

MINUTES

BEACH SHOPS, INC.

PERSONNEL COMMITTEE

Friday, February 21, 2025 – 8:30 a.m. – 9:30 a.m.

Beach Shops Corporate Conference Room

Members Present: Beth Lesen, Chair Dr. Nancy Dayne
Matt Melendrez

Absent: Andre Achacon

Staff Present: Dr. Miles Nevin, Executive Director
Marianne Russo, Board Administrator
Rosa Hernandez, Chief Human Resources Officer
Sandra Ramirez, Associate Director of Human Resources
Stephanie Tashman, Director of Human Resources, ASI

A. Call to Order:

The meeting was called to order at 8:32 a.m. by Dr. Beth Lesen, Chair.

B. Approval of the Agenda: February 21, 2025

Motion to accept the Agenda as presented.

By acclamation the Agenda for the meeting of February 21, 2025, was approved as presented.

C. Approval of Minutes: March 15, 2024

Motion to accept the Minutes as presented.

By acclamation the minutes of March 15, 2024, were approved as presented.

D. Review of Human Resources Policy:

- Ms. Hernandez presented and reviewed the Human Resources Policy updates from the past year as per our corporate Bylaws:
 1. Wage and Salary Plan:
 - Salary grades needed to be reviewed and updated, primarily due to the impact of minimum wage increases, which subsequently affect other positions
 2. Medical Benefits Highlights:
 - Medical insurance costs continue to increase since the pandemic and the Shops and ASI have begun aligning their current medical benefits which includes Aflac insurance coverage and voluntary long term care options.
 3. Sick and Vacation Policy:
 - There were two significant changes:
 - On the Sick Leave Policy there was an update regarding how part-time staff accrue their sick hours.

- The Shops have developed a new Vacation Payout policy that allows active full-time employees to partially cash out accrued vacation hours, especially those nearing their vacation accrual caps.
- 4. Employee Handbook Changes:
 - Language has been updated for International Student Employees, specifically for F-1 and J-1 Visas limiting work hours to 20 per week.
 - A new Educational Leave was developed for student staff, allowing them to continue employment while on a CSULB leave.
- 5. Injury and Illness Prevention Program
 - Updates to the Injury Illness Prevention Program (IIPP) include:
 - Launching an IIPP training video outlining employee responsibilities.
 - Risk Management inspections changed from quarterly to bi-annually.
 - As per Cal OSHA and campus requirements, a new Workplace Violence Prevention program was established in July 2024.
 - Updated our COVID Mitigation Plan with less restrictions and requirements than in previous years.
- 6. Current Organization Charts
 - Ms. Hernandez reviewed the divisional organizational charts as there have been significant staff and employee transitions over the past year.

Motion to approve the review and updates to the Human Resources Policy as presented.

M/S Mr. Apel / Dr. Dayne

By acclamation the Human Resources Policy review was hereby approved.

E. Discussion

- Update on Shared Services
 - Ms. Hernandez discussed Dr. Nevin's employee evaluation, which is part of our Personnel Committee's responsibilities.
 - Her concern is how best to perform this evaluation knowing that he will have to do so for both organizations.
 - Following discussions, it was agreed that our Human Resources team will staff the committee by interviewing key stakeholders and organizing the information for review.
 - This approach aligns with campus practices and ensures confidentiality.

F. Adjournment

There being no further business, the meeting was adjourned at 9:01 a.m.