

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
MARCH 22, 2021**

I. Call to Order

The meeting was called to order by Chair, Ayana Galvez at 3:33 P.M.

II. Roll Call

Present	Absent	Guests
Ayana Galves, Chair	Justina Aguilar	
Rio Mateo, Co-Chair		
Kristen Pichler, Exec. Sec’y		
Adukunle (Michael) Falodun (Arrived 3:48 P.M.)		
Whitney Chabela		
Jennifer Rivas		

III. Approval of Agenda

M/S/P: (J. Rivas/R. Mateo) to approve the amended meeting agenda of March 22, 2021
(Moved Action Item B to Discussion Item C)
Approved 3-0-0.

IV. Approval of Minutes

M/S/P: (W. Chabela/J. Rivas) to approve the meeting minutes of December 14, 2020.
Approved 3-0-0.

V. Chair’s Report

Chair Galves shared that over the break she had done some self-reflection and has since decided to change her major from Biology to Africana Studies, with the intent of pursuing a career in nursing. She also reviewed the USU’s mission and values along with requirements for being a Board of Directors committee member. Chair Galves emphasized that she is always available to assist committee members as needed, and shared both her email address and phone number. She specifically stated, “I am the direct point of contact for this committee. Please only contact me regarding this committee.” Chair Galves also shared her personal expectations for committee members including that they attend every meeting; attend BOD monthly trainings; arrive on time; ask questions/make comments at every meeting; be prepared to make a motion and have a VOICE on the committee. Chair Galves concluded her remarks with the following quote from Nikki Banas:

“Everything will work out exactly how and when it is supposed to,
Regarding of how and when you may want it to.

Let you faith in the journey be stronger than doubts and fears. Be
Patient with yourself and growth, knowing that good things always
Take time.

Give yourself time and space to try things and explore different paths.

You will get there one day, so don't forget to enjoy the journey, too."

VI. Action Items

A. Spring Meeting Schedule

M/S/P (J. Rivas/W. Chabela) to approve the spring, 2021 meeting schedule.

Approved 3-0-0

VII. Discussion Items

A. Paid Holidays for Employees Regularly Scheduled to Work 25/Hours/Week

Executive Secretary K. Pichler informed the committee that after examining the feasibility of implementing policy that would provide paid holidays to employees working 25/hours/week or more, it was determined that a policy of this nature cannot be managed in our current Human Resources Information System without it impacting other benefits as well. Pichler entertained questions and indicated that she will be bringing the policy back to committee at the April 19th meeting requesting that it be rescinded.

B. Early Exit Program

Executive Secretary, K. Pichler reminded the committee about discussion that had occurred at the December meeting of the Personnel Committee. She said that during the fall semester and as a cost-cutting measure, the University had 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 then shared a draft of the USU policy and explained its contents. She said that at present, only two USU staff members meet eligibility requirements, but a third would also 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.

Pichler updated the committee on the continuing status of this proposed policy. She said that following a review of the policy with USU Executive Director, Debra Hammond, the two of them had agreed that moving forward with policy approval would be detrimental to the organization. Unlike the University, due to the USU's relatively flat organizational structure, all of the employees eligible for early exit would need to be replaced, possibly at a cost exceeding the current incumbent's salaries. Furthermore, if in the event that all three of the employees eligible for the benefit were to take it at the same time, it would negatively impact the organization. Pichler entertained questions and indicated that she will be bringing the policy back to committee for action at the April 19th meeting, and will recommend that it be voted down for the reasons cited.

C. New Policy: Communications Equipment and Related Services Reimbursement Policy

Chair Galves asked Executive Secretary Pichler to provide a brief overview of the *Updated* Communications Equipment and Related Services Reimbursement Policy, and then asked committee member, M. Falodun read the policy aloud. Executive Secretary Pichler explained that the recommended policy has been updated to include partial internet reimbursement for employees who are temporarily telecommuting due to the pandemic. The policy will be brought to the committee for action at the next meeting.

VIII. Announcements

Chair Galves announced that optional Board of Directors and committee members training will be held on April 5th from 12:30-2:30 P.M. The April training topic will be on job search preparation including cover letters and resumes, interviewing, and salary negotiations. Members who are interested in attending may reach out to her for more information. Chair Galves also said that elections for membership on the Board of Directors will be held April 6th and 7th. Anyone interested in running for the Board should feel free to contact her. Chair Galves also informed committee members that as the academic year draws to a close, each committee member shall be responsible for recommending two people to serve on next year's committee. Recommendations are due by Friday, March 26, 2021 at 4:00 P.M.

IX. Adjournment

The meeting was adjourned at 4:23 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary