

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
December 1, 2017**

I. Call to Order

The meeting was called to order by Chair, Shannon Ashford at 2:11 P.M.

II. Roll Call

Present	Absent	Guests
Shannon Ashford (Chair)	Jasmine Mulero	
Amber Perkins (Co-Chair)		
Kristen Pichler (Exec. Sec'y)		
Ruby Aaver		
Noor Chaudhry		
Missael Maldonado (Arrived at 2:24 pm)		
Andrew Willins		

III. Approval of Agenda

M/S/P (A. Perkins/A. Willins) to approve the meeting agenda for December 1, 2017.

Motion passed 4-0-0.

IV. Approval of Minutes

M/S/P (A. Willins/R. Aaver) to amend the Minutes of the November 3, 2017 meeting to reflect the absence of committee member, Brianna Lopez (not Brianna Wilcox), and approve the Minutes of December 1, 2017 as amended.

Motion passed 4-0-0.

V. Chair's Report

Chair, Shannon Ashford wished committee members good luck on finals. She stated that another meeting is needed to vote on the classification and compensation plan and the salary schedule. Following a brief discussion, meetings were scheduled for Friday, December 8, 2017 and Friday, January 12, 2018. Chair Ashford then provided detailed instruction to the committee on how to create an email signature.

VI. Action Items

K. Pichler shared that the Personnel Committee Code (along with committee codes for the other USU Board of Directors standing committees), has been modified to include the position of co-chair.

M/S/P (R. Aaver/N. Chaudhry) to approve the updated Personnel Committee Code as presented. 5-0-0

VII. Discussion Items

A. Updated Salary Compensation Plan for Regular Employees

B. Updated Classification Plan for Regular Employees

Executive Secretary, K. Pichler shared with the committee the proposed Classification & Compensation Plan for Regular Employees, along with the proposed and updated Salary Range Schedule. Pichler explained that a written Classification & Compensation Plan is needed to provide a framework for the consistent, fair and legal administration of the USU's compensation plan, and that in conjunction with the updated plan, the salary schedule has been updated. Committee asked a number of questions related to classification plan and salary schedule, and said that they would be ready to vote on the plan and the schedule at the next meeting.

VIII. Announcements

M. Maldonado shared with the committee that he had attended the ACUI Regional Conference in Arizona. He said that it was a great conference, and it gave him a new appreciation for California – especially in relation to its diversity. Chair Ashford said that in the past she also attended an ACUI regional and national conference and that through that experience she learned that USU Executive Director, Debra Hammond, is nationally acclaimed.

IX. The meeting was adjourned at 3:08 pm.

Respectfully submitted,

Kristen Pichler
Executive Secretary