



Personnel Committee Agenda

Meeting Called By: **Dean Truong,**
A.S.I. VP for Admin

Type of Meeting: **General**

Date: **Tuesday, April 21, 2015**

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

Time: **4:30 – 5:00 pm**

Attendees: **Personnel committee, General Public**

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for April 21, 2015
- d. Approval of Minutes for March 3, 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. New Business

IV. Discussion

- a. Executive Director and Staff Evaluations Timeline- The committee will review the fulltime staff evaluation timeline.
- b. A.S.I. Future Staffing Needs – The committee will review the role and functions of the Executive Director Administrative Assistant and discuss a recommendation elevate the position to fulltime.
- c. A.S.I. Staff Task Log Report - Staff will report on task log activities and committee will discuss expectation and goals.

V. Reports

- a. A.S.I. President: **Shane Vera**
- b. A.S.I. Staff : **Intef W. Weser**

VI. Old Business

VII. Adjournment

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