

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
APRIL 19, 2021**

I. Call to Order

The meeting was called to order by Chair, Ayana Galvez at 3:41 P.M.

II. Roll Call

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

III. Approval of Agenda

M/S/P: (R. Mateo/J. Rivas) to approve the meeting agenda of April 19, 2021 that was amended by general consensus to eliminate Action Item B.

Approved 3-0-0.

IV. Approval of Minutes

M/S/P: (R. Mateo/J. Rivas) to approve the meeting minutes of March 22, 2021.

Approved 3-0-0.

V. Chair's Report

Chair Galves shared that on 4/5 the Board of Directors had held its last Board/Committee Member training of the semester on cover letters, resumes, interviewing and salary negotiations. One of the trainers for that event had been the Personnel Committee's own, Kristen Pichler (KP). Chair Galves also said that on 4/6 & 7 Associated Students and University Student elections were held, and that she had been elected to the Board for another term. Chair Galves also reported that a vacant position on the Board of Directors has been filled, and said that the last committee meeting of the semester will be held on Monday, 5/10 at which she will conduct a presentation on how to start your own business and we will be assessing learning that took place as a result of membership on the committee. Chair Mateo then facilitated a fun and engaging ice breaker in which committee members were encouraged to grab something that was important to them and share it with the committee.

VI. Action Items

A. Updated Policy: Communications Equipment and Related Services Reimbursement Policy

Chair Galves asked J. Rivas to read the policy aloud while committee members followed along. K. Pichler explained that this policy had previously been approved by the BOD in 2010, but was in need of updating. The new policy outlines the parameters by which the USU will provide reimbursement to employees and Board of Directors members for cell phones, cell service, internet connectivity and Hotspots. M/S/P: (M. Adekunle/J. Rivas) to approve the updated Communications Equipment and Related Services Equipment Reimbursement Policy.

Approved 3-0-0.

B. Early Exit Program

Executive Secretary Pichler explained that while this policy had been developed as a “comparable” benefit and in response to the University’s Early Exit Program, if approved it had challenges. Vice Chair Mateo had spoken in a previous meeting about how the new policy would negatively impact the organization as it might motivate several senior staff members to retire, but would not benefit the organization by providing a cost-cutting measure as all vacated positions would need to be filled. The policy failed to secure a motion to approve.

VII. Discussion Items

None

VIII. Announcements

Chair Galves reminded the committee again that the last Personnel Committee meeting of the year will be held on 5/10 from 3:30-5:00 pm. Executive Secretary Pichler announced that the USU’s Year End Celebration event would be held on Friday, May 7 from 3:30-5:00 P.M. Committee members should be on the lookout for an invitation to this virtual event. Pichler also announced that as a result of taking on more responsibility, Jeremy Hamlett’s position had recently been reclassified to Assistant Director, Aquatics, Day Camp, Games Room and Intramural Sports. The committee then spoke informally about how they’re doing at this point in the academic year.

IX. Adjournment

The meeting was adjourned at 4:51 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary