

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
NOVEMBER 22, 2016**

**I. Call to Order**

The meeting was called to order by Chair, Frank Benkovic at 12:33 P.M.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Frank Benkovic (Chair)	Natalie Esparza (BOD Rep)	
David Magana	Melissa Ohana	
Missael Maldonado	Nanki Singh	
Jasmine Mulero		
Melissa Ohana		
Kristen Pichler (Exec Sec'y)		
Yasaman Shayesteh		

**III. Approval of Agenda**

M/S/P (A. Willins/D. Magana) to approve the meeting agenda for November 22, 2016.

**Approved by general consensus.**

**IV. Approval of Minutes**

M/S/P (M. Maldonado/D. Magana) to approve the Minutes of October 25, 2016.

**Approved by general consensus.**

**V. Chair's Report**

As an ice breaking activity, Chair, Frank Benkovic asked committee members to answer "What's hot and What's not?" This exercise allowed committee members to share the "positives" and "negatives" that are currently occurring in their lives this week.

Chair Benkovic announced that the Personnel Committee will hold its last meeting of the semester on December 6<sup>th</sup> and pizza will be provided for lunch. He then let the committee know to contact him if anyone has any dietary needs.

He continued by sharing his experience in attending an ACUI conference and a Circle of Change conference. He compared the two conferences and let the committee know that based on his experience, ACUI was focused on student affairs, whereas Circle of Change, which was exclusively for Board Members, was focused on the corporate world and was not applicable to the student union. He further shared how attending both of these events had helped him to better understand and appreciate how great our student union is. He announced that the next national ACUI conference will be in Philadelphia and he encouraged the committee to consider applying for attendance.

**VI. Action Items**

None

**VII. Discussion Items**

**A. Performance Appraisal Policy for Regular Employees**

Executive Secretary, Kristen Pichler, shared with the committee the current version of the policy and informed the committee that it had not been updated since 2001. Pichler shared with the committee a revised draft of the policy and discussed modifications. Committee members asked many questions regarding merit increases vs bonuses, and at-will employment. Pichler informed the committee that she will vet the revised policy with her supervisor, USU Executive Director, Debra Hammond and will return to the committee next meeting with a final draft for their consideration.

**B. Minimum Wage Increase:**

Chair Benkovic provided an overview of the Student Assistant Classification & Wage Schedule and informed the committee that effective July 1, 2017, the City of Los Angeles' minimum wage will be increasing to \$12.00/hour requiring that the Classification & Wage Schedule be adjusted. Executive Secretary, Pichler elaborated on what Benkovic had said, sharing with the committee that the City of Los Angeles has approved incremental increases through 2020, at which time minimum wage will be \$15.00/hour. The budgetary consequence of this action on the USU is expected to be significant. As such, the USU needs to be thoughtful in determining how best to structure student assistant employment. Pichler reviewed the current classifications and shared her thoughts about possibly combining classifications I and II. She also suggested the possibility of eliminating Classification III and making positions in this classification non-student appointments. Pichler outlined some of the pros and cons of this action, namely that it would enable students to work more hours per week (up to 28/hours), thus potentially reducing the need for multiple jobs. Conversely however, employees currently employed in Classification III would lose both Work Study eligibility and the FICA exemption. Further exploration of this matter is required, which could include a focus group discussion.

**C. Educational Enhancement Policy**

Executive Pichler provided a brief overview of the Educational Enhancement Policy and informed the committee that the policy needs to be considered for updating. Further information will be provided at the next meeting.

**VIII. Announcements**

None

**IX. Adjournment**

The meeting was adjourned at 1:38 pm.

Respectfully submitted,

Kristen Sievert Pichler  
Executive Secretary