

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
MARCH 16, 2022**

**I. Call to Order**

The meeting was called to order by Chair, Bryant Garcia at 2:35 P.M.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Bryant Garcia, Chair		Christine Aroutounians
Ana Zapata, Co-Chair		Jenny Aw
Kristen Pichler, Exec. Sec’y		Sherry Butler
Katherine Aguilar		Amanda Christianson
Alex Garza		Christina Leon
Mathias Hounsa		Wendy Ponce
Jennifer Rivas		

**III. Approval of Agenda**

M/S/P: (A. Zapata/J. Rivas) to approve the meeting agenda of March 16, 2022.

*Approved 4-0-0.*

**IV. Approval of Minutes**

M/S/P: (A. Garza/A. Zapata) to approve the meeting minutes of February 16, 2022.

*Approved 4-0-0.*

**V. Chair’s Report**

**A. Meet the HR Team** - Chair, Bryant Garcia (Bryant) welcomed the HR Team who took turns introducing themselves and sharing a little bit about themselves and what they do. The HR Team is responsible, under KP’s leadership for managing all HR functions for the USU including recruitment and hiring, compensation and benefits, training and development, performance management, employee health and safety, federal, state and local employment law, and rewards and recognition.

**B. Board of Directors Meeting Update:** Bryant shared that at the March 7<sup>th</sup> meeting of the Board of Directors, they approved the updated COVID 19 Vaccination and Booster Policy. This policy was reviewed and recommended to the Board at their last meeting held on February 16, 2022.

**VI. Action Items**

**A. Student Assistant Classification & Wage Schedule** - Kristen Pichler, Associate Director, Human Resources & Professional Development and Executive Secretary of the Personnel Committee (KP), informed the committee that effective July 1, 2022, the City of Los Angeles is increasing the minimum wage from \$15.00/hour to \$16.04/hour. This has potential impact for staff and casual employees, but most immediately for student assistant employees. KP shared the current Student Assistant Classification & Wage Schedule and also a draft of the proposed Student Assistant Classification & Wage Schedule. She informed the committee that if the

recommended the new schedule to the Board and the Board approved the new schedule, the effective date would be 6/26/22 as that is the first date of the pay period covering July 1. Discussion ensued. Ana inquired about the protocol when an employee reaches the top of the wage range for their classification. (No additional increases are provided). Mathias asked about how frequently position classifications are reviewed and updated. (Regularly, as job functions change).

M/S/P: (A. Zapata/A. Garza) to approve the updated Student Assistant Classification & Wage Schedule effective 6/26/22.

*Approved 4-0-0*

**B. Casual Employee Wage Schedule** – KP advised the committee that the USU currently has three different groups of employees. These include staff employees, student assistant employees, and casual employees, who may or may not be CSUN students and who serve as Group Exercise and/or Specialty Instructors. She then introduced Amanda Christianson, Assistant Director, Fitness & Wellness (Student Recreation Center) who oversees the Group Exercise and Specialty Instructors. Amanda explained that over the years SRC instructor positions have expanded to include not only Group Exercise Instructors, but also Specialty Instructor positions in the SRC. In reviewing the compensation structure for Group Exercise and Specialty Instructors, it has become apparent that some inequities may currently exist. To resolve this, Amanda is recommending a 5-Tier Compensation Schedule. If approved, an employee's placement on the schedule will be based on the number of years of instructor experience they possess, as opposed to educations, certifications, and training that may or not be relevant to the position. Discussion ensued with committee members asking questions aimed at helping them better understand proposed changes, including the number of employees who would be affected by this change. (15).

M/S/P: (A. Zapata/A. Garza) to approve the Casual Employee Classification & Compensation Schedule effective 6/26/22.

*Approved: 4-0-0.*

**C. Telecommute Policy** – KP shared a revised draft of the newly proposed telecommute policy. The policy outlines the parameters by which an employee may request and be granted the opportunity to work from home, and the conditions that apply to at-home work. Discussion ensued. Committee members were curious to know about the reasons why this policy was being recommended. KP explained that as we emerge from the pandemic, remote work has proven a viable option for some employees in some positions, and in order to remain competitive it is worth considering. KP also said that while the ability to work remotely is an option for some, the vast majority of those will adhere to a hybrid schedule. Discussion ensued. Alex asked how telecommuting has been handled in absence of a policy. (Exactly as the new policy is written). Ana approved of the fact that the new policy addresses changes in the workplace.

M/S/P: (J. Rivas/A. Zapata) to approve the Telecommute Policy

*Approved: 4-0-0.*

## **VII. Discussion Items**

**A. Out-of-State Employment Policy** - KP shared a draft of the out-of-state employment policy that will be presented to the Personnel Committee as an Action Item at the April meeting, and shared that the policy is being recommended to clarify that to be eligible for USU employment, employees must live and work in-state and locally. She also addressed perception, equity and liability issues for the USU if out-of-state employment is permitted. Discussion ensued. Alex

inquired as to what would happen if an employee was to be discovered living out of state. (Issue would be addressed and handled appropriate to the situation).

**B. Personnel Committee Name Change** – Ana and Alex shared results of research they had conducted with other auxiliaries regarding the name of committees that had responsibilities similar to ours. All still used the term “Personnel” in their titles, though a couple of organizations used “Personnel and Human Resources.” Ana and Alex will conduct additional research prior to the next committee meeting, and KP will research the definitions of “personnel” versus “human resources” to see if the distinctions have relevance to the committee.

**VIII. Announcements**

Bryant thanked committee members for staying past the normal meeting time.

**IX. Adjournment**

The meeting was adjourned by Committee Chair, Bryant Garcia at 4:07 P.M.

Respectfully submitted,

Kristen Pichler  
Executive Secretary