



Personnel Committee Meeting Agenda

Meeting called by: Kayla Stamps, A.S.I. President
Type of Meeting: General
Date: Tuesday, April 4, 2017
Time: 3:30-4:30 pm
Location: U-SU Board Room 303
Attendees: Committee Members, General Public

I. Organizational Items

- a. Call to Order
- b. Roll Call
- c. Approval of Agenda for Tuesday, April 4, 2017
- d. Approval of Minutes for Tuesday, March 21, 2017

II. Public Forum – Allotted time for members of the public to address the committee.

III. Old Business

- a. **A.S.I. Full-Time Position Salary Review** – The Personnel Committee will review in closed session the salary of the full time staff. – **Closed Session**
- b. **Action Item: Administrative Assistant to the Executive Director Job Description** - The committee will review recommended changes the job description.
- c. **Action Item: Efficiency Analysis** - The committee will take action to begin the process of conducting an efficiency analysis to staff member(s) of A.S.I., as it pertains to a pending job position being promoted to a full-time position.
 1. Review Time Spent on Essential Functions for A.S.I. Staff Position
- d. **Executive Director and Full Time Staff Evaluation Timeline**- The committee will finalize the evaluation timeline for the ED and Fulltime Staff.

IV. Discussion

- a. **Benefit Discussion** – The committee will review benefit options and costs offered to full-time staff.

V. Reports

- a. **A.S.I. President - Kayla Stamps**
- b. **A.S.I. Executive Director - Intef W. Weser**

VI. Adjournment

Tel: (323) 343-4780

Fax: (323) 343-6420

www.calstateia.edu/asi

5154 State University Drive, Room 203
Los Angeles, California 90032