



Personnel Committee Agenda

Meeting Called By: **Shane Vera,**
A.S.I. President

Type of Meeting: **Special**

Date: **Tuesday, October 28, 2014**

Location: **U-SU Board Room 303**

Time: **3:30 - 4:30 pm**

Attendees: **Personnel committee, General Public**

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for October 28, 2014
- d. Approval of minutes for September 30, 2014

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the executive committee members

III. Discussion

- a. Professional Staff Development – Discuss the possibility of having full time staff apply for grants.

IV. New Business

- a. A.S.I Staffing Needs – The committee will review a Job Description for a fulltime A.S.I. Graphic and Web Coordinator position salary range.

V. Reports

- a. A.S.I President: **Shane Vera**
- b. A.S.I. Staff : Aare and Project Updates
 - i. Marcus Rodriguez – Director of Programs and Leadership
 - ii. Dena Florez – Office Manager of Administration and Services
 - iii. Intef W. Weser – Executive Director

VI. Old Business

- a. Quarterly Evaluations for full time staff - The committee will discuss how to implement quarterly evaluations for full time staff.

VII. Adjournment

Tel: (323) 343-4780

Fax: (323) 343-6415

www.calstatela.edu/asi

5154 State University Drive, Room 106
Los Angeles, California 90032