



**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING**

May 23, 2025, 11:00AM  
Student Chambers, SUN-3305

**MINUTES**

<b>Members Present:</b>	Anjali, Vilayat Del Rossi, Sophia Garcia, Jose Hernandez, Jocelyn Paz
<b>Members Absent:</b>	All members present.
<b>Staff Present:</b>	Elizabeth Junker, Maria Elena Najera-Neri, Jennifer Puccinelli
<b>Guests Present:</b>	No guests present.
<b>Call to Order:</b>	The meeting was called to order at 11:03am.
<b>Roll Call:</b>	A verbal roll call for members was conducted. Quorum was met.
<b>Approval of Minutes:</b>	<u>M/S Paz/Garcia</u> motion to approve August 15, 2024 Executive Committee Meeting Minutes. <i>Motion passed.</i>
<b>Open Forum:</b>	There were no comments.
<b>Adoption of Agenda:</b>	<u>M/S Garcia/Paz</u> motion to open adoption of agenda. <i>Motion passed.</i>

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

EC 1/25      Appointment of Jocelyn Paz, Sukhpreet Kaur, and Anjali Anjali to the Audit Committee (Action, Hernandez)

M/S Del Rossi/Paz motion to open EC 1/25 Appointment of Jocelyn Paz, Sukhpreet Kaur, and Anjali Anjali to the Audit Committee.

Interim Executive Director Del Rossi presented the item to appoint members to the Audit Committee in preparation for the upcoming audit with CLA Auditing Firm. He noted that an initial entrance call with the auditors had already taken place and that confirming the committee would allow for a follow-up meeting with members to ensure the audit process proceeds effectively. The Board was asked to appoint Jocelyn Paz, Sukhpreet Kaur, and Anjali to the committee. With no further discussion, the Board proceeded to a roll call vote.

**Roll Call Vote:**                      4 - In-Favor                      0- Oppose                      0-Abstain

*Motion passed.*

EC 2/25              CalPERS Cost Valuation Review of the Golden Handshake (Discussion, Del Rossi)

M/S Del Rossi/Paz motion to open EC 2/25 CalPERS Cost Valuation Review of the Golden Handshake.

Interim Executive Director Del Rossi presented an overview of the third step in the Golden Handshake process, aimed at encouraging eligible employees to retire through financial incentives such as added service credit and possible salary enhancements. A valuation prepared by CalPERS was reviewed, indicating that six employees are eligible under the classic program, though only two to three are expected to participate. The potential financial impact ranges from approximately \$76,970 (if no positions are refilled) to \$326,758 (if all six are replaced). These figures were accounted for in the current budget, and no budgetary concerns were raised. The program would also support the organization's ongoing restructuring efforts and improve long term cost efficiency.

Additional context was provided about the funding strategy, including a \$500,000 allocation already set aside for this initiative. Director Jenny Puccinelli and Director of Finance Maria Najera-Neri reaffirmed that this program aligns with broader financial planning efforts and noted potential savings compared to maintaining current staffing levels. The Golden Handshake window is expected to be open for up to 180 days to ensure a smooth transition and adequate knowledge transfer. While participation is entirely voluntary, the board acknowledged that this approach offers both financial sustainability and support to long-serving employees nearing retirement. The item will return to the board at the next meeting for a vote.

EC 3/25              Approval of Personnel Policy 300 – Equal Employment Opportunity Policy  
(Action, Personnel Committee, Puccinelli)

M/S Paz/Garcia motion to open EC 3/25 Approval of Personnel Policy 300 – Equal Employment Opportunity Policy.

Director of Human Resources Jenny Puccinelli presented the Personnel Policy 300 regarding

Equal Employment Opportunity. The updates align the policy with recent amendments to the Fair Employment and Housing Act (FEHA) and the Unruh Civil Rights Act, specifically expanding the definition of race discrimination to include traits historically associated with race. Vice Chair Paz confirmed that the Personnel Committee had reviewed and approved the updates, noting the revisions were primarily language changes to ensure compliance with current state law. The board proceeded with a roll call vote following brief discussion.

**Roll Call Vote:**                      4 - In-Favor                      0- Oppose                      0-Abstain  
*Motion passed.*

EC 4/25              Approval of Personnel Policy 715 – Paid Leaves of Absence Policy (Action, Personnel Committee, Puccinelli)

M/S Del Rosi/Paz motion to open EC 4/25 Approval of Personnel Policy 715 – Paid Leaves of Absence Policy.

Jenny Puccinelli presented updates to the Paid Leaves of Absence policy to ensure compliance with recent changes to the Fair Employment and Housing Act (FEHA). The revisions include provisions for time off if an employee or their family member is a victim of a "qualifying act of violence," a newly defined term in FEHA. The updated language aligns directly with the statutory definitions and requirements.

**Roll Call Vote:**                      4 - In-Favor                      0- Oppose                      0-Abstain  
*Motion passed.*

EC 5/25              Approval of Personnel Policy 720 – Unpaid Leaves of Absence Policy (Action, Personnel Committee, Puccinelli)

M/S Del Rossi/Paz motion to open EC 5/25 Approval of Personnel Policy 720 – Unpaid Leaves of Absence Policy.

