

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
MAY 4, 2016**

I. Call to Order

The meeting was called to order by Chair, Asia Johnson at 12:37 P.M.

II. Roll Call

Present	Absent	Guests
Elizabeth Durodola		
Asia Johnson (Chair)		
Kristen Pichler (Exec. Sec'y)		
Isaac Simon		
Nanki Singh		

III. Approval of Agenda

M/S/P (I. Simon/N. Singh) to approve the Agenda of May 4, 2016.

Motion passed 3-0-0.

IV. Approval of Minutes

M/S/P (E. Durodola/I. Simon) to approve the Minutes of April 13, 2016.

Motion passed 3-0-0.

V. Chair's Report

Chair A. Johnson expressed her pleasure at having served as Chair of the Personnel Committee. She said she enjoyed her time spent with the committee and was glad to be a member of the USU Board of Directors. She conveyed her appreciation to Executive Secretary, Kristen Pichler. She also congratulated Kristen on being awarded USU Employee of the Year.

VI. Action Items

A. New Part-Time Temporary Regular Employment Position – Boxing Supervisor

M/S/P (N. Singh/E. Durodola) to approve a temporary part-time boxing supervisor position and salary range.

Executive Secretary, Pichler said that staff is recommending that the temporary emergency position of Boxing be reclassified as a temporary position for a one-year period. This change is recommended as a result of high student usage of the SRC boxing studio. During the course of the year the position will be evaluated and, as appropriate, included in the 2017-18 budget. For clarity, the committee also recommended adding a position expiration date of June 30, 2017 to the job description.

Motion passed 3-0-0.

B. Regular Employee Salary Range Review (Revised)

M/S/P (I. Simon/N. Singh) to approve the updated Regular Employee Salary Range Schedule.

Executive Secretary Pichler informed the committee that at their last meeting they had erroneously approved a draft of the updated Regular Employee Salary Range Schedule and apologized for the error. She presented for committee approval, the correct version of the salary range schedule for committee consideration.

Motion passed 3-0-0.

VII. Discussion Items

A. Policy update – Performance Appraisal Policy, Regular Employees

Executive Secretary, Pichler, shared with the committee the current Performance Appraisal Policy for Regular Employees. She informed the committee that in an effort to make sure that current policies are regularly reviewed and updated, this is one of several items that will be reviewed by the 2016-17 Personnel Committee.

B. New Part-Time Temporary Regular Employment Positions – Lifeguard; Water Safety Instructor; Health & Safety Instructor

Executive Secretary, Pichler said that a new, part-time Regular position is being considered that, if approved, will incorporate the current student lifeguard, water safety, and health & safety instructor positions. This is being considered because of attendance issues with student lifeguards that often result in having to close the pool.

C. 2016-2017 Committee Interest

Chair, Asia Johnson, asked the committee if any of them were interested in serving on the committee next year. E. Durodola and N. Singh expressed interest in serving on the 2016-17 committee.

D. Goal Review

The committee reviewed the status of year-long goals. Both Chair Johnson and the committee were well-pleased with their many accomplishments, and approval of committee recommendations by the USU Board of Directors. Executive Secretary Pichler invited the committee to share feedback regarding their committee membership experience. Committee members shared the benefits of serving on the committee, and also suggested ways in which committee participation could be more meaningful. Pichler thanked committee members for their input and said she would share it with the 2016-17 chair.

VIII. Announcements

Chair A. Johnson handed out cards and certificates of participation to committee members, and thanked them for their service. She also thanked Executive Secretary, Kristen Pichler, for her hard work and guidance.

IX. Adjournment

The meeting was adjourned at 1:24 P.M.

Respectfully submitted,

Kristen Sievert Pichler
Executive Secretary