



## Personnel Committee Meeting Agenda

Meeting called by: ASI VP for Administration  
Date: Tuesday, January 28, 2020  
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 January 28,2020
  - d. Approval of minutes for November 19, 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. Discussion Items
  - a. Annual Evaluation Timeline: The VPA will present the timeline for spring 2020.
  - b. Executive Director: The Committee will receive an update status on the application process
  - c. Director of Government Affairs & Leadership Programs: The Committee will receive an update status on the application process.
  - d. Staff Absences: The Committee will discuss having better communication and track record with ASI student leaders on notifying when they are taking personal time off.
  - e. Student Staff: The Committee will be informed about student staff assistant's support to ASI executives.
  - f. Student Administrative Staff: The committee will review suggested changes made to the student staff job description.
  - g. Student Assistant Programs & Events Assistant: The committee will discuss The Programs & Events Assistant position that will assist with the management and execution of the various academic, social, and leadership programs and events hosted by ASI.
  - h. Staff Updates: The committee will receive an update by the ASI President.
  
- IV. Reports
  - a. ASI Vice President for Administration
  - b. ASI Interim Executive Director
  - c. Representative from the University's Office of Human Resources Management
  
- V. Adjournment