



# Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Tuesday, November 4, 2014**

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

Time: **4:30 - 5:30 pm**

Attendees: **Personnel committee, General Public**

## I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for November 4, 2014
- d. Approval of Minutes for October 28, 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. Action

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

## IV. 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

## V. Old Business

- a. Quarterly Evaluations for full time staff - The committee will discuss developments relating to implementing quarterly evaluations for full time staff.
- b. Professional Staff Grant Writing – Review results regarding committee research on staff grant writing responsibilities.

## VI. New Business

## VII. Discussion

## VIII. Adjournment

Tel: (323) 343-4780

Fax: (323) 343-6415

[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

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