

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
APRIL 11, 2023**

**I. Call to Order**

The meeting was called to order by Chair, Daniel Moreno at 6:34 P.M.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Daniel Moreno, Chair	Elisa Gevorgian	
Nikki Garcia, Co-Chair		
Kristen Pichler (KP) Exec. Sec'y		
Jose Malta		
Samantha Calderon		

**III. Approval of Agenda**

The agenda was amended to change the date of approval of Minutes from December 1, 2022, to May 11, 2022, and to move Action Item E to Discussion Item C.

M/S/P: (J. Malta/S. Calderon) to approve the revised meeting agenda of April 11, 2023.

*Approved 3-0-0.*

**IV. Approval of Minutes**

M/S/P: (J. Malta/S. Calderon) to approve the meeting Minutes of May 11, 2022.

*Approved 3-0-0.*

**V. Chair's Report**

**A.** Chair Daniel welcomed new member, Samantha, to the committee and thanked members for attending the 6:30 PM meeting. He said that to address all Action Items he was keeping his remarks short.

**VI. Action Items**

**A. Spring Semester Meeting Schedule**

Daniel shared a draft of the Spring Meeting Schedule. As noted, he said there would be two meetings; the meeting tonight (4/11/23) and another meeting on 4/25/23. Both meetings will be held via Zoom from 6:30-8:00 PM (length dependent on need).

M/S/P: (J. Malta/S. Calderon) to approve the Spring, 2023 Meeting Schedule.

**B. 2023-24 Student Assistant Classification & Wage Schedule**

Daniel shared a draft of the proposed wage schedule and asked KP to explain updates. KP explained that the USU has approximately 57 different positions and about 250 employees. Based on a position's essential duties and the minimum qualifications required for hire, each of the positions is assigned to one of five classifications. Each classification is assigned a wage range. The City of Los Angeles approved a minimum wage increase from \$16.04 to \$16.78 effective July 1, 2023. To comply with the update, the USU has adjusted the wages

ranges on the Student Assistant Classification and Wage Schedule for 2023-24. The effective date of June 25, 2023, is the start of the pay period covering the July 1, 2023 effective date. Brief discussion ensued.

M/S/P: (N. Garcia/J. Malta) to approve the 2023-24 Student Assistant Classification & Wage Schedule.

*Approved 3-0-0.*

**C. 2023-24 Non-Student (Lifeguard and Recreation Instructors Classification & Wage Schedule**

Daniel shared a draft of the proposed schedule and asked KP to explain updates. KP explained that in addition to full-time staff and part-time student employment positions the USU also has part-time lifeguard and recreation instructor positions that are classified as “non-student” positions. She explained that while these positions are often occupied by students, the requirement that students not work more than 20 hours per week does not apply. KP further explained that as with the Student Assistant Classification & Wage Schedule, adjustments have also been made to this new schedule to keep wages competitive with other employers and to be able to attract and retain talent. Discussion ensued. Nikki clarified that CSUN students cannot work more than 20 hours per week on campus in any combination of student employment positions.

M/S/P: (N. Garcia/J. Malta) to approve the 2023-24 Non-Student Classification & Wage Schedule

*Approved 3-0-0.*

**D. New Regular Employment Position – Assistant Director, Programs & Leadership**

Daniel shared a draft of the newly proposed Assistant Director, Programs & Leadership job description and asked KP to walk the committee through the rationale for the new position. KP explained that the position was initially developed on an acting basis in about 2021 and has been staffed by an incumbent functioning in an acting capacity since that time. As job functions associated with the Equity, Programs and Leadership operating unit have continued to evolve in the last year, the job description has been honed and updated and the position is now ready to be formally approved. Brief discussion ensued.

M/S/P: (J. Malta/S. Calderon) to approve the Assistant Director, Programs & Leadership position, and job description.

*Approved 3-0-0.*

**VII. Discussion Items**

**A. Committee Orientation**

Daniel asked Nikki to describe her committee experience. Nikki said that her expectations of committee membership had differed from her experience. She said that she had been expecting to have to edit policy; instead, she has been approving salary ranges and serving on interview committees and that the overall experience has been much more “active”. Daniel said that his own experience echoed Nikki’s. What he had expected the committee would do was much different than the work the committee was actually doing, and he found the experience interesting and worthwhile. Daniel invited KP to also introduce herself. KP is employed as the USU’s Associate Director, Human Resources and Professional Development and has served as an advisor and Executive Secretary to the Personnel Committee for many years. She regrets that the committee had difficulty recruiting members this year as in addition to getting a behind-the-scenes perspective of what and how employers do, committee membership also provides committee members with the opportunity to talk about their own employment experiences and ask questions. KP invited and encouraged committee members to ask any questions they might have over the course of both this meeting and the next one. In response to Daniel’s question to Jose and

Samantha about what surprised them about this meeting Samantha said that she didn't expect to have to talk or ask questions. She now has a better understanding of the meeting process. Jose said he has appreciated learning how to make motions and to move motions.

**B. Revised Committee Goals**

Daniel said that in the interest of time a discussion of committee goals will be postponed to the next meeting.

**C. New Regular Position – Supervisor, Membership & Administration**

KP said that another new position is being proposed for approval at the next meeting. This new position will assist the Student Recreation Center's Manager, Membership and Facility Operations in the execution of job duties.

**VIII. Announcements**

Daniel announced that the next meeting will be held on Tuesday, April 25 from 6:30-8 pm. Nikki announced an event at the Food Pantry on 4/12 and Daniel also shared news of other events happening at the USU. KP said that the USU's Year-End Celebration event will be held on May 5<sup>th</sup> at 3:30 PM in the Northridge Center. A reception will follow in the Plaza Del Sol with food trucks and games and fun. All USU employees, Board members and Board of Directors Committee members are invited.

**IX. Adjournment**

The meeting was adjourned by Committee Chair, Daniel Moreno at 7.22 P.M.

Respectfully submitted,

Kristen Pichler  
Executive Secretary