



# Personnel Committee Agenda

Meeting Called By: **Jesus Mora,**  
**ASI VP for Administration**

Type of Meeting: **General**

Date: **Tuesday, June 26, 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, June 27, 2018
- d. Approval of minutes for Tuesday, May 1, 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. Reports

- a. ASI Vice President for Administration: **Jesus Mora**
- b. ASI Staff : **Intef W. Weser**

## IV. New Business

- a. Personnel Committee Code and Procedure Review Policy 101 – The committee will review the Personnel Committee COP.
  - i. [Document Availability Online](#) – The committee will briefly review how to access personnel policies and procedures.
- b. Management Training Part 1 – The committee will begin a series of trainings to enhance the effectiveness and overall experience of working with fulltime staff. The skills gained will also be transferable to the student leaders as they manage ASI Members and their areas.

## V. Old Business

- a. Hiring Updates – Staff will provide updates on the hiring process for the vacant staff positions.
  - i. Employment Opportunities <https://asicalstatela.org/about-us/employment-opportunities>

## VI. Action

## VII. Discussion

## VIII. Adjournment

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