



Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Tuesday, November 9, 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 November 9, 2015
- d. Approval of Minutes for October 27, 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. Personnel
 - i. **Executive Assistant to the A.S.I. President** - The committee will review the job description and take action on funding the position for the balance of the year.
 - ii. **Executive Director Administrative Assistant Position** – The committee will review the job description and take action on potential additions in responsibility and financial implications.

V. New Business

VI. Discussion

VII. Old Business

VIII. Adjournment

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