

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
NOVEMBER 20, 2024**

I. Call to Order

The meeting was called to order by Chair, Nawshin Sabah at 3:46 P.M.

II. Land Acknowledgement

Co-chair, Mishell De Leon shared CSUN's Land Acknowledgement

III. Roll Call

Present	Absent	Guests
Nawshin Sabah, Chair	Vikas Sadhara	Jenny Aw, HR Manager
Mishelle De Leon, Co-Chair		
Kristen Pichler, Exec. Sec'y		
Elisa Gevorgian		
Valeria Ladd		
Ash Kimbugwe		
Honey Modi		
Emily Ponce		

IV. Approval of Agenda

M/S/P: (E. Gevorgian/M. De Leon) to approve the meeting agenda of November 20, 2024.

Approved by consensus.

V. Approval of Minutes

M/S/P: (E. Gevorgian/Mishelle De Leon) to approve the Personnel Committee meeting minutes of May 7, 2024.

Approved by consensus.

VI. Chair's Report

A. Welcome – Nawshin welcomed committee members to the first meeting of the fall semester. She said that while committee meetings will be held this fall, starting in spring all meetings will be held in person.

B. Introductions –Nawshin said that as a means of introduction, committee members will engage in an ice breaker led by Mishell.

C. Ice Breaker – Mishell led committee members in a fun game of two truths and a lie.

VII. Action Items

A. Fall Meeting Schedule - Nawshin introduced the fall schedule of committee meetings.

M/S/P: (M. De Leon/E. Gevorgian) to approve the fall meeting schedule.

Approved: 5-0-0

B. New Position – Wellness Supervisor – Nawshin asked Kristen Pichler (KP) to share information about the Wellness Supervisor position. KP explained that due to continued growth and demand for services, staff are recommending approval of the new staff position of Wellness Supervisor. KP said that this recommendation aligns with staffing in USU's other resource centers (DREAM Center, Pride Center, and Veterans Resource Center), each of which is currently staffed by a full-time manager, a full-time supervisor and student staff. KP then presented a "3-Option Memo" which allows

committee members to see three different options related to the Action Item, along with the benefits and liabilities associated with each.

M/S/P: (H. Moti/M. De Leon) to approve the Wellness Supervisor position.

Approved: 5-0-0

VIII. Discussion Items

- a. Committee Orientation/Organizational Overview, 2024-25 – Nawshin and Mishell with help from KP and Jenny Aw, Human Resources Manager, facilitated a committee orientation and organizational overview. The presentation included general information about USU including its CSU auxiliary status, current operating budget, employee breakdown and the role of the Human Resources Department. The presentation also addressed the role of the Personnel Committee, the benefits of committee membership, and provided a cursory review of policy vs procedure and how to make a motion.

VIII. Announcements

Nawshin reminded committee members that the next meeting will be held on Wednesday, 12/4 via Zoom. KP will send the meeting packet several days in advance. The next Board of Directors meeting will be held on Monday, 12/2 at 12:30 PM in the Northridge Center. Committee members do not need to stay for the entire meeting, but attendance will give them a better idea of how the Board of Directors operates, including how action items recommended by the standing committees are then reviewed and approved/disapproved by the Board of Directors.

X. Adjournment

The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Kristen Pichler

Associate Director, Human Resources & Professional Development

Executive Secretary, Personnel Committee