

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
January 31, 2019**

**I. Call to Order**

The meeting was called to order by Chair, Amber Perkins at 2:34 pm.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Amber Perkins, Chair	Melanie Rosales	Joanne Cowles, Human Resources Specialist, Student Employment
Michael Odino, Co-Chair		
Kristen Pichler, Exec. Sec'y		
Ruby Aaver		
Christopher Hernandez		
Phlycia Johnson		
Noor Chaudhry		

**III. Approval of Agenda**

M/S/P: (R. Aaver/C. Hernandez) to approve the meeting agenda of January 31, 2019.

*Unanimously approved 4-0-0.*

**IV. Approval of Minutes**

M/S/P: (P. Johnson/C. Hernandez) to approve the January 31, 2019 meeting minutes. N. Chaudhry pointed out that under "Roll Call" Phlycia Johnson's name was listed as both being in attendance and absent. The Minutes will be corrected to reflect that P. Johnson was not in attendance at the December meeting.

*Unanimously approved 4-0-0.*

**V. Chair's Report**

Chair A. Perkins welcomed the committee to the spring semester. She informed members that the committee is on track to complete its goals by semester's end. The committee is scheduled to have four meetings this semester. Members may direct any questions they have to either Chair Perkins or Co-Chair Odino.

**VI. Action Items**

A. Spring Meeting Schedule

M/S/P: (N. Chaudhry/R. Aaver) to approve the spring meeting schedule.

*Unanimously approved 4-0-0*

**VII. Discussion Items**

**A. Student Assistant Performance Review & Merit Increase Eligibility Policy**

Executive Secretary, K. Pichler, distributed an original copy of Student Assistant Employee Performance Review and Merit Increase Policy, as well as a red-lined updated version and clean-copy update. Pichler said that the updated policy was reviewed at the December 6<sup>th</sup> meeting and based on general agreement, no additional changes have been made. Questions were asked about why the three month informal evaluation is being eliminated (to difficult for supervisors to consistently administer that many evaluations per year); whether evaluations are consistently administered (12 month evaluations are consistently administered because they're tracked in HR), and whether supervisor's have been instructed to not to give evaluation scores of "4" (they have not).

Pichler further reminded the committee that at the last meeting members had discussed eliminating merit salary eligibility for employees whose overall performance "Meets Requirements," and had also considered adjusting the merit increase percentage amount for employees whose overall performance "Exceeds Most Requirements" and "Exceeds All Requirements." She said that currently, the Student Assistant Performance Evaluation Form contains six performance categories. Employees are evaluated according to their performance in each of the categories indicated. Scores equate to points, and based on the total number of points received, employees may then be eligible for a percentage increase in pay, based on their current wage rate. Employees whose performance does not meet requirements in any of the performance categories and irrespective of overall score, are not eligible for a merit increase. Percentage increases range from 2% for Meets Requirements to 7% for Exceeds All Requirements. This is significantly higher than that of Regular (staff) employees whose general salary increases for the past few years have not exceeded 3%. It is also higher than the average (mean) salary increase in California, which is 3.1%.

Pichler also addressed questions asked at the January meeting about the average amount of time a student is employed at the USU (just under 18 months), and the possibility of potential compression issues between Regular employees and Student Assistant employees due to the series of minimum wage increases that are continuing to occur both in the State of California and Los Angeles County. Pichler said that the lowest hourly rate paid to a staff employee is \$18.27

Pichler handed out a spreadsheet prepared by Human Resources Specialist, Student Employment, Joanne Cowles that provided merit options and asked Cowles to explain its contents. Cowles said that if, as suggested, merit increases were eliminated for employees whose overall performance "Meets Requirements," the minimum score needed to receive a merit increase would increase from a minimum of 12 points to a minimum of 15 points. She then shared three possible options for modifying the increase amount "Meets Most Expectations and "Meets All Expectations" (see attached). Pichler said that 79 current and active employees have received an increase in the last year. The highest increase received was 6%. The committee discussed in detail the three options presented in Cowles spreadsheet. Although additional discussion is needed, most of the committee members seemed to feel that merit increases should be eliminated for employees whose evaluation score is 15 points or less. Committee members also seemed to

generally feel that percentage increase amounts for employees who are either Exceeding Most Requirements (score of 16-19) or Exceeding All Requirements (score of 20-24) should receive merits increases that range from either 2%-4% increase or 3%-5% increase.

**VIII. Announcements**

K. Pichler reminded the committee that she will be on a partial leave of absence in February and March, and will be joining the committee at its February meeting via Zoom or Facetime. Chair Perkins announced that ??? Night will be held on 2/19.

**IX. Adjournment**

The meeting was adjourned at 3:44 P.M.

Respectfully submitted,

Kristen Pichler  
Executive Secretary