

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
FEBRUARY 2, 2026**

I. Call to Order

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

III. Roll Call

Present	Absent	Guests
Karim Koualty, Chair		Christina Leon, HR Specialist
Alexia Aguilar, Co-Chair		Cecilia Ortiz, Executive Director
Niralee Sandesh Bhanushali		Janessa Reyes, BOD Leadership and Administrative Coordinator
Rakan Debah		
Jolee Innocent		
Mahi Kachhadiya		
Jenny Aw, Executive Secretary		

IV. Approval of Agenda

M/S/P: (J. Innocent/N. Sandesh-Bhanushali) to approve the agenda of February 2, 2026.
4-0-0.

V. Approval of Minutes

M/S/P: (A. Aguilar/M. Kachhadiya) to approve the Personnel Committee Meeting Minutes of December 8, 2025.
4-0-0.

VI. Chair's Report

- A.** Chair Karim hope everyone had a good start to the semester. He notified the committee that former member Angela resigned from the committee due to a schedule conflict and thanked her for her service during the fall semester. He then introduced new member, Mahi Kachhadiya.
- B.** Karim invited Co-Chair Alexia to introduce an icebreaker. At Alexia's prompting, Committee members took turns sharing a fun activity they did during the winter break.

VII. Action Items

- A.** Spring, 2026 meeting schedule
Karim went over the Spring 2026 meeting dates and spoke about moving the meetings to in-person to bond as a committee. Committee members agreed that in-person meetings would allow for a different kind of bond and reviewed their schedules.
M/S/P: (M. Kachhadiya / N. Sandesh-Bhanushali) to approve the Spring 2026 meeting dates.
4-0-0.

Member R. Debah joined the meeting at 12:50 PM.

- B.** Educational Fee Reimbursement Policy - Amended
Karim recapped the prior discussion and approval that had occurred regarding this item at the last meeting and due to a new assembly bill that went into effect January 1, 2026, an amendment to a

proposed update needed to be withdrawn. Jenny confirmed the assembly bill and mentioned that in order to comply, the proposed language requirement an employee that separates within one year of degree completion must repay the prior two semesters be removed from the proposed policy update. Karim asked members to share thoughts or concerns. Committee members indicated they were ready to vote.

Jolee Innocent left the meeting at 12:55 PM.

M/S/P: (A, Aguilar/J. Innocent) to approve the Educational Fee Reimbursement Policy for Regular Employees - Amended.
4-0-0.

VIII. Discussion Items

A. Proposed updates to Medical Leave Benefits for Long-Term Employees Policy

Karim opened this up to Christina Leon for discussion. Christina shared the background of FMLA and eligibility requirements for employees. During approved unpaid leave of absences, the USU must continue to pay the employees' benefits. Jenny explained the policy purpose is to provide extended leave and benefits for long term employees as an extension of what's provided to them under FMLA. This is a perk benefit provided to employees that have greater tenure with the USU and the recommended extended leave table is based off the USU's regular employee rate of vacation accruals. Committee members shared their thoughts including Mahi commenting that that this was a great learning experience for her. Karim brought forth the question of whether an employee can use this benefit once during their tenure or multiple times, as they become eligible. Karim paired the committee up and asked them to work together to come up with a recommendation to be discussed at our next meeting.

Jolee Innocent joined the meeting at 12:58 PM.

B. Committee bonding activity

Karim asked committee members to confirm and share their availability to attend a Personnel Committee Team Bonding Event on March 30, 2026. Members indicated that they were available. Karim provided options for the event, Alexia and committee members provided input. The committee ultimately selected bowling.

IX. Announcements

Janessa talked about the upcoming BOD elections and if any committee member was interested in running for the board, to reach out to her with any questions. She also mentioned the information sessions that she would be hosting and benefits of being a BOD member. Karim mentioned the next board meeting on February 16, 2026 and invited the committee to attend as available. Rakan attended the meeting on January 26, 2026 and Karim invited him to share a few words about his experience. Rakan said it was a great experience to learn what other committees were doing. Jenny also encouraged the members to attend the February 16 meeting as two action items from the Personnel Committee will be moving to the board for action and voting including the Educational Fees Reimbursement Policy updates and the repealing of Human Resources Policy "Payment for Graduate Assistant Tuition and Other Fees". Alexia reiterated the benefits of the board and encouraged the committee to run for the great experience.

X. Adjournment

The meeting was adjourned at 1:34 PM.

Respectfully submitted,

Jenny Aw

Jenny Aw

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