



Personnel Committee Meeting Agenda

Meeting called by: Kayla Stamps, A.S.I. President
Type of Meeting: Special
Date: Tuesday, March 7, 2017
Time: 3:30-4:30 pm
Location: U-SU Board Room 303
Attendees: Committee Members, General Public

I. Organizational Items

- a. Call to Order
- b. Roll Call
- c. Approval of Agenda for Tuesday, March 7, 2017
- d. Approval of Minutes for Tuesday, February 21, 2017

II. **Public Forum** – Allotted time for members of the public to address the committee.

III. Old Business

- a. **Action Item: Programs Coordinator Position In-Range Salary Progression and Position Review** – The Personnel Committee will take action on a recommended in-range salary progressions, title change, and responsibilities. **(Closed Session)**
- b. **Action Item: Administrative Assistant to the Executive Director Position Upgrade to Full-Time** - The committee will consider and recommendation to transition the position from part-time 29 hours to full-time 40 with benefits. **(Closed Session)**

IV. Discussion

- a. **A.S.I. Budget Priorities Discussion** – The Personnel Committee will continue to discuss general budgetary priorities for Strategic Planning. **(Closed Session)**
- b. **Executive Director and Full Time Staff Evaluation Timeline**- The committee will finalize the evaluation timeline for the ED and Fulltime Staff.

V. Reports

VI. Adjournment

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