



ASI Personnel Committee
 2023-2024

Voting Members

Karina Ramirez Gonzalez
 Chair and Chief of Staff

Moy Valdez
 President & CEO

Vacant
 Vice President of Finance &
 Operations

Justin Cadiz
 Vice President of Student &
 University Affairs

Advisors

Michelle Hinojosa
 Associate Executive Director of
 Human Resources & Payroll,
 CSUSM Corporation

Alan Brian
 Director of Planning, Assessment,
 and
 Professional Development,
 Student Affairs

Personnel Committee Minutes 24-01

Friday, October 13, 2023 at 12:30pm
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	Call to Order Meeting called to order at 12:31 pm.	<i>Karina Ramirez Gonzalez Chair and Chief of Staff</i>
02	Roll Call Present: Karina, Moy, Justin, Michelle, Alan	<i>Karina Ramirez Gonzalez Chair and Chief of Staff</i>
03	Recognition of Guests None	<i>Karina Ramirez Gonzalez Chair and Chief of Staff</i>
04 Action	Approval of Agenda – Motion to approve by Moy Valdez; Second by Justin Cadiz; All in favor with no one opposed; Agenda approved.	<i>Karina Ramirez Gonzalez Chair and Chief of Staff</i>
05 Action	Approval of Minutes Motion to approve by Justin Cadiz; Second by Moy Valdez; All in favor with no one opposed; Minutes approved.	<i>Karina Ramirez Gonzalez Chair and Chief of Staff</i>
06 Information	Open Forum* None	<i>Karina Ramirez Gonzalez Chair and Chief of Staff</i>
07 Action	Review Existing Evaluation and Survey Tool Description: Review and determine what prompts to use with focus groups for evaluations and surveys. Alan provided an example of what was used last year – provided the survey tool used for Annie Macias last year with answers scrubbed. Committee reviewed the scripts and discussed what will be used. Tabled: Alan will email out updated Survey Tool to committee members to review and finalize next meeting. Fiscal Impact: None	<i>Michelle Hinojosa Associate Executive Director of Human Resources & Payroll, CSUSM Corporation</i> <i>Alan Brian Director of Planning, Assessment, and Professional Development, Student Affairs</i>
08 Action	Approval of Timeline for Personnel Committee Assessment Process Description: Review timeline for focus group sessions and spring Personnel Committee process as well as meetings with ASI Staff. Next meeting in November; spring semester schedule reviewed; known dates to consider – April 13 th is Festival 78; spring break week is Mar 18-22; Mar 8 – 11 Exec	<i>Michelle Hinojosa Associate Executive Director of Human Resources & Payroll, CSUSM Corporation</i> <i>Alan Brian Director of Planning, Assessment, and Professional Development, Student Affairs</i>

	<p>Board in Sacramento; March 25 – April 5th (9 days because April 1st is Cesar Chavez Day observed); 1/day; 4 days first week and 3 days second week; March 25 – 28 and April 2 – 4 = 7 days</p> <p>Alan recommended Personnel Committee meet to walk through the questions to figure out who will do what at each Focus Group (try to get this scheduled for early March)</p> <p>Tabled: Possible dates identified but times and specific groups for each date still TBD.</p> <p>Fiscal Impact: None</p>	
09 Action	<p>Approval of Review Focus Groups for 23/24 Personnel Committee Evaluations</p> <p>Description: Determine ASI Staff & Departments to be reviewed during 23/24 cycle and select student invitees</p> <p>1)Alondra – Cougar Pantry; 2)Breckon – MCT & BOD; 3)Daphne – CAB; 4)Talisha – Front Desk & VPFO; 5)Shannon – BOD; 6)Annie – BOD & Execs; 7)Ashley – Cougar Pantry, BOD & Execs [all to be scheduled in January or once spring semester schedules are known]</p> <p>Motion to approve by Moy Valdez; Second by Justin Cadiz; All in favor with no one opposed; approved</p> <p>Fiscal Impact: None</p>	<p><i>Michelle Hinojosa Associate Executive Director of Human Resources & Payroll, CSUSM Corporation</i></p> <p><i>Alan Brian Director of Planning, Assessment, and Professional Development, Student Affairs</i></p> <p><i>Annie Macias ASI Executive Director</i></p>
10 Information	<p>Announcements</p> <p>Description: Karina mentioned ASI Fair on Tue, Oct 17th during U-hour</p> <p>Fiscal Impact: None</p>	<p><i>Karina Ramirez Gonzalez Chair and Chief of Staff</i></p>
11 Action	<p>Adjournment</p> <p>Meeting adjourned at 1:37pm</p>	<p><i>Karina Ramirez Gonzalez Chair and Chief of Staff</i></p>

Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

Karina Ramirez Gonzalez

05/14/2024