

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

I. Call to Order

The meeting was called to order by Chair, Gavan Rathje at 3:38 p.m.

II. Roll Call

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

III. Open Forum

None

IV. Approval of Agenda

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

Motion passed 4-0-0.

V. Approval of Minutes

M/S/P (S. Rigby/D. Ibarra) to approve the minutes of December 6, 2013.

Motion passed 4-0-0.

VI. Chair's Report

Chair, G. Rathje welcomed committee members back from the semester break. He advised that *most* committee meetings would be held on the 3rd Thursday of every month through April, and that a second meeting would likely be scheduled for the last week of April. The May 8 meeting will likely be cancelled. An updated schedule will be forthcoming. Rathje also reviewed the mid-year report which he presented to the Board of Directors on January 28, 2014, highlighting committee goals that have been accomplished to-date.

VI. Action Items

A. New Regular Position – Manager, Membership Services & Aquatics, Student Recreation Center

USU Executive Director, D. Hammond explained that a new position of Manager, Membership Services & Aquatics was being recommended as both a means of creating advancement opportunities for existing staff who have been temporarily overseeing both operations, as well as reducing the number of direct reports to the SRC Director. K. Pichler added that while any new position must be opened to the campus community for general recruitment, based on the nature of the position and the number of applications expected from qualified candidates will likely be limited.

M/S/P (S. Rigby/A. Rombaoa) to approve the Regular position of Manager, Membership Services and Aquatics.

Motion passed 4-0-0.

B. USU Relocation Policy

Chair, G. Rathje briefed the committee about the proposed relocation expense reimbursement policy which was discussed at the December 6, 2013 meeting and D. Hammond provided additional clarification about the importance of relocation expense reimbursement in recruiting hard-to-fill positions. D. Hammond also clarified that relocation expense reimbursement would likely be waived in a situation where a poor performing employee left the organization either voluntarily or involuntarily, or where an employee left for compelling reasons, such as illness of themselves or a family member. K. Pichler said that requiring an employee who receives relocation expense reimbursement to maintain employment for 24 months is to try to ensure significant retention at the time of hire, though this was not typically a concern.

M/S/P (P. Varela/S. Rigby) to approve the Regular position of Manager, Membership Services and Aquatics.

Motion passed 4-0-0.

C. Personnel Committee Goals (Updated)

Chair, G. Rathje directed the committee's attention to the updated list of committee goals and indicated that new goals shall include (1) review of new student assistant classification and wage schedules resulting from the minimum wage increase; (2) review of a cost of living increase for Regular employees; and (3) review of updated salary ranges for Regular employees. (4) A review of an updated employee handbook will also be conducted. Goals that will postponed to 2014-15 shall include review of a social media policy; a Plan Document for retiree benefits; and a review of benefits for temporary employees. B. Urtiz asked why goals were being postponed. G. Rathje and D. Hammond explained that a mid-semester review of goals was typically conducted by all committees, and that revisions were made to ensure the realistic completion of all pertinent goals.

M/S/P (D. Ibarra/A. Rombaoa) to approve the list of updated committee goals.

Motion passed 4-0-0.

VIII. Discussion Items

A. Student Assistant Classification & Wage Schedule

K. Pichler handed out to committee members a copy of the current Student Assistant Classification & Wage Schedules for both the USU/SSU and the SRC. She said that due to the July 1, 2014 minimum wage increase, the USU was in the process of reviewing compensation for all SAEs and developing recommendations for committee recommendation and Board of Directors approval. D. Hammond advised that the University had just recently informed the campus that because of the cost (approximately \$250,000 annually), only those employees making less than \$9.00/hour will receive an increase to \$9.00/hour. Hammond also said that while the USU has a little flexibility with respect to wage ranges, it is required to keep our wage ranges comparable to the University. She also addressed the fact that an additional minimum wage increase to \$10.00/hour will go into effect on January 1, 2016 and that more minimum wage increases have been proposed in the state legislature. The long-term affordability of same must be taken into consideration by the USU when addressing new wage schedules and compression issues. She counseled those members of the committee who were also USU employees of their obligation to consider the best interest of the organization when voting on a recommendation.

IX. Announcements

K. Pichler said that interviews will be upcoming for a number of open (staff) positions and committee members are encouraged to participate. She said that in order to make a hiring recommendation, a committee member must participate in all interviews, but she also conceded that if this was not possible, a committee member could sit in on just one interview and participate in the process. Chair, G. Rathje encouraged the committee's participation in interviews and said it was a worthwhile experience.

S. Rigby asked if there was a possibility that the regularly scheduled meeting time could be earlier in the day. Chair Rathje said he would investigate the possibility and advise.

X. Adjournment

The meeting was adjourned by Chair, G. Rathje at 4:43 p.m.

Respectfully submitted by,

Kristen Sievert Pichler
Executive Secretary