

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

I. Call to Order

The meeting was called to order by Chair, Catleya Maralit at 2:01 P.M.

II. Roll Call

Present	Absent	Guests
Catleya Maralit, Chair	Ruby Aaver	
Arrah Enaw, Co-Chair		
Kristen Pichler, Exec. Sec’y		
Whitney Chabela		
Christopher Hernandez		
Dulce Hernandez		
Michael Falodun		
Celeste Garcia		
Rona Kohanteb		

III. Approval of Agenda

M/S/P: (R. Kohanteb/C. Hernandez) to approve the meeting agenda of October 31, 2019.
Unanimously approved 7-0-0.

IV. Approval of Minutes

M/S/P: (C. Garcia/D. Hernandez) to approve the meeting minutes of October 17, 2019.
Unanimously approved 7-0-0.

V. Chair’s Report

Chair Maralit welcomed committee members and asked how members were doing. In celebration of Halloween, she passed around a basket of candy and invited committee members to help themselves. An ice breaker was conducted in which members were asked to share the scariest thing they’ve ever done for fun. The answers were entertaining and enabled committee members to get to know a little more about each other. The chair reminded members about Board of Directors Committee Member Training on 11/4 in which Strengths Quest talent themes will be discussed, and encouraged their attendance.

VI. Action Items

A. Salary Range Schedule – Regular Positions

Executive Secretary, Pichler introduced the Action/Discussion Items Cover Sheet, 3-Option Memo, and the proposed Salary Range Schedule – Regular Positions. Starting with the Salary Range Schedule – Regular Position, Pichler walked the committee members through the spreadsheet and explained the various categories, including Time Base, EX/NEX, CSU Comparable, CSU Position Reference, Current Minimum and Maximum, Recommended Minimum and Maximum and Current Salary. She also fielded questions about the spreadsheet. Pichler then drew committee members’ attention to the 3-Option Memo. Committee members, W. Chabela, D. Hernandez and R. Kohanteb each read one of the approval options. Pichler answered member’s questions, including how the two staff

members whose salaries currently fall beneath the recommended salary ranges will be compensated (on a prorated basis) if the updated Salary Range Schedule is recommended by the Personnel Committee and approved by the Board of Directors.

M/S/P: (R. Kohanteb/W. Chabela) motion to the Salary Schedule for Regular (Staff) Employment positions effective July 1, 2019.

Unanimously approved 7-0-0.

VII. Discussion Items

A. USU Tour

To familiarize committee members with USU operations and the organization's workforce, Personnel Committee Member and USU Student Assistant Employee, C. Hernandez led committee members on a tour of the USU, which included, the Executive Director's Office, the Human Resources Department, USU RES, the Oasis Wellness Center, the Computer Lab, the East Conference Center, the Student Recreation Center, and the Marketing Department. Along the way, Hernandez added information and facts about the USU's various operating units that added interest and value to the tour.

VIII. Announcements

Chair Maralit advised the committee that some of the information communicated in the Personnel Committee is of a sensitive and confidential nature. She asked that members respect confidentiality and not share the draft of the Salary Range Schedule for Regular Employees that was handed out at today's meeting.

IX. Adjournment

The meeting was adjourned at 3:28 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary