



# Personnel Committee Agenda

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

Type of Meeting: **General**

Date: **Tuesday, April 17, 2018**

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

Time: **3:15 – 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, April 17, 2018
- d. Adoption of minutes for Tuesday, April 3, 2018

## II. Public Forum/Announcement:

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

## III. 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.
- b. **Transition Discussion regarding the Administrative Assistant to the Executive Director** – the committee will discuss moving the position from part-time to fulltime.
- c. **Action Item: – Closed Session - Transition regarding the Administrative Assistant to the Executive Director** – the committee will take action regarding moving the position from part-time to fulltime.
- d. **Staff Project Lists** – The Personnel Committee will review the Project Lists of the ASI Staff.
- e. **Increasing Staff Evaluations** - The committee will discuss on possible methods to increase the rate of members filling out staff evaluations.

## IV. Reports:

- a. ASI VP for Administration: **Marcial Romero**
- b. ASI Executive Director : **Intef W. Weser**

## V. Discussion

## VI. Adjournment

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