

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
APRIL 9, 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	Elisa Gevorgian	Jenny Aw, HR Manager
Kristen Pichler (KP), Exec. Sec'y		
Ash Kimbugwe		
Honey Modi		
Emily Ponce		

IV. Approval of Agenda

M/S/P: (A. Kimbugwe/H. Modi) to approve the meeting agenda of April 9, 2025.

Unanimously approved.

V. Approval of Minutes

M/S/P: (H. Modi/A. Kimbugwe) to approve the Personnel Committee meeting Minutes of March 26, 2025.

Unanimously approved.

VI. Chair's Report

- a. Welcome** – Chair Nawshin welcomed the committee and thanked them for their attendance. She announced that on Friday, May 2, 2025, the USU will host Year-End Celebration (YEC), a fun and festive event celebrating the USU's employees and volunteers and featuring an awards ceremony, music, and food. In conjunction with this, Nawshin announced that committee member, Ash Kimbugwe has been nominated as Personnel Committee member of the year, and thanked Ash for his steady attendance and committee contributions. Committee members should be on the lookout for an invitation to YEC that will be sent to their email addresses.

V. Action Items

- a. Committee Goals** – Nawshin shared the 2024-25 Personnel Committee goals (attached). There are just three goals that are still incomplete, and two committee meetings left this academic year. Nawshin stated that two of these goals are being addressed at today's (4/9) meeting.
M/S/P: (E. Ponce/H. Modi) to approve the 2024-25 Personnel Committee goals.
Unanimously approved.
- b. Family Medical Leave Act and Extended Leave Policy** – Nawshin shared an updated draft of the Family Leave Medical Act and Extended Leave Policy that was shared with committee members at the 3/26/25 meeting. Members took turns reading the updated policy. Executive Secretary KP explained that following the previous meeting, the policy had been updated to remove loopholes in the policy that could make it difficult to interpret. Committee members considered (1) whether the extended leave policy should apply exclusively to employees or be extended to family members; and (2) whether the policy should include a one-time limit on an employee's ability to use extended leave, or if extended leave should be available to an employee who qualifies once every five years, ten years, etc. The committee seemed to agree that extended leave should apply to an employee only and not the employee's dependents, and that the extended leave policy should be available to an employee in need every five years. KP said that this was a significant policy and rather than voting on

it at the current meeting, the policy be edited further and returned to the committee for consideration at its meeting on 4/23. This action item received a motion to approve but failed to receive a second. No action was taken.

VIII. Discussion Items

a. **Proposed Policy – Employees’ Use of Personal Pronouns**

KP explained that while the 2023-24 Personnel Committee drafted this policy, it was not approved and instead sent back to committee for further consideration. KP said that although the policy was well-intended, the policy is not necessarily needed and, in some instances, duplicates current law.

Nawshin recommended that the committee not move forward with recommending the policy. There was general agreement.

VII. Announcements

Nawshin again encouraged member attendance at Year End Celebration on May 2, 2024. She also reminded the committee that the next meeting will be held on Wednesday, April 23, 2025, at 8:30 AM.

X. Adjournment

The meeting was adjourned at 9:14 AM.

Respectfully submitted,

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