

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
MARCH 13, 2014**

I. Call to Order

The meeting was called to order by Chair, Gavan Rathje at 3:40 PM.

II. Roll Call

Present	Absent	Guests
Gavan Rathje	Tiffany Castellanos	
Daniel Ibarra	Abbie Rombaoa	
Kristen Pichler		
Sarah Rigby		
Brandon Urtiz		

III. Open Forum

None

IV. Approval of Agenda

M/S/P (S. Rigby/B. Urtiz) to approve the agenda of March 13, 2014.

Motion passed 3-0-0.

V. Approval of Minutes

M/S/P (B. Urtiz/D. Ibarra) to approve the minutes of February 13, 2013.

Motion passed 3-0-0.

VI. Chair's Report

Chair, G. Rathje thanked Committee members for their meeting attendance. He announced that "today" (Thursday, 3/13/14) was the last day to apply for election to the Board of Directors. He asked which members were interested in returning to committee membership in Fall, 2014. Both Daniel Ibarra and Brandon Urtiz indicated that they were interested in returning. Rathje reminded members that to qualify for committee membership they needed to be a Bylaw-stipulated member in good standing, and have a minimum 2.0 GPA.

VII. Discussion Items

A. Minimum Wage Increase:

Executive Secretary, K. Pichler handed out to committee members, information containing options for committee consideration on how to address the pending July 1, 2014 minimum wage increase. Chair, G. Rathje had committee members read sections of the document aloud, then initiated discussion regarding each of the 4 options being considered.

While employees earning less than \$9.00/hour will be raised to the \$9.00/hour minimum wage, questions exist as to if and how employees earning \$9.00/hour or more should or will be compensated.

Option #1 provides no increase for employees earning \$9.00/hour or more.

Option #2 provides for a \$.10/hour increase for employees earning \$9.00/hour or more.

Option #3 provides for a \$.15/hour increase for employees earning \$9.00/hour or more.

Option #4 provides for a \$.20/hour increase for employees earning \$9.00/hour or more.

Rathje indicated that staff's recommendation was for a \$.15/hour increase and that the budget can support this. Discussion ensued. Committee members shared their opinions. S. Rigby stated she was in favor of Option #1, especially since the campus is not providing additional increases; B. Urtiz was in support of the \$.15 increase recommendation; D. Ibarra said that he was in support of either \$.10/hour or \$.15/hour increase. K. Pichler indicated that although \$.15/hour isn't a lot, it was recommended as an incentive to acknowledge the efforts of good workers and retain qualified personnel. After further discussion the committee indicated that it would support a \$.15/hour increase. Item will be brought for action to the April 17 committee meeting.

B. General Salary Increase

Executive Secretary, K. Pichler handed out to committee members information regarding the types of Regular Employee increases available to staff employees. Chair, G. Rathje, had committee members take turns reading sections of the information aloud. Pichler shared staff's recommendation that in addition to other types of increase options, a general salary increase, which would be applicable to all staff and NOT based on meritorious job performance, be considered. She further shared that merit increases had been suspended in approximately 2007. Prior to that time, regular increases (not including increases resulting from reclassification, in-range progression or bonus), result exclusively from merit and were linked entirely to an employee's annual performance review. She further shared that from 2007-2012 no increases were provided other than those that were provided through reclassification, in-range progression or bonus. In 2013, the University Student Union, following the direction of the CSU, provided all eligible employees with a 1.34% general salary increase. Staff then initiated discussion with University HR to determine if/how a regular cost of living increase could be implemented. HR however, indicated that determining the cost of living is a difficult process and encouraged instead, that USU provide a general salary increases.

Committee members asked clarifying questions and gave the go-ahead for K. Pichler to develop a policy for consideration. S. Rigby indicated that she would be interested in helping K. Pichler draft the policy. K. Pichler and S. Rigby will work together in drafting same. This will be an action item at the April 17 committee meeting.

C. Employee Handbook Updates

Chair, G. Rathje advised the committee that the Employee Handbook is reviewed and updated annually. K. Pichler handed out to committee members a Summary of recommended updates for 2014. G. Rathje had committee members take turn reading aloud parts of the summary. Of particular interest to committee members was the newly proposed policy on bullying. G. Rathje indicated that a stand-alone policy on Business Conduct and Ethics presently exists, but it does not include a section on bullying. While committee members seemed generally supportive, D. Ibarra expressed concern that employees might take the policy too literally, registering frequent complaints. K. Pichler explained that the subject of bullying in the workplace has become much more common in recent years and that incidents have been reported in the USU. The addition of an anti-bullying policy could help in curbing this issue. The committee appeared to agree. This will be an action item at the April 17 committee meeting.

VIII. Action Items

None

IX. Announcements

Chair Rathje reminded the group that as member of the Personnel Committee they are eligible to participate in interviews for staff positions. He communicated the value that such an experience

provides, and indicated that he would forward to committee members any information he received from USU HR regarding interview opportunities.

X. Adjournment

The meeting was adjourned by Chair, G. Rathje at 4:29 p.m.

Respectfully submitted by,

Kristen Sievert Pichler
Executive Secretary