



ASI Executive Committee Minutes 21-04

Tuesday, November 3rd at 9:00am

Zoom: <https://csusm.zoom.us/j/64812345678>

ASI Executive Committee 2020/2021

Dylan Crivello

Chair and Chief of Staff

Michael Garrett
 President & CEO

Tim Pelayo
 Executive Vice President

Andrew Gamboa
 VP of Student & University Affairs

Advisors

Annie Maclas
 Executive Director

Ashley Fennell
 Associate Director,
 Government Affairs
 & Initiatives

This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.

ITEM	SUBJECT	PRESENTER
01	Call to Order This meeting is called to order at 9:04 AM	Dylan Crivello <i>Chair and Chief of Staff</i>
02	Roll Call Present: Dylan, Tim, Andrew, Annie, Ashley Absent: Michael	Dylan Crivello <i>Chair and Chief of Staff</i>
03	Recognition of Guests No verbal recognition. Will use Zoom registration.	Dylan Crivello <i>Chair and Chief of Staff</i>
04 Action	Approval of Agenda By will of the Char move to approval of the Agenda by unanimous consent. None opposed Motion Carries	Dylan Crivello <i>Chair and Chief of Staff</i>
05 Action	Approval of Minutes By will of the Chair make the changes in action item 5 to "this" to "the. By will of the Chair move to approve the minutes by unanimous consent. None opposed Motion Carries	Dylan Crivello <i>Chair and Chief of Staff</i>
06 Information	Open Forum* Kim: Kim announced that she was here for the meeting to help answer any questions for the upcoming action item	Dylan Crivello <i>Chair and Chief of Staff</i>
07 Action	Proposed Media & Communications Graduate Assistant Position Description: The Media and Communications Team would like to propose that a Graduate Assistant position be assigned to the MCT unit. Fiscal Impact: \$11,467.01 (15 pay periods total) Jose introduced himself and explained why he is looking for a graduate assistant. He also goes into explaining how a graduate assistant can be useful to the MCT team and what their job role would be, since work has been increasing since online work. With Kim going into Maternity leave, she will be taking a step back, so having a graduate assistant will be able to fill in that spot too. Tim moves to discuss this action item Andrew seconds Dylan asked when Kim returns from Maternity leave, how will this permeant position look like with Kim and a graduate assistant. Jose was able to answer his questions and how their roles won't change necessarily but his would but making connections with students and professors.	Jose Lopez <i>Media & Communications Coordinator</i>

	<p>Andrew asked Jose what exactly what would be the graduate assistant would be doing and will they be taking over MCT daily tasks. Jose was able to answer his question.</p> <p>Tim asked Jose for a breakdown of the Fiscal Impact of the \$11,000. Jose was able to explain where the money would be going such as minimum wage, fees</p> <p>Dylan asked if Jose had someone in mind already, if not what is the application process would look like? Jose answered that will most likely will already have been in ASI and he does not have any one in mind. He would also be looking for someone who is studying and looking to be engaged with Student Affairs.</p> <p>Dylan asked what the timeline looks into getting a graduate assistant. Jose answered that maybe during winter break or early spring.</p> <p>Annie commented that with Kim leaving for Maternity leave, Annie will be stepping in and supervising MCT and CAB. She also mentions that the graduate assistant would help her manage her time with BOD and the rest of the entities.</p> <p>Jose mentioned that workflow has changed drastically with being virtual and his process of how the creative team is adjusting to helping each other.</p> <p>By will of the moves to this action item to a vote. 2 votes for yes Motion carries</p>	
08 Information	<p>Reports</p> <p>Dylan: Went to Title 9 meeting and how their rules are changing. He has been meeting with the rest of the Board and Committees.</p> <p>Tim: SEF sub committee meet last week. DIBS raised and Financial Aid had a split up in money. He is also working with DIBS to create a video</p> <p>Andrew: Today he has a Lobby Corp meeting and other e</p> <p>Annie: She has attended 2 meeting of ASI advisors. She also had a staff meeting within ASI.</p> <p>Ashley: Allocated \$31,000 to funds. Did not get any application to SPF. Annie and Ashley are working with PDC for pantry expansion. Election meeting made their timeline.</p>	Dylan Crivello <i>Chair and Chief of Staff</i>
09 Information	<p>Announcements</p> <p>Dylan: Panel discussion with November 5th at 6:30 PM</p>	Dylan Crivello <i>Chair and Chief of Staff</i>
10 Action	<p>Adjournment</p> <p>By will of the chair this meeting is adjourned at 9:35 PM</p>	Dylan Crivello <i>Chair and Chief of Staff</i>

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

I, Dylan Crivello 20/21 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Executive Committee of Associated Students, Inc., at a regularly scheduled meeting held on December 1, 2020



03/29/2021

Dylan Crivello

Date

Meeting ID Topic
93421891869 Executive Committee 21-06

Name (Original Name)	User Email
Dylan Crivello-Chair-He/Him (dcrivello@csusm.edu
Tim Pelayo	tpelayo@csusm.edu
Jose Lopez	jjlopez@csusm.edu
Andrew Gamboa	agamboa@csusm.edu
Jordan lanter	lante001@cougars.csusm.edu
Kim Peirce she/her (Kim Peir	kpeirce@csusm.edu
Annie Macias (she (Annie Maci	amacias@csusm.edu
Ashley Fennell	afennell@csusm.edu

JOB DESCRIPTION CSUSM CORPORATION

Job Title: Media and Communications Graduate Assistant
Department/Project: Associated Students Inc, of CSUSM

FLSA Status: Non-Exempt
Reports to: ASI Media and
Communications Coordinator
Classification/Pay Grade:
Time Base (ex: full time = 1.0): .5

Date: November 1, 2020

Summary:

The Media and Communications Graduate Assistant will work as a project manager and content editor to ensure that the Media & Communications Team (MCT) is producing materials that are innovative and accurate. This person will work as a liaison between ASI entities (MCT, Campus Activities Board, ASI Cougar Pantry, CalFresh, Board of Directors, Student Organization Account Services, and ASI professional staff) to assist the ASI Media and Communications Coordinator with workflow management and coordination.

Qualifications:

- Bachelor's Degree. Currently enrolled as a part-time or full-time student in a graduate program.
 - Student Affairs/Higher Education focused graduate program preferred.
- Knowledge and understanding of ASI mission, vision, and values.
- Ability to work independently with frequent interruptions and changing priorities.
- Ability to solve problems with limited supervision.
- Ability to establish and maintain collaborative working relationships with faculty, administrators., student organizations, vendors and students.
- Ability to use initiative and resourcefulness in planning media modification, communication, and outreach.
- General knowledge of the principles of individual and group behavior.
- Ability to relate well to others within the academic environment.
- Familiarity with current events on college campuses and general campus climate.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), social media, and other technology.
- Highly motivated and detail oriented.
- Familiarity with department and campus related policies and procedures.
- Ability to maintain effective, inclusive, and positive communication with ASI team, students, staff, and campus community.
- Work summer, evenings, and weekends as required.
- Ability to be punctual, professional, and dependable.
- Strong proof-reading skills.
- Openness to improve workflow and productivity through the exploration of tools and systems.
- Strong written and verbal communication skills.
- Knowledge of how social media marketing works (Photo campaigns, video campaigns, hashtags, and building community with campus partners).
- Responsible for understanding the importance and reach of social media.
- Understanding that social media is constantly changing and that there is a need to continue to innovate alongside it in order to reach the student body.

Responsibilities and Tasks:

- Maintain effective, inclusive, and positive communication with the ASI professional team, students, staff, faculty, vendors, and the campus community.
- Foster open virtual communication with ASI professional staff and student employees in person, in meetings, on digital teleconferencing programs, through projects management software, email and phone calls.

- Responsible for collaborating with students and staff on information sharing concepts to market events, resources, and initiatives.
- Weekly management of the ASI social media posting schedule/calendar.
- Serve as lead in the coordination of miscellaneous short-term projects.
- Ensure that all information that is shared on behalf of Associated Students Inc, of CSUSM is shared correctly and