Personnel Committee
Meeting Agenda

Date: June 21, 2023
Meeting called by: Arwa Mohamed Hammad, VPA
Location: Zoom -https://calstatela.zoom.us/j/88975016443

Time: 2:30 – 3:30pm
Type of Meeting: General
Attendees: Membership, Public

I. **Organizational Items**
   A. Call to Order
   B. Roll Call
   C. Approval of the agenda for June 21, 2023
   D. Certification of the minutes from April 18, 2023

II. **Public Comment**: This time is allotted for the public to address the Committee regarding items not included on the meeting agenda.

III. **Information Items**
   A. Program Coordinator Search update (Barnaby)

IV. **Action Items**
   A. Revisions to the Personnel Committee Code of Procedure (Barnaby)

V. **Discussion Items**
   A. ASI Payroll processing changes & ADP implementation
      i. Workers Comp information – ASI joining the program, requires Board approval
      ii. process and procedures in development
   B. Development of the ASI Employee Handbook (Barnaby)
      i. Retire Policy 103 – Equity and Diversity to be incorporated into handbook, incorporates outdated hiring practices and procedures
      ii. Retire policy 110 – training and development to be incorporated
      iii. Retire policy 114- grievance policy
   C. Development of the ASI Student Leader Handbook
      i. Consolidation of several policies into one document and update to be in accordance with CSU system requirements, ASI Bylaws, and current standards

VI. **Reports**
   A. Voting Membership
   B. Advisors

VII. **Adjournment**

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