

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERISTY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
FEBRUARY 11, 2013**

I. Call to Order

The meeting was called to order by Chair, Myles Adkins at 2:05 p.m.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Guests</u>
Myles Adkins	Sarah Rigby	Ashley Castellanos
Tiffany Castellanos	Nikita Volkov	
Brenda Cruz		
Talia el-Zaatari		
Debra Hammond, Executive Sec.		
Alana Jain		
Kristen Pichler		
Gavan Rathje		
Demontae Thompson		
Kathy Vo		

III. Open Forum

None.

IV. Approval of Agenda

M/S/P (T. Castellanos/G. Rathje) to approve the agenda of February 11, 2013.

Motion passes by general consensus.

V. Approval of Minutes

M/S/P (T. Castellanos/T. el-Zaatari) to approve the minutes of December 4, 2012.

Motion passed 6-0-0.

VI. Discussion Items

Note – Discussion Item A will be handled prior to the Chairs Report.

A. Committee Goal Assessment

The committee reviewed the Personnel Committee goal assessment sheet and indicated whether the goals were completed, not completed, in progress or to be determined. It was noted that the committee has completed six goals already including:

- a) Approval of new position, Manager, Facilities SRC
- b) Approval of revised position, Accountant I, Payroll
- c) Student assistant merit increase eligibility
- d) Health benefits summary plan for retirees
- e) Human Resource policies requiring BOD approval
- f) Bonus policy revisions

The employee handbook goal is in progress. The HRMS policy is in progress – but will be a Finance Committee goal instead of a Personnel Committee goal. We are still unsure if we can make reasonable exclusion modifications to the pension. As soon as we have an answer, we can make a definitive answer about this goal.

All committee members felt that the committee made great progress on the completion of the goal and will be able to complete the remaining goals by year end.

VII. Chair's Report

Chair, M. Adkins, reported that he had submitted his mid-year report to the USU Board of Directors, which contained the committee accomplishments for the fall semester. He reported that he was proud of the great work done by the committee and that the committee was extremely productive. He also urged others to participate in the interview panels available for full time staff as it is a great learning experience.

VI. Discussion Items (Cont.)

B. HRMS Policy

It was decided that HRMS (Human Resources Management System) would be eliminated as a goal for the Personnel Committee. This goal will be handled by the Finance Committee as it primarily relates to payroll processing. Additionally, it covers pre-approval of overtime which was specifically delineated in our policy. The law also states that if employees work overtime – they must be paid for it – whether or not there was pre-approval. This occasionally happens with building managers, etc. because of clients' needs. We will need to work out a pre-approval process using text or e-mail.

The committee also discussed parameters of a policy. Policy statements should be short, concise and tells the organization/employees what is allowable and what is not allowable. All policies are approved by the Board. Procedures can be updated by staff as needed and must be approved by the Executive Director. The HRMS policy and procedures were distributed to the committee but will be handled by the Finance Committee.

C. Employee Handbook Update

Kristen Pichler stated that the USU employee handbook is updated on an annual basis to respond to new laws that have been enacted or revisions/updates to current laws and regulations.

We often conduct research on the law, write a draft and then have it reviewed or written by our attorneys to make sure we are in compliance.

There are a number of anticipated updates to the handbook including:

- Religion and reasonable accommodation – AB 1964
- Sex discrimination and breastfeeding – AB 2786
- Social media and personal passwords – AB 1844
- Inspection of personnel records – AB 2674
- Fixed salaries and overtime – AB 2103

A handout regarding these regulations was distributed and discussed.

In addition, Section 3, standards of conduct, may also be updated to include more specific examples of prohibited conduct. As previously noted, this is a list of examples, but is not all inclusive.

We will discuss and recommend for approval at a future meeting.

VIII. Announcements

- Kristen Pichler reported that we have requested clarification from our 3rd party administrator regarding our ability to make possible exclusions from our pension plan. Feedback will be provided at our next meeting.
- The Chair encouraged committee members to attend the USU Board meeting on February 18 at 12:30 p.m. in the Grand Salon to see how Board meetings are conducted.

IX. Adjournment

The meeting was adjourned by Chair Myles Adkins at 2:36 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Secretary