ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Friday, December 16, 2024 at 1:00pm
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

Elaine 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 1:01pm	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, ASI Executive Director	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 November 15, 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 **Action**	**Approval of Timeline for Personnel Committee Assessment Process** **Description:** Review timeline for focus group sessions and spring Personnel Committee process. 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 Approve timeline with recommendation to add Erik's introduction to Personnel Committee – Octavio motioned to approve Timeline for Personnel Committee Assessment Process; Elaine seconded; none opposed, Motion carries	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
08 **Action**	**Approval of Group Questions** **Description:** Eliminate 2 before other – classification of person completing survey; Reviewed 2022-23 survey tool and made updates for this year's survey Not have a summary rating – ask for additional comments; Survey Sections: Capacity work with the individual; Interactions – how often; Organizational and planning skills; Managerial and administrative effectiveness; Supervision; Leadership and student empowerment/professional development; (communication); Relationships with others; Comment Box – Improvements **Fiscal Impact:** None Elaine motioned to approve Group Questions; Ashley seconded; none opposed, Motion carries	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs

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09 Action	**Approval of Data Collection Process** **Description:** Survey – would allow for more participation/input. 7 ratings – larger rating scale than before (1 to 5); open-ended questions; 1 – 5 with 6 being cannot rate; eliminate emerging, etc. words; meet at student staff meetings – provide prompt ahead of the meeting (focus group – areas/opportunities for improvement); can we incentivize participation – opportunity drawing; participants send their survey to me/Erik; do as part of their workday (not their free time); PC talk to Pro-Staff (20 min out of their workday); coffee cart gift card or gift basket? **Fiscal Impact**: None Elaine motioned to approve Data Collection Process; Octavio seconded; none opposed, Motion carries	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
10 Information	**Reports** None	Illeana Carmona Chavez Chair and Chief of Staff
11 Information	**Announcements** Next Steps/TO DOs: Subsections Erik will take the lead on using Qualtrics Draft (get survey finished) – will share so can be reviewed prior to next meeting in Jan Need to schedule Jan meeting (Illeana) Attend Pro Staff meeting – incentivize with XYZ incentive and give students time to complete survey rather than on their own time Attend dept meetings in Jan/Feb – Draft communications of script – talk about what's happening Launch meeting in Feb 24 – Mar 14; meetings Mar 17 – 28 Apr 7 – 11 more meetings; Apr 14 – 30 meetings with Pro Staff Octavio will draft blurb of what we are doing – due by next mtg in Jan	Illeana Carmona Chavez Chair and Chief of Staff
12 Information	**Adjournment** Meeting adjourned at 2:31pm	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, 25/26 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 January 28th, 2025.

Illeana Carmona Chavez 4/28/2026

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Personnel Committee Timeline 2024-2025

Personnel Committee Outcomes:
Write a brief blurb of what the committee plans to accomplish with performing a review of personnel and/or ASI entities operations.

- *The ASI Personnel Committee oversees the annual review process for the ASI Executive Director and other designated ASI professional staff. We set the timeline and ensure evaluations are completed before the end of the current term. We will incorporate student input, analyze performance feedback, and prepare a confidential report with findings and recommendations to be included in the staff's formal evaluation process.*

November 2024

Nov 15, 2024	Personnel Committee Meeting – review/approve timeline; discuss data collection/survey

December 2024

Dec 16, 2024	Personnel Committee Meeting – discuss/review data collection/survey; schedule Staff Meeting, develop communication message to all of ASI

January 2025

Jan	Attend pro-staff meetings to provide overview of process and gather feedback
TBD	Personnel Committee Meeting to finalize data collection/survey

February 2025

Feb	Launch data collection/survey - drop by student/staff meetings to explain process and encourage participation
January	*ASI Budget development process begins*
End Feb/Mar	Data collection/survey going on; Meet student teams and synthesize info

March 2025

March 8 – 10	*CHESS – Sacramento*
March 24 – 26	*ASI Elections*
March 31 – April 4	*Alternative Spring Break*
March 24	Last 2 weeks of March Review feedback

April 2025

April 12	*ASI event - Festival 78 (Meet with Pro-staff after Festival78)*
April	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)

May 2025

May 1, 2025	Deadline to complete the final summary reports

ASI Professional Staff Review 2022-2023: Annie Macias

Thank you for taking the time to provide your feedback about the ASI Professional Staff members with whom you have had a chance to work this year. This is your opportunity to share your thoughts about their job performance in support of the ASI mission and CSUSM students. Your comments below each rating are especially important for providing details about how they interact with students and perform in their role. All responses will be kept strictly anonymous.

