

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
NOVEMBER 10, 2025**

I. Call to Order

The meeting was called to order by Personnel Committee Co-chair Karim Koualty at 12:34 PM.

III. Roll Call

Present	Absent	Guests
Karim Koualty, Chair		Jenny Aw, HR Manager
Alexia Aguilar, Co-Chair		
Niralee Sandesh Bhanushali		
Rakan Debah		
Jolee Innocent		
Angela Karapetyan		
Kristen Pichler (KP), Exec. Sec'y		

IV. Approval of Agenda

M/S/P: (J. Innocent/R. Debah) to approve the meeting agenda of November 10, 2025.
5-0-0.

V. Approval of Minutes

M/S/P: (J. Innocent/Niralee Sandesh-Bhanushali) to approve the Personnel Committee Meeting Minutes of October 27, 2025.
5-0-0.

VI. Chair's Report

A. Welcome – Chair Karim reported updates from the Board of Directors that included approval of an ADA-complaint door for the VRC and support in the form of holiday e-cards for parent scholars living in the dorms. He said the next Board of Directors meeting will be held on 12/1/25. Karim asked Co-Chair, Alexia, if she had anything to add to the report. Alexia did not.

VII. Action Items

None

VIII. Discussion Items

A. Proposed Policy Update - Educational Fee Reimbursement Policy

Chair, Karim invited Executive Secretary, KP and HR Manager, Jenny, to discuss the agenda item. KP provided an overview of benefits as a part of **total compensation** for USU staff employees which includes the educational fee reimbursement policy. She shared challenges with policy administration and provided a list of clarifications that need to be incorporated in the updated policy. A discussion ensued. The committee appeared to be in strong agreement that one year of service should be required before a regular employee is eligible to request educational fee reimbursement for the upcoming fiscal year. The committee appeared to be in general agreement that the policy's reference to professional certification should be eliminated. The committee appeared to be in general agreement that enrollment in a degree program at a non-CSUN institution – except for enrollment at Tseng College – should only be reimbursed up to the rate of six (6) undergraduate or graduate units at CSUN. The committee appeared to be in strong agreement that a provision be added to the policy that requires that employees who accept educational fee reimbursement be required to repay the USU for all or part of their benefit if they separate USU employment within twelve months of

completing their degree. Committee member, Jolee asked several clarifying questions along with her general thoughts about policy updates. Karim asked committee members to work in pairs to address each of the updated policy considerations and report back to him by Sunday, 11/16.

B. Proposed Policy Update – Student Assistant Classification & Wage Policy – Class IV – Graduate Assistants

Chair, Karim invited Executive Secretary, KP and HR Manager, Jenny, to discuss the agenda item. Jenny provided an overview of student assistant classification & wage schedule. She explained that policy with respect to Classification IV which is reserved for graduate students currently provides tuition reimbursement as well as a wage for anyone employed in that classification. KP explained that when the classification was initially established, budget considerations were at a premium. It was hoped that by creating an employment incentive for graduate students the USU would be able to save money on hiring staff. However, while this was effective for a brief period it was not sustainable, and the USU has not hired graduate students into graduate assistantships for over 9 years. The USU also has other ways to hire employees, such as Classification V for temporary employees and special assignments, and temporary (non-student) employment. Furthermore, equity is now a concern and student employees in other classifications are *not* eligible for tuition reimbursement and that is an issue. Consequently, staff is recommending the elimination of Classification IV. The committee engaged in a robust discussion and seemed to generally agree that the classification should be eliminated.

VIII. Announcements

IX. Adjournment

The meeting was adjourned at 1:22 PM.

Respectfully submitted,

Kristen Pichler
Associate Director, Human Resources & Professional Development
Executive Secretary, Personnel Committee