



Personnel Committee Agenda

Meeting Called By: **Jesus A. Mora,**
ASI VP for Administration

Type of Meeting: **General**

Date: **Tuesday, September 25, 2018**
Time: **3:15 – 4:15 pm**

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

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

- I. **Organizational Items:**
 - a. Call to Order
 - b. Roll Call
 - c. Adoption of Agenda for Tuesday, September 25, 2018
 - d. Adoption of minutes for Tuesday, July 24, 2018
- II. **Public Forum/Announcement:**
 - a. This time is allotted for members of the public or representatives to make announcements to the executive committee members
- III. **Action Items:**
 - a. **Personnel Committee Code of Procedure Policy 101** – The Personnel Committee will review recommended changes to the policy and take action.
 - b. **Appointment of Vice Chair** – The Personnel Committee shall appoint a member from the committee to Vice Chair for the Personnel Committee.
- IV. **Old Business:**
 - a. **Hiring & Search Updates** – Staff will provide updates on the hiring process for the vacant staff position.
 - i. Senior Coordinator Selection Process Update – **Closed Session**
 - ii. Administrative Assistant Selection Process Update
- V. **Discussion**
 - a. **Midyear Feedback for Professional Staff** – The committee will review the timeline for the midyear evaluation of professional staff.
 - i. **Managing Performance Throughout the Year – Video 4m 26s**
<https://www.lynda.com/Business-Skills-tutorials/Managing-performance-throughout-year/149840/162338-4.html?org=calstatela.edu>
 - ii. **Observing Performance Trends Over Time – Video 5m 12s**
<https://www.lynda.com/Business-Skills-tutorials/Observing-performance-trends-over-time/149840/162345-4.html?org=calstatela.edu>
 - b. **Project List** - The committee will be updated on the projects that the Staff are undergoing.
- VI. **New Business**
 - a. **Management for Managers Training** – The committee will discuss the videos and how to implement the skills shared in each video. (15 min)



- i. Time Management for Managers – Course (10 min) <https://www.lynda.com/Business-Software-tutorials/Time-Management-Managers/564551-2.html?org=calstatela.edu>
- ii. Communicating Effectively – (10 min) <https://www.lynda.com/Leadership-Management-tutorials/Communicating-effectively/696328/747882-4.html?org=calstatela.edu>

VII. Reports:

- a. ASI VP for Administration: **Jesus A. Mora**
- b. ASI Executive Director : **Intef W. Weser**

VIII. Adjournment