

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
February 9, 2018**

I. Call to Order

The meeting was called to order by Personnel Committee Co-Chair, Amber Perkins at 3:03 P.M.

II. Roll Call

Present	Absent	Guests
Amber Perkins (Co-Chair)	Shannon Ashford (Chair) (Excused)	
Kristen Pichler (Exec. Sec'y)	Andrew Willins (Excused)	
Ruby Aaver		
Noor Chaudhry		
Missael Maldonado		

III. Approval of Agenda

M/S/P (M. Maldonado/N. Chaudhry) to approve the meeting agenda for February 9, 2018.
Motion passed 3-0-0.

IV. Approval of Minutes

M/S/P (R. Aaver/M. Maldonado) to approve the meeting minutes of December 8, 2017.
Motion passed 3-0-0.

V. Chair's Report

Co-Chair, Amber Perkins informed the committee that at its last meeting on January 22, 2018, the USU Board of Directors approved Personnel Committee recommended items, including the Classification & Compensation Administrative Guide for Regular Employees, and the updated Salary Range Schedule for Regular Employees. She also informed the committee that due to a personal issue, Chair, Shannon Ashford would not be in attendance at today's meeting.

VI. Action Items

A. Meeting Schedule – Spring, 2018

M/S/P (M. Maldonado/R. Aaver) to approve the proposed meeting schedule for Spring, 2018. Discussion ensued. Due to class conflicts with some committee members, the proposed schedule is not viable. Members present shared their availability/lack of

availability. It was ultimately determined that the best meeting days/times are Fridays at 5:00 P.M. Members agreed that because committee meetings are only held once a month, they would accommodate this schedule. A new meeting schedule will be generated for review and approval at the next meeting.

Motion failed 3-0-0.

VII. Discussion Items

A. Updated Student Assistant Classification & Wage Schedule

Missael Maldonado presented to the committee the proposed Student Assistant Classification & Wage Schedule for 2018-19. He explained that effective July 1, 2018, the minimum wage in the City of Los Angeles is increasing to \$13.25/hour, and the Schedule has been updated to reflect that change. Maldonado also explained that student assistant positions are specifically designed by the USU to CSUN students with the knowledge, skills and abilities to be able to perform well in the workplace post-graduation. He also explained how student positions are classified. The committee expressed concern at the cost of adhering to the new minimum wage requirements. K. Pichler echoed the committee's concern, but informed the committee that the USU has anticipated and prepared for the minimum wage increases, and will be able to accommodate them while still maintaining critical programs and services.

B. Goal Review

Co-Chair Perkins reviewed the committee's goals and indicated that the committee is on track for one-hundred percent goal completion by year's end.

C. Policy Update - Educational Fee Reimbursement

K. Pichler shared with the committee, the Educational Fee Reimbursement policy that was approved by the Board of Directors in May, 2017, and explained that minor modifications are needed for purposes of clarification.

VIII. Announcements

R. Aaver announced that the African Student Organization will be hosting a cultural show in the Northridge Center on April 20, 2018. Details will be forthcoming.

IX. The meeting was adjourned at 3:39 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary