

CAL POLY POMONA ENTERPRISES, INC.  
PERSONNEL COMMITTEE

Friday, April 24, 2026

1:00 – 2:30 p.m.

Join Zoom Meeting

<https://cpp.zoom.us/j/86234151460?from=addon>

Meeting ID: 862 3415 1460

**AGENDA**



**Committee Chair:** Dr. Phyllis Nelson

**Members:** Kimberly Allain, Mayra Brown, Erica Frausto-Aguado, April Jimenez-Valadez, Sherwin Weerakoon

**Staff:** Shari Benson, Claudia Burciaga-Ramos, Lisa Coats, Juan Hernandez, Thomas Sekayan

**I. ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC**

Who may or may not be commenting on a specific item or making a general comment. Dr. Phyllis Nelson, Chair

**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.*

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Meeting Minutes – September 11, 2025

**III. GENERAL UPDATES**

B. CHRO's Report Shari Benson

**IV. INFORMATION & DISCUSSION ITEMS**

C. Future Review of Retiree Medical Benefit Plan  
Shari Benson  
Juan Hernandez

**V. ACTION ITEMS**

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**VI. OPEN FORUM** Dr. Phyllis Nelson

**VII. ADJOURNMENT** Dr. Phyllis Nelson

**CAL POLY POMONA ENTERPRISES  
PERSONNEL COMMITTEE  
Thursday, September 11, 2025  
2:00 p.m.  
DRAFT MINUTES**



Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/ teleconference on Thursday, September 11, 2025, at 2:00 pm to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at: <https://cppenterprises.org/wp-content/uploads/Personnel-Committee-Agenda-Pkg-09-11-2025.pdf>

**Present:** Dr. Phyllis Nelson, Mayra Brown, April Jimenez-Valadez, Sherwin Weerakoon

**Absent:** Erica Fraust-Aguado, Kimberly Gretchen Allain

**Staff:** Naomi Aguilar, Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Lisa Coats, Juan Hernandez, Tariq Marji

**CALL TO ORDER**

Chair Phyllis Nelson called the meeting to order at 2:00 p.m.

**CONSENT ACTION ITEMS**

**A. Approval of Minutes, May 7, 2025**

Mayra Brown moved to approve the minutes of May 7, 2025. The motion was seconded by April Jimenez-Valadez and approved unanimously.

**GENERAL UPDATES**

**B. Welcome New and Returning Members**

Chair Nelson welcomed all members and invited each member to introduce themselves.

**C. CEO's Report**

Jared Ceja provided recent personnel updates. The HR Manager position became vacant, and following a successful recruitment process with strong candidates, an offer has been extended. In addition, Sandy Cain, Assistant Director at Kellogg West, retired. The team is currently evaluating next steps—whether to restore the Assistant Director role or restructure responsibilities to create a different operational flow.

Jared also reported that the 2025 Summer Job Fair, held at Kellogg West, drew 385 applicants, resulting in 180 student hires across Administration, Bookstore, Dining, Facilities, and Kellogg West.

Jared continued his report by highlighting the 2025 Staff Retreat, which was attended by nearly all available staff while operations remained open. The event filled the Kellogg West Auditorium and began with two general sessions, followed by three breakout blocks with multiple session options. Chair Christina Gonzales provided remarks on campus and enrollment updates. The retreat included employee awards and recognitions, including the achievement of a Green Belt by Martha DeAlba, along with networking activities, team-building exercises, and updates on the state of the company, the year in review, and a look ahead.

Jared noted that breakout session offerings included:

- Block 1: *AI at Work, Reimagining Kellogg West, and Know Your Employee Benefits*
- Block 2: *Immigration Enforcement at CPP, Marketing to Gen Z, and A Walk Through the CPPE Intranet*
- Block 3: *Value-Based Leadership, SchoolsFirst Programs for Employees, and Save Time with Lean Process*

**INFORMATION & DISCUSSION ITEMS**

**D. 2025/2026 Tentative Committee Schedule**

Shari Benson reviewed the tentative FY 2025/2026 schedule. Two meetings are planned for this year, with a possible additional meeting in April or May to close out the fiscal year. Final determination for the third meeting will be confirmed at a later date.

## **ACTION ITEMS**

### **E. 2026 Holiday Schedule**

Shari Benson reported that the Foundation's holiday calendar continues to closely align with the University's, as service demand largely follows campus activity. A minor variation continues the practice of designating a Foundation Holiday in place of the day that may be granted by the Governor and CPP President to state-side employees.

