

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
FEBRUARY 19, 2015**

I. Call to Order

The meeting was called to order by Chair, Amber Bynum at 2:01 PM.

II. Roll Call

Present	Absent	Guests
Amber Bynum (Chair)	Thelmarie Raubenheimer	Shahtaj Khan, Vice Chair, BOD
Matthew Chung		Jesus Martinez-Ramirez, Chair, BOD
Daniel Ibarria		
Stephanie Le		
Kristen Pichler (Exec. Sec'y)		
Isaac Simon		
Demontea Thompson		

III. Approval of Agenda

M/S/P (I. Simon/D. Thompson) to approve the agenda of February 19, 2014. M/S/P (S. Le/I. Simon) to amend the agenda to removing Discussion item C.

Motion passed 5-0-0.

IV. Approval of Minutes

M/S/P (I. Simon/S. Le) to approve the minutes of December 3, 2014.

Motion passed 5-0-0.

V. Chair's Report

Chair Bynum welcomed members to the start of the new semester.

- A. Ice Breaker – To facilitate connection, Chair Bynum invited committee members to talk about what they had done over semester break, and to share a favorite childhood memory.
- B. Update – Chair Bynum said that at the last meeting of the Board of Directors on January 26, 2015, the Board had approved *HR Policy – Board of Directors Approval Requirements for Human Resources Actions*. She also said that the next meeting of the Board of Directors would be held on Monday, February 23, 2015, and invited committee members to attend.
- C. Fishing Partners – To assist committee members is continuing to get to know each other, Chair Bynum assigned new “fishing partners,” and asked them to explore the question, “*if you could have lunch with anyone dead or alive, who would it be and why.*”

VI. Discussion Items

- A. Goal Update – Chair Bynum reviewed the updated committee goals, and said the committee was on-track to complete all goals by the end of the semester.
- B. Policy Update, Graduate Assistantship Program – Benefits – At Chair Bynum’s invitation, Executive Secretary, K. Pichler shared a newly updated draft of USU policy governing graduate assistant tuition. She explained that in a recent review of the policy it became apparent the policy was incomplete. Changes have therefore been made to make the policy more comprehensive and to address the issue of when a qualified graduate assistant employee shall receive “tuition and other

feed” payment. I. Simon read the draft policy aloud to the committee. Lively discussion ensued. Although the committee appeared to agree in general with policy modifications, clarification was requested in the first paragraph to indicate where information about “tuition and other fees” can be accessed on the University’s website. Furthermore, changes were requested to modify the last paragraph as follows: “In the event a graduate assistant neglects to use payment from the USU to finalize his/her registration, or withdraws from enrollment prior to the end of the academic fall or spring term, USU reserves the right to request reimbursement for Tuition and Other Fees paid by the USU.” Finally, it was noted that in the first paragraph the reference to graduate/post graduate students was incorrect and should actually read, “graduate/post baccalerrate”. Changes will be made and presented to the committee for consideration at the next meeting.

VII. Action Items

A. Spring Meeting Schedule

M/S/P (M. Chung/I. Simon) to approve the spring meeting schedule. Chair Bynum reiterated as indicated in the schedule that the last two dates listed have been included on an as-needed basis only.

Motion passed 5-0-0.

VIII. Announcements

- T. Thompson informed the committee that he is scheduled to have surgery on 2/25/14, and asked that the committee’s thoughts be with him on that day.
- D. Ibarria indicated that he has recently secured new employment and as such will no longer be able to serve as a member of the Personnel Committee.
- BOD Chair, J. Martinez-Ramirez informed the committee that Rainne Wilson will be speaking at the VPAC as part of the Soul Pancake event on 3/3/15 and invited students to attend. Free tickets are available at the Ticket Office.
- Chair Bynum said that she will send out an announcement about an all-committee outing.
- Chair Bynum and BOD Chair, J. Martinez-Ramirez said that it is election season. 5 positions are open on the USU Board of Directors, as well as numerous positions in Associated Students. Students are encouraged to both seek election and vote.
- K. Pichler shared that following review, a Student Assistant Clerical II position in the Information Services and Special Projects Department has recently been reclassified to a Student Administrative Assistant II position.
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X. Adjournment

The meeting was adjourned by Chair, A. Bynum at 3:10 pm.

Respectfully submitted by,

Kristen Sievert Pichler
Executive Secretary