

CAL POLY POMONA FOUNDATION, INC.
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
PERSONNEL COMMITTEE

Thursday, April 15, 2021
10:00 a.m. – 11:30 a.m.
Zoom

AGENDA

- I. **ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC** who may or may not be commenting on a specific item or making a general comment
- II. **CONSENSUS ACTION ITEMS** **PAGE**
Consensus 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.
1. Minutes February 11, 2021 Meeting Dr. Lea Dopson 2-3
ACTION: Approval
- III. **GENERAL UPDATES**
2. Foundation Updates Jared Ceja
- IV. **ACTION ITEMS**
3. Compensation & Benefits - Budget Assumptions Jared Ceja 4
4. PARS Vacation Leave Conversion Program Jared Ceja 5-6
5. Job Titles and Salary Ranges Diane Maldonado 7-10
6. Annual Contribution to Longevity Pay Plan Jared Ceja 11-12
- V. **INFORMATION & DISCUSSION ITEMS**
7. Annual Employee Performance Appraisal Update Nora Fernandez 13
8. Executive Director's Evaluation Process Jared Ceja 14
- VI. **OPEN FORUM**
- VII. **ADJOURNMENT** Dr. Lea Dopson

The open proceedings of this meeting are being recorded

**CAL POLY POMONA FOUNDATION, INC.
PERSONNEL COMMITTEE MEETING MINUTES
Tuesday, February 11, 2021
Zoom**

Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/teleconference on Tuesday February 11, at 2:00 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: Dr. Lea Dopson, Deborah Goman, Maryann Tolano-Leveque, Stephanie Pastor, April Jimenez-Valadez, Dr. Phillis Nelson Dr. David Speak and Kimberly Allain

Absent: Araz Mandelian

Staff: Jared Ceja, Jenny Dennis, Joanne Mathew, Nora Fernandez and Diane Maldonado

CALL TO ORDER

Dr. Lea Dopson called the meeting to order at 2:02 pm.

CONSENSUS ACTION ITEMS

1. Meeting Minutes

The minutes for October 13, 2020 were approved by consent. A motion was made by Maryann Tolano-Leveque and seconded by Deborah Goman. David Speak and Phyllis Nelson both abstained.

GENERAL UPDATES

2. General Updates

Jared Ceja reported all things considered things are going well. We are focused on campus repopulation and are taking a strategic approach. Foundation had a Town Hall – full staff meeting yesterday where we covered updates to Covid protocol, campus repopulation and budgets. Some of the employees are feeling fatigued. Fatigued from frequent zoom meetings, remote schedules, continued furloughs, and covering vacant positions. The marketing team is pulling together fun remote activities to bring us together. We are seeing encouraging numbers financially since last November. The new Holiday Ham Dinner program was a huge success, like the Thanksgiving Dinner program, it gave us positive PR and it brought in much needed revenue with over 125 meals donated to families in need. The University started a partnership for a vaccination center on campus and we built dining and housing partnership that have brought us unexpected revenue. We also just completed the PPP Loan application and received some CARES support. The combination of these efforts will yield a far better result than we estimated in November. The improved performance will be seen in the third quarter report.

ACTION ITEMS

3. Observed Holiday Calendar

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 needs to be processed, and more. Eligible employees working on paid holidays are compensated accordingly. December 24th is regularly granted to stateside employees by the Governor a day or two prior. 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.

There was a motion and second by David Speak and Phyllis Nelson to approve the Holiday Calendar. No opposition, the motion passed unanimously.

INFORMATION ITEMS

4. Salary Grades – Effective 01-01-2021

Jared Ceja reminded the Committee we limited the changes to the grade because of Covid. You will see there were minimal changes. Grade 11 is at double the minimum wage. Grade 12 and 13 have slight adjustments so they didn't blend together. We will bring the new schedule at the end of 2021.

5. CalPERS Valuation Reports

Jared Ceja reported the three Foundation pension plan tiers with established FY 2021-22 employer contribution rates and other important pension plan data. A summary of the most critical information follows:

Miscellaneous First Tier Plan is based on the 2% at 55 formula with an estimated funding level of 82.0%. The projected employer contribution rate for FY 2021-22 is 12.34% of covered payroll. When combined with the minimum required payment for the Unfunded Accrued Liability (UAL), the rate as a percentage of payroll increases to 26.24%.
Miscellaneous Second Tier Plan is based on 2% at 60 formula with an estimated funding level of 96.5%. The projected employer contribution rate for FY 2021-22 is 9.10%.
PEPRA Miscellaneous Plan based on 2% at 62 formula with an estimated funding level of 94.4%. The projected employer contribution rate for FY 2021-22 is 7.59%.

6. Staffing to the Campus Repopulation

Jared Ceja things are improving. The mass vaccination site brought workload and volume we did not expect. Most furloughs in Dining and Hospitality have been lifted. We are contacting some that were laid off to come back. We need to bring in a Director of Human Resources that can help champion or regrowth. The anticipated timeline to hire someone is about two months.

Respectfully submitted,



Dr. Lea Dopson, Chair
Personnel Committee

Memorandum



Date: April 15, 2021
To: Personnel Committee
Cal Poly Pomona Foundation, Inc.
From: Jared G. Ceja
Executive Director/CEO

Subject: Request for Approval of Employment Related 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 **2021-22** budget year.

- | | |
|---|-------------------------------------|
| 1. Educational Reimbursement/Development: | \$75,000 |
| 2. Wage Adjustments & reductions: | +\$106,079 |
| 3. Annual Wage Increase (0%) | \$0 |
| 4. CalPERS Pension Plan (total): | \$2,117,787 (20/21 was \$1,927,153) |
| a. Normal Cost for all three plans: | \$1,290,174 |
| b. UAL for all three plans: | \$ 827,613 |
| 5. VEBA Contribution: | \$0 |
| 6. Parking | \$90,000 |

Proposed Action:

WHEREAS, Management is requesting the Personnel Committee's approval to forward to the Board of Director's for review and consideration as part of the 2021-2022 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED, the Personnel Committee has reviewed the above assumptions and recommends approval to the Board of Directors.

PASSED AND ADOPTED THIS DAY 15th DAY OF APRIL 2021

By: Lea Dopson
Dr. Lea Dopson, Chair
Personnel Committee

Memorandum

Date: April 15, 2021
To: Personnel Committee
Cal Poly Pomona Foundation, Inc.
From: Jared Ceja
Executive Director/CEO



Subject: PARS Vacation Leave Conversion Program

The PARS Vacation Leave Conversion Program allows the Foundation to provide eligible employees a supplemental retirement plan to the existing retirement program (CalPERS) by converting a portion of unused Vacation Leave balances to cash, and then contributing 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.

Management, as the Plan Administrator, is proposing for this fiscal year 2020-2021 that we continue to suspend the sick leave conversion due to the challenging economic environment of full or partial remote instruction. Last year PARS (Public Agency Retirement Services) confirmed that we have the right to allow for a suspension of sick leave at this particular point in time per section 3.3(f):

The Employer may limit the aggregate total of sick leave that may be converted by all Participants in the Plan during an Employment Period in order to limit the amount of contributions that would be made to the Plan. The amount and method of reduction shall be determined as necessary by the Plan Administrator or Advisory Committee.

As of June 2021, we forecast that if all eligible employees convert 100% of their allowable hours, approximately \$177,931 will be converted. This compares to \$193,703 that was estimated for June 2020. However, based on historical participation and conversion levels, a realistic forecast of the vacation time conversion is \$95,000.


Notably, when an employee elects to convert unused vacation time there is no expense as vacation amounts have already been earned and accrued. Eligible employees will be invited to an online training session in April 19, 2021 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:

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

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

PASSED AND ADOPTED THIS DAY 15th DAY OF APRIL 2021

By: 

Dr. Lea Dopson, Chair
Personnel Committee

Memorandum



Date: April 15, 2021

To: Personnel Committee
Cal Poly Pomona Foundation, Inc.

From: Jared Ceja
Executive Director/CEO

Enclosure: (1) Job Titles with Salary Grades
(2) Salary Grades Chart for 2021-2022

Subject: **Annual Update to Salary Grades and Position List**

Each year Management reviews its position list and compensation grades. An essential tool used in compensation administration is a current, relevant, and accurate salary scale. Few position titles are being added this year given the hiring impact resulting from the economic difficulties of 20/21. They are highlighted in red on the following document.

Only minor changes to the salary grades are being proposed, also shown it read. Those updates are largely a product of wage compression resulting for an escalating minimum wage. This is evident in the starting rate for grades 7 and 9. Cost of living adjustments have also been factored into the upper end of each hourly and staff range at 2%. Those ranges were not adjusted last year.

Grades 11-13 were adjusted on January 1, 2021 with no further changes proposed. These grades represent junior and mid-level management positions impacted by California law governing the minimum salary for exempt employees.

As was the case last year, no changes are proposed for grades 14-16.

PROPOSED ACTION:

The following resolution is recommended for approval:

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

RESOLVED, that the Personnel Committee recommends that the Board of Directors approves the Salary Grades and the Job Titles List, as illustrated in the following document, with an effective date of July 1, 2021.

BE IT FURTHER RESOLVED that upon approval of this resolution by the Board of Directors, the Chief Human Resources Officer is authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

PASSED AND ADOPTED THIS 15TH DAY OF APRIL 2021.

A handwritten signature in cursive script that reads "Lea Dopson".

Dr. Lea Dopson, Chair
Personnel Committee

SALARY GRADES with JOB TITLES
Effective July 1, 2021

Job Titles with Salary Grades - 07-01-21

Salary Grade	Minimum	Maximum	Job Title	Pay Frequency
Grade 6	\$15.00	\$26.82	Account Specialist for AG	Hourly
			Accounts Specialist	Hourly
			Accounts Specialist I	Hourly
			Assistant Project Coordinator I	Hourly
			Buyer Assistant	Hourly
			Cook	Hourly
			Cook IV	Hourly
			Farm Labor II	Hourly
			General Office Support	Hourly
			IT Office Coordinator	Hourly
			Nursery Coordinator	Hourly
			Office Assistant	Hourly
			Office Support	Hourly
			Shipping/Receiving Asst	Hourly
			UV_MailClerk	Hourly
Grade 7	\$17.00	\$31.80	Academic Advisor	Hourly
			Accounts SpecialistII	Hourly
			AdminAsstI	Hourly
			Catering Coordinator	Hourly
			Facilities Worker III	Hourly
			Floor Supervisor	Hourly
			FS_AcctTech7	Hourly
			HR Generalist	Hourly
			NR_Gen_Admin_Coordinator	Hourly
			Outreach Assistant	Hourly
			System Coordinator	Hourly
			Vault Cashier II	Hourly
			Web Developer	Hourly
Grade 8	\$19.89	\$34.74	Accounts Specialist III	Hourly
			Area Director	Hourly
			Asst. Manager	Hourly
			Community Development Specialist Gr8	Hourly
			Course Materials Coordinator	Hourly
			General Maintenance	Hourly
			Maintenance_Lead	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
Grade 9	\$21.00	\$38.38	Agriculture Laborer Lead	Hourly
			Dennys Manager	Hourly
			DS_Manager_NE	Hourly
			Financial Systems Support	Hourly
			HR Generalist I	Hourly
			Information Security Analyst	Hourly
			Kitchen_Supervisor	Hourly
			Marketing Coordinator II	Hourly

SALARY GRADES with JOB TITLES
Effective July 1, 2021

Job Titles with Salary Grades - 07-01-21

			Administrative Assistant III	Hourly
Grade 10	\$47,237	\$88,280	Brewery Cafe Manager	Hourly
			Fin_Sys_Accountant	Hourly
			Kellogg House Coordinator_Sr.	Hourly
			Learning-Reading Specialist-Advisor	Hourly
			Manager	Hourly
			Multi Unit Manager	Hourly
			Operations Manager	Hourly
			Program Coordinator	Hourly
			Retail Manager	Hourly
			UB_Program Advisor	Hourly
			AsstDirLeadershipDev	Salary
			Conference Sales Mgr	Salary
			Coordinator	Salary
			Digital Content Strategist	Salary
			NR_ProjectCoordinator	Salary
			Program Coordinator	Salary
			Research Associate	Salary
			UV_AsstDirRe_NE	Salary
Grade 11	\$58,240	\$98,345	AR_Supervisor	Salary
			Communications & External Relations Spec	Salary
			Facilities Manager	Salary
			Farm-StoreSupvr	Salary
			Jr. General Business Manager	Salary
			Marketing and Branding Dev	Salary
			Outreach Coordinator	Salary
			Property Manager	Salary
			System Manager	Salary
			Tehnology Manager	Salary
Grade 12	\$60,000	\$110,146	Assistant Director	Salary
			Chef	Salary
			Director-Talent Search	Salary
			Employment Services Manager	Salary
			Executive Assistant	Salary
			Executive Chef	Salary
			General Business Manager	Salary
			Grants and Contracts Manager	Salary
			Payroll Manager	Salary
			Program Director_Engineering	Salary
			Retail Manager	Salary
			Staff / Research Scientist	Salary
			Systems_Analyst	Salary
Grade 13	\$62,000	\$141,358	Associate Director	Salary
			Business Manager	Salary
			Director_UB Programs	Salary
			Director-AGRIscares Outreach and Urban Farm	Salary
			Jr-Dir for Grants	Salary
			Senior Assistant Director	Salary

SALARY GRADES with JOB TITLES
Effective July 1, 2021

Job Titles with Salary Grades - 07-01-21

Grade 14	\$81,120	\$174,833	Director	Salary
Grade 15	\$95,758	\$239,185	CFO Senior Director	Salary
Grade 16	\$138,476	\$247,260	Executive Director	Salary

Memorandum

Date: April 15, 2021

To: Personnel Committee
Cal Poly Pomona Foundation, Inc.

