



# Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Tuesday, October 13, 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 October 13, 2015
- d. Approval of Minutes for September 29, 2015
- e. 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

## V. Action

- 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. **Policy 106 – Performance Appraisal** - The committee will take action on the recommended changes discussed at the last meeting noted in the posted document. – 3<sup>rd</sup> Reading
- c. **Policy 107 - Personnel Files Policy** - The Personnel Committee will review and recommend changes to policy. 2<sup>nd</sup> Reading
- d. **Policy 117 – Discipline Policy** - The Personnel Committee will review and recommend changes to policy. 2<sup>nd</sup> Reading

Tel: (323) 343-4780

Fax: (323) 343-6416

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

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



## VI. Discussion

- a. **Executive Director Administrative Assistant Position** – Selection Timeline
  - i. Selection Committee Meeting – TBD
    1. The committee will review applications and select up to 5 candidates for consideration.
  - ii. Interview Weeks
  - iii. Selection Committee provides ED with top two-three qualified candidates.
  - iv. ED Begins background and reference checks
  - v. ED extends offer to selected candidate

## VII. Old Business

## 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