

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
APRIL 27, 2018**

**I. Call to Order**

The meeting was called to order by Chair, Shannon Ashford at 5:03 P.M.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Shannon Ashford (Chair)	Missael Madonado	
Amber Perkins (Co-Chair)		
Kristen Pichler (Exec Sec'y)		
Ruby Aaver		
Noor Chaudhry		
Andrew Willins		

**III. Approval of Agenda**

M/S/P (A. Willins/R. Aaver) to approve the meeting agenda for April 27, 2018.

***Motion passed 4-0-0***

**IV. Approval of Minutes**

M/S/P (N. Chaudhry/A. Willins) to approve the Meeting Minutes of April 6, 2018.

***Motion passed 4-0-0.***

**V. Chair's Report**

Chair, Shannon Ashford said that this was the last Personnel Committee meeting of the year. She thanked committee members for their engagement and contributions. She noted that the committee had accomplished a lot, and had still more to accomplish, based on the day's agenda.

**VI. Action Items**

**A. Policy Update - Temporary Emergency & Casual Appointments**

Executive Secretary Pichler shared a red-line version of the current Temporary Emergency Appointment policy and said that policy changes were being recommended to ensure that eligible employees assigned to temporary/emergency appointments that extended beyond a one-year period be provided with the full-array of USU benefits. She expressed concern that this had not occurred in the past, and that the change was recommended to ensure fairness and to avoid possible future allegations of discrimination. Discussion ensued. Committee members expressed agreement with the changes to the policy, and concern over possible discrimination.

M/S/P: (A. Perkins/A. Willins) to approves updates to the Temporary Emergency & Casual Appointments policy as recommended.

***Motion passed 4-0-0.***

### **B. Updated Salary Range Schedule for Regular Employees**

Chair Ashford said that the USU is currently in the final stages of completing its classification and compensation project. In conjunction with this, the Salary Range Schedule for Regular Employees has been modified to reflect updates salary ranges for some staff employment positions. In explaining the chart she said that for purposes of recruitment, retention and equity, each of the USU's Regular positions have been compared to a CSU position of similar scope and responsibility, and either the exact same salary range or a similar salary range has been assigned to that position. She noted that some of the salary changes reflected in the USU Salary Range Schedule were a result of changes to the CSU Salary Schedule, while other salary changes were due to position reclassifications. She also noted that because this project began in 2016 and had extended to 2018, staff was recommending that the effective date of these changes be 6/18/17, which was the start of the pay period covering July 1, 2017. Discussion ensued. A. Willins asked if all of the positions had been reviewed for correct classification, and K. Pichler indicated that they had.

M/S/P: (R. Aaver/A. Willins) to approve the updated Salary Range Schedule for Regular Employees effective June 18, 2017.

***Motion passed 4/0/0.***

## **VII. Discussion Items**

### **A. Goal Review**

Chair Ashford handed out a copy of the 2017-18 Personnel Committee goals. The committee reviewed the goals and noted that since the beginning of the year, one goal had been postponed to 2018-19, and an additional goal had been added to the original list of goals. Committee members expressed pride in 100% goal completion.

### **B. New Knowledge, Skills and Abilities**

Chair Ashford asked committee members to reflect on what they had learned by serving on the Personnel Committee. The following observations were made:

N. Chaudhry – Learned the inner-workings of a large non-profit

A. Willins – Learned parliamentary procedure

S. Ashford – Gained a better understanding of compensation, along with the questions to ask when negotiating salary. Also expressed a new understanding of compensation plans and that all organizations have a compensation plan.

R. Aaver – Served as an interviewer on an interview committee for a staff hire.

Learned what to do/what not to do and that the interview process is structured and pre-planned.

### **C. Acknowledgements and Thank You's**

Chair Ashford handed out certificates of appreciation and movie tickets to committee members. Executive Secretary Pichler handed out certificates of appreciation to Chair Ashford and Co-Chair A. Perkins. S. Ashford also shared “superlatives” with individual committee members that acknowledged their contribution to the committee. Thank you’s and expressions of appreciation were extended by all.

**VIII. Announcements**

Chair Ashford wished committee members good luck on finals, and a great summer. Executive Secretary Pichler informed committee members that if they need help on their resumes, with interviewing or with salary negotiations, she is available to help. She also reminded committee members about Year End Celebration which will be held on May 4, 2018 from 4:00-6:00 pm in the Northridge Center, followed by a reception in the Plaza Del Sol.

**IX. Adjournment**

The meeting was adjourned at 5:55 P.M.

Respectfully submitted,

Kristen Pichler  
Executive Secretary