



ASI Personnel Committee
 2023-2024

Voting Members

Karina Ramirez Gonzalez
 Chair and Chief of Staff

Ernest Cisneros
 President & CEO

Moy Valdez
 VP of Finance & Operations

Justin Cadiz
 VP 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
 Tuesday, September 9, 2023 at 12:30pm
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	Call to Order Meeting called to order at 12:39 pm.	Karina Ramirez Gonzalez Chair and Chief of Staff
02	Roll Call Present: Ernest, Karina, Moy, Justin, Michelle, Alan	Karina Ramirez Gonzalez Chair and Chief of Staff
03	Recognition of Guests Annie Macias, ASI Executive Director	Karina Ramirez Gonzalez Chair and Chief of Staff
04 Action	Approval of Agenda – Action Items 04 – 06 were skipped to move forward to Action Items 07 due to scheduling needs of guest, Annie Macias. After Action Item 09, came back to Action Item 04 and remaining items. Agenda was adjusted to Action Items 01, 02, 07, 08, 09, 04, 05, 06, 10, 11 Motion to approve by Moy Valdez; Second by Ernest Cisneros; All in favor with no one opposed; Agenda as adjusted approved.	Karina Ramirez Gonzalez Chair and Chief of Staff
05 Action	Approval of Minutes Motion to approve by Ernest Cisneros; Second by Moy Valdez; All in favor with no one opposed; Minutes approved.	Karina Ramirez Gonzalez Chair and Chief of Staff
06 Information	Open Forum* None	Karina Ramirez Gonzalez Chair and Chief of Staff
07 Information	Review of Process, Procedure, & Guidelines for Annual Performance Review Description: Review ASI Personnel Committee Review Process and Purpose for the 23/24 academic year cycle. Skipped to this Action Item after Action Item 03 due to scheduling needs of guest, Annie Macias Annie provided summary of what has been done in the past for Performance Evals through Personnel Committee to include which positions were reviewed, etc.; a pizza party was offered last year as participation has been a challenge in the past, last year also collected feedback from staff, not just students; some felt that it may have been one student who provided negative feedback (filing a complaint vs providing constructive feedback/comments) Committee was encouraged to look for opportunities to promote the importance of participation in the survey and why the survey is important – to help the staff grow and develop.	Michelle Hinojosa Associate Executive Director of Human Resources & Payroll, CSUSM Corporation Alan Brian Director of Planning, Assessment, and Professional Development, Student Affairs

	<p>Committee had a discussion of what format desired for this year – focus groups.</p> <p>Fiscal Impact: None</p>	
08 Information	<p>Review Evaluation Survey Tool</p> <p>Description: Review and recommendations for survey used for evaluations.</p> <p>Discussion of format change to group sessions Alan will work on a draft sample survey tool to provide by next meeting which will be reviewed and developed by committee.</p> <p>Fiscal Impact: None</p>	<p><i>Alan Brian Director of Planning, Assessment, and Professional Development, Student Affairs</i></p>
09 Discussion	<p>Timeline for Personnel Committee Assessment Process</p> <p>Description: Discuss timeline for spring Personnel Committee process.</p> <p>Timeline was discussed in general terms, but not specifically determined with dates, but prior to spring break. This will still need to be determined and scheduled.</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: None</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 1:45pm</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