

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
FEBRUARY 17, 2016**

I. Call to Order

The meeting was called to order by Chair, Asia Johnson at 12:35 P.M.

II. Roll Call

Present	Absent	Guests
Asia Johnson (Chair)	Nanki Singh	
Elizabeth Durodola	Juaneeq Elliot (Member, BOD)	
Kristen Pichler (Exec. Sec'y)		
Isaac Simon		

III. Approval of Agenda

M/S/P (I. Simon/E. Durodola) to approve the Agenda of February 17, 2016.

Motion passed 2-0-0.

IV. Approval of Minutes

M/S/P (E. Durodola/I. Simon) to approve the Minutes of November 4, 2015.

Motion passed 2-0-0.

V. Chair's Report

A. Chair A. Johnson informed the committee that Tiffany Castellanos is no longer a committee member due to scheduling conflicts. She also stated that the Board of Directors Retreat took place on Monday, February 15. She mentioned that the retreat was very fun and helpful. She thanked the committee members that were in attendance for their participation.

VI. Action Items

A. Spring Dates

M/S/P (I. Simon/E. Durodola) to approve the Personnel Committee Spring Meeting Schedule.

Motion passed 2-0-0.

B. Policy Update (E. Durodola/I. Simon) to approve changes to Personnel Policy, "General Salary and Merit Increase for Regular Employees."

Motion passed 2-0-0.

VII. Discussion Items

A. SAE Classification and Wage Schedule

K. Pichler stated that as of July 1, 2016, the minimum wage in the City of Los Angeles will be increased from \$10.00/hour to \$10.50/hour. In response to this increase, staff has developed a new Student Assistant Classification and Wage Range Schedule that will increase the bottom and tops of the wage ranges in all five Student Assistant job classifications by 50 cents to ensure (1) compliance with the new law and (2) appropriate compensation for Student Assistants who hold positions in the various classifications.

B. Regular Employee Salary Range

K. Pichler reported that due to her recent absence due to illness, she was unable to prepare information for presentation.

C. Discussion Postponement – Use of USU Computers and Electronic Equipment

The USU's Human Resources Department is awaiting the university's Human Resources team to develop an updated policy regarding this matter. The USU will use the university's policy to update its own. K. Pichler stated that she will update the committee when she has any new information on the matter.

VIII. Announcements

- A.** Chair A. Johnson shared a quote with the committee regarding the advantage of utilizing one's own strengths.
- B.** K. Pichler advised the committee to tell other students about the available position on the Personnel Committee.
- C.** Elizabeth Durodola told the committee that her medical fraternity, Phi Delta Epsilon, will be conducting a bone marrow drive from March 16-17 in front of the book store.
- D.** K. Pichler told the committee that USU Human Resources will hold "Work for the USU" job information sessions on February 24 and 25. She asked the committee to advise anyone who might be interested in USU employment, to attend the event.

IX. Adjournment

The meeting was adjourned at 1:07 p.m.

Respectfully submitted,

Kristen Sievert Pichler
Executive Secretary