

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
DECEMBER 6, 2013**

**I. Call to Order**

The meeting was called to order by Chair, Gavan Rathje at 2:06 p.m.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Gavan Rathje	Tiffany Castellanos	Collin Johnson
Thomas Hendershot		
Daniel Ibarra (arrived at 2:11 pm)		
Kristen Pichler		
Sarah Rigby		
Abbie Rombaoa		

**III. Approval of Agenda**

M/S/P (S. Rigby/T. Hendershot) to approve the agenda of December 6, 2013.

***Approved by general consensus***

**IV. Approval of Minutes**

M/S/P (A. Rombaoa/T. Hendershot) to approve the minutes of October 25, 2013.

***Motion passed 3-3-0.***

**V. Chair's Report**

Chair, G. Rathje said he hoped committee members had a good Thanksgiving. He also wished committee members good luck on finals. He thanked the committee for their work this past semester and in advance for the work they are going to do next semester. As an expression of his appreciation, Rathje handed out movie tickets to committee members.

**VII. Discussion Items**

**A. Student Assistant Employee Performance Evaluation Form**

K. Pichler shared the final draft of the Student Assistant Employee Performance Evaluation form. She said that in talking with Chair, G. Rathje and USU Executive Director, Debra Hammond it was determined that form updates should be discussed in committee but not be sent to the Board of Directors for approval. The new form will be implemented at the start of the spring term.

**B. USU Relocation Policy**

Chair, G. Rathje briefed the committee about the proposed relocation expense reimbursement policy. K. Pichler shared the draft of a relocation expense reimbursement policy with the committee, and Chair Rathje asked for volunteers to read the Policy and Procedure sections. Pichler clarified that at present, the USU does not have a policy for relocation expense reimbursement for new hire candidates and that relocation expense reimbursement is handled on a case-by-case basis and with approval from the USU Executive Director. T. Hendershot asked for clarification regarding under what circumstances a new hire might be required to reimburse the USU for relocation expenses paid, and whether an employee who was laid off would be required to pay back expenses that were reimbursed. Pichler indicated that they probably would not. She also said that in a situation where an employee was involuntary terminated, the USU might determine it best not to require USU reimbursement.

**C. 1<sup>st</sup> Semester Goals Review/Update**

Chair, G. Rathje asked for volunteers to read committee goals established at the beginning of the semester. He said that based on the fact that the USU is going to need to establish updated compensation and wage schedules for student assistant employees some committee goals may need to be postponed until next year. K. Pichler said that the University has not yet issued a social media policy and that until they do, it probably does not make sense for the USU to establish their own policy. Rathje agreed, informing the committee the complications that occurred in 2012-13 when the committee was trying to develop a policy. Rathje said that while the first semester of the year has been low key for the committee, the next semester should be very busy.

**VIII. Action Items**

None

**IX. Announcements**

None

**X. Adjournment**

The meeting was adjourned by Chair, G. Rathje at 2:35 p.m.

Respectfully submitted by,

Kristen Sievert Pichler  
Executive Secretary