



Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Tuesday, January 12th, 2016**

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

Time: **3:30PM – 4:30PM**

Attendees: **Personnel committee, General Public**

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for January 12th, 2016
- d. Approval of Minutes for November 10th, 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. Committee Chair: **Samuel Garza**
- b. A.S.I. President: **Ejmin Hakobian**
- c. A.S.I. Staff : **Intef W. Weser**

IV. New Business

V. Discussion

- a. **Handling of Minutes:** The committee will discuss the handling of minutes for A.S.I. internal meetings.
- b. **Professional Staff Evaluations:** The committee will discuss the possibility of having the A.S.I. professional staff evaluated by elected student executives.
- c. **Graphic Designer & Marketing Coordinator:** The committee will discuss the resignation of the Graphic Designer & Marketing Coordinator and the hiring timeline.
- d. **Meeting Time:** The committee will discuss the meeting time of the personnel committee for the Winter Quarter of 2016.

VI. Action

VII. Old Business

- a. **Open A.S.I. Positions:** The committee will discuss the timeline process of hiring new A.S.I. personnel.
 - i. **Assistant to the Executive Director**
 - ii. **Chief of Staff (Executive Assistant)**

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VIII. Adjournment