*Moved that the Personnel Committee forward the 2026 Holiday Calendar to the Board of Directors for approval as presented and further authorize the CHRO and CEO to take any necessary action to implement this resolution. A motion was made by April Jimenez-Valadez, seconded by Mayra Brown, and unanimously approved.*

### **F. Salary Grades 2026 – Minimum Wage Adjustment (Attachment)**

Shari Benson presented updates to the salary scale to reflect the 2026 minimum wage increase (\$16.90/hour; \$70,304 annual exempt minimum), effective December 21, 2025.

*Moved that the Personnel Committee forward the revised salary range options that correspond with the upcoming California minimum wage scenarios, effective December 21, 2025, or earlier for approval to the Board of Directors, and that upon approval of this resolution, the Chief Human Resources Officer is authorized and directed to take any and all action as may be necessary to effectuate this resolution.*

*Motion by Mayra Brown and seconded by Sherwin Weerakoon. Motion passed unanimously.*

### **G. CalPERS Position Listing**

Shari Benson reported that the CalPERS Job Title and Position List is being updated to reflect new salary ranges effective December 21, 2025, consistent with the annual minimum wage adjustment. No changes were made to job titles, only to salary ranges.

*Moved that the Personnel Committee approve forwarding the Annual Update to the Position List for CalPERS, as presented, to the Board of Directors, and that upon approval, the CEO and CHRO be authorized and directed to take any and all appropriate action necessary to implement this resolution. Motion by Cynthia Nelson, seconded by April Jimenez-Valadez. Motion passed unanimously.*

### **H. 2026 Medical Benefit Renewals (Attachment)**

Shari reported that healthcare benefit renewal rates for 2026 will increase by 11.6% for Kaiser and 8.9% for United Healthcare. The net increase of \$12,754 exceeds the approved budget; however, the organization can absorb the additional cost for 2026 through savings in other categories. Management noted that further adjustments may be considered for the 2027 plan.

*Moved that the Personnel Committee approve forwarding the 2026 Healthcare Benefits Renewal and associated rate structure, as presented, to the Board of Directors for consideration, and that upon approval, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this resolution.*

*Motion was made by Mayra Brown and seconded by Sherwin Weerakoon. Motion passed unanimously.*

## **OPEN FORUM**

Chair Nelson noted that no items were brought forward for discussion.

## **ADJOURNMENT**

Chair Nelson opened the floor for adjournment. A motion to adjourn was made by Mayra Brown and seconded by April Jimenez-Valadez. With no opposition, the motion carried unanimously, and the meeting was adjourned at 2:39 p.m.

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Dr. Phyllis Nelson, Chair  
Personnel Committee

**Memorandum**



**Date:** April 24, 2026  
**To:** Personnel Committee  
**From:** Shari Benson, CHRO  
**Subject:** Employee Handbook Changes and Updates  
**Attachment:** Impacted Pages from the Employee Handbook

Periodically, Management and the Human Resources Department review and update the Cal Poly Pomona Enterprises Employee Handbook to account for changes in law, policy, practice, and other circumstances. The last update became effective in May of 2025.

While most changes to the updated Employee Handbook are minor, any substantive updates are found in the attached document with tracked changes. Material changes are 1) updated language in the Alcohol and Drug Use to be consistent with the Campus policy, 2) clarified CalPERS retirement plan for 62 based on changes in CalPERS, and 3) clarified usage of sick leave per California updates effective October 2025.

The Board approved final version will be available on our website for use by current and incoming employees.

**PROPOSED ACTION:**

Management recommends the following resolution to update the Employee Handbook.

**BE IT RESOLVED**, that the Personnel Committee has reviewed and recommends Board approval for the updates to the Cal Poly Pomona Enterprises Employee Handbook as presented.

**BE IT FURTHER RESOLVED**, that upon approval of this resolution by the Board of Directors, the CEO and CHRO 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 Enterprises Employee Handbook available to all employees.

**PASSED AND ADOPTED THIS 24<sup>th</sup> day of April 2026.**

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Dr. Phyllis Nelson, Chair  
Personnel Committee

# Memorandum



**Date:** April 24, 2026  
**To:** Personnel Committee  
**From:** Shari Benson, CHRO  
**Subject:** Longevity Pay Plan Eligible Contribution – Participants Deferred Compensation Account  
**Attached:** FLPP Calculation 2026

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 offer some level of benefit to employees who are not eligible for our post-employment healthcare benefits. The FLPP program applies to regular, benefited employees hired on or after March 1, 2009, and have 10 or more years of service. The organization may make, at its annual discretion, non-elective Employer contributions to a FLPP Participant's Deferred Compensation Account. The contribution is calculated 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 reviewed annually by the Board for approval. Participants that receive a Contribution to the Plan are immediately 100% vested once the funds are transmitted to their account. For 2026, there are twelve (12) benefited employees that are eligible to participate. The amount is \$43,642 and has been accounted for in the budget.

**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 fund the Foundation Longevity Pay Plan Program with a contribution amount of \$43,642, 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 CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF APRIL 2026**

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Phyllis Nelson, Chair  
Personnel Committee

# Memorandum

Date: April 24, 2026  
To: Personnel Committee  
From: Shari Benson, CHRO  
Attached: PARS Yearly Activity  
**Subject: PARS Vacation/Sick Leave Conversion Program**

The PARS Vacation/Sick Leave Conversion Program provides eligible employees with 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 greater than 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 2026-2027 currently shows a net surplus of almost \$3.8M after all annual financial obligations are paid. This compares to an estimate of \$289,730 in eligible contributions for FY 26/27. Any converted vacation or sick will not result in an additional expense as those balances have already been accrued .

Eligible employees will be invited to an online training session 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:**

That the Personnel Committee has reviewed and approved the resolution to fund the PARS Vacation/Sick conversion with an approximate conversation amount of \$289,730.00, for consideration by the Board of Directors at the next regularly scheduled meeting.

**BE IT FURTHER RESOLVED**, that 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 24<sup>th</sup> DAY OF APRIL 2026**

By: \_\_\_\_\_  
Dr. Phyllis Nelson, Chair  
Personnel Committee

## Memorandum

**Date:** April 24, 2026

**To:** Personnel Committee

**From:** Shari Benson, CHRO

**Subject:** Update to Policy 126 – Executive Compensation

**Attached:** Current Policy 126 – Executive Compensation  
Proposed Policy 126 – Executive Compensation

The corporate policy governing the organization’s Executive Compensation (Policy 126) has been updated to reflect current practices and responsibilities. The changes were made to ensure that appropriate actions are taken in regard to Executive Compensation and how compensation is determined. The revised policy was reviewed by the Board Chair.

**PROPOSED ACTION:**

Management recommends the following resolution to update Policy 126 – Executive Compensation.

**BE IT RESOLVED** that the Personnel Committee approves the updates to Policy 126 – Executive Compensation as presented 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 CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

**PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF April 2026.**

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Dr. Phyllis Nelson, Chair  
Personnel Committee

## POLICIES AND PROCEDURES

### CORPORATE POLICY

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**Subject:** Executive Compensation Policy

**Policy No.:** 126

**Date:** April 1, 2026

**Revision:** 2

**Last Revision Date:** September 9, 2009

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#### A. PURPOSE

#### B. POLICY

#### C. COMPENSATION CONSIDERATIONS

#### D. DOCUMENTATION

#### E. IMPLEMENTATION

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#### A. PURPOSE

This policy governs the compensation program for the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO). The policy establishes principles, structure and controls to attract, retain and motivate leaders. It is set to align pay and performance.

The compensation (including benefits) of the organization's CEO and CFO are subject to this policy.

#### B. POLICY

In reviewing and approving the compensation of the CEO and CFO, the Board of Directors or a delegated committee of the Board will utilize the following process:

1. *Neutral/Impartial Decision Makers.* The compensation must be approved in advance prior to any compensation adjustments by individuals who do not have a conflict of interest in respect to the compensation, who will not benefit from participating in the compensation arrangement, do not receive compensation or other payments by participating and have no financial interest affected by the compensation decision(s).
2. *Comparable Data:* When compensation changes are being considered, a review of comparable data must be reviewed to demonstrate the fair market value of the compensation and that the compensation is reasonable based on information gathered. This data may include:
  - a. Studies by independent firms;
  - b. Salary surveys;
  - c. Information obtained via IRS 990 filings;
  - d. Data obtained from nearby non-profits;
  - e. Cost of living data in the location of those subject to this policy.
3. *Performance:* In addition to comparable value, the pay will be determined by the Enterprises' financial performance and achievement of expectations/goals as determined by the Chair (in consultation with the Board).

#### C. COMPENSATION CONSIDERATIONS

For determining if the compensation is reasonable, the Board of Directors/committee must consider all benefits paid to the individual including but not limited to base salary, retirement benefits, welfare benefits (medical, dental, vision, life insurance, etc.) and any other payments.

**D. DOCUMENTATION**

The approving body must document how the decision was reached, including the data on which the decision was based on. The documentation must note the terms of the compensation, the date it was approved, the effective date and those present during the discussion.

**E. IMPLEMENTATION**

The Board shall undertake this review process upon the hiring of a new employee for positions referenced above, and upon the modification of the compensation for such position, but in no case less than annually. There is no guarantee of a compensation adjustment.