PASSED AND ADOPTED THIS DAY 17<sup>th</sup> DAY OF MAY 2022**

By:

\_\_\_\_\_  
Christina Gonzalez, Chair  
Personnel Committee

**PARS Yearly Activity**

Fiscal Year	Number of Employees Eligible for Vacation Conversion	Number of Employees Electing Vacation Conversion	Percentage Electing Vacation Conversion	\$ Amount Vacation Employees Eligible	\$ Amount Vacation Employees Converted
2009-2010	49	25	51%	\$ 99,177	\$47,224
2010-2011	53	43	81%	\$ 112,511	\$68,885
2011-2012	56	28	50%	\$ 105,500	\$61,041
2012-2013	69	38	55%	\$ 149,194	\$58,778
2013-2014	51	29	57%	\$ 117,000	\$49,479
2014-2015	65	37	57%	\$ 144,000	\$69,131
2015-2016	55	28	51%	\$ 129,000	\$73,699
2016-2017	58	34	59%	\$ 131,993	\$74,000
2017-2018	41	34	83%	\$ 120,534	\$63,004
2018-2019	55	39	71%	\$ 123,212	\$88,690
2019-2020	74	22	30%	\$ 193,703	\$60,943
2020-2021	65	28	43%	\$ 182,360	\$84,344
<b>2021-2022</b>	<b>75</b>	<b>36</b>	<b>48%</b>	<b>\$ 184,872</b>	<b>\$88,563</b>

Fiscal Year	Number of Employees Eligible for Sick Conversion	Number of Employees Electing Sick Conversion	Percentage Electing Sick Conversion	\$ Amount Sick Employees Eligible	\$ Amount Sick Employees Converted
2009-2010	74	41	55%	\$84,160	\$54,387
2010-2011	41	29	71%	\$96,045	\$74,142
2011-2012	45	30	67%	\$91,947	\$68,879
2012-2013	56	31	55%	\$111,476	\$80,002
2013-2014	55	42	76%	\$114,000	\$90,591
2014-2015	54	30	56%	\$133,000	\$94,391
2015-2016	64	42	66%	\$135,000	\$98,318
2016-2017	49	32	65%	\$118,174	\$92,500
2017-2018	57	44	77%	\$141,000	\$102,647
2018-2019	55	42	76%	\$139,000	\$121,308
2019-2020	52	0	0%	\$137,774	\$0
2020-2021	0	0	0%	\$0	\$0
<b>2021-2022</b>	<b>45</b>	<b>33</b>	<b>73%</b>	<b>\$138,183</b>	<b>\$100,810</b>

\$323,055.00

Fiscal Year Combined Conversion Dollars	
2009-2010	\$101,611
2010-2011	\$143,027
2011-2012	\$129,920
2012-2013	\$138,780
2013-2014	\$140,070
2014-2015	\$163,522
2015-2016	\$172,017
2016-2017	\$166,500
2017-2018	\$165,651
2018-2019	\$209,998
2019-2020	\$60,943
2020-2021	\$84,344
<b>2021-2022</b>	<b>\$189,374</b>



# Memorandum



Date: May 17, 2022  
To: Personnel Committee  
From: Jared Ceja  
Executive Director/CEO  
Subject: **Juneteenth Holiday**

Juneteenth is a nationally celebrated commemoration of the ending of slavery in the United States. The State of California and CSU system are likely to recognize Juneteenth as a paid holiday in the near future. Earlier this year, ASI's Board also approved Juneteenth as a paid holiday.

While a number of Foundation units continue to operate during holidays, the workload for many units is generated by campus foot traffic. We also have employees imbedded within the colleges and other University and ASI facilities. The traditional practice is to mirror those holidays observed by our campus partners.

**PROPOSED ACTION:**

Management recommends the following resolution to recognize Juneteenth as a paid holiday for fully-benefited employees contingent upon approval as a paid holiday by the State of California and/or the California State University System (CSU).

**BE IT RESOLVED**, that the Personnel Committee has reviewed and approved the resolution to add Juneteenth as an observed paid holiday for fully-benefited employees, upon approval by the State and/or CSU of a paid holiday for University employees, 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 17<sup>th</sup> DAY OF MAY 2022.**

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Christina Gonzalez, Chair  
Personnel Committee

## Memorandum



Date: May 17, 2022

To: Personnel Committee

From: Shari Benson  
Human Resources Director/CHRO

Attached: Salary Grades with Job Titles

Subject: **Annual Update to Position List**

Each year, Foundation leadership reviews job titles and grades. This information is then submitted to Cal-Pers for position tracking. All compensation ranges were previously approved by the Board.

