

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
OCTOBER 25, 2016**

I. Call to Order

The meeting was called to order by Chair, Frank Benkovic at 12:31 P.M.

II. Roll Call

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

III. Approval of Agenda

M/S/P (A. Willins/D. Magana) to approve the meeting agenda for October 25, 2016.

Motion passed 7-0-0.

IV. Approval of Minutes

M/S/P (N. Esparza/D. Magana) to approve the Minutes of October 4, 2016.

Motion passed 7-0-0.

V. Chair's Report

Ice Breaker: Chair, Frank Benkovic handed out pieces of paper asked committee members to write down five words that best described themselves. He then asked committee members to cross off three of those words. He then asked committee members to cross off two of those words. Committee members then told the group why they had chosen the one word that they did to describe themselves.

VI. Action Items

A. Committee Goals M/S/P (A. Willins/D. Magana) to approve the following committee goals for listed below for the 2016-17 year:

1. Review and consider recommending the temporary staff position of Veterans Resource Center Supervisor. (Anticipated October, 2016)
2. Review and consider recommending the temporary staff position of Pride Center Supervisor. (Anticipated October, 2016)
3. Review and consider recommending changes to the Regular Employee Performance Review Policy. (Anticipated October/November 2016)
4. Review and consider recommending changes to the Educational Fee Reimbursement Policy. (Anticipated November/December, 2016)

5. Review and consider recommending changes to the Student Assistant Classification & Wage Schedule in anticipation of the July 1, 2016 City of Los Angeles Minimum Wage Increase. (Anticipated November/December, 2016 but may continue into spring, 2017)
6. Review and consider recommending changes to the policy regarding temporary staff positions. (Anticipated February/March, 2017)

POTENTIAL*

- ❖ Review and consider recommending changes to HR policies as a repercussion of newly enacted federal/state legislation.
- ❖ Review and consider recommending staffing changes as applicable, based on the job and compensation analysis scheduled for fall, 2016.
- ❖ Review and consider recommending changes to the Student Assistant Performance Review Policy.

F. Benkovik and K. Pichler reviewed the goals as presented. K. Pichler said that as a result of the work that is currently being done by Employer's Group to analyze each staff position and recommend appropriate compensation, it is anticipated that the committee will have additional work resulting from that. Goals will also be reviewed in January and beyond for continued viability.

Motion passed 7-0-0.

VII. Discussion Items

A. Committee Orientation – Part 2

In a continuing effort to orient committee members, F. Benkovik, K. Pichler, D. Magana and N. Esparza presented an overview of USU Human Resources, the USU's organizational structure, and shared information about the Personnel Committee's operation guidelines. Instruction regarding parliamentary procedure was also provided.

B. Personnel Policy – Performance Evaluations (Regular Employees) – Due to time constraints, this item was tables until the next meeting.

VIII. Announcements

None

IX. Adjournment

The meeting was adjourned at 1:49 pm.

Respectfully submitted,

Kristen Sievert Pichler
Executive Secretary