

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
January 31, 2019**

**I. Call to Order**

The meeting was called to order by Chair, Amber Perkins at 3:34 pm.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Amber Perkins, Chair	Melanie Rosales	Joanne Cowles, Human Resources Specialist, Student Employment
Michael Odinlo, Co-Chair		
Kristen Pichler, Exec. Sec'y		
Ruby Aaver		
Christopher Hernandez		
Phlycia Johnson		
Noor Chaudhry		

**III. Approval of Agenda**

M/S/P: (R. Aaver/C. Hernandez) to approve the meeting agenda of January 31, 2019.

*Unanimously approved 5-0-0.*

**IV. Approval of Minutes**

M/S/P: (C. Hernandez/R. Aaver) to approve the December 6, 2018 meeting minutes. N. Chaudhry noted that the Minutes should be corrected to reflect ...

*Unanimously approved 4-0-0.*

**V. Chair's Report**

Chair A. Perkins welcomed the committee to the Spring semester. She informed the committee that they would be voting on the Spring meeting schedule, and reminded the committee that they have several goals still to complete before the end of the academic year.

**VI. Action Items**

A. Spring Meeting Schedule

**VII. Discussion Items**

**A. Student Assistant Performance Review & Merit Increase Eligibility Policy**

Executive Secretary, K. Pichler, shared with committee members a redline draft update and a clean copy update of the Student Assistant Performance Review & Merit Increase Eligibility policy. Pichler reminded the committee of proposed changes as had been discussed in their December meeting as follows:

In Paragraph 1 of the policy, Pichler said that while current policy requires job performance to be informally reviewed following three months of service, and then formally reviewed following six months and then twelve months of service, based on the number of hours most students work, it has actually proven more effective to provide ongoing feedback from the date of hire, an informal review following six (6) months of service, and a formal review following twelve (12) month of service. The committee was in general agreement that changes to the policy should be made to reflect current practices.

In Paragraph 2 of the policy, Pichler said that while current policy stipulates that an employee shall receive a merit increase if their overall performance "Meets Expectations," (Total Score = 12), Pichler suggested that the committee consider raising the requirement for merit increase eligibility so that in order to be eligible for increase, an employee's overall performance would need at minimum to be between "Meets Expectations and Exceeds Most Expectations" (Total Score = 15+). Again, the committee was in general agreement that this change should be made.

Pichler also asked the committee their thoughts on the percentage amount of increase as shown on the Performance Evaluation form based, based on the steady increases in minimum wage and the fact that staff increases over the last three years have averaged about three percent and compression issues between student and staff positions may become a problem. She said the average Student Assistant employee is employed for just under 18 months.

#### **VIII. Announcements**

Chair Perkins informed the committee that interviews are being held on Monday, December 10<sup>th</sup>, Wednesday, December 12<sup>th</sup>, and Thursday, December 13<sup>th</sup> for the Accountant I position, and asked if anyone was interested in serving on the interview committee. P. Johnson said she was available on 12/10, and M. Rosales said she was available on 12/13. Chair Perkins said she would convey that information to USU Human Resources Specialist, Jenny Aw. Co-Chair Odinlo reminded 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 7<sup>th</sup> in the Grand Salon. Executive Secretary Pichler wished committee members good luck on finals and happy holidays.

#### **IX. Adjournment**

The meeting was adjourned at 4:49 P.M.

Respectfully submitted,

Kristen Pichler  
Executive Secretary