



Personnel Committee Meeting Agenda

Meeting called by: ASI VP for Administration

Date: February 16, 2021

Time: 3:15pm-4:15pm

Location: Zoom Meeting <https://calstatela.zoom.us/j/91202172889>

Type of Meeting: General

Attendees: General Public and
Committee Members

- I. Organizational Items
 - A. Call to Order
 - B. Roll Call
 - C. Approval of the Agenda February 16, 2021
 - D. Approval of minutes for previous meeting February 2, 2021
- 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. Status of Executive Director Search
- IV. Action Item
 - A. Annual Evaluation Timeline- The committee will discuss and approve the annual evaluation timeline for professional employees.
 - B. Associate Executive Director- The personnel committee will discuss and take action on the job description for the Associate Executive Director position (Closed session)
- V. Reports
 - A. ASI Vice President for Administration
 - B. Representative from the University's Office of Human Resources Management
 - C. University Designee
 - D. Full Time Staff
- VI. Adjournment