

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
APRIL 27, 2017**

**I. Call to Order**

The meeting was called to order by Chair, Frank Benkovic at 5:24 P.M.

**II. Roll Call**

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

**III. Approval of Agenda**

M/S/P (N. Esparza/M. Maldonado) to approve the meeting agenda for April 27, 2017.

***Motion passed 5-0-0.***

**IV. Approval of Minutes**

M/S/P (D. Magana/M. Ohana) to approve the Minutes of April 6, 2016.

***Motion passed 5-0-0.***

**V. Chair’s Report**

Chair, Frank Benkovic welcomed the committee to the last meeting for the semester. He reminded the committee about their invitation to attend the USU’s Year End Celebration event on Friday, May 5<sup>th</sup>, and provided details about the event. As a way of closing out the year, Benkovic then invited committee members to share something with the rest of the committee that that they learned from their experience serving as a member of the Personnel Committee, or something that they particularly enjoyed about committee membership.

**VI. Action Items**

**A. Educational Fee Reimbursement Policy**

**B.** Chair Benkovic and Executive Secretary, Kristen Pichler then introduced the final draft of the Educational Fee Reimbursement policy as had been discussed in previous meeting. To ensure an accurate understanding of the policy, Benkovic requested that members to take turns reading sections of the policy aloud. Benkovic then asked the committee for feedback. The

committee unanimously agreed that the policy had been well clarified, appropriately vetted, and at this point, was the best it could be.

M/S/P (N. Esparza/A. Willins) to approve the Educational Fee Reimbursement Policy

***Motion passed 5-0-0.***

**C. New Regular Employment Position – Pride Center Supervisor\***

Chair Benkovic explained that due to a significant and persistent increase in workload for the Coordinator, Pride Center & LGBTQ Initiatives, staff is recommending the addition of a full-time Regular staff position to oversee the day-to-day operation of the Pride Center.

M/S/P (M. Ohana/M. Maldonado) to approve the New Regular Employment Position – Pride Center Supervisor

***Motion passed 5-0-0.***

**D. New Regular Employment Position – Veterans Resource Center Supervisor\***

Chair Benkovic explained that due to a significant and persistent increase in workload for the Coordinator, Veterans resource Center, staff is recommending the addition of a full-time Regular staff position to oversee the day-to-day operation of the VRC.

M/S/P (A. Willins/D. Magana) to approve the New Regular Employment Position – Veterans Resource Center Supervisor

***Motion passed 5-0-0.***

**E. New Regular Employment Position – Coordinator, Fitness Training\***

Chair Benkovic explained that due to a significant and sustained increase in the Student Recreation Center's fitness department (boxing and personal training), staff is recommending the addition of a full-time Regular staff position.

M/S/P (M. Maldonado/A. Willins) to approve the New Regular Employment Position – Student Recreation Center.

***Motion passed 5-0-0.***

**F. New Regular Position – Coordinator, Facility Operations (SRC)**

Chair Benkovic explained that due to a sustained high usage of the Student Recreation Center's facilities, staff is recommending the addition of the full-time Regular staff position of Coordinator, Facility Operations reporting to the Assistant Director, Facilities & Aquatics.

M/S/P (D. Magana/M. Maldonado) to approve the New Regular Employment Position – Student Recreation Center.

***Motion passed 5-0-0.***

**VII. Discussion Items**

**A. Goal Assessment**

Chair Benkovic directed the committee's attention to the 2016-17 Committee Goals. He shared with the committee that goals initially established in October, were reviewed and revised in February in conjunction with the changing needs of the organization, and as of year-end the Committee had successfully reviewed and recommended a total of nine goals. Benkovic congratulated the Personnel Committee on its accomplishments, and several members echoed Benkovic's sentiments.

**B. Change in Fitness Supervisor's Time Base effective 7/1/17 (no action required)**

Information Item: Executive Secretary Pichler shared with the committee that the staff position of Fitness Supervisor is currently scheduled to work 40/hours/week. However, due to the demands of the position, the time base is being increased to 40/hours/week effective 7/1/17.

**VIII. Announcements**

Chair Benkovic reminded the members again about Year End Celebration. He then thanked the members for giving him such a good committee chair experience. Executive Secretary Pichler also thanked the members for their hard work and dedication on behalf of the Personnel Committee, and she and Benkovic gave a certificate of appreciation to each member as well as a small gift. Committee members also shared their gratitude to Benkovic and Pichler for their efforts on behalf of the Committee. Benkovic concluded the meeting by announcing that there is a current job position open at the food pantry for summer.

**IX. Adjournment**

The meeting was adjourned at 6:03 P.M.

Respectfully submitted,

Kristen Pichler

Executive Secretary

(Minutes prepared by A. Natalie Esparza, BOD Representative, and edited by K. Pichler)