

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
FEBRUARY 16, 2017**

I. Call to Order

The meeting was called to order by Chair, Frank Benkovic at 5:20 P.M.

II. Roll Call

Present	Absent	Guests
Frank Benkovic (Chair)	Jasmine Mulero	
Natalie Esparza (BOD Rep)		
David Magana		
Andrew Willins		
Missael Maldonado		
Melissa Ohana		
Kristen Pichler (Exec Sec'y)		
Yasaman Shayesteh		

III. Approval of Agenda

M/S/P (D. Magana/ N. Esparza) to approve the meeting agenda for February 16, 2017.
Motion passed 6-0-0.

IV. Approval of Minutes

M/S/P (N. Esparza/A. Willins) to approve the Minutes of December 6, 2016.
Motion passed 6-0-0.

V. Chair's Report

Chair, Frank Benkovic welcomed the committee to its first meeting of the spring semester and informed the committee that due to a scheduling conflict, Nanki Singh will not be returning to committee membership this spring. Benkovic said that the Board of Directors is currently soliciting nominations for the Committee Member-of-the-Year Award and that voting for the Personnel Committee member-of-the-year will take place at the Committee's March meeting. Benkovic informed the committee that applications are currently being solicited by those interested in running for a seat on the USU Board of Directors. Benkovic shared that a campus-wide campaign to include inclusive language policy in every professor's syllabus is currently being solicited. Finally, as a way of reconnecting members after the long winter break, Benkovic invited members to share something that they enjoyed over their winter vacation.

VI. Action Items

A. Spring Meeting Schedule

Chair Benkovik provided an overview of the Personnel Committee's meeting schedule for spring, and announced that the location of the meetings will be in the USU Conference Room, on the second floor of the USU Sol Center.

M/S/P (D. Magana / N. Esparza) to approve the Personnel Committee Spring Meeting Schedule

Motion passed 6-0-0.

VII. Discussion Items

A. Goals Review

Chair Benkovik informed committee members that the Board of Directors approved its recommendation to update the Regular Employee Performance Review Policy. Benkovic and Executive Secretary, Kristen Pichler then shared with the committee that to-date, one-half of the committee's year-long goals are complete, and three goals remain to be finished this spring.

B. Personnel Policy - 2017-18 Student Assistant Classification & Wage Schedule

Chair, Benkovic and Executive Secretary Pichler shared a draft of the 2017-18 Student Assistant Classification and Wage Range Schedule, and Pichler explained how the Schedule is used. Pichler then shared a copy of the Student Assistant Performance Evaluation Form, and discussed how student workers have an opportunity to advance their wage annually through a merit based performance system. She shared how merit increases can average from 0%-7% based on performance, and solicited feedback from the committee on whether that scale seemed reasonable. The general consensus of the committee was that it was. Pichler then discussed the "apprenticeship" nature of the USU's student employment program, and how it prepares students for "real world" employment post-graduation. Discussion ensued on how to make the "apprenticeship" nature of student employment more intentional as a means of encouraging employee engagement.

C. Personnel Policy - Educational Fee Reimbursement Policy

K. Pichler informed the committee that as per their direction, she had solicited Educational Fee Reimbursement Policies from other auxiliary organizations. Benkovik suggested that as a means of reviewing all policies, the Personnel Committee establish a sub-committee that would then report back to the general Personnel Committee membership. Member, David Magana was appointed to lead that subcommittee. Pichler said that she would work with Magana directly to determine the best approach for analyzing and reporting information.

VIII. Announcements

Chair Benkovic reminded committee members of the importance of bringing their committee packet to each meeting. Benkovic also advised members to let him know if they are interested in running for a seat on the 2017-18 USU Board of Directors. Benkovik further informed

committee members that applications for New Student Orientation Leaders are currently being taken.

IX. Adjournment

The meeting was adjourned at 6:08 P.M.

Respectfully submitted,

A. Natalie Esparza
BOD Representative for Executive Secretary, Kristen Pichler