

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL COMMITTEE  
MINUTES  
APRIL 20, 2022**

**I. Call to Order**

The meeting was called to order by Chair, Bryant Garcia at 2:38 P.M.

**II. Roll Call**

Present	Absent	Guests
Bryant Garcia, Chair	Mathias Hounsa	
Ana Zapata, Co-Chair		
Kristen Pichler, Exec. Sec’y		
Katherine Aguilar		
Alex Garza		
Jennifer Rivas		

**III. Approval of Agenda**

M/S/P: (J. Rivas/A. Zapata) to approve the meeting agenda of May 11, 2022 with the informal caveat that the Action/Discussion Items Cover Sheet for the Out-of-State Employment Policy be updated to indicate that this is an Action versus a Discussion item.  
*Approved 4-0-0.*

**IV. Approval of Minutes**

M/S/P: (A. Zapata/ A. Garza) to approve the meeting minutes of April 20, 2022.  
*Approved 4-0-0.*

**V. Chair’s Report**

**A. Ice Breaker,** Chair, Bryant welcomed the committee and invited members to “break the ice” by sharing our “high” of the week. Members shared!

**B. Board of Directors Meeting Update:** Bryant shared that at the April 11<sup>th</sup> the Board of Directors had approved the following items that were recommended at Student Assistant Classification & Wage Schedule for 2022-23; the Casual Employee Wage Schedule; and the Telecommute Policy. In addition, Chair Bryant also shared that at the recommendation of staff and due to compression issues with staff salaries resulting from the City of Los Angeles’ upcoming minimum wage increase, merit increases will be suspended for student assistant employees for the 2022-23 fiscal year. This will allow staff time to assess compensation and make some new recommendations.

**VI. Action Items**

a. **Out of State Employment Policy** – Executive Secretary, KP shared the draft of the Out of State Employment Policy which is referenced in the Telecommute Policy that was approved at the last Board of Directors meeting. Alex asked for clarification on the cover sheet which in contradiction with the Agenda which states that this is an Action Item. KP said that the Cover Sheet was misstated and that this was indeed an Action Item.

M/S/P: (A. Garza/A. Zapata) to approve the Out of State Employment Policy effective immediately.

*Approved 4-0-0.*

- b. Lifeguard Wage Schedule – KP shared a recommendation to update the Lifeguard and Head Lifeguard Wage Schedule. Changes are needed as a result of the City of Los Angeles' upcoming Minimum Wage Increase, and to ensure that compensation for USU lifeguards remains competitive with that of other aquatic facilities.

M/S/P: (J. Rivas/A. Zapata) to approve the proposed Lifeguard and Head Lifeguard wage range increase effective 6/26/26.

*Approved 4-0-0*

#### **VII. Discussion Items**

- a. Personnel Committee Board of Directors Personnel Committee Name Change – Chair Bryant stated that based on information Ana and Alex had shared at the last meeting regarding the use of the term, “Personnel” it appears at this point at least, that the title “Personnel” is relevant and should remain. There was general agreement by members.
- b. USU’s Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties – Proposed Updated Policy. KP said that she had not had time to review the CSU’s newest policy nor make updates to the USU’s current policy, but that she would try to handle this prior to the next committee meeting.

#### **VIII. Announcements**

- a. Last meeting protocols – Chair Bryant said that the last meeting of the Personnel Committee will be held on 5/11/22. At that meeting the committee will conduct a goals review; KP will discuss how to list committee membership on their resume, as well as share some possible language they can use; and committee members will also discuss what they *gave* to the committee in terms of time, effort, etc., and also what they *gained* from committee membership.
- b. USU Year-End Celebration – 5/6 at 3:30 PM LIVE!

#### **IX. Adjournment**

The meeting was adjourned by Committee Chair, Bryant Garcia at 3:44 P.M.

Respectfully submitted,

Kristen Pichler  
Executive Secretary