

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
FEBRUARY 28, 2019**

**I. Call to Order**

The meeting was called to order by Chair, Amber Perkins at 2:33 pm.

**II. Roll Call**

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

**III. Approval of Agenda**

M/S/P: (M. Odino/N. Chaudhry) to approve the meeting agenda of February 28, 2019.

*Unanimously approved 4-0-0.*

**IV. Approval of Minutes**

M/S/P: (P. Johnson/M. Odino) to approve the January 31, 2019 meeting minutes.

A. Perkins said that under "Announcements" the Minutes should be amended to read that "Greek Night will be held on 2/19."

*Unanimously approved 4-0-0.*

**V. Chair's Report**

Chair A. Perkins welcomed the committee to the February meeting. She said that mid-terms are right around the corner, but that she and M. Odino are available should any member of the committee have any questions. She then briefly reviewed the committee meeting agenda before moving on to Action Item A.

**VI. Action Items**

- A. Student Assistant Employee Performance Review and Merit Increase Policy  
M/S/P: (N. Chaudhry/R. Aaver) to approve updates to the Student Assistant Performance Review and Merit Increase policy as recommended. Discussion ensued. Chair Perkins said that as per discussions held in the last two committee meetings, changes are being recommended to the Student Assistant Performance Review and Merit Increase Policy that would (1) eliminate the three month informal

performance review for Student Assistant Employees (an informal review would be conducted following six months from the date of hire and a formal review would be conducted following twelve months of hire; (2) to eliminate merit increases for Student Assistant Employees whose overall evaluation score is less than 16 points; (3) to modify the amount of merit increase a Student Assistant would be eligible to receive from 2%-7% to 3%-5%.

*Unanimously approved 4-0-0*

**VII. Discussion Items**

A. Policy Review and Possible Update -Temporary Emergency Appointments Policy  
Chair Perkins said that K. Pichler is currently in the process of updated the University Student Union Employee Handbook, and that as part of that project she is re-examining once again, employee classifications (i.e. Full-time, Part-Time, Regular, Temporary, Student Assistant). As such, more information about this item will be presented at the March meeting.

**VIII. Announcements**

B. Hernandez announced that he will not be in attendance at the March Personnel Committee meeting as he will just be returning that day from the National ACUI Conference. K. Pichler announced that she is the proud grandmother of a baby girl. Both Pichler's daughter and the baby are doing well.

**IX. Adjournment**

The meeting was adjourned at 2:48 P.M.