

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
DECEMBER 6, 2016**

I. Call to Order

The meeting was called to order by Chair, Frank Benkovic at 12:34 P.M.

II. Roll Call

Present	Absent	Guests
Frank Benkovic (Chair)	Nanki Singh	
Natalie Esparza (BOD Rep)	Missael Maldonado	
David Magana		
Andrew Willins		
Jasmine Mulero		
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 December 6, 2016.

Motion passed 7-0-0.

IV. Approval of Minutes

M/S/P (N. Esparza/D. Magana) to approve the Minutes of November 23, 2016.

Motion passed 7-0-0.

V. Chair's Report

Chair, Frank Benkovic welcomed the committee and started off by reviewing our mid-year and full year committee goals. He expressed content that the committee was moving right on track with completing of the goals and mentioned the goals that have already been met, for example the new hires at the Pride Center and Veteran resource center. He also announced a reminder for all the committee members to email their new 2017 Spring semester schedules and availability as soon as possible. As a means of getting to know each other, Frank began to explain an icebreaker activity that instructed each member to share something they were proud to accomplish in 2016.

VI. Action Items

A. Policy Update- Performance Appraisal Policy for Regular Employees

Kristin Pichler introduced the Performance Appraisal Policy for Regular Employees. F. Benkovic gave the committee members instruction on how to compare the old and newly updated policy. The items

stricken from the document were presented in a separate sheet with the words crossed out. The policy has not been updated since 2001, and for that reason since other changes in policy have occurred it made sense to update this Performance Appraisal Policy for Regular Employees. K. Pichler answered further questions to clarify the updated section of the procedure. Each committee member also took a turn to read each section out loud.

M/S/P (J. Mulero/ N. Esparza) to approve the Performance Appraisal Policy for Regular Employees
Motion passed 7-0-0.

VII. Discussion Items

A. Personnel Policy - Educational Fee Reimbursement Policy

Frank Benkovic, K. Pichler handed out a separate document to the committee of the Education Fee Reimbursement policy. K. Pichler gave a general introduction of the document and the purpose it serves for the employees. F. Benkovic and other committee members read the document out loud. K. Pichler then opened the discussion on the floor for the members to give their input. the discussion went around the table with each member giving their opinions about the document and explaining what they thought where the pros and cons of the recommended policy.

B. Personnel Policy -Performance Appraisal Policy for Regular Employees

Kristin Pichler and Frank Benkovic introduced this document in a general sense and invited the committee member talk about the material in the document. Some committee members requested clarification and further explanation on the section of self-evaluation, K. Pichler further explained that reason they ask the employee to self-evaluate them self is so that they can see the level of that employee's self-awareness. K. Pichler further went on to discuss the topic of the assessment and feedback process.

VIII. Announcements

A. U-Day

David Magana stated the success of the U-Day event and thanked all those who attended on December 2nd 2016.

B. Frank Benkovick reminded all the committee members of submit their 2017 Spring semester schedules so that he could coordinate the time of next semester's meetings.

IX. Adjournment

The meeting was adjourned at 1:45 P.M.

Respectfully submitted,

A. Natalie Esparza
BOD Representative