### **PROPOSED ACTION:**

The following resolution is recommended for approval:

**WHEREAS**, Management is requesting the Personnel Committee's approval to forward the following resolution to the Board of Directors for their consideration:

**BE IT RESOLVED**, that the Personnel Committee has reviewed and approved the Annual Update to Position List for consideration by the Board of Directors at the next regularly 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 appropriate action necessary to implement this Resolution.

**PASSED AND ADOPTED THIS 17th DAY OF MAY 2022.**

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Christina Gonzalez, Chair  
Personnel Committee

**SALARY GRADES with JOB TITLES**  
**Effective July 1, 2022**

Job Titles with Salary Grades - 07-01-22

<b>Salary Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Job Title</b>	<b>Pay Frequency</b>
Grade 7	\$15.00	\$32.43	Academic Advisor	Hourly
			Account Specialist for AG	Hourly
			Accounts Specialist	Hourly
			Accounts Specialist I	Hourly
			Accounts SpecialistII	Hourly
			AdminAsstI	Hourly
			Assistant Project Coordinator I	Hourly
			Buyer Assistant	Hourly
			Catering Coordinator	Hourly
			Cook	Hourly
			Facilities Worker III	Hourly
			Farm Labor II	Hourly
			Floor Supervisor	Hourly
			General Office Support	Hourly
			Grants Specialist	Hourly
			IT Office Coordinator	Hourly
			NR_Gen_Admin_Coordinator	Hourly
			Nursery Coordinator	Hourly
			Office Assistant	Hourly
			Office Support	Hourly
			Outreach Assistant	Hourly
			ShippingReceiving Asst	Hourly
			System Coordinator	Hourly
			UV_MailClerk	Hourly
			Vault Cashier II	Hourly
Grade 8	\$19.89	\$35.42	Accounts Specialist III	Hourly
			Area Coordinator	Hourly
			Community Development Specialist Gr8	Hourly
			Coordinator I	Hourly
			Course Materials Coordinator	Hourly
			General Maintenance	Hourly
			Grants Specialist II	Hourly
			Maintenance_Lead	Hourly
			Payroll Specialist	Hourly
			Residential International Housing and Con	Hourly
			Resource Coordinator	Hourly
			Senior Academic Advisor	Hourly
			Service Lab Coordinator	Hourly
			Specialty Crop Farm Supervisor	Hourly
			Supervisor_8	Hourly
			Web Developer	Hourly
Grade 9	\$20.70	\$39.14	Agriculture Laborer Lead	Hourly
			Advisor	Hourly
			Dennys Manager	Hourly
			DS_Manager_NE	Hourly
			Financial Systems Support	Hourly
			HR Generalist	Hourly
			Information Security Analyst	Hourly
			Kitchen_Supervisor	Hourly

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			Marketing Coordinator II	Hourly
			Outreach Coordinator	Hourly
			Sous Chef	Hourly
Grade 10 - Hourly	\$22,711	\$43,271	Administrative Assistant III	Hourly
			Brewery Cafe Manager	Hourly
			Fin_Sys_Accountant	Hourly
			HVAC Technician	Hourly
			Kellogg House Coordinator_Sr.	Hourly
			Learning-Reading Specialist-Advisor	Hourly
			Manager	Hourly
			Operations Manager	Hourly
			Program Coordinator	Hourly
			UB_Program Advisor	Hourly
Grade 10 - Salary	\$47,237	\$90,011	AsstDirLeadershipDev	Salary
			AsstDirLeadershipRetail	Salary
			Conference Sales Mgr	Salary
			Coordinator III	Salary
			Digital Content Strategist	Salary
			Facilities Supervisor	Salary
			NR_ProjectCoordinator	Salary
			Payroll Supervisor	Salary
			Program Coordinator	Salary
			Retail Manager	Salary
			Research Associate	Salary
Grade 11	\$62,400	\$102,279	AR_Supervisor	Salary
			Communications & External Relations Spec	Salary
			Executive Assistant	Salary
			Facilities Manager	Salary
			Farm-StoreSupvr	Salary
			Human Resources Manager	Salary
			Manager	Salary
			Marketing and Branding Dev	Salary
			Outreach Coordinator	Salary
			Property Manager	Salary
			System Manager	Salary
			Tehnology Manager	Salary
Grade 12	\$66,014	\$111,216	Assistant Director	Salary
			Director-Talent Search	Salary
			Executive Chef	Salary
			Assistant General Business Manager	Salary
			Grants and Contracts Manager	Salary
			General Manager	Salary
			Manager-Retail Information Technology	Salary
			Staff / Research Scientist	Salary

