

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
OCTOBER 13, 2017**

I. Call to Order

The meeting was called to order by Chair, Shannon Ashford at 2:05 P.M.

II. Roll Call

Present	Absent	Guests
Shannon Ashford (Chair)	Jasmine Mulero (Excused)	
Amber Perkins (Co-Chair)		
Kristen Pichler (Exec. Sec'y)		
Ruby Aaver		
Noor Chaudhry		
Brianna Lopez		
Missael Maldonado		
Andrew Willins		

III. Approval of Agenda

M/S/P (A. Willins/M. Maldonado) to approve the meeting agenda for October 13, 2017.

Motion passed 5-0-0.

IV. Approval of Minutes

M/S/P (M. Maldonado/A. Willins) to approve the Minutes of April 27, 2017.

Motion passed 5-0-0.

V. Chair's Report

- A.** Chair, Shannon Ashford welcomed the committee to the first meeting of the academic year. She informed the committee that the first few meetings would focus on orienting the committee in order to provide a good foundation of knowledge for future meetings.
- B.** Chair Ashford led the committee in a fun, ice-breaking activity called "Snowball," where committee members got an opportunity to get to know each other better.
- C.** Chair Ashford laid out expectations for the year, including meeting attendance, goal completion, and a 24/hour response time to all emails. She told the committee she is "flexible," but likes to get things done. In addition to Chair Ashford's comments, Executive Secretary, Kristen Pichler informed members who are employed by the USU that participation as a member of the Personnel Committee is a voluntary and non-paid

activity. She also asked Committee members to bring a printed copy of the meeting packet with them to each meeting. Meeting packets will be sent by email to members, approximately one week prior to each meeting.

VI. Action Items

A. Fall, 2017 Meeting Schedule

M/S/P (M. Maldonado/A. Willins) to approve the meeting schedule for fall, 2017.

Motion passed 6-0-0.

VII. Discussion Items

- A. Chair Ashford, with assistance from Executive Secretary Pichler, led the committee through a PowerPoint presentation showing the role of the college union on a college or university campus, as well as some of the facilities, programs and services that make the University Student Union at California State University, Northridge unique.
- B. Chair Ashford provided a brief explanation of Parliamentary Procedure, which was accompanied by handouts, and described how it would be used to facilitate Personnel Committee meetings.
- C. Chair Ashford reviewed the 10 qualities of a team player, and emphasized the importance of the Personnel Committee working as a team.

VIII. Discussion Items

- A. Staffing Change - Executive Secretary, Pichler, explained that per policy certain personnel activities must be reported to the Personnel Committee and the Board of Directors, but do not require committee or Board action. One of these activities is classification reviews for Regular positions. Pichler explained that when a position's essential duties change, the position may become eligible for a classification review. Such was recently the case when the Accounting & Finance Department modified the Accountant II's job duties to reflect new supervisory responsibilities. Following position review however, and despite changes in responsibility, reclassification was not warranted. However, as a means of acknowledging the incumbent's increased responsibility, an "in-range progression" was provided. This action served to increase the incumbent's bi-weekly compensation.

IX. Adjournment

The meeting was adjourned at 3:34 pm.

Respectfully submitted,

Kristen Pichler
Executive Secretary