

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
NOVEMBER 9, 2020**

I. Call to Order

The meeting was called to order by Chair, Ayana Galvez at 3:36 P.M.

II. Roll Call

Present	Absent	Guests
Ayana Galves, Chair	Adukunle Falodun	
Yesenia Mateo, Co-Chair	Jennifer Rivas	
Kristen Pichler, Exec. Sec'y		
Justina Aguilar		
Whitney Chabela		

III. Approval of Agenda

M/S/P: (Aguilar/Chabela) to approve the meeting agenda of November 9, 2020.
Approved 3-0-0.

IV. Approval of Minutes

M/S/P: (Mateo/Aguilar) to approve the meeting minutes of October 12, 2020.
Approved 3-0-0.

V. Chair's Report

Chair Galves welcomed the committee and said that she hoped members were continuing to take care of themselves. She reminded the committee that a overall minimum 2.0 GPA is required for Personnel Committee membership, and encouraged members to meet with their department advisors if they're having academic challenges. Chair Galves said that she's in the process of drafting the committee's end-of-semester report and would be sending it to committee members for feedback prior to submitting it to the Board of Directors. She then asked Co-Chair Mateo to conduct the ice-breaker. Mateo conducted an amazing guided mediation designed to help committee members relax.

VI. Action Items

A. HR Policy Review and Update – Temporary Emergency Appointments

M/S/P (Chabela/Aguilar) to approve the updated Temporary Emergency Appointments Policy. Chair Galves refreshed committee members' knowledge of policy updates by reading the revised policy. Members did not have any questions.
Approved 3-0-0.

VII. Discussion Items

A. Student Assistant Layoffs – Information Item

Chair Galves reported that layoff notices were being sent that week to 148 student assistant employees who have been on furlough status since last much. The move from furlough to layoff is needed to comply with legal requirements regarding furloughs and to manage

expectations for SAEs who may not be called back to work. This is an information item only and will be shared with the Board of Directors at their meeting on 9/16/20.

B. HR Policy – Paid Holidays for Temporary Emergency Employees (25 Hour Per Week +)

Executive Secretary Pichler shared for discussion, a new policy for consideration which would provide holiday benefits to temporary emergency employees who are regularly scheduled to work 25 hours per week or more. Currently, an employee must work 30 hours per week or more in order to be eligible for paid holidays. The committee will vote to recommend the policy to the Board of Directors at their December meeting.

C. Early Exit Program

Executive Secretary Pichler shared for discussion information on the University's Early Exit Program. She suggested that for purposes of comparability, the USU develop for staff and Board of Directors develop a similar policy for consideration by the Committee and the Board of Directors. Committee member, Whitney Chabela offered to assist in developing the policy.

VIII. Announcements

Chair Galves encouraged members to stay safe and to take advantage of the University's resources to assist them academically. Whitney Chabela also said that some members of Hermanas Unidas are asking members who they voted for in the recent presidential election and then making unkind remarks if members say they voted for Trump. Executive Secretary Pichler said that she would report this to the appropriate campus administrators.

IX. Adjournment

The meeting was adjourned at 4:14 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary