

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERISTY, NORTHRIDGE
PERSONNEL COMMITTEE
FEBRUARY 8, 2011
MINUTES**

I. Call to Order

The meeting was called to order by Chair, Lizzie Awad at 9:10 a.m.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Guests</u>
Lizzie Awad	Talia El-Zaatari	Debra L. Hammond <i>(Out at 10:55 a.m.)</i>
Timothy Collins	Andrew Musantry	
Eddie Fernandez	Raquel Padilla	
Taylor Muenchow	Ernest Park	
Sharon Kinard, Executive Secretary <i>(arrived at 9:15 a.m.)</i>	Jennifer Richter	
Kristina Payton	Brenda Woodard	
Kristen Pichler, USU HR Officer		
Luis Carbajo (USU Board Chair) <i>(Out at 10:55 a.m.)</i>		

III. Open Forum

None.

IV. Approval of Agenda

M/S/P (E. Fernandez/T. Collins) to approve the agenda of Feb. 2, 2011.

Motion approved by general consensus.

V. Approval of Minutes

M/S/P (T. Muenchow/K. Payton) to approve the minutes of Nov. 1, 2010.

Motion approved by general consensus.

VI. Chair's Report

Chair L. Awad announced Feb. 21 as the next meeting of the USU Board of Directors and encouraged committee members to attend as an opportunity to witness a board meeting and see what happens to Personnel Committee recommendations at the board level. Awad also announced that the next meeting of the Personnel Committee would be held at 10 a.m., Feb. 23 in the USU Executive Board Room.

VII. Action Items

A. Modification of Personal Holiday and Vacation Policies

M/S/P (K. Payton/E. Fernandez) to approve eliminating the Personal Holiday for Regular Employees effective 12/31/11 and increasing vacation time for Regular Employees by one workday per year.

HR Officer K. Pichler explained that the USU's new human resources management system Ultipro lacks the ability to track employee-accrued Personal Holiday hours in combination with an employee's accrued vacation time. She also noted that the manual tracking of employees' personal hours would be impractical and inefficient for the three-person HR unit. As such, the recommendation removes the one (1) personal holiday per year for staff employees, which is the equivalent to one (1) workday on January 1 annually for employees that are in a paid status on that date. Replacing the Personal Holiday is an additional vacation day that would be accrued.

Motion passed 4-0-0.

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B. Student Recreation Center Staffing Recommendation

M/S/P (T. Collins/E. Fernandez) to approve the Student Recreation Center Assistant Director, Facilities; Coordinator, Fitness & Wellness; and Coordinator, Intramurals positions and job descriptions.

K. Pichler and USU Executive Director D. Hammond explained that the typical process for having items presented to the committee is to first have the topics presented as discussion items and at a subsequent meeting, returning them as action items. Three (3) of the Student Recreation Center (SRC) position approvals were being brought forth directly as action items for two reasons: (1) a new staffing consultant moved up the suggested hire date of the key positions in order to adequately prepare for the SRC's January 2012 opening, and (2) human oversight. The positions were inadvertently left off of the committee's goals for 2010-2011.

D. Hammond reviewed each of the job descriptions, fielded clarifying questions from committee members, and explained the SRC project to the group.

Motion passed 4-0-0.

L. Carbajo left meeting at 10:55 a.m., ending quorum.

VIII. Discussion Items

A. Adverse Action Procedure

K. Pichler handed committee members the USU Adverse Action Policy and Procedures and provided a brief history about its formation. She said that individuals employed by the USU in its early days were actually state employees until 1986, at which time they became employees of the USU, Inc. At that time, the USU implemented personnel policies and procedures, many of which were adopted from state practices. The Adverse Action Policy was one of these policies which, in part, gave USU employees a means of grieving disciplinary actions.

The policy was designed with bargaining units in mind. Since that time, however, the State of California adopted "at-will" employment as a standard, which allows for the creation of employment arrangements where there is no contract, and either party, the employee or employer, can terminate the employment any time with proper notice.

The USU Adverse Action Policy stipulates a specific grievance process for employees, which includes filing deadlines, representation parameters, and a grievance panel (USU Personnel Committee). Pichler said since the USU does not have a bargaining unit, the bargaining unit language of the policy is not a fit with the USU's "at-will" employment standards. Adverse actions under the at-will employment at the USU follow a system of progressive discipline that includes employee counseling by a supervisor, and training and development opportunities. Discipline is chronicled in memorandums of counseling and letters of reprimand. The USU Executive Director and HR Officer are the positions that hear and handle employee grievances and recommendations for adverse action (demotion, suspension, termination).

IX. Announcements

- L. Awad announced March as the month for Board of Director elections.
- L. Awad distributed U-Day certificates and giveaways to committee members.

X. Adjournment

The meeting was adjourned by Chair, Lizzie Awad at 10:30 a.m.

Respectfully submitted by,

Sharon

Sharon S. Kinard
Executive Secretary