



# Personnel Committee Agenda

Meeting Called By: **David Zitser,**  
**ASI President**

Type of Meeting: **Special**

Date: **Tuesday, March 20, 2018**

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

Time: **3:15 –4:15 pm**

Attendees: **Personnel Committee, General Public**

## I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for Tuesday, March 20, 2018
- d. Approval of Minutes for Tuesday, March 6, 2018

## II. Public Forum/Announcement:

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

## III. Standing Discussion Items

- a. Staff Project Lists – The Personnel Committee will review the Project Lists of the ASI Staff

## IV. Action

- a. Policy 106 – The Personnel Committee will take action on edits to Policy 106.

## V. Discussion

- a. Time on Essential Tasks – The Personnel Committee will review the “Time on Essential Tasks List”
  - i. Staff Workflow – The Personnel Committee will develop possible recommendations to have more efficient Staff Workflow.

## VI. Reports

- a. ASI President: **David Zitser**
- b. ASI Staff: **Intef W. Weser, Marcus Rodriguez, and Dena Florez**
- c. University Designee: **Dr. Jennifer Miller, Dean of Students**

## VII. Adjournment

- a. Closing Comments

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