

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL COMMITTEE
MINUTES
MAY 7, 2025**

I. Call to Order

The meeting was called to order by Chair, Nawshin Sabah at 8:39 A.M.

III. Roll Call

Present	Absent	Guests
Nawshin Sabah, Chair	Honey Modi	Jenny Aw, HR Manager
Kristen Pichler (KP), Exec. Sec’y		
Elisa Gevorgian		
Ash Kimbugwe		
Emily Ponce		

IV. Approval of Agenda

M/S/P: (E. Gevorgian/A. Kimbugwe) to approve the meeting agenda of May 7, 2025.

Unanimously approved.

V. Approval of Minutes

M/S/P: (E. Gevorgian/A. Kimbugwe) to approve the Personnel Committee Meeting Minutes of April 9, 2025.

Unanimously approved.

VI. Chair’s Report

A. Welcome – Nawshin welcomed the committee to the last meeting of the year and thanked them for their attendance. She invited committee members to engage in an icebreaker and share their summer plans, which they did. Congratulations were extended to committee member, Elisa Gevorgian, who is graduating (Chair Nawshin is graduating as well).

VII. Action Items

N/A

VIII. Discussion Items

- a. **New Policy** – Extended Medical Leave Benefits for Long Term Employees – Chair Nawshin invited Executive Secretary, Kristen Pichler (KP) to share information about the proposed policy. KP reminded the committee that assuming eligibility requirements have been met, employees are entitled to twelve (12) weeks of Family Medical Leave per year during which time an employer must retain the employee’s medical insurance benefits. The proposed policy extends the period in which longer term employees could be absent from work due to their own injury/illness. KP shared that this is a more complicated policy, which must be vetted by both the Executive Director and legal counsel to ensure that there are no concerns. She said the committee did its job by considering the policy and recommended it be shared with the 2025-26 Personnel Committee for further action. There was informal agreement.
- b. **Policy Update** – Relocation and Expense Reimbursement Policy. Chair Nawshin shared on screen the Discussion Item Cover Sheet and invited KP to review it with members. KP said that the USU currently has a relocation and expense reimbursement policy that was approved by the Board of Directors in 2013. However, from time-to-time policies need reviewing and updating and this is why the policy has been brought to the committee. KP shared that in reaching out to other auxiliary colleagues at CSUN’s Associated Students, The University Corporation, ASI at Cal Poly Pomona, the Student Union

at Cal State Fullerton and the Aztec Student Union at San Diego State, none of them either had or had up-to-date policies that they were using. As such, more research is needed before this policy is ready to be brought to the committee. KP suggested that this policy also be considered by the committee in 2025-26.

VIII. Announcements

Chair Nawshin shared that the USU's Year End Celebration was held on May 2 in the Northridge Center. She announced that KP was an award winner and that the annual Commitment Award had been renamed in her honor. Nawshin congratulated Elisa again on her graduation, thanked members for being part of this year's committee, and wished everyone good luck on finals and a wonderful summer.

IX. Adjournment

The meeting was adjourned at 9:00 AM.

Respectfully submitted,

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