



Personnel Committee Agenda

Meeting Called By: **David Garcia,**

Type of Meeting: **General**

A.S.I VP for Administration

Date: **Tuesday, October 24, 2017**

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

Time: **3:51 – 4:15 pm**

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

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for Tuesday, October 24, 2017
- d. Adoption of minutes for Tuesday, October 10, 2017

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the executive committee members

III. Old Business:

- a. **Policy Review**– The committee will review the following policies:
 - i. Training and Development Programs – Policy 110
 - ii. Staff Meeting and Training Schedule – The Executive Director will share the upcoming A.S.I. staff meeting schedule and training goals.

IV. New Business:

- a. Discussion Item: The committee will discuss how the organization can implement Human Resource training to assist ASI Executive Officers with management of ASI Staff and how to implement what is learned with ASI members.
- b. Discussion Item: The committee will discuss having a mid-year evaluation of all staff.
- c. Discussion Item: The committee will discuss establishing professional competencies and benchmarks for staff.
- d. Standing Items:
 - i. Project Lists – The committee will be updated on the projects that the Staff are undergoing.

V. Reports:

- a. A.S.I. VP for Administration: **David Garcia**
- b. A.S.I. Executive Director : **Intef W. Weser**

VI. Action:

VII. Adjournment:

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