



Personnel Committee Agenda

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

Type of Meeting: **General**

Date: **Tuesday, September 29, 2015**

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

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 September 29, 2015
- d. Approval of Minutes for August 28, 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. New Business

- a. AORMA Workers' Compensation Participation Agreement- The Personnel Committee will review the Auxiliary Organizations Risk Management Alliance (AORMA) AORMA Workers' Compensation Participation Agreement and discuss the benefits. AORMA was established through California State University Risk Management Authority (CSURMA) <http://www.csurma.org/Pages/default.aspx> to provide group purchase comprehensive business insurance coverages for the CSU's non-profit Auxiliary Organizations. Participation in the programs is voluntary. Coverages provided include liability, workers' compensation, property, crime, unemployment insurance, auto physical damage, participant accident insurance and miscellaneous coverages.
 - i. Participation Agreement
 - ii. Resolution – To Cover Volunteers
 - iii. Application – Consent to Self Insure
- b. HR Background Check Policy – HR 2015-08 – A CSU memo dated June 26, 2015 expects all new staff and student major positions that manage confidential information or work with minors to have a background check.
- c. AB 1522 – Implementation of Paid Sick Leave – Part-time staff will be able to accumulate paid sick.
- d. Minimum Wage Increase January 1, 2016 – An assessment of minimum wage increase will be done on how it will impact A.S.I. part-time and fulltime staff.

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V. Action

VI. Discussion

- a. **Policy 106 – Performance Appraisal** - The committee will take action on the recommended changes discussed at the last meeting noted in the posted document. – 3rd Reading
- b. **Policy 107 - Personnel Files Policy** - The Personnel Committee will review and recommend changes to policy. 2nd Reading
- c. **Policy 117 – Discipline Policy** - The Personnel Committee will review and recommend changes to policy. 2nd Reading
- d. **Executive Director Administrative Assistant Position** – The Committee will review the vacant Administrative Assistant Position and hiring timeline.

VII. Old Business

VIII. Adjournment



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