

Policy Number: SB 2019-20:10

Effective Date: 2/3/2020

Revised Date: 12/5/2019

Supersedes: SB 2018-19:03



ASI Human Resources Committee Code

- I. **Purpose:** The Human Resources Committee shall review and recommend changes or additions to ASI personnel policies to the ASI Board of Directors. The Committee shall review and ensure personnel procedures and practices comply with all applicable policies, regulations, and follow generally accepted human resource standards. More specifically, the Committee will:
 - A. Review and recommend to the ASI Board of Directors any new or substantially revised ASI personnel policies
 - B. Review and be informed of any changes to ASI employee benefits
 - C. Be informed of any changes to the ASI organizational structure and permanent staff appointments to positions of interest
 - D. Review and be informed of merit and equity salary increases recommended by the ASI President, Vice President for Student Affairs, and Vice President for Administrative Affairs for the ASI Executive Director, with final approval from University President
 - E. Review and be informed of the merit and equity salary increase pool for ASI employees, as recommended by the ASI Executive Director
 - F. Charge appointed search committee to interview and receive recommendations of top candidates for the appointment of ASI Executive Director
 - G. Provide representation, as available, on ASI interview committees for benefited employee positions
 - H. Participate in trainings and assessments to development the human resource acumen of committee members and maintain a high-functioning committee

- II. **Composition:** The Human Resource Committee shall include the following voting members:
 - A. **Chair:**
 - i. ASI President
 - B. **Members:**

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- i. ASI Elected Executive Board member (1), appointed by ASI President, who shall serve on the committee for the entire academic term
 - ii. ASI Student at Large (1), appointed by ASI President, who shall serve on the committee for the entire academic term, and who will receive a scholarship.
 - iii. ASI Senator (1), elected by the ASI Board of Directors, who shall serve on the committee for the entire academic term
 - iv. AVP Human Resource Operations or designee
 - v. VP of Student Affairs or designee
- C. Advisors (non voting):
 - i. ASI Executive Director
 - ii. ASI Director Human Resources or designee
 - iii. Recording Secretary
- D. Duties of the Committee Chair: The Committee Chair shall be responsible for properly and efficiently carrying out the business of the Committee; posting the agenda, and reporting to the ASI Board of Directors all recommendations taken by the Committee.
- E. Meetings: Meetings shall be called by the Chair or by two-thirds (2/3) of the voting members of the Committee. The agenda must be posted 72 hours (3 business days) in advance to comply with the Gloria Romero Open Meeting Act, or if replaced, its successor act.
- F. Quorum: Quorum is established when a majority of seated voting members are present.
- G. Voting Procedures: Decisions shall be made with a majority vote. All action taken by the Committee shall be recommended to the ASI Board of Directors for final approval.
- H. Amendments: Any amendment to this code shall be reviewed by the Rules and Policies Committee and approved by the ASI Board of Directors with a two-thirds (2/3) vote.