From: Jared Ceja
Executive Director/CEO

Subject: **Longevity Pay Plan Eligible Contribution – Participants Deferred Compensation Account**



In February 2009, Foundation discontinued offering post-employment healthcare benefits to employees hired on or after March 1, 2009. The Board of Directors of the Foundation took action 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 attached schedule in the Plan.

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

Currently the Foundation has ten (10) regular, full-time benefited employees that are eligible to participate; the Foundation's total contribution to the Participant's Deferred Compensation Accounts is \$15,568.58.

PROPOSED ACTION:

The following resolution is recommended for approval by Foundation Management:

RESOLVED, that the Personnel Committee approves Foundation Management's proposal and forward to the Board of Directors for approval to contribute a total amount of \$15,568.58 to ten (10) eligible Participants Deferred Compensation Accounts in the Foundation's Longevity Pay Plan before the fiscal year ended June 30, 2020

PASSED AND ADOPTED THIS 15TH DAY OF APRIL 2021

Dr. Lea Dopson, Chair
Personnel Committee

Employee Type	Hourly Pay	Years of Service	Annual Earnings	Contribution
FT Exempt	\$28.00	11	\$58,240.00	\$1,456.00
FT Non-Exempt	\$23.24	11	\$48,339.20	\$1,208.48
FT Exempt	\$44.3464	11	\$92,240.47	\$2,306.01
FT Non-Exempt	\$25.33	10	\$52,686.40	\$1,053.73
FT Non-Exempt	\$21.74	10	\$45,219.20	\$904.38
FT Non-Exempt	\$28.89	10	\$60,091.20	\$1,201.82
FT Exempt	\$38.845	10	\$80,797.60	\$1,615.95
FT Non-Exempt	\$21.54	10	\$44,803.20	\$896.06
FT Exempt	\$49.1354	10	\$102,201.63	\$2,044.03
FT Exempt	\$69.2814	10	\$144,105.27	\$2,882.11

Total FLPP Contributon 2021 \$15,568.58

Information & Discussion Items

Date: April 15, 2021

To: Personnel Committee
Cal Poly Pomona Foundation, Inc.

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

Subject: **Annual Employee Performance Review Update**



Each year Management reviews the performance of benefited employees. This year's annual performance review was scheduled to begin in April and conclude before the end of the 20/21 fiscal year. After hearing feedback from both employees and managers, a decision was made to realign the process to each employee's anniversary date. This allows managers to spread the workload over the year as opposed to compacting everything into a brief period. It also provides adequate time for Human Resources to better support the needs of both employees and managers. Finally, the anniversary approach is more conducive with increasing levels of 10 and 11-month personnel that are off during the summer.

Starting this June, benefited employee will be notified as their pending anniversary evaluation date approaches. They will be given the opportunity to complete a self-evaluation for consideration by their direct supervisor. Management will then complete the team member's performance appraisal using the UKG Workforce Ready system and meet with the respective employee.

Each employee will continue to have the opportunity to accept or dispute their assessment.

Information and Discussion Item

Date: April 15, 2021
To: Personnel Committee
Cal Poly Pomona Foundation, Inc.
From: Jared Ceja
Executive Director/CEO



Subject: **Executive Director's Evaluation Process**

This past March marked the one-year anniversary of the Executive Director. As this role was previously vacant for three years and those involved with the previous performance appraisal process have retired or otherwise left the organization, an update to the Executive Director evaluation process is prudent. No action is being requested other than an initial discussion on recommendations for the incoming Director of Human Resources.

Draft Process:

- 1) The Director of HR and their team initiates the evaluation process by compiling a survey based on best practices from other CSU auxiliaries, the University, and the National Association of College Auxiliary Services.
- 2) The Director of HR, Executive Assistant, or a designee sends the survey to all Board members, non-Board members of Board committees, Foundation Directors, Associate Directors, and any other current direct reports to the Executive Director.
- 3) The Executive Director is given the option to nominate up to ten additional Foundation, University, ASI, student, industry, or community partners to participate in the survey.
- 4) All survey participants are afforded the opportunity to submit written feedback should they choose to do so.
- 5) All survey results and written feedback are compiled by the Director of HR, Executive Assistant, or designee and given to the Board Executive Committee.
- 6) The Board Executive Committee reviews the results and shares them with the full Board in Executive Session.
- 7) The final performance appraisal is given to and discussed with the Executive Director by the Chair, Vice Chair, or Board designee(s) with a copy retained by the Director of HR.
- 8) This process would commence after the Executive Director's first year and every three years thereafter, preferably near the end of a fiscal year as to allow newer Board members sufficient time to interact with the Executive Director