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Owner Sharon Rocacorba:
Associate Director of Student Experience
Department ASI Board Documents
Codes SB
2018-2019:03,
SB
2019-2020:10

ASI Human Resources Committee Code, 2023-2024

I. Purpose

- A. **Purpose.** The Rules and Policies Committee shall review and recommend all rules, policies, and resolutions governing ASI to the ASI Board of Directors.
- B. **Authorization.** The Rules and Policies Committee is a recommending body to the ASI Board of Directors.
- C. **Compliance.** All material in this Committee Code must comply with the ASI Articles of Incorporation and Bylaws; CSU and University Policies; the California Education Code; and the California Nonprofit Corporation's Code.

The ASI 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 ASI Human Resource Committee shall be composed of the following:

- A. Voting Members:
 - i. ASI President, who shall serve as Chair.
 - ii. ASI Elected Executive Board member (1), appointed by ASI President, who shall serve on the Committee for the entire academic term
 - iii. 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.
 - iv. ASI Senator (1), elected by the ASI Board of Directors, who shall serve on the Committee for the entire academic term

III. Duties of the Committee Chair

The Committee Chair shall be responsible for properly and efficiently carrying out the business of the Committee, posting agendas, preparing minutes, and reporting regularly to the ASI BOD all actions taken by the Committee.

IV. Duties of the Vice Chair

The Vice Chair shall take on the duties of the Chair as listed in this Committee Code if the Chair is not present for a regular meeting.

V. 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.

VI. Quorum

Quorum is established when a majority of seated voting members are present.

VII. 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.

VIII. 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.

Supersedes

SB 2019-2020:10 – ASI Human Resources Committee Code
SB 2018-2019:03 – Human Resources Committee Code

Approval

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Attachments: Certification Sheet

Approval Signatures

Step Description	Approver	Date
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Amary Corona	Pending
The Policy Owner Presents To The ASI Board of Directors For Discussion and Action	Ilke Suzer	Oct 28, 2023
The Policy Owner Presents Changes To The ASI Rules and Policies Committee For Discussion and Action	Amary Corona	Oct 27, 2023
The Policy Owner Reviews An Existing Policy Based On The Next Review Date	Amary Corona	Oct 27, 2023