

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
DECEMBER 14, 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	Kaila Lavin
Yesenia Mateo, Co-Chair		
Kristen Pichler, Exec. Sec'y		
Justina Aguilar (Arrived at 3:55 PM)		
Whitney Chabela		
Jennifer Rivas		

III. Approval of Agenda

M/S/P: (J. Rivas/W. Chabela) to approve the meeting amended meeting agenda of December 14, 2020.

Approved 3-0-0.

IV. Approval of Minutes

M/S/P: (Y. Mateo/J. Rivas) to approve the meeting minutes of November 9, 2020.

Approved 3-0-0.

V. Chair's Report

Chair Ayana Galves said she hoped that all members were in good health, and encouraged them to take breaks as needed to maintain their physical and emotional well-being. She said that she's enjoyed the work of the committee this semester, and is excited for the spring term. She wished the committee good luck on finals and asked that they be on the lookout for an email. She then asked committee Co-Chair, Yesenia Mateo to facilitate an ice breaker where members shared an activity they have performed that others haven't.

VI. Action Items

VII. A. New Regular Position – Intramural Sports and Day Camp Coordinator

Kaila Lavin, Director, Student Recreation Center said that she has recently developed a new organizational plan for the SRC. While a grad assistant has been hired in the past to assist with coordinating the intramural program, challenges have existed with respect to recruiting suitable candidates, particularly in California where the cost of living is higher than in other states. To combat this problem, Lavin is proposing the creation of a new Regular employment position that will be responsible for coordinating the intramural sports and day camp programs. Committee members asked questions about the number of campers who participate in the day camp program. Lavin said non-COVID numbers are usually in the high 200's, and that last year a virtual program was held.

M/S/P (W. Chabela/J. Rivas) to approve the new Regular employment position of intramural Sports and Day Camp Coordinator

Approved 4-0-0

B. HR Policy Review and Update – Temporary Emergency Appointments

M/S/P (Y. Mateo/J. Rivas) to approve paid holidays for temporary emergency employees who are regularly scheduled to work 25 hours per week or more.

Approved 4-0-0.

VIII. Discussion Items

A. Early Exit Program

Executive Secretary, K. Pichler said that during the fall semester and as a cost-cutting measure, the University implemented an Early Exit Program for employees with ten years of service who were age 50 or more. For purposes of comparability, the USU was considering a similar program. Committee member, Whitney Chabela shared a draft of the USU policy and explained its contents. She also said that at present, only two USU staff members meet eligibility requirements, but a third will be eligible in January. Committee members expressed concern about the cost of the program, particularly since Pichler said that vacated positions would need to be filled.

B. Spring, 2021 Meeting Schedule

Chair Galves asked members if based on their class schedules, they would be available to meet on this same day/time during the spring semester. Members confirmed their availability.

C. USU Holiday Celebration – Chair Galves said that all members had received an invitation to attend the USU’s holiday celebration, All Dressed Up and No Where to Cocoa on Thursday, 12/17/20 at 12:00 noon, and encouraged their attendance.

D. Chair Galves announced that USU Summit – an all-USU training event will be held on 1/14/20, and GPS – a career preparation event for graduating seniors would be held on 1/15/20. Be on the lookout for announcements.

IX. Announcements

There were no announcements.

X. Adjournment

The meeting was adjourned at 4:13 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary