

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
MAY 11, 2022**

I. Call to Order

The meeting was called to order by Chair, Bryant Garcia at 2:47 P.M.

II. Roll Call

Present	Absent	Guests
Bryant Garcia, Chair		
Ana Zapata, Co-Chair		
Kristen Pichler, Exec. Sec’y		
Katherine Aguilar		
Alex Garza (Arrived at 2:53 PM)		
Mathias Hounsa		
Jennifer Rivas		

III. Approval of Agenda

Chair, Bryant Garcia asked that barring any objection, Action Item A will be struck from the agenda and Action Item B will become Action Item A.

M/S/P: (A. Zapata/J. Rivas) to approve the revised meeting agenda of May 11, 2022

Approved 4-0-0.

IV. Approval of Minutes

M/S/P: (J. Rivas/A. Zapata) to approve the meeting minutes of April 20, 2022.

Approved 4-0-0.

V. Chair’s Report

A. Chair, Bryant shared his appreciation to the committee and all they had accomplished over the course of the spring semester. He said that as of this date (May 11th), the CSU had not formally approved the CSU’s Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties policies. As such, and at Executive Secretary, KP’s suggestion, this action item was stuck from the agenda. He said that the item should be considered at some point in the future as more information becomes available. Bryant also thanked KP for her work and invited her to share any thoughts she might have. KP thanked the chair and co-chair for their leadership. She also thanked committee members for prioritizing meeting attendance and coming prepared to discuss items and vote. She noted that even though the committee got off to a slower start than usual because member recruitment was difficult, Chair Bryant and Co-Chair Ana “got things moving” and by year’s end the committee had doubled the number of goals it had originally set out to accomplish.

B. Board of Directors Meeting Update: Bryant informed committee members that on May 2nd the Board of Directors’ had had a small, in-person gathering on the turf field. He also said that at the previous Board of Directors on May 9th, the Board approved items recommended by the Personnel Committee including an updated wage schedule for both the lifeguard and head

lifeguard positions, along with the Out-of-State Employment Policy. Bryant reported that the next Board of Directors meeting will be held on June 6, 2022 via Zoom, and the following meeting will be held in person on June 13, 2022. Bryant reminded committee members that all Board of Directors meetings are open to the public and encouraged members to attend.

VI. Action Items

- a. **New Regular Position – Production Supervisor** –KP shared a draft of the Production Supervisor job description and explained that the position is being recommended because the Production Coordinator (higher level position) is no longer able to keep up with the ever-increasing audio visual workload for events. Committee members discussed the responsibilities of the new position, and Alex asked for clarification on the cover sheet which in contradiction with the agenda which states that this is a Discussion Item. KP apologized for the error and said that the Cover Sheet should have reflected that this was an Action Item.

M/S/P: (A. Zapata/J. Rivas) to approve the proposed position.

Approved 4-0-0.

VII. Discussion Items

- a. Accountant I – Concur Specialist – KP shared a draft of the new Accountant I – Concur Specialist job description. She explained that despite two recruitments, the Accounting Supervisor position had failed to yield a qualified candidate and so the position was retired and the USU was recommending a new position to handle organization-wide American Express reconciliations and coordinate all USU travel. She further explained that as this is the last meeting of the year, members won't have an opportunity to vote on this item but it will be taken directly to the Board of Directors for approval at an upcoming meeting.
- b. Year-End Goal Review – Bryant drew committee members' attention to the 2021-22 committee goals. He noted that while the committee had originally started out with four goals, five more had been added and all had been complete except #4 which had been postponed for reasons explained above.
- c. Resume Tips* - Bryant invited KP to share a sample document that she had generated on how to communicate one's Personnel Committee experience on a resume. Members commented on how the description elevated their committee experience in ways they had not previously considered.
- d. Gives and Gains – Bryant asked committee members to reflect on what they had *given* to the committee this year in terms of participation and what they had *gained* from committee membership. Alex spoke about the importance of keeping an open mind and trying to do what he thought was best for the USU as an organization. He said he learned how to participate in discussions and acquired new knowledge. Ana shared that she was in her 30's but was just learning now about how policies are written and why their accuracy is so important. Mathias said it was gratifying to him to be part of something that was bigger than himself. Prior to joining the committee his impression was that USU higher-ups made all of the decisions. Being a member of the committee gave him an opportunity to understand the complexity of the organization and what a standing committee and a policy-making board does. Jennifer said that serving on the committee gave her an opportunity to make motions and engage in discussion. It also gave her perspective on policies and why they are important.

VIII. Announcements

In closing Chair Bryant said the Personnel Committee was a GREAT committee, and extended another thank you to all.

IX. Adjournment

The meeting was adjourned by Committee Chair, Bryant Garcia at 4:01 P.M.

Respectfully submitted,

Kristen Pichler
Executive Secretary