

## MINUTES

FORTY-NINER SHOPS, INC.

PERSONNEL COMMITTEE

October 15, 2021

**Members Present:** Mr. Jeremy Harris – Chair  
Mr. Jesus Gonzalez  
Mr. John Barcelona  
Mr. Scott Apel  
Ms. Lindsay Apaza

**Staff Present:** Mr. Robert de Wit, Interim General Manager/CEO, Controller  
Ms. Rosa Hernandez, Human Resources Director  
Ms. Marianne Russo, Executive Secretary

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**A. Call to Order:**

The meeting was called to order at 9:02 a.m. by Chair, Mr. Jeremy Harris

**B. Approval of the Agenda: October 15, 2021**

Motion to accept the Agenda as presented.

M/S Mr. Apel / Mr, Barcelona

By acclamation, the Agenda for the meeting of October 15, 2021 was hereby approved.

**C. Approval of Minutes: February 19, 2021**

Motion to accept the Minutes as presented.

M/S Mr. Apel / Mr, Barcelona

By acclamation, the minutes of February 19, 2021 were hereby approved as presented.

**D. Action Items**

- Process for Salary Increases – In the past, the Personnel Committee has allowed the 49er Shops to independently award increases to our employees, however, this process has varied depending on the individual Board Chair without a formal policy or procedure.
  - These actions generally occurred as part of the prior year’s budget process and aligned with any upcoming campus salary increases.
  - Ms. Hernandez explained that the Shops employees have now gone over 2 years without receiving any pay increases.
    - Additionally, the Incentive Plan was terminated in July 2020 which equates to a 10% pay cut for our salaried staff most of which were employed throughout the pandemic timeframe.
- A recommendation was presented to provide a 3% raise for all employees that worked through the pandemic including some student staff.

- After some discussion, it was decided to increase this amount to 4% when taking into consideration the inflation rate along with the current cost of living increases.
- Moving forward, Ms. Hernandez discussed that a formal process would need to be developed that would tie any future annual raises to the employee performance reviews along with the financial position of the 49er Shops.
  - She would work with Mr. de Wit on creating and finalizing the needed policies and documentation for this process along with Employee Review procedures to bring back to the committee for review and approval.

Motion to approve a 4% raise for all aforementioned employees that had worked through the pandemic

M/S Mr. Harris / Mr. Apel

By acclamation, this 4% salary increase was approved

- Reassessment of Employee Compensation – Ms. Hernandez reviewed that the Personnel Committee has helped strategize the employee compensation reviews in the past.
  - Our last consultant, Employers Group, had recommended that the Shops conduct a compensation review every 3 to 5 years.
  - From previous meetings, it was decided that this would take place in Spring 2021. However, Ms. Hernandez proposed that this review be deferred until a strategic plan is in place for next spring especially when taking into consideration how the business has changed due to pandemic conditions on campus
- If we do decide to push this formal process, there would be other studies in place that could be shared and discussed with the committee such as:
  - The Auxiliary Organization Association (AOA) was currently conducting a compensation analysis and survey systemwide for all campus auxiliaries that is industry specific, review baseline salaries along with a concurrent benefit analysis.
  - The National Association of College Stores (NACS) and the National Association of College and University Food Services (NACUFS) would be doing additional compensation studies that we could compare to the 49er Shops strategy moving forward.

Motion to table the 49er Shops Compensation Study until a more strategic plan is put into place for the next year.

M/S Mr. Harris / Mr. Barcelona

By acclamation, the Compensation Study will be moved to a future timeframe to be determined

- CLOSED SESSION – A closed session discussion was had to strategically plan for the following items:
  - GM Replacement and Transition Plan
  - Key Employee and Succession Planning
  - Shared Services Review – In progress

## **E. Adjournment**

There being no further business, the meeting was adjourned at 9:56 a.m.