



Associated Students, Incorporated
California State University, Los Angeles
Administrative Manual
Personnel Committee
Code of Procedure

Policy 101

ARTICLE I

AUTHORITY AND FUNCTION

~~These codes shall act as the governing~~ This Code shall articulate the purpose procedures for of the Personnel Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles, Incorporated (ASI). ~~The Personnel Committee is a recommending body charged with the responsibility to review the corporation's employee policies, ensure a fair and equitable hiring practice, and assist in the hiring the full-time staff~~

~~in accordance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the ASI Bylaws.~~

~~It shall be the purpose and function of the Personnel Committee to~~ shall be charged with the authority to: ~~Act on behalf of the Board of Directors (BOD) in all matters concerning employees of the corporation. Such actions shall be in accordance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the Bylaws.~~

- ~~A.~~ ~~Act on behalf of the Board of Directors (BOD) in all matters concerning employees of the corporation. Such actions shall be in accordance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the Bylaws.~~
- ~~B.~~ ~~Make an annual recommendations to the BOD on personnel matters involving any regarding changes in the level of budgetary support for ASI employees.~~
- ~~C.~~ ~~Evaluate the staffing structure and needs of ASI and make recommendations for the creation of new full-time staff positions.~~
- ~~D.~~ ~~Serve as the coordinating agency for professional staff evaluations within ASI~~
- ~~E.~~ ~~Serve as the search committee for full-time professional employee hiring (procedures below)~~
- ~~F.~~ ~~Serve as the evaluating committee for the Executive Director (need to work on details)~~

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ARTICLE II

MEMBERSHIP AND DUTIES

Section 1- Membership

The Personnel Committee shall be composed of: ~~eight (8) voting and five (5) non-voting members.~~

- A. ASI Vice President for Administration, who shall serve as chair
- B. ASI President
- C. ASI Vice President for Academic Governance
- D. ASI Vice President for Finance
- E. ASI Vice President for External Affairs and Advancement
- F. ASI ~~Secretary/Treasurer~~ Chief of Staff
- G. Two (2) members of the BOD ~~appointed~~ selected by the ASI President and approved with a simple majority consent of the BOD
- H. ASI Executive Director (non-voting)
- ~~I.~~ ~~ASI Director of Government Affairs & Leadership Programs (non-voting)~~
- ~~J.~~ ~~ASI Office Manager for Administration and Services (recording secretary) (non-voting)~~
- ~~K.~~ L. A representative from the University's Office of Human Resources Management (non-voting)

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~~L.J.~~ University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as ~~fifty-percent (50%) plus one (1) member~~ a simple majority of the ~~current-seated~~ voting membership of the Personnel Committee. ~~For the purpose of establishing quorum, the chair shall be counted towards quorum as a voting member for the purpose of establishing quorum.~~

Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the Finance Committee on changes in the level of budgetary support to reflect spending trends within ASI.
- C. The Chair shall ensure that a written report of any recommendation or action of the Personnel Committee is made at least two (2) days prior to the ~~next~~ meeting of the BOD.

Section 4 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than two (2) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one semester.

Section 5 – Personnel Evaluations

~~It is the responsibility of the Personnel Committee to facilitate the evaluation of all full-time professional staff. Evaluations shall be consistent with the ASI policy on performance appraisals. The ASI President, Vice President for Administration, Executive Director, Dean of Students, and HR Representative will coordinate and distribute an Appraisal Timeline by the last Personnel Committee meeting of the Fall Semester. The Director of Human Resources Management or designee will assist with any and all personnel related actions involving evaluations, merit awards, and disciplinary actions taken by the committee.~~

Commented [BP2]: ASI attorney has recommended removal of this item from the Personnel committee in accordance with employment law and best practices. Supervisors, under the direction of the ED will evaluate all ASI employees.

ARTICLE III ADMINISTRATIVE PERSONNEL POLICIES

Section 1 – ASI Personnel Policy

The Personnel Committee shall make recommendations for the modification of ~~the ASI Administrative Manual~~ this Code and all personnel policies to the BOD ~~as it relates to ASI Human Resources~~ to ensure compliance with all the rules and regulations ~~concerning Student Body Auxiliary funds.~~

Section 2 – Internal Compliance Review

~~The Director of Human Resources Management or designee~~ ASI's attorney of record must be consulted and concur with the all Personnel policy changes recommended by the Finance Committee ~~to determine compliance with requirements for Student Body Auxiliaries.~~

ARTICLE IV MEETINGS

Section 1 – General Meetings

The Personnel Committee shall meet at ~~least once a month.~~

Commented [BP3]: Should be enough. Don't need to meet every other week unless there are significant policies the PC is considering.

Section 2 – Special and Emergency Meetings

The Personnel Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the



meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both.

Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair, or through a request to the chair by three (3) voting members of the Committee.

ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted on a majority of the Personnel Committee to the ASI Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

Policy History:

Approved: January 1967
Amended: December 1971
Amended: April 1972
Amended: June 1977
Amended: April 1980
Amended: March 1982
Amended: April 1982
Amended: October 1982
Amended: April 1973
Amended: November 1988
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Revised: TBD



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