



Personnel Committee Meeting Agenda

Meeting called by: ASI VP for Administration
Date: Tuesday, September 10, 2019
Location: ASI Conference Room

Type of Meeting: General
Time: 3:15pm-4:15pm
Attendees: General Public and Committee
Members

- I. Organizational Items
 - a. Call to Order
 - b. Roll Call
 - c. Approval of the Agenda September 10, 2019
 - d. Approval of minutes for August 27, 2019
- II. Public Comment: This time is allotted for the public to address the Board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
- III. Information Items
 - a. Policy 101: The Committee will review the policy Personnel Committee Code of Procedure.
- IV. Discussion Items
 - a. Mid-Year/Annual Evaluation: The Committee will review new template for Mid-Year Evaluations.
 - b. Mid-Year Feedback for Professional Staff: The Committee will review the timeline for the midyear evaluation of professional staff.
 - c. Interim Executive Director Update: The Committee will receive an update on the status of the Interim Executive Director process.
 - d. Staff Support: The Committee will address concerns in staff support among student leaders.
 - e. Front Desk Assistant: The Committee will receive an update on the open position of Front Desk Assistant.
 - f. ASI Graphics and Production Assistant: The Committee will receive an update on the status of the Graphics and Production Assistant search process.
- V. Action Items
 - a. Appointment of Vice Chair: The Committee shall appoint a member from the committee to Vice Chair for the Personnel Committee
- VI. Reports
 - a. ASI Vice President for Administration
 - b. ASI Interim Executive Director
 - c. Representative from the University's Office of Human Resources Management
- VII. Adjournment