Jenny Puccinelli presented updates to Policy 720 – Unpaid Leaves of Absence reflecting recent changes to the Fair Employment and Housing Act (FEHA). The updates include provisions related to qualifying acts of violence, outlining definitions, covered activities, notice and documentation requirements, and how the policy aligns with CFRA, FMLA, and the accommodation process. The language was taken directly from state law to ensure compliance.

**Roll Call Vote:**                      4 - In-Favor                      0- Oppose                      0-Abstain  
*Motion passed.*

EC 6/25              Approval of Personnel Policy 935 – Unlawful Harassment Policy (Action, Personnel Committee, Puccinelli)

M/S Del Rossi/Garcia motion to open EC 6/25 Approval of Personnel Policy 935 – Unlawful Harassment Policy.

Jenny Puccinelli presented a comprehensive update to Policy 935, formerly the Unlawful Harassment Policy, expanding it to cover a broader range of conduct, including discrimination, sexual misconduct, dating and domestic violence, stalking, and retaliation. The updated policy aligns with California law by adding gender expression to protected classes and includes a prohibition on romantic or sexual relationships between staff and students. It consolidates definitions and complaint procedures to streamline and clarify policy content.

During discussion, it was noted that the Personnel Committee recommended an amendment to address conflicts of interest if the Executive Director were involved in a disclosed relationship. The policy will include language requiring such cases to be reported to the Associate Vice President for Student Affairs and Dean of Students. A motion was made and approved to adopt Policy 935 with the Personnel Committee's recommended amendment incorporated.

M/S Del Rossi/Paz motion to amend EC 6/25 Approval of Personnel Policy 935 – Unlawful Harassment Policy to amend that we would approve the language regarding the Executive Director is reflected in the minutes within the Personnel Committee and is adopted by the Personnel Committee for approval.

**Vote to approve amendment:**

4 – In-Favor                      0- Oppose                      0- Abstain

*Motion passed.*

**Roll Call Vote to approve item as amended:**

4 - In-Favor                      0- Oppose                      0-Abstain

*Motion passed.*

EC 7/25                      Retirement of Personnel Policy 1145 – Complaint Procedure (Action, Personnel Committee, Puccinelli)

M/S Garcia/Del Rossi to open EC 7/25 Retirement of Personnel Policy 1145 – Complaint Procedure.

Jenny Puccinelli recommended retiring Policy 1145, noting that it is not a formal policy but rather a complaint procedure, which has now been incorporated into the newly revised Personnel Policy 935. The purpose of this action is to streamline and consolidate procedures within the appropriate policy framework.

**Vote:**                                      4 - In-Favor                                      0- Oppose                                      0-Abstain

*Motion passed.*

EC 8/25                      Approval to Write-Off all On-Campus Student Organization's Debts Exceeding 365 days (Action, Finance and Contracts, Garcia)

M/S Garcia/Del Rossi motion to open EC 8/25 Approval to Write-Off all On-Campus Student Organization's Debts Exceeding 365 days.

Sophia Garcia presented a proposal to write off outstanding accounts receivable that have been unpaid for over 365 days, with some balances dating back more than 2,000 days. These unpaid invoices span student organizations, campus departments, and external groups. The recommendation, previously reviewed by the Finance Committee, aims to reflect more accurate revenue by eliminating uncollectible debt, in compliance with existing policy.

Vilayat Del Rossi clarified that this action is standard practice within budgeted expectations and emphasized ongoing efforts to reduce future occurrences through improved internal processes. Maria Najera-Neri added that many of the affected student organizations have had leadership turnover, and penalizing current members would be unfair. She acknowledged the need for more regular write-off reviews, which had been missed in the past. Moving forward, a new system launching July 1 will support timely payments through credit card processing, aiming to reduce overdue accounts. Jenny Puccinelli inquired about enforcement practices, and Maria confirmed that a hold system coordinated with the scheduling office is in place to encourage payment.

**Vote:**                      4 - In-Favor                      0- Oppose                      0-Abstain  
*Motion passed.*

EC 9/25              Approval to transfer Special Projects Reserve Funds \$22,514.00 from Chartfield: 303803-RO001-S6010 to Capital Improvement Construction Reserve Funds Chartfield: 303804-RO001-S6110 (Action, Finance and Contracts Committee, Garcia)

M/S Garcia/Del Rossi motion to open EC 9/25 Approval to transfer Special Projects Reserve Funds \$22,514.00 from Chartfield: 303803-RO001-S6010 to Capital Improvement Construction Reserve Funds Chartfield: 303804-RO001-S6110.

Maria Najera-Neri informed the board of a correction needed regarding a previously approved policy change on reserve fund allocations. While the board had voted to eliminate the Special Project Reserve and transfer those funds to the Capital Improvement Reserve, the chartfield string number had inadvertently omitted This agenda item serves to correct that oversight and formally authorize the transfer of those funds as originally intended.

**Roll Call Vote:**                      4 - In-Favor                      0- Oppose                      0-Abstain  
*Motion passed.*

### **Announcements**

- Executive Director Del Rossi thanked everyone for their participation in the meeting and shared that he's looking forward to joining the board at the upcoming Summer Training.
- Chair Hernandez thanked everyone for joining and shared excitement for finals being over.

**Adjournment**              M/S Paz/Garcia motion to adjourn meeting at 11:55am.  
*Motion passed unanimously.*

Respectfully reviewed & submitted by:

\_\_\_\_\_  
Anjali, Secretary

\_\_\_\_\_  
Date