

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
APRIL 6, 2017**

I. Call to Order

The meeting was called to order by Chair, Frank Benkovic at 5:18 P.M.

II. Roll Call

Present	Absent	Guests
Frank Benkovic (Chair)		
Natalie Esparza (BOD Rep)		
David Magana		
Andrew Willins		
Missael Maldonado		
Jasmine Mulero		
Melissa Ohana (arrived 5:24 PM)		
Kristen Pichler (Exec Sec'y)		
Yasaman Shayesteh		

III. Approval of Agenda

M/S/P (D. Magana/M. Maldonado) to approve the meeting agenda for April 6, 2017.

Motion passed 6-0-0.

IV. Approval of Minutes

M/S/P (Y. Shayesteh/D. Magana) to approve the Minutes of April 6, 2016.

Motion passed 6-0-0.

V. Chair's Report

Chair Benkovic engaged the committee in a fun ice breaker exercise where they had to work as a team to accomplish a task. Benkovic also reported committee member, Jasmine Mulero was running for a seat on the USU Board of Directors.

VI. Action Items

- A. M/S/P (N. Esparza/J. Mulero) to approve the updated Student Assistant Classification Schedule effective July 1, 2017.

Motion passed 7-0-0.

VII. Discussion Items

A. Personnel Policy - Educational Fee Reimbursement Policy

K. Pichler handed out a draft version of the updated Educational Fee Reimbursement Policy. She informed the committee that in response to them identifying key features of similar policies at other auxiliaries, she had pulled some of those features and created an updated draft of our policy. The committee reviewed and discussed the updated draft. A recommendation was made to change the grade requirement for graduate level classes from a "C" to a "B". The committee also requested that Pichler investigate reimbursement expenses for study materials for employees doing self-study certification programs. Finally, the committee requested that a clause be added to the policy which would allow USU Executive Director, Debra L. Hammond to approve other educational fee requests (not specified in the policy), on a case-by-case basis as appropriate. Pichler said that she would make the changes, share them with Executive Director Hammond, and hopefully bring the revised policy back to the Committee for approval at the April 27, 2017 meeting.

VIII. Announcements

M. Ohana announced that police services will be conducting a re-enactment event on how to respond to an active shooter on campus. The event will be held in student housing, and volunteers are being solicited to assist with the event. N. Esparza announced that she was recently selected to receive a scholarship.

IX. Adjournment

The meeting was adjourned at 6:14 P.M.

Respectfully submitted,

Kristen Sievert Pichler
Executive Secretary