

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
October 25, 2018**

I. Call to Order

The meeting was called to order by Chair, Amber Perkins at 3:32 pm.

II. Roll Call

Present	Absent	Guests
Amber Perkins, Chair	Ruby Aaver	
Michael Odinlo, Co-Chair	Noor Chaudhry	
Kristen Pichler, Exec. Sec'y	Andrea Oliveros	
Christopher Hernandez		
Phlycia Johnson		
Melanie Rosales		

III. Approval of Agenda

M/S/P: (M. Rosales/P. Johnson) to approve the October 25, 2018 meeting agenda.
Unanimously approved 4-0-0.

IV. Approval of Minutes

M/S/P: (C. Hernandez/M. Rosales) to approve the April 27, 2018 meeting minutes
Unanimously approved 4-0-0.

V. Chair's Report

Chair, A. Perkins welcomed members to the first meeting of the year. She referenced the fall meeting schedule and said that in addition to the October meeting, one meeting will be held in November, and two meetings will be held in December. She informed the committee that some of the information that the Personnel Committee discusses may be sensitive and confidential, and asked that members exercise discretion and confidentiality in sharing information discussed in the committee with others. She then invited committee members to introduce themselves, including name, major and year in school. Finally, committee members were given an opportunity to get to know each other better by engaging in the ice-breaker, "Never Have I Ever."

VI. Discussion Items

- A. **Personnel Committee Orientation** – As a means of orienting committee members, Chair Perkins, Co-Chair Odinlo, and Executive Secretary Pichler, shared a PowerPoint and engaged the committee in discussion about the role of the Personnel Committee.
- B. **Updated Salary Schedule for Regular Employment Positions** –Chair Perkins told the committee that the USU has approximately 450 full and part-time employees, 80 of which are full-time staff. She explained that in conjunction

with Title V of the Education Code which regulates auxiliary organizations operating on California State University campuses, the USU must provide its full-time employees with *salaries, benefits* and *working conditions* that are comparable to those provided to employees working for the University. She further stated that CSUN is the USU's biggest competition for qualified employees, therefore it's in the USU's best interest to regularly review and update the salary ranges for its regular positions. Discussion ensued. Executive Secretary Pichler shared that the University's employees are collectively bargained (i.e. unionized), while USU employees are not. As such, annually or thereabouts, the various bargaining units negotiate new contracts for their employees, and as a part of that, salary ranges for the various CSU positions are often increased. The USU uses this information for comparative purposes and to update its own salary ranges. Chair Perkins shared a 3-Option Memo that was provided to the committee regarding the proposed updates to the salary range schedule. Option #1 – to do nothing and leave the salary ranges as-is. Option #2 – to approve updates to the salary range schedule as recommended by staff. Option #3 – to approve changes to the salary range schedule on a selective basis. After some discussion, the committee agreed that Option #2 was the best recommendation. The committee will vote on the updated salary schedule at its next meeting.

VII. Action Items

A. Fall Meeting Schedule

M/S/P: (C. Hernandez/M. Rosales to approve the Fall Meeting Schedule as recommend.

Unanimously approved 4-0-0.

B. 2018-19 Committee Goals

Chair Perkins said she wants to achieve 100% goal completion. Executive Secretary Pichler noted a couple of typographical errors in the document, and said that a corrected copy will be sent out with the next meeting packet.

M/S/P: (P. Johnson/C. Hernandez) to approve the 2018-19 Committee Goals as recommended.

Unanimously approved 4-0-0.

VIII. Announcements

Executive Pichler welcomed the committee, thanked them for their input and said that she was looking forward to working with them this year, and was available should they have questions regarding their resumes. Chair Perkins also welcomed the committee and thanked them for their participation.

IX. Adjournment

The meeting was adjourned at 4:47 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary