



Personnel Committee Agenda

Meeting Called By: **Samuel Garza**
A.S.I. Vice President for Administration

Type of Meeting: **Special**

Date: **Friday, August 28, 2015**

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

Time: **11:30 a.m. – 1:30 p.m.**

Attendees: **Personnel committee, General Public**

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for August 28, 2015
- d. Approval of Minutes for July 24, 2015

II. Public Forum/Announcement:

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

III. Reports

- a. Personnel Committee Chair: **Sam Garza, A.S.I. VPA**
- b. A.S.I President: **Ejmin Hakobian**
- c. A.S.I. Staff : **Intef W. Weser**

IV. Action

- a. **Policy 101** - Personnel Committee Code of Procedures – The committee will take action on the recommended changes discussed at the last meeting noted in the posted document.
- b. **Policy 106** – Performance Appraisal - The committee will take action on the recommended changes discussed at the last meeting noted in the posted document.

V. New Business

- a. **Policy 107 - Personnel Files Policy** - The Personnel Committee will review and recommend changes to policy.
- b. **Policy 117 – Discipline Policy** - The Personnel Committee will review and recommend changes to policy.
- c. **Executive Director Administrative Assistant Position** – The Committee will review the vacant Administrative Assistant Position and hiring timeline.
- d. **Minutes Posting** – The Committee will discuss the timeline for the posting of minutes for future meetings.

VI. Discussion

VII. Old Business

VIII. Adjournment

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