



# Personnel Committee Meeting Agenda

**Meeting called by:** Ejmin Hakobian, President

**Type of Meeting:** Special

**Date:** Tuesday, April 12, 2016

**Time:** 3:30pm to 4:30pm

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

**Attendees:** Personnel Committee members and General Public

- I. Organizational Items
  - a. Call to Order
  - b. Roll Call
  - c. Adoption of the agenda for April 12, 2016
  - d. Approval of the minutes for March 29, 2016
- II. Public Forum – Allotted time for members of the public to address the committee.
- III. Action Items:
  - a. Executive Director & Full-time Staff Annual Performance Evaluation Timeline – The Committee will discuss and take action on possible procedural changes to the evaluation process.
  - b. Staffing Needs for 2016-17 – The committee will consider staffing needs recommended by the Executive Director. (Closed Session)
  - c. Policy 114 Grievance Process – Upon review of the changes in 5.3 of Policy 114, the Bylaws committee discussed possible situations that may complicate the process by having the A.S.I. President, VP of Student Life, and Dean of Students to assume the role of the Executive Director. The committee will review the suggested changes noted on the memo and take action.
- IV. Information Item:
  - a. Reclassification Update: The committee will review the additional information and recommendations of the Human Resource office in regards to the reclassification of the A.S.I. Programing and Leadership position.
  - b. Meeting and Minutes Timeline– The committee will review the meeting and minute preparation timeline for all meetings.
  - c. A.S.I. Open Position Search updates – the selection and interview schedule for the open staff positions will be shared.
  - d. The committee will review the proposed A.S.I. Senate Staffer Position and job description.

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e. The committee will review the proposed A.S.I. meeting minutes recording and approval timeline.

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 Secretary/ Treasurer: Joselyn Diaz
- f. College Representatives
- g. A.S.I. Staff : Dena Florez, Marcus Rodriguez, and Intef W. Weser
- h. University Designee: Dr. Jennifer Miller

VI. Adjournment



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