



# Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Tuesday, October 9, 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, October 9, 2018
  - d. Adoption of minutes for Tuesday, September 25, 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.
- IV. **New Business:**
  - a. **AOA-BUG benefits program via EIA** – the Personnel Committee will review recommended employee benefit changes.
- V. **Old Business:**
  - a. **Hiring & Search Updates** – Staff will provide updates on the hiring process for the vacant staff position.
  - b. **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>
- VI. **Discussion**
  - a. **Project List** - The committee will be updated on the projects that the Staff are undergoing.
- VII. **Reports:**
  - a. ASI VP for Administration: **Jesus A. Mora**
  - b. ASI Executive Director : **Intef W. Weser**
- VIII. **Adjournment**