



Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Tuesday, January 13, 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 January 13, 2015
- d. Approval of minutes for Tuesday, November 4, 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. New Business

IV. Discussion

- a. New chair for Personnel Committee – the committee will discuss making the Vice President for Administration chair of the personnel committee.
- b. Employee Satisfaction – Happiness is vital to improving productivity. Committee will discuss how A.S.I. measures employee well-being and satisfaction within the organization.
- c. A.S.I. Staff Task Log Report – The committee will discuss expectations goals of the full time staff task log report.

V. Reports

- a. A.S.I. President: **Shane Vera**
- b. A.S.I. Staff : **Intef W. Weser**
 - i. Work Request and workflow expectations of front desk staff
 - ii. Staff Meeting Schedule

VI. Old Business

VII. Adjournment

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