

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

I. Call to Order

The meeting was called to order by Chair, Frank Benkovic at 12:28 P.M.

II. Roll Call

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

III. Approval of Agenda

M/S/P (N. Esparza/M. Maldonado) to approve the meeting agenda for October 4, 2016.

Motion passed 8-0-0.

IV. Approval of Minutes

M/S/P (N. Esparza/J. Mulero) to approve the Minutes of May 4, 2016.

Motion passed 8-0-0.

V. Chair's Report

Chair, Frank Benkovic welcomed the committee to the first meeting of the 2016-17 year. He said that he is still learning about how to facilitate meetings and that he and the committee will learn together. As a means of getting to know each other, Frank asked committee members to share with each other their names, gender pronouns, and something different about themselves.

VI. Discussion Items

A. Committee Orientation – Part I – Overview of USU

As a means of educating and informing committee members about the USU, K. Pichler, D. Magana, and F. Benkovic showed a PowerPoint and provided a general overview of the USU, including its role on campus, the facilities programs and services that the USU provides, and information about the Board of Directors and the Personnel Committee. Committee orientation will continue at the next meeting.

VII. Action Items

A. Meeting Schedule

M/S/P (D. Magana/A. Willins) to approve the Personnel Committee's fall meeting schedule

Motion passed 8-0-0.

B. Temporary, Part-Time Staff Employment Position – Pride Center Supervisor

M/S/P (N. Esparza/D. Magana) to approve a temporary part-time Pride Center Supervisor position and salary range.

Freddie Sanchez, Assistant Director, Resource Centers said that due to a significant increase in workload, staff is recommending the addition of a part-time, 30-hour-week Pride Center Supervisor to assist the Coordinator, Pride Center and LGBTQ Initiatives in supervising the day-to-day operation of the Veterans Resource Center. Sanchez said that the position is funded through 6/30/17 through a combination of salary savings and unallocated reserves.

Motion passed 8-0-0.

C. Temporary, Full-Time Staff Employment Position – Veterans Resource Center Supervisor

M/S/P (N. Esparza/J. Mulero) to approve a temporary full-time Veterans Resource Center Supervisor position and salary range.

Freddie Sanchez, Assistant Director, Resource Centers, said that due to a significant increase in workload, staff is recommending the addition of a full-time, 40-hour-week Veterans Resource Center Supervisor to assist the Coordinator, Veterans Resource Center is supervising the day-to-day operations of the Veterans Resource Center. Sanchez said that if approved, the position will be funded through a combination of salary savings and unallocated reserves. Esparza questioned why the part-time Pride Center position was in need of more unallocated reserve funding than the full-time Veterans Resource Center position. Sanchez explained that the VRC had supplemental funding available from two unfilled student positions. Conversely, the Pride Center had supplemental funding available from only one unfilled student position.

Motion passed 8-0-0.

VIII. Announcements

A. Reclassification – Marketing Manager

Pichler said that although Board of Directors approval is not required for staff position reclassifications, all reclassifications must be reported to the Personnel Committee and the Board of Directors. She explained that when a position takes on additional and permanent responsibilities, it may become eligible for reclassification. Reclassifications are performed at the request of the USU by University Human Resources. The Marketing Manager position was approved for reclassification after it was determined that the scope of responsibility that the position was responsible for performing had substantially grown beyond that which the incumbent was required to do at the time of hire.

IX. Adjournment

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

Respectfully submitted,

Kristen Sievert Pichler
Executive Secretary