



Personnel Committee Agenda

Meeting Called By: **David Zitser,**
A.S.I. President

Type of Meeting: **General**

Date: **Tuesday, June 27, 2017**

Location: **U-SU Board Room 303**

Time: **3:15 – 4:15 pm**

Attendees: **Personnel Committee members, General Public**

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for Tuesday, June 27, 2017
- d. Approval of minutes for Tuesday, May 9, 2017

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the executive committee members

III. Reports

- a. A.S.I. President: **David Zitser**
- b. A.S.I. Staff : **Intef W. Weser**

IV. New Business

- a. Personnel Committee Code and Procedure Review Policy 101 – The committee will review the Personnel Committee COP.
 - i. [Document Availability Online](#) – The committee will briefly review how to access personnel policies and procedures.
- b. A.S.I. Staff Essential Duties Breakdown – The Executive Director will share an overview of A.S.I. Staff Projects, Job Descriptions, and Essential Duties Breakdown
 - i. [Staff Job Description](#)

V. Old Business

- a. Hiring Updates – Staff will provide updates on the hiring process for the vacant staffing positions.
 - i. [Web Designer & Social Media – student assistant](#)
 - ii. [Graphic Designer and Web Attendant – student assistant](#)

VI. Action

VII. Discussion

VIII. Adjournment

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