**SALARY GRADES with JOB TITLES**  
**Effective July 1, 2022**

Job Titles with Salary Grades - 07-01-22

Grade 13	\$69,004	\$147,012	Associate Director	Salary
			Director_UB Programs	Salary
			Director-AGRIscares Outreach and Urban Farm	Salary
			General Business Manager	Salary
Grade 14	\$81,120	\$181,126	Director	Salary
Grade 15	\$95,758	\$248,752	Sr. Director	Salary
Grade 15	\$95,758	\$248,752	CFO	Salary
Grade 16	\$138,476	\$257,150	Executive Director	Salary

# Memorandum

Date: May 17, 2022  
To: Personnel Committee  
From: Jared Ceja  
Executive Director/CEO  
Attached: Total FLPP Contributions  
Subject: **Longevity Pay Plan Eligible Contribution – Participants Deferred Compensation Account**



In February 2009, the organization discontinued offering post-employment healthcare benefits to employees hired on or after March 1, 2009. The Board of Directors acted on May 25, 2010 to adopt the Foundation's Longevity Pay Plan (FLPP). The purpose of the FLPP is to encourage employment longevity and to offer some level of benefit to eligible newly hired employees who are not eligible for post-employment healthcare benefits through Foundation's group plan.

The FLPP program applies to regular, full-time benefited employees hired on or after March 1, 2009, and who have worked for Foundation for 10 or more years. The Foundation may make, at its discretion, annual, non-elective Employer contributions to a FLPP Participant's Deferred Compensation Account. The Foundation contribution is calculated based on the FLPP Participant's Compensation using the below schedule:

<u>Years of Completed Service</u>	<u>Compensation Factor</u>
10	2%
11	2.5%
12	3%
13	3.5%
14	4%
15	5%
16	5.5%
17	6%
18	6.5%
19	7%
20	10%
25+	15%

Company contributions are to be reviewed annually by the Board and are discretionary. Participants that receive a Foundation Contribution to the Plan will be immediately 100% vested.

Currently the Foundation has seventeen (17) regular, full-time benefited employees that are eligible to participate; the company's total contribution to the Participant's Deferred Compensation Accounts is \$28,772.86.

## **PROPOSED ACTION:**

Management is recommending that the Personnel Committee approve the annual funding of the Foundation Longevity Pay Plan Program as presented for consideration by the Board of Directors.

**BE IT RESOLVED**, that the Personnel Committee has reviewed and approved the resolution to renew the Foundation Longevity Pay Plan Program with a contribution amount of \$28,772.86, as presented, for consideration by the Board of Directors at the next regularly 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 17TH DAY OF MAY 2022**

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Christina Gonzalez, Chair  
Personnel Committee

Employee Type	Hourly Pay	Date Hired	Years of Service	LPP Contribution
FT Non-Exempt	\$23.24	09/14/2009	12	\$1,450.18
FT Exempt	\$44.3464	10/12/2009	12	\$2,767.21
FT Non-Exempt	\$28.00	01/04/2010	12	\$1,747.20
FT Non-Exempt	\$32.74	07/11/2010	11	\$1,702.48
FT Non-Exempt	\$25.33	09/07/2010	11	\$1,317.16
FT Exempt	\$38.845	11/01/2010	11	\$2,019.94
FT Non-Exempt	\$20.00	11/15/2010	11	\$1,040.00
FT Exempt	\$50.6094	01/10/2011	11	\$2,631.69
FT Exempt	\$69.2814	01/10/2011	11	\$3,602.63
FT Non-Exempt	\$21.54	04/04/2011	11	\$1,120.08
FT Non-Exempt	\$26.09	04/07/2011	11	\$1,356.68
FT Non-Exempt	\$25.00	09/12/2011	10	\$1,040.00
FT Exempt	\$50.591	01/08/2012	10	\$2,104.59
FT Exempt	\$36.06	05/07/2012	10	\$1,500.10
FT Non-Exempt	\$20.64	05/07/2012	10	\$858.62
FT Non-Exempt	\$26.44	05/14/2012	10	\$1,099.90
FT Non-Exempt	\$34.00	06/01/2012	10	\$1,414.40
Total FLPP Contribution				\$28,772.86