



# Personnel Committee Agenda

Meeting Called By: **Marcial Romero,**  
**ASI VP for Administration**

Type of Meeting: **General**

Date: **Tuesday, April 3, 2018**

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

Time: **3:15 – 4:15 pm**

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

- I. **Organizational Items (5 minutes):**
  - a. Call to Order
  - b. Roll Call
  - c. Adoption of Agenda for Tuesday, April 3, 2018
  - d. Adoption of minutes for Tuesday, March 20, 2018
- II. **Public Forum/Announcement (5 minutes):**
  - a. This time is allotted for members of the public or representatives to make announcements to the executive committee members
- III. **Information:**
  - a. **ASI Full-Time/Part-Time/Student Assistant Salary Review-** The committee will review staff salary and benefit projections for next year. **CLOSED SESSION (15 minutes)**
  - b. **Status Transition Discussion of the Administrative Assistant to the Executive Director** – the committee will discuss moving the position from part-time to fulltime along with the financial implications by May 1, 2018. **CLOSED SESSION (5 minutes)**
- IV. **Discussion Items:**
  - 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. **(10 minutes)**
  - b. **Transition Discussion regarding the Administrative Assistant to the Executive Director** – the committee will discuss moving the position from part-time to fulltime’ **(10 minutes)**
  - c. **Staff Project Lists** – The Personnel Committee will review the Project Lists of the ASI Staff. **(10 minutes)**
- V. **Reports:**
  - a. ASI VP for Administration: **Marcial Romero**
  - b. ASI Executive Director : **Intef W. Weser**
- VI. **Discussion**
- VII. **Adjournment**

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