



# Personnel Meeting Agenda

**Meeting called by:** Samuel Garza, VP for Administration

**Type of Meeting:** General

**Date:** Thursday, February 23, 2016

**Time:** 3:30 – 4:30 PM

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

**Attendees:** Board of Directors and General Public

- I. Organizational Items
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Agenda for February 23, 2016
  - d. Approval of Minutes for February 9, 2016
- II. Public Forum – Allotted time for members of the public to address the committee.
- III. Action Items:
  - a. Reclassification of the Director of Programs and Leadership Position – The committee will review the process, hear recommendations from Human Resources, and take action on the reclassification of the Director of Programs and Leadership Position as the Associate Executive Director.
  - b. Policy 102 Staff Organizational Chart – The committee will study the current organization chart models and take action on a plan to enhance organizational effectiveness.
  - c. Policy 114 Grievance Process – The committee will review the current policy and take action on text edits and additions that clarify the overall process for clear and concise resolutions.
  - d. Policy 123 Creation – The committee will consider and take action on the incorporation of a proposed Policy 123 Function of the Executive Director which outlines the capacity of the position.
  - e. Personnel Policy 101 – The committee will survey the current policy and take action on the reconfiguration of standing components.
- IV. Discussion:
  - a. The committee will discuss the Roles and Responsibilities of the Executive Director
- V. Reports
  - a. A.S.I President: Ejmin Hakobian
  - b. A.S.I Vice President for Administration: Samuel Garza
  - c. A.S.I Vice President for Academic Governance: Nicole McCue
  - d. A.S.I Vice President for Finance: Antonio Canzona
  - e. A.S.I. Vice President for External Affairs and Advancement: Jason Fontenette
  - f. A.S.I Secretary/ Treasurer: Joselyn Diaz
  - g. Chair of the Cabinet of College Representatives: Sean Weerasinghe
  - h. A.S.I. Staff : Dena Florez, Marcus Rodriguez, and Intef W. Weser
  - i. University Designee: Dr. Jennifer Miller
- VI. Adjournment

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