



Personnel Committee Minutes
Friday, October 25, 2024 at 11:30am
ASI Conference Room USU 3700

ASI Personnel Committee 24/25

Voting Members

Illeana Carmona Chavez
Chair and Chief of Staff

Octavio Martinez
President & CEO
Vice Chair

Ashley Lizarraga
Vice President of Finance &
Operations

Ellaine Pollard
Vice President of Student &
University Affairs

Advisors

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

Erik Ramirez
Director of Divisional Initiatives &
Partnerships, Student Affairs

ITEM	SUBJECT	PRESENTER
01	Call to Order Meeting called to order at 11:35am	Illeana Carmona Chavez Chair and Chief of Staff
02	Roll Call Present: Illeana, Octavio, Ashley, Elaine, Michelle, Erik; Absent: None	Illeana Carmona Chavez Chair and Chief of Staff
03	Recognition of Guests Annie Macias	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	Approval of Agenda Chair motioned for approval of agenda; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Agenda approved	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	Approval of Minutes Chair motioned for approval of Minutes from May 7, 2024 meeting; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Minutes approved	Illeana Carmona Chavez Chair and Chief of Staff
06 Information	Open Forum* None	Illeana Carmona Chavez 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 24/25 academic year cycle. Annie Macias provided an overview of the Personnel Committee (past processes and survey tools used; Qualtrics survey tool used in past (Alan Brian has access – Erik will check on this to see how we can get access and save past survey information in a shared file); in past surveys did not get good responses, sometimes very short, not always constructive; last year changed from survey tool to in-person focus groups; had initially planned to not only review the pro-staff over each ASI area/department but also the area/department; the areas/departments did not get reviewed, only the pro- staff Michelle Hinojosa provided additional information on past processes Discussed using Base Camp or setting up a shared folder; Pro-Staff job descriptions can be added to this shared folder so that individuals can review these; communicate process ahead of time; give people the space to give feedback if there is any; determine if Pro-Staff feedback will be requested – may be helpful; Utilize student meetings already scheduled – meeting them where they are Fiscal Impact: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Annie Macias ASI Executive Director
08 Information	Review Evaluation Survey Tool Description: Review and recommendations for survey used for evaluations. Personnel Committee will need to review past processes and decide how to proceed with this years' evaluation; specific prompts for feedback will need to be developed/determined; may want to consider a shorter survey; determine what questions to ask; things to consider: how to assist improvements of the supervisors and how to help them improve their areas; what could be changed to make it better; need to determine focus group or survey or some combination of or something else; 5 Teams/Entities (4 to 12 students in each) – Ashley Fennell to assist with scheduling Fiscal Impact: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Annie Macias ASI Executive Director

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09 Action	Timeline for Personnel Committee Assessment Process Description: Discuss Timeline for Spring Personnel Committee process. See attached proposed Timeline Ask Pro-Staff – what kind of feedback would be helpful Annie will check to see if a SHAREPOINT folder can be set up – want future Execs to have access; save Pro-Staff job descriptions to SHAREPOINT folder Annie will ask Ashley to find a Dec and Jan meeting November – Brainstorm feedback tool – Comment Box or what? Determine best way feedback could be collected Fiscal Impact: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Annie Macias ASI Executive Director
10 Information	Announcements None	Illeana Carmona Chavez Chair and Chief of Staff
11 Information	Adjournment Meeting adjourned at 12:48pm	Illeana Carmona Chavez 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.

**ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE
UNIVERSITY SAN MARCOS**

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I, Illeana Carmona Chavez, 24/25 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 November 15th, 2024.

Illeana Carmona Chavez

Illeana Carmona Chavez (Nov 15th, 2024 4:00 PST)

11/15/2024

ASI Personnel Committee Timeline 2024-25 (DRAFT/PROPOSED):

- Nov 15th – Personnel Committee Meeting – review/approve timeline; discuss data collection/survey
- Dec – Personnel Committee Meeting – discuss/review data collection/survey; schedule Staff Meeting
- Jan – Communicate and attend staff meetings (these will be scheduled early Jan most likely as students don't have their spring schedules until mid to late Dec); Personnel Committee Meeting to complete final review of data collection/survey
- Feb – Launch data collection/survey
- *Budget*
- End Feb/Mar – Data collection/survey going on; Meet student teams and synthesize info
- *Elections are Mar/Apr timeframe; ASB; CHESS*
- Last 2 weeks of Mar – Review feedback; Spring break is first week of Apr
- Apr – Meet with pro-staff (total of 10 positions, Julia is brand new; Jordan is newer – possibly include Jordan; 1 vacation position which will be new once filled) 7 or 8 staff members (if include Jordan)
- *Festival 78 in Apr*
- May 1st – End result due