

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
APRIL 23, 2020**

I. Call to Order

The meeting was called to order by Chair, Catleya Maralit at 3:36 P.M.

II. Roll Call

Present	Absent	Guests
Catleya Maralit, Chair	Dulce Hernandez	
Arrah Enaw, Co-Chair		
Kristen Pichler, Exec. Sec'y		
Whitney Chabela		
Chidum Ekpe		
Celeste Garcia		
Christopher Hernandez		

III. Approval of Agenda

M/S/P: (Hernandez/Garcia) to approve the meeting agenda of April 23, 2020
Unanimously approved 5-0-0.

IV. Approval of Minutes

M/S/P: (Hernandez/Chidum) to approve the meeting minutes of March 6, 2020.
Unanimously approved 4-0-0.

V. Chair's Report

Chair Maralit welcomed committee members and said she hoped that they were doing well. She congratulated the committee on achieving 100% participation in a recent Board of Directors survey and said that the Personnel Committee was the only committee to have such a high percentage of participants. She also congratulated committee member, Dulce Hernandez on being elected as an Associated Students Senator, and she congratulated committee member, Chris Hernandez on being voted the Personnel Committee's member of the year. Co-Chair Enaw introduced the ice breaker, in which committee members were assigned a letter and asked to engage in a timed exercise in which they had to identify a friend's name, a movie title, a career, a country and a food that started with that letter.

VI. Action Items

None. Chair Maralit explained that due to campus and USU operational changes resulting from COVID-19, proposed modifications to the Educational Fee Reimbursement policy and the proposed new policy regarding Extended Family and Medical Leave Benefits for Regular Employees were being tabled until the following year.

VII. Discussion Items

A. COVID-19 and USU Employment Update

At the request of Chair Maralit, Executive Secretary Pichler shared that on March 13, 2020 and at the direction of California Governor, Gavin Newsom, the SRC was closed to visitors. Effective March 23, 2020, CSUN's academic classes and all other operations, including USU operations but with the exception of essential functions, were moved online. USU employees including staff and students who could work remotely were provided with Temporary Telecommute Agreements. Those who could not, were placed on Paid Administrative Leave. Salary and benefits for staff employees will remain intact until at least June 30. Compensation for Student Assistant Employees and Non-Student Hourly Employees has been calculated based on average hours worked during a lookback period and will remain intact until at least May 22, 2020. More information will be provided as it becomes available. With respect to persevering through COVID-19, C. Hernandez said that he had been exploring classes on LinkedIn and talked about what a valuable resource it's been. Co-chair A. Enaw also said that she's taken advantage of online classes available through Harvard University.

B. Goals Status and Recommendation

Chair Maralit reported that the committee has completed four out of six goals. HR will update and reissue the Employee Handbook without making any non-legally required changes, and changes to the Educational Fee Reimbursement Policy for Regular Employees and considerations relative to the extension of benefits for long-term employees who are out of work due to bona-fide illness will be postponed until next year when the current environment is expected to be a little more stable.

C. Future Meetings

Chair Maralit announced that the next and last meeting of the Personnel Committee for 2019-20 will be held virtually on Thursday, May 7, 2020, at which time members will celebrate the committee's accomplishments and say goodbye to our members.

VIII. Announcements

None

IX. Adjournment

The meeting was adjourned at 4:26 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary