



Personnel Committee Meeting Agenda [Amended]

Meeting called by: ASI VP for Administration
Date: Tuesday, February 11, 2020
Location: ASI Conference Room

Type of Meeting: General
Time: 3:15pm-4:15pm
Attendees: General Public and Committee
Members

- I. Organizational Items
 - a. Call to Order
 - b. Roll Call
 - c. Approval of the Agenda February 11, 2020
 - d. Approval of minutes for January 28, 2020
- II. Public Comment: This time is allotted for the public to address the Board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
- III. Discussion Items
 - a. Annual Evaluation Timeline: The VPA will present the updated timeline for spring 2020.
 - b. Policy 101: The committee will review suggested changes to Personnel Committee Code of Procedure.
 - c. Policy 109: The committee will review policy 109.
 - d. Student Assistant Programs & Events Assistant: The committee will discuss next steps in hiring student staff.
- IV. Action Item:
 - a. Student Administrative Staff: The committee will take action on new edits made to the student staff job descriptions.
 - i. Administrative Assistant
 - ii. Office Assistant
- V. Reports
 - a. ASI Vice President for Administration
 - b. ASI Interim Executive Director
 - c. Representative from the University's Office of Human Resources Management
- VI. Adjournment