

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
MARCH 5, 2024**

**I. Call to Order**

The meeting was called to order by Chair, German Wong at 3:02 P.M.

**II. Land Acknowledgement**

The Chair read the USU Land Acknowledgement. The Land Acknowledgement is read at the first meeting at each semester.

**III. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
German Wong, Chair		
Angelina Armenta, Co-Chair		
Kristen Pichler, Exec. Sec'y		
Abby Caldwell		
Eva Elisa		
Elisa Gevorgian		
Shirley Oversluijs		
Vikas Sardhara		

**IV. Approval of Agenda**

M/S/P: (A. Armenta/J. Malta) to approve meeting agenda of March 5, 2024.

*The agenda was approved by general consensus.*

**V. Approval of Minutes**

M/S/P: (E. Gevorgian/E. Elisa) to approve the meeting minutes of November 17, 2024.

*The meeting minutes were approved by general consensus.*

**VI. Chair's Report**

**A. Welcome** – Chair German Wong welcomed members to the first committee meeting of the spring semester. He said that this is a busy time of year and encouraged committee members to keep up with classes and to take advantage of the LRC and their professors office hours. To kick off the meeting and because it's been a few months since the last meeting, German invited committee members to re-introduce themselves (name, major).

**VII. Action Items**

- A. Fall Meeting Schedule** – German shared the spring meeting schedule on Zoom, and said that because of committee member’s availabilities, more frequent but shorter meetings will be held this spring.  
M/S/P: (J. Malta/A. Caldwell) to approve the spring meeting schedule.  
*Approved 5-0-0.*
- B. Updated 2023-24 Personnel Committee Goals** – German shared the updated list of Personnel Committee goals on Zoom. Goals are dynamic. The committee will accomplish what it can in the remaining time available, and goals that are not completed will either be sent to the Board of Directors directly for consideration and approval, or shared with the 2024-25 Personnel Committee Chair.  
M/S/P: (E. Elias/A. Armenta) to approve the updated Personnel Committee goals.  
*Approved 5-0-0.*

## **VIII. Discussion Items**

- A. Student Assistant Classification & Wage Schedule (Effective 6/23/24)**  
At the Chair’s request, KP explained that the City of Los Angeles has approved a minimum wage increase from \$16.78/hour to \$17.28/hour effective July 1, 2023. In conjunction with this, the Student Assistant Classification & Wage Schedule has been updated accordingly. If the Schedule is approved, the new Schedule will go into effect on June 23, 2024, which is the first day of the pay period covering July 1, 2024. Staff is recommending approval. Discussion ensued and committee members asked questions, which KP addressed.
- B. Casual (Hourly) Employee Rate Schedule (Effective 6/23/24)**  
At the Chair’s request, KP explained The City of Los Angeles has approved a minimum wage increase from \$16.78/hour to \$17.28/hour effective July 1, 2023. In conjunction with this, and to stay competitive with other employers, staff is recommending that the hourly rate for lifeguards and head lifeguard position be updated. If approved, the new rates will go into effect on June 23, 2024, which is the first day of the pay period covering the July 1, 2024. Staff is recommending approval. Discussion ensued and committee members asked questions, which KP addressed.
- C. Sick Leave Policy Modification for Regular Employees (Effective 6/23/24)**  
At the Chair’s request, KP explained that the USU currently provides paid sick leave for all employees. In conjunction with the law, there is a 90-day wait period before student assistant employees and non-student hourly employees can utilize paid sick leave for their own illness or the illness of an eligible family member or a pre-determined designee. Staff is now recommending that a similar 90-day wait period be imposed for Regular employees. Part-time student assistant and non-student hourly employees accrue paid sick leave at a rate of one (1) hour for every thirty (30) hours worked. Full-time Regular employees accrue paid sick leave at a rate of 3.69 hours per pay period. Discussion ensued with committee members asking questions which KP addressed.

## **IX. Announcements**

German said that at the Board of Directors meeting on March 4, 2024, the BOD approved naming the basic needs suite the Valera Nest (Nurturing Environment for Students to Thrive). Groundbreaking will be in May, 2024!

German also announced that after thirty (30) years of service, USU Executive Director, Debra L. Hammond has announced her retirement effective, December 31, 2024.

The next Personnel Committee meeting will be held on March 26, 2024.

**X. Adjournment**

The meeting was adjourned at 3:45 PM.

Respectfully submitted,

Kristen Pichler  
Executive Secretary