



ASI Personnel Committee  
 2019-2020

**Personnel Committee Agenda 20-012**  
 Friday, November 15, 2019 at 9:00am  
 Craven Hall 6201

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 Hinajosa  
 Director of Human Resources &  
 Payroll Services, CSUSM  
 Corporation

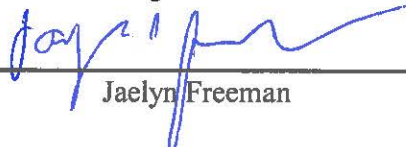
Alan Brian  
 Director of Planning, Assessment,  
 and  
 Professional Development,  
 Student Affairs

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> Meeting called to order at 9:02 am	Jaelyn Freeman <i>Chair and Chief of Staff</i>
02	<b>Roll Call</b> Present: Kenny, Mariana, Michelle T, Jaelyn, Michelle H, Alan	Jaelyn Freeman <i>Chair and Chief of Staff</i>
03	<b>Recognition of Guests</b> Annie, Marcia	Jaelyn Freeman <i>Chair and Chief of Staff</i>
04 Action	<b>Approval of Agenda</b> Mariana motioned to add <b>Approval of Minutes to the agenda &amp; to shift all impacted item numbers</b> Michelle T 2 <sup>nd</sup> <b>None opposed, abstained</b> <b>Motion Carries</b>	Jaelyn Freeman <i>Chair and Chief of Staff</i>
05 Action	<b>Approval of Minutes</b> Kenny motioned to approve the minutes Michelle T 2 <sup>nd</sup> <b>None opposed, abstained</b> <b>Motion Carries</b>	Jaelyn Freeman <i>Chair and Chief of Staff</i>
06 Information	<b>Open Forum*</b> None	Jaelyn Freeman <i>Chair and Chief of Staff</i>
07 Information	<b>Staff Review Selection</b> Description: Select professional staff that will be reviewed through survey process  <b>Fiscal Impact: None</b>  Annie clarified for the group that new employees would not receive a full year review (Jose Lopez as an example) but receive feedback that they should incorporate into their annual goals. New hires receive a 90-day review.  The group discussed that the 7 ASI professional staff members would be included in the survey.  <b>Kenny motioned to approve the 7 ASI professional staff members to be included in the survey.</b> Mariana 2 <sup>nd</sup> <b>None opposed, abstained</b> <b>Motion Carries</b>	Alan Brian <i>Director of Planning, Assessment, and Professional Development, Student Affairs</i>

<p><b>08 Action</b></p>	<p><b>Discuss Surveys &amp; Survey Process</b>  <b>Description:</b> Discussion of questions and functionality of survey.  <b>Fiscal Impact:</b> None  Questions were added (Michelle H captured details-attached). Alan will incorporate drop down menus.  Staff will receive a summary instead of raw data (in order to protect confidentiality); confidentiality will be included in the communication to invited participants.  Annie advised the committee to make the survey a sustainable tool that can be used year over years (with ability to improve over time).  Annie suggested that once draft is finalized that the tool is piloted with 1-2 students. Seek feedback from pilot prior to rolling out to all participants.  Jaelyn recommended that Professional Staff survey themselves. Annie invited members to participate in staff meeting that includes 360 degree feedback as a discussion point.  Committee to review final draft of survey during 12/16 meeting. Survey to be sent out in advance of meeting and print outs made available during meeting.  Link to be shared in advance of 12/16 meeting.</p>	<p><i>Alan Brian  Director of Planning,  Assessment, and  Professional  Development, Student  Affairs</i></p>
<p><b>09 Information</b></p>	<p><b>Announcements</b>  Dulce Benetti (Front Desk ASI student employee) resigned</p>	<p><i>Jaelyn Freeman  Chair and Chief of  Staff</i></p>
<p><b>10 Action</b></p>	<p><b>Adjournment</b>  Meeting adjourned at 10:26 am</p>	<p><i>Jaelyn Freeman  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.

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 December 16, 2019


05.11.2020  


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Jaelyn Freeman
Date

# ASI Professional Staff Review 2020

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## Start of Block: Instructions

Instructions: (need to expand this and add a statement about the ASI Pro-Staff being a colleague of the student evaluator)

-Please review the -position description summary for the ASI (Position title) role provided below, and then evaluate the performance of (NAME) across the various aspects of that role based upon your observations and interactions. Please complete the evaluation by February 28, 2020.

**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.

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(Summary of position description for each professional staff person goes here)

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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.

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Page Break

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**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
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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~~**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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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**SUPERVISORY RELATIONSHIPS WITH ASI STUDENT EMPLOYEE TEAM**

**MEMBERS:** Interacts with and supports the student employees and elected or appointed officials who they directly supervise; responds to requests for information, and assists in formulating ideas; effectively communicates with and informs student employees and elected or appointed officials of opportunities or obstacles facing the organization; orients student employees and elected or appointed officials 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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**RELATIONSHIPS WITH ASI STUDENTS IN GENERAL:** Interacts with and supports student employees and elected or appointed officials 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
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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**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
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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**LEADERSHIP EFFECTIVENESS:** ~~Seeks new challenges, takes appropriate risks, i~~ Inspires shared vision, fosters collaboration, empowers others, leads by example, exhibits integrity and consistency, recognizes others, and ~~exhibits innovation in problem solving~~ gives valuable feedback.

	1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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**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
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments:**

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**INTERACTIONS WITH AND PROFESSIONAL DEVELOPMENT OF CSUSMASI**

**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
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**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.~~ **STUDENT EMPOWERMENT AND INNOVATION – Encourages creative avenues and solutions, evaluates feasibility, advises through logistical support, open to diverging opinions and/or ideas, creating effective processes, develops confidence and self-esteem in students**

	1 Unacceptable	2 Below Expectations	3 Meets Expectations	4 Exceeds Expectations	Cannot Rate This Category
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**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
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Additional Comments:**

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End of Block: Instructions

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