

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
NOVEMBER 14, 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	Emery Hernandez
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: (D. Hernandez/M. Falodun) to approve the meeting agenda of November 14, 2019.

Unanimously approved 7-0-0.

IV. Approval of Minutes

M/S/P: (W. Chabela/M. Falodun) to approve the meeting minutes of October 31, 2019.

Unanimously approved 7-0-0.

V. Chair’s Report

Chair Maralit welcomed committee members and introduced new USU staff employee, Emery Hernandez. Hernandez is an Administrative Support Coordinator, responsible for assisting the Board of Directors. In honor of Veterans Day, Chair Maralit also acknowledged all veterans and expressed her appreciation for their service to our country. Finally, as we approach the end of the semester and finals, Chair Maralit encouraged committee members to take advantage of some of the resources available in the USU, including some of the USU’s programs, as well as the Oasis Wellness Center. In acknowledgement of the Thanksgiving holiday, she invited each committee member to share whether their family celebrates Thanksgiving, and what special foods they eat. Committee members took turns sharing.

VI. Action Items

A. Student Assistant Classification and Wage Schedule

Chair Maralit explained that the USU’s Student Assistant Classification and Wage Schedule is used to designate a classification and salary range for each of the USU’s student assistant positions, and briefly explained each of the five position classifications. She then introduced the Action Item Cover Sheet and 3-Option Memo, and asked committee members to take turns reading the cover sheet and the 3-options. C. Garcia asked what challenges might occur if the Committee chose to approve Option 3 (approve changes to select student assistant wage classifications only). Executive Secretary Pichler explained that in addition to

negatively impacting employee morale, students might file a class action discrimination lawsuit.

M/S/P: (W. Chabela/M. Falodun) to approve updates to the Student Assistant Classification and Wage Schedule effective the start of the pay period or June 28, 2019.

Unanimously approved 7-0-0.

VII. Discussion Items

A. New Policy – Temporary Pay Increases for Regular Employees

Chair Maralit informed committee members that staff was recommending a new policy pertaining to temporary pay increases and asked individual committee members to read the policy aloud. She then walked committee members through the examples provided at the end of the policy and then answer questions about the policy in order to gauge understanding of the policy. Executive Secretary Pichler said that the read aloud was helpful, in that it helped her identify areas where information in the policy was either missing or unclear. Clarifying information will be added.

B. Update Policy – Bonuses for Regular Employees

Chair Maralit said that in conjunction with the Temporary Pay Increase Policy, staff is also recommending amending the Bonus Policy to address issues the Temporary Pay Increase Policy does not. Again, she had individual members read the policy aloud, after which she entertained questions.

In reviewing both policies, Chair Maralit encouraged committee members to ask questions if there was something they didn't understand or to offer comments. She also spoke about how committee members could leverage their experience of assisting in developing a new policy or the revising of a current policy on their resumes.

VIII. Announcements

M. Falodun shared news of his recent engagement! Committee members expressed their congratulations and best wishes.

IX. Adjournment

The meeting was adjourned at 3:14 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary