

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
MARCH 26, 2024**

I. Call to Order

The meeting was called to order by Chair, Nawshin Sabah at 8:36 A.M.

III. Roll Call

Present	Absent	Guests
Nawshin Sabah, Chair	Honey Modi	Jenny Aw, HR Manager
Kristen Pichler (KP), Exec. Sec’y		Janessa Reyes, Acting, Board of Directors Leadership & Administrative Coordinator
Elisa Gevorgian		
Ash Kimbugwe		
Emily Ponce		

IV. Approval of Agenda

M/S/P: (E. Gevorgian/A. Kimbugwe) to approve the meeting agenda of March 26, 2025.

Approved by consensus.

V. Approval of Minutes

M/S/P: (E. Gevorgian/A. Kimbugwe) to approve the Personnel Committee meeting Minutes of November 20, 2024.

Approved by consensus.

VI. Chair’s Report

A. Welcome – Nawshin welcomed the committee and thanked them for their attendance. She shared that due to a desire to focus on her studies, former committee co-chair, Mishell De Leon had resigned her position with the USU Board of Directors and was no longer serving as co-chair of the Personnel Committee. She said that a new co-chair will not be assigned as there are only four remaining meetings this year.

VII. Action Items

N/A

VIII. Discussion Items

- a. Meeting Schedule - Chair Nawshin shared the meeting schedule for the remainder of the spring semester and asked committee members to commit to their availability to attend meetings scheduled for 4/9/25, 4/23/25, and 5/7/25. All committee members agreed to attend the meetings held on this date.
- b. Goals – Chair Nawshin shared the committee’s goals citing three goals that had been completed, one goal that was eliminated and four remaining goals. Committee members then took turns reading each of the remaining goals. Nawshin emphasized that member attendance is required at all meetings to ensure quorum and support 100% goal completion.
- c. New Policy – Limited Benefits Continuation for Longer-Term Employees Who Exhaust FMLA and CFRA. As a means of introduction, Chair Nawshin and Executive Secretary KP took turns explaining that this new policy was being recommended in consideration of long term employees who due to either their own or a close family member’s catastrophic illness could be in jeopardy of losing their USU provided benefits after 12-weeks of absence.

The Chair invited committee members to take turns reading each paragraph in the proposed policy, while KP provided additional explanations and answered questions. Nawshin said that barring further questions, the policy will be an Action Item at the April 9th meeting.

VIII. Announcements

Nawshin shared happy news that she has been accepted to graduate school at CSUN. She also announced that the next meeting of the Board of Directors will be held on April 7 at 12:30 PM in the Grand Salon. The meetings are open to the public and committee members are encouraged to attend.

X. Adjournment

The meeting was adjourned at 9:12 AM.

Respectfully submitted,

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