

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
MARCH 9, 2026**

I. Call to Order

The meeting was called to order by Personnel Committee Chair Karim Koualty at 12:46 PM.

II. Roll Call

Present	Absent	Guests
Karim Koualty, Chair	Alexia Aguilar, Co-Chair	
Niralee Sandesh Bhanushali		
Rakan Debah		
Jolee Innocent		
Mahi Kachhadiya		
Jenny Aw, Executive Secretary		

III. Approval of Agenda

M/S/P: (N. Sandesh-Bhanushali/M. Kachhadiya) to approve the agenda of March 9, 2026.
4-0-0.

IV. Approval of Minutes

M/S/P: (J. Innocent/R. Debah) to approve the Personnel Committee Meeting Minutes of February 2, 2026.
4-0-0.

V. Chair's Report

- A.** Chair Karim welcomed everyone and let members know that Co-Chair Alexia prepared the ice breaker. At Karim's prompting, committee members took turns sharing a topic they would be comfortable giving a TED talk on without any preparation.
- B.** Karim updated the committee on the two action items passing with the Board of Directors that came forth from the Personnel Committee. The two items include the Updated Educational Fees Reimbursement policy and the removal of the Graduate Assistant policy. The Educational Fees Reimbursement policy was amended at the meeting to include "Tseng" in the appropriate section for completeness.

VI. Discussion Items

- A. 26-27 Student Assistant Employee Classification and Wage Schedule**
Karim began the discussion by introducing the committee to the schedule and letting them know that the USU follows the City of La for minimum wage updates. Jenny also shared that unlike CSUN, who follow state minimum wage, we follow City of LA and thus our student hourly wages are typically a little higher. Jenny discussed and went over each of the four classifications and proposed salary ranges and explained that a new hire is brought in at the minimum of their wage range. Members then engaged in Q&A with members asking about budgeting in the summer, how often it occurs, whether there is a policy, the difference between USU and SRC positions and the process for positions that need to be removed or added. After discussion, the committee had no further questions.
- B. 26-27 Non-Student/Casual Employee Wage Schedule**
Jenny reviewed the proposed non-student and part-time employee schedule and explained what the composition of these employees which includes our Group Exercise Instructors for the SRC, Specialty Instructors for the Oasis Wellness Center and Lifeguards and Head Lifeguards for the Aquatics

department. Jenny also explained the difference between the instruction and non-instructions rates as well as the summer rate for Aquatics. A Q&A then ensued including questions around hours per week for the positions, are they the same as the USU and who oversees the American Red Cross Instructors. After discussion, the committee had no further questions.

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

The committee were prepared to discuss the recommendations they came up with in their team of pairs. Jolee and Niralee went first and spoke about the benefit resetting at the rolling 12-month mark rather than on January 1. This ensures that employees do not misuse leave time available and does not stack time. Rakan and Mahi went next and provided similar information and recommendations. While the pairs discussed that the extended leave should be granted more than once and dependent on need, Karim and Jenny also discussed the potential impact on USU and departmental operations. Jenny provided a recommendation that the committee consider that an employee is eligible for this benefit once during their tenure, but exceptions could be granted on a case-by-case basis by the Executive Director/designee. After discussion, the committee agreed to take more time to discuss and tabled further discussion until the next meeting.

VII. Announcements

Karim shared information about Year End Celebration occurring on May 1, 2026. Committee members are invited to attend. As part of that event, the committee will nominate a committee member of the year for consideration from the Personnel Committee. Jenny went over the parameters of the nomination process and that she will be sending out a Wufoo survey link following the meeting for members to submit their nomination. At the next meeting, more information will be provided and members will vote. Karim also reminded the committee about the committee bonding activity that will take place at Matador Bowl on March 30, 2026 and shared a QR code for members to scan and complete a question based on ride sharing.

VIII. Adjournment

The meeting was adjourned at 2:03 PM.

Respectfully submitted,

Jenny Aw

Jenny Aw

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