



Executive Committee Minutes 17-08
 April 5th 2017 at 12:00 pm – 1:00 pm
 USU 3700

ASI Executive Committee 2016-2017

Collin Bogie
 President & CEO

Aaron Herrscher
 Executive Vice President

Chris Morales
 VP of Student & University Affairs

Sam Ramtin
 Chair & Chief of Staff

Advisors
 Kim Clark
 AVP Student Auxiliary Services
 Executive Director of ASI & UCORP

Rodger D'Andreas
 Senior Director of Student Governmental
 Affairs and Programs

Ashley Fennell
 Government Affairs Coordinator

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 12:01pm	Sam Ramtin Chair & Chief of Staff
02	Roll Call Present: Aaron, Chris, Sam, Kim, Ashley Absent: Collin, Rodger	Sam Ramtin Chair & Chief of Staff
03	Recognition of Guests None	Sam Ramtin Chair & Chief of Staff
04 Action	Approval of Agenda Chris motioned to approve the agenda Aaron-2nd Motion Carries	Sam Ramtin Chair & Chief of Staff
05 Action	Approval of Minutes Aaron motioned to approve the agenda Chris-2nd Motion Carries	Sam Ramtin Chair & Chief of Staff
06 Information	Open Forum None	Sam Ramtin Chair & Chief of Staff
07 Action	Changes to Procedure & Guidelines for Annual Performance Review Description: Changes to the Procedure & Guidelines for Annual Performance Review including review of multiple ASI professional staff and outcomes of the review. Fiscal Impact: None Discussion centered on changes to guidelines and procedure. The changes include review of ASI Executive Director as well as other ASI professional staff as designated by the ASI Personnel Committee. Other changes include the committee creating a final report of the evaluations, which then the staff's supervisor will then be charged with creating goals with the staff member that they will be held accountable to. These changes are to clear up the process and any confusion created with the previous process. This streamlines the evaluations and completes them by the time BOD members leave off in May. Aaron asked to include a space in the evaluation between "exceeds expectations" and "cannot evaluate". He felt that the two next to each other was confusing. Committee members also asked to change "cannot comment" to "unable to comment" so it is not perceived as a negative. The form needs to change (in section V) "executive director" to "staff members" since the evaluations will include additional staff members.	Ashley Fennell Government Affairs Coordinator

	<p>Kim mentioned future changes could include other committee members as part of the evaluation process such as those on IO or Elections.</p> <p>Chris wondered if all evaluations are annually or bi-annually, which is something that is up to the Personnel Committee. The committee members may choose to only evaluate the ED every other year or do the same for other professional staff.</p> <p>Kim further mentioned that this committee might expand to include oversight of salaries, job descriptions, or terminations. Those are only possible future changes that would be a ways down the road.</p> <p>Aaron motioned to approve Changes to Procedure & Guidelines for Annual Performance Review with amended changes</p> <p>Chris-2nd</p> <p>Motion Carries</p>	
08 Information	<p>Reports</p> <p>Aaron mentioned his work on the food insecurity events</p> <p>Kim mentioned her work on the ASI elections</p> <p>Ashley echoed the elections efforts, as well as TLAN and scholarship reviews for the campus committee she sits on.</p>	Sam Ramtin Chair & Chief of Staff
09 Information	<p>Announcements</p> <p>None</p>	Sam Ramtin Chair & Chief of Staff
10 Action	<p>Adjournment</p> <p>Chris motioned to adjourn the meeting</p> <p>Aaron-2nd</p> <p>Motion Carries</p> <p>The meeting was adjourned at 12:16pm</p>	Sam Ramtin Chair & Chief of Staff

I, Sam Ramtin, Chair of Executive Committee 16/17, hereby certify that the above Minutes were approved by the Executive Committee at a meeting held on May 3, 2017

Chair & Chief of Staff

5/12/17

Date