Instructions:

Note: You will need to complete this survey separately for each individual you are reviewing. This version is specific to ASI Executive Director Annie Macias. You will receive additional invitations to provide feedback about other ASI Professional Staff separately. Your support of this personnel review effort by completing feedback surveys for each individual is sincerely appreciated and is vital to their continuous professional growth and the enhancement of ASI operations in service to our students.

Please review the official position description summary for their ASI role provided below. Then evaluate their performance across the various aspects of that role based upon your observations and interactions.

Please complete the evaluation by Sunday, March 5, 2023. Note: Because ASI professional staff interact to varying degrees with different groups of students and professional peers depending upon their role, you may not have enough direct observations to be able to comment on a specific question. If that is the case, please select the "Cannot Evaluate" option.

ASI ED Summary

The following excerpt from the Executive Director position description is provided for reference as you complete this feedback form.

The Executive Director holds the top-level management position with overall responsibility, in close consultation with the ASI President and the ASI Board of Directors, for the general management and administration of the corporation including the ASI Corporate Office, Campus

Activities Board, the ASI Cougar Pantry, the Media and Communications Team, the ASI volunteer groups and employees of the corporation.

The Executive Director reports directly to the CSUSM Vice President for Student Affairs, and the ASI auxiliary bears a dotted line relationship with the university division of Student Affairs. Additionally, in the role as the chief administrative officer for ASI, the Executive Director holds a dotted line relationship with the university chief financial officer -- the Vice President for Finance and Administrative Services -- to ensure that all applicable University, CSU, State and Federal regulations are followed.

The Executive Director serves as ex-officio, non-voting member of the ASI Board of Directors.

In what capacity do you work with this individual? Please select all that apply below:

- [ ] Media & Communications Team
- [ ] Board of Directors
- [ ] Campus Activities Board
- [ ] Cougar Pantry
- [ ] Front Desk
- [ ] ASI Professional Staff
- [ ] ~~Graduate Assistant~~
- [ ] Other _____

Approximately how often throughout the year do you interact with this individual?

- ○ Daily
- ○ 2-3 times a week
- ○ Once a week
- ○ Once or twice a month
- ○ Other (please describe below)

_____

How long have you worked with this individual?

_____

Rating Scale:

BEGINNING -- Struggles to consistently display this trait.
EMERGING -- Displays this trait with effort.
APPLYING -- Consciously applies this trait.
INTEGRATING -- Models this trait consistently.
CANNOT EVALUATE -- Unable to form an opinion, or not applicable.

ORGANIZATIONAL AND PLANNING SKILLS: Effectively plans and organizes projects, activities, and programs to meet ASI goals; evaluates outcomes; establishes priorities and makes timely adjustments when necessary; assures the effective and efficient functioning of ASI through appropriate delegation to staff; thinks through work barriers and keeps work advancing toward priority objectives; minimizes problems due to lack of planning, coordination or scheduling.

	1 Beginning (1)	2 Emerging (2)	3 Applying (12)	4 Integrating (15)	5 Cannot Rate (17)
1 (1)	○	○	○	○	○

Comments:

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SUPERVISORY RELATIONSHIPS WITH ASI TEAM: Interacts with, mentors, and supports the student employees or elected and appointed officers who they directly supervise; responds to requests for information, and assists in formulating ideas; effectively communicates with and informs student employees of opportunities or obstacles facing the organization; orients student employees to their responsibilities and the overall mission of the ASI.

	1 Beginning (1)	2 Emerging (2)	3 Applying (3)	4 Integrating (4)	5 Cannot Rate This Category (5)
1 (1)	○	○	○	○	○

Comments:

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RELATIONSHIPS WITH ASI STUDENTS IN GENERAL: Interacts with and supports other student employees and volunteers who they do not directly supervise; responds to requests for information and assists in formulating ideas; effectively communicates with students.

	1 Beginning (1)	2 Emerging (2)	3 Applying (3)	4 Integrating (4)	5 Cannot Rate This Category (5)
1 (1)	○	○	○	○	○

Comments:

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RELATIONSHIPS WITH OTHER ASI PROFESSIONAL STAFF: Interacts with, respects, and supports other ASI Professional staff members; contributes to an environment in which

professional staff can accomplish their responsibilities and the overall mission of ASI; promotes open communication and collaboration.

	1 Beginning (1)	2 Emerging (2)	3 Applying (3)	4 Integrating (4)	5 Cannot Rate This Category (5)
1 (1)	○	○	○	○	○

Comments:

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LEADERSHIP EFFECTIVENESS: Inspires a shared vision, fosters collaboration, empowers others, leads by example, exhibits integrity and consistency, recognizes others, and provides valuable feedback.

	1 Beginning (1)	2 Emerging (2)	3 Applying (3)	4 Integrating (4)	5 Cannot Rate This Category (5)
1 (1)	○	○	○	○	○

Comments:

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STUDENT EMPOWERMENT AND INNOVATION: Encourages student dialogue and input to develop processes; provides logistical support for student initiatives.

	1 Beginning (1)	2 Emerging (2)	3 Applying (3)	4 Integrating (4)	5 Cannot Rate This Category (5)
1 (1)	○	○	○	○	○

Comments:

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MANAGERIAL AND ADMINISTRATIVE EFFECTIVENESS: Proposes and effectively administers ASI policies; implements best practices to ensure operational effectiveness; efficient utilization of funds, and control of expenditures; effectively manages human resources, including

selection, retention, supervision, and evaluation of personnel; sets clear expectations and standards of performance for the team they supervise.

	1 Beginning (1)	2 Emerging (2)	3 Applying (3)	4 Integrating (4)	5 Cannot Rate This Category (5)
1 (1)	○	○	○	○	○

Comments:

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PROFESSIONAL DEVELOPMENT OF ASI STUDENTS: Contributes to student learning and personal development within and outside of ASI; effectively utilizes and trains student volunteers or employees; encourages students to support ASI goals and actively engages with ASI initiatives.

	1 Beginning (1)	2 Emerging (2)	3 Applying (3)	4 Integrating (4)	5 Cannot Rate This Category (5)
1 (1)	○	○	○	○	○

Comments:

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SUMMARY RATING: Considering both your personal interactions and your observations of their performance, please provide an overall rating for this staff member. In the space below, provide any additional feedback or comments that you might wish to offer that were not captured above.

	1 Beginning (10)	2 Emerging (11)	3 Applying (12)	4 Integrating (13)
5 (5)	○	○	○	○

Additional Comments:

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Clicking the page forward button below will submit your evaluation for this professional staff member and provide you with a link to submit feedback on an additional staff member.

Survey Questions

- 1-5 scale (1 being poor & 5 being amazing)
- Ask Prostaff to support getting feedback

1. Capacity that you work with this Individual
2. Interactions – how often
3. Organizational and Planning Skills
4. Supervision
5. Interpersonal Skills
6. Managerial and Administrative effectiveness
7. Leadership Effectiveness
8. Student Empowerment & Innovation
9. Managerial & Administrative Effectiveness
10. Professional Development of ASI Students
11. Summary Rating

Updated Sections:

1. **Organizational, Planning, and Administrative Effectiveness**
    a. Covers task management, prioritization, and operational efficiency as a foundation for success.
2. **Supervision**
    a. Focuses on supporting and managing direct reports effectively.
3. **Professional Development of ASI Students**
    a. Broadens the focus to mentoring and supporting all ASI students, not just direct reports.
4. **Interpersonal & Leadership Skills**
    a. Highlights relationship-building, communication, and inspiring others.
5. **Student Empowerment & Innovation**
    a. Focuses on creativity and student-centered initiatives, building on leadership and interpersonal skills.
6. **Summary Rating**
    a. Wraps up with an overall evaluation to reflect on all competencies.