



# Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Friday, April 20, 2018**

Location: **ASI Conference  
Room, U-SU 203**

Time: **2:30 PM-4:30PM**

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

## I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for Tuesday, April 20, 2018
- d. Adoption of minutes for Tuesday, April 17, 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. Old Business:

- a. **Essential Tasks and Designated Areas** – The Personnel Committee will review the Essential Tasks of the following staff members along with specific designations to elected executive positions:

- i. **Director of Government Affairs & Leadership Programs**– the Personnel Committee will develop possible recommendations to have more efficient Staff Workflow.
- ii. **Senior Coordinator of Student Engagement & Outreach** – The Personnel Committee will develop possible recommendations to have more efficient Staff Workflow.
- iii. **Transition regarding the Administrative Assistant to the Executive Director**– the committee will discuss additional responsibilities and expectations that will support moving the position from part-time to fulltime.
- iv. **Action Item: - Transition regarding the Administrative Assistant to the Executive Director**– the committee will discuss and take action on moving the position from part-time to fulltime.

## IV. Discussion Items:

### a. Policy 106 – Staff Evaluations

- i. **Increasing Staff Evaluations** - The committee will discuss on possible methods to increase the rate of Elected and Appointed members filling out staff evaluations.

## V. Reports:

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

## VI. Adjournment

Tel: (323) 343-4780

Fax: (323) 343-6415

[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

5154 State University Drive, Room 106  
Los Angeles, California 90032