ASI Personnel Committee
2019-2020

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
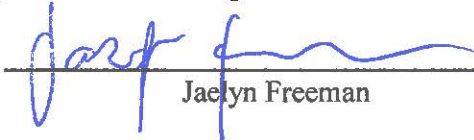*Director of Human Resources &*
Payroll Services, UARSC

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

Personnel Committee Agenda 20-01
Friday, November 1, 2019 at 10:30am
Craven Hall 6201

ITEM	SUBJECT	PRESENTER
01	**Call to Order** Meeting called to order at 10:31 am	Jaelyn Freeman *Chair and Chief of Staff*
02	**Roll Call** Present: Kenny, Mariana, Michelle (T), Jaelyn, Michelle (H), Alan	Jaelyn Freeman *Chair and Chief of Staff*
03	**Recognition of Guests** Annie, Ashley, Marcia	Jaelyn Freeman *Chair and Chief of Staff*
04 Action	**Approval of Agenda** Michelle T motioned to approve the minutes Kenny 2nd None opposed, abstained Motion Carries	Jaelyn Freeman *Chair and Chief of Staff*
05 Information	**Open Forum*** None	Jaelyn Freeman *Chair and Chief of Staff*
06 Information	**Review of Process, Procedure, & Guidelines for Annual Performance Review** **Description**: Review ASI Personnel Review Process and discuss what professional staff will be included in the 19-20 review. **Fiscal Impact**: None Presenter reviewed history of committee. Selection of professional staff reviewed through survey process, those staff shall be selected during 11/15/19 Personnel Committee Meeting. This online survey is to collect feedback on selected ASI Professional Staff performance.	*Alan Brian* *Director of Planning, Assessment, and Professional Development, Student Affairs*
07 Action	**Timeline for Personnel Committee Assessment Process** **Description**: Establish timeline for spring Personnel Committee process. **Fiscal Impact**: None Jaelyn reviewed the timeline. See attached. Ashley sent out timeline to all meeting participants. Decision was made to move up deadline for surveys to be completed by one week. Decision to add a meeting on 12/16 to review survey tool Decision to add 3/27 as a placeholder on calendar (if meeting on 3/20 did not allow for enough time to review submissions) Annie will share timeline and plan with staff. Kenny motioned to approve the timeline Mariana 2nd None opposed, abstained Motion Carries	*Alan Brian* *Director of Planning, Assessment, and Professional Development, Student Affairs*

08 Discussion	**Review Survey Tool** **Description:** Review the survey tool and discuss a more user-friendly way for students to select the staff they are reviewing. **Fiscal Impact:** None Decision to take form and all review before 11/15 meeting Annie to look at Corporation Review Michelle (H) to email Performance Review to group Michelle (H) to reach out to Aux. ASI organizations on other campuses to see if surveys are being used in order to share with group Decision was made to individualize surveys by including job description summary (& link to full job description), date of hire and date in position	*Jaelyn Freeman* *Chair and Chief of Staff*
09 Information	**Announcements** Jose Lopez (Media & Communications Coordinator) hired Confirmation that all ASI positions are filled	*Jaelyn Freeman* *Chair and Chief of Staff*
10 Action	**Adjournment** Kenny motioned to adjourn Mariana 2nd Meeting adjourned at 11:03 am	*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 the Personnel Committee of Associated Students, Inc., at a regularly scheduled meeting held on November 15, 2019

_____ 5.11.20
Jaelyn Freeman   Date

ASI CSUSM

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Personnel Committee *Visitor* Sign In Sheet

Meeting Date: November 1st, 2019

	Name	**Department**
1.	Annie Macias	ASI
2.	Ashley Fennell	ASI
3.	Marcia Agnew	Corp
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ASI POWERED BY STUDENTS

Instructions

I. Instructions:

Please evaluate the performance of the ASI Professional staff person(s) assigned to you in your invitation email. If you are evaluating multiple people, please complete this survey more than once. Please complete the evaluation by March 29, 2019.

Note: Because ASI professional staff interact to varying degrees with different groups of students 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.

II. Rating Scale:

UNACCEPTABLE -- Performance fails to meet my expectations for this position.
BELOW EXPECTATIONS -- Improvement is needed.
MEETS EXPECTATIONS -- Performance meets expectation.
EXCEEDS EXPECTATIONS -- Performance consistently exceeds expectations.
CANNOT EVALUATE -- Unable to form an opinion, or not applicable.

III. Please select the person you are evaluating:

(If you are evaluating multiple people, please complete this survey more than once.)

○ Annie Macias, Executive Director

○ Ashley Fennell, Assistant Director of Government Affairs and Initiatives

○ Kimberly Peirce, Associate Director

○ Kalie Sabajo, Student Engagement Coordinator

○ Natalie Marshall, Student Organization & Project Specialist

IV. Evaluation:

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 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Above Expectations	Cannot Rate This Category
○	○	○	○	○

Comments:

RELATIONSHIPS WITH ASI BOARD MEMBERS: Interacts with and supports individual Board members; responds to requests for information, and assists in formulating ideas; effectively communicates with and informs Board members of opportunities or obstacles facing the organization; orients Board members to their responsibilities and the overall mission of the ASI.

1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category

1	2	3	4	
1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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Comments:

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RELATIONSHIPS WITH ASI STUDENT EMPLOYEE TEAM: Interacts with and supports the student employees 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 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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Comments:

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RELATIONSHIPS WITH ASI STUDENTS IN GENERAL: Interacts with and supports student employees and volunteers; responds to requests for information, and assists in formulating ideas; effectively communicates with students.

1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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Comments:

RELATIONSHIPS WITH ASI PROFESSIONAL STAFF: Interacts with, respects, and supports ASI Professional staff; assists or provides an environment in which professional staff can accomplish their responsibilities and the overall mission of the ASI; promotes open communication.

1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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Comments:

LEADERSHIP EFFECTIVENESS: Seeks new challenges, takes appropriate risks, inspires shared vision, fosters collaboration, empowers others, leads by example, exhibits integrity and consistency, recognizes others, and exhibits innovation in problem solving.

1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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Comments:

MANAGERIAL AND ADMINISTRATIVE EFFECTIVENESS: Proposes and effectively administers ASI policies ; implements best practices to ensure operational effectiveness; demonstrates fiscal responsibility, 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 organization's staff.

1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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Comments:

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

1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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Comments:

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REPRESENTATION OF ASI TO OTHERS: Maintains appropriate involvement with campus boards and committees; participates with community groups and events; undertakes efforts to improve and enhance the reputation of ASI on or off campus.

1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
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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 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
O	O	O	O	O

Additional Comments:

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California State University
SAN MARCOS

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ASI Personnel Committee 19/20

Here's the approved timeline:

10/25- overview committee, guidelines, confirm timeline- cancelled due to campus closure

1) 11/1 - overview committee, guidelines, confirm timeline

2) 11/15- select staff to be reviewed, go through survey process

3) 12/16 -work on survey/survey process

4) 2/7- finalize survey process and go over "sending out" process and protocols (send out 2/10 Receive back to Alan by 2/28)

5) 3/20- meet to review submissions/summarize (give self a couple weeks to compile/send out to staff before review)

6) 4/10- give staff evals (give them their evals one week prior)

7) 5/1- committee meets to review finalized evals to give to Annie

Keep in mind: you can't meet Friday April 17th because of IRA and you can't meet Friday April 24th (ideally) because of Festival 78 being the next day (so Staff would be time pressed and not able to do evaluations)