



ASI Personnel Committee
 2019-2020

Personnel Committee Agenda 20-04

Friday, February 7, 2020 at 11:00 am

ASI Conference Room USU 3700

Voting Members

Kenny Tran
President & CEO

Mariana Rosales
Executive Vice President

Michelle Tran
VP of Student & University Affairs

Jaelyn Freeman
Chair and Chief of Staff

Non-Voting Members

Michelle Hinojosa
*Director of Human Resources &
 Payroll Services, CSUSM
 Corporation*

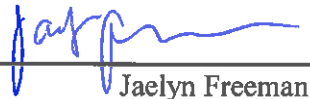
Alan Brian
*Director of Planning, Assessment,
 and
 Professional Development,
 Student Affairs*

ITEM	SUBJECT	PRESENTER
01	Call to Order Meeting called to order at 11:04 am	Jaelyn Freeman <i>Chair and Chief of Staff</i>
02	Roll Call Present: Kenny, Mariana, Jaelyn, Michelle H, Alan Absent: Michelle T	Jaelyn Freeman <i>Chair and Chief of Staff</i>
03	Recognition of Guests Marcia Agnew	Jaelyn Freeman <i>Chair and Chief of Staff</i>
04 Action	Approval of Agenda Kenny motioned to approve the agenda Mariana 2 nd None opposed, abstained Motion Carried	Jaelyn Freeman <i>Chair and Chief of Staff</i>
05 Information	Open Forum* Discussion of minutes from meeting held on 12/16; moving forward Marcia to send typed minutes to Jaelyn and Ashley	Jaelyn Freeman <i>Chair and Chief of Staff</i>
06 Discussion	Finalize Survey Process Description: Finalize survey process and how it will be received by each professional staff. Fiscal Impact: None Alan updated survey to incorporate new logo and Annie Macias' updated job description that was provided by Michelle H. Alan was advised that recipients did not see changes. Alan to publish the changes. Alan reviewed pop ups and link at end to allow participant to complete additional surveys. Alan reviewed the rating scale and definitions. Feedback was provided and one minor change was made to the rating scale. It was noted that font was not consistent- Alan to modify. Jaelyn suggested that a "submit button" be added to inform participant that they were at final step. Surveys to be launched on Monday, 2/10 at 8:00 am. Alan asked committee to provide final input (including ranking definitions) by no later than 7:30 am on Monday, 2/10. Any feedback should be sent to whole committee for review/input and consensus. Alan will take silence as agreement by the deadline. Jaelyn requested that work (Outlook) email addresses be added, where applicable. She will update the list and provide it to Alan. Alan asked that the committee promote participation once the survey has been launched.	Jaelyn Freeman <i>Chair and Chief of Staff</i> Alan Brian <i>Director of Planning, Assessment, and Professional Development, Student Affairs</i>

	<p>Surveys deadline is Friday, 2/28.</p> <p>Alan will prepare a report with the raw responses for the Committee to review and to consolidate.</p> <p>Professional Staff will be provided with the survey summary in advance of their individual meeting</p> <p>Next meeting to be held on March 20th</p>	
09 Information	<p>Announcements</p> <p>None</p>	Jaelyn Freeman Chair and Chief of Staff
10 Action	<p>Adjournment</p> <p>Meeting adjourned at 11:29 am</p>	Jaelyn Freeman Chair and Chief of Staff

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

I, Jaelyn Freeman 19/20 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Personnel Committee of Associated Students, Inc., at a regularly scheduled meeting held on March 20, 2020



Jaelyn Freeman

05.11.2020

Date