

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
DECEMBER 8, 2025**

**I. Call to Order**

The meeting was called to order by Personnel Committee Co-chair Karim Koualty at 12:33 PM.

**III. Roll Call**

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

**IV. Approval of Agenda**

**M/S/P:** (J. Innocent/R. Debah) to amend the agenda to include Discussion Item C: Team Bonding Event.  
4-0-0.

**M/S/P:** (J. Innocent/A. Aguilar) to approve the amended agenda of 12/8/25.  
4-0-0.

**V. Approval of Minutes**

**M/S/P:** (J. Innocent/N. Sandesh-Bhanushali) to approve the Personnel Committee Meeting Minutes of November 10, 2025.  
4-0-0.

**VI. Chair’s Report**

- A.** Chair Karim invited Co-Chair Alexia to introduce an icebreaker. At Alexia’s prompting, Committee members took turns sharing their proudest achievement of the semester.
- B.** Karim reported on action taken at the Board of Directors meeting held on December 1, 2025, which included: (1) Appointing an additional student member to the Audit Committee; (2) Accepting the 2025-26 first quarter budget report.

**VII. Action Items**

- A.** Proposed policy update – Educational Fee Reimbursement Policy for Regular Employees. Karim invited Executive Secretary KP and USU Human Resources Manager Jenny to recap the discussion that had occurred regarding this item at the last meeting and proposed updates to the policy. KP reported that following discussion at the last meeting, committee members were assigned to work to provide feedback regarding policy updates. KP then reviewed the comments, updated the policy, and provided justifications for same. A final draft of the updated policy was provided to committee members for their review, along with a redline version and the original policy. Karim asked members to share thoughts or concerns. Committee members indicated they were ready to vote.  
**M/S/P:** J. Innocent/A. Aguilar to approve updates to the Educational Fee Reimbursement Policy for Regular Employees.  
4-0-0.
- B.** Proposed policy update – Proposed retirement of Payment for Graduate Assistant Tuition and Other Fees. Karim invited Executive Secretary KP or Human Resources Manager, Jenny Aw, to recap policy recommendations. Jenny explained that the Student Assistant Classification & Wage Schedule

contains five distinct classifications. Each of the USU's student assistant positions is assigned to one of the classifications. Classification IV is reserved exclusively for designated graduate assistantship positions. KP explained that a policy was originally established in 2010 and updated in 2015 providing compensation and tuition benefits for students hired in graduate assistantship positions. The hope was that graduate assistantships might be able to reduce the need for full-time staff in lean budget years. But the program had only modest and temporary success. Graduate assistantships, which very rarely if ever occur, are now either hired in Classification V, which has a wider wage band, or in non-student positions which allow them to work more than 20 hours per week.

**M/S/P:** (N. Sandesh Bhanushali/R. Debah) to approve repealing (or retiring) the Human Resources Policy "Payment for Graduate Assistant Tuition and Other Fees."

4-0-0.

**VIII. Discussion Items**

- IX.** A. Proposed updates to Medical Leave Benefits for Long-Term Employees  
Karim said this is a more complicated item with legal ramifications. Therefore, rather than entertain discussion now, this item will be introduced at the next committee meeting in Spring, 2026.
- B. Spring, 2026 meeting schedule. Karim asked committee members to confirm their availability to attend monthly meetings on Mondays from 12:30-2 PM during the spring semester. All committee members indicated that they were available. A meeting schedule will be established and presented to members at the next meeting.
- C. Team Bonding Event – Karim asked committee members to share their availability to attend a Personnel Committee Team Bonding Event. Members indicated that they were available to attend on weekends, and preferably a Sunday. KP requested that Karim speak to Audrey about liability concerns for events that occur off campus.

**X. Announcements**

Karim congratulated KP on her upcoming retirement and thanked her for many years of service to the USU. A retirement celebration for KP will be held on December 18<sup>th</sup> from 2-4:30 in the Grand Salon. Committee members are invited to attend. Alexia also invited committee members who might have questions about any aspect of the Personnel Committee or its agenda items to reach out to her.

**XI. Adjournment**

The meeting was adjourned at 1:11 PM.

Respectfully submitted,



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