

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
November 15, 2018**

I. Call to Order

The meeting was called to order by Co-Chair, Michael Odino at 3:35 pm.

II. Roll Call

Present	Absent	Guests
Michael Odino, Co-Chair	Amber Perkins	Sherry Butler USU HR Assistant
Kristen Pichler, Exec. Sec'y	Noor Chaudhry	Joanne Cowles, USU HR Specialist
Ruby Aaver	Phlycia Johnson	
Christopher Hernandez	Andrea Oliveros	
Melanie Rosales		

III. Approval of Agenda

M/S/P: (M. Rosales/R. Aaver) to approve the November 15, 2018 meeting agenda.
Unanimously approved 4-0-0.

IV. Approval of Minutes

M/S/P: (C. Hernandez/M. Rosales) to approve the October 25, 2018 meeting minutes
Unanimously approved 4-0-0.

V. Chair's Report

Co-Chair, M. Odino welcomed the committee. He informed them that Chair Perkins was not in attendance because she was attending the Region I Conference of the Association of College Unions, International, in San Diego, and as such he would be facilitating the day's meeting. He introduced an ice breaker. Committee members were to share a long-term goal, and ask for committee members' advice on how to achieve it.

VI. Discussion Items

A. Student Assistant Classification & Wage Schedule (2019-20)
Executive Secretary, Kristen Pichler, shared with committee members the current Classification & Wage Schedule for Student Assistant Employees. She explained the Schedule and informed the committee that effective July 1, 2019, the minimum wage in the City of Los Angeles is increasing to \$14.25/hour, and that in preparation for next year's budget planning an updated schedule has been drafted for committee consideration. Joanne Cowles, Human Resources Specialist handed out a draft of the updated Student Assistant Classification & Wage Schedule for 2019-20. She explained that changes to the top of the wage range have been implemented to

ensure that anyone who is currently employed and who receives a maximum seven percent (7%) increase will not top out and exceed the maximum of the salary range for their position. Executive Secretary Pichler, then drew the committee's attention to the 3-Option memo. Co-chair Odinlo explained the 3-Options, and then asked committee members to read aloud and consider the strengths and liabilities of each option. Generally, the committee seemed to support Option 1 – approving the updated Student Assistant Classification & Wage Schedule – as recommended. This item will be an action item at the December 6th meeting.

VII. Action Items

- A. **Updated Salary Schedule for Regular Employment Positions** – Co-Chair Odinlo briefly reviewed key points regarding the updated Salary Schedule for Regular Employees. He reminded the committee that at its last meeting, the committee had thoroughly reviewed three options concerning approval of the updated salary schedule, and at that time had agreed that approval of the updated Salary Schedule as recommended, was the best option.
M/S/P (M. Rosales/R. Aaver) to approve the Salary Schedule for Regular Employees effective July 1, 2018.
Unanimously approved 4-0-0

VIII. Announcements

M. Rosales announced that she is going to Disneyland immediately following the meeting. Co-Chair Odinlo informed the committee that they are invited to attend U-Day (an annual recognition event and free lunch for student assistant employees and volunteers) to be held on December 7th in the Grand Salon.

IX. Adjournment

The meeting was adjourned at 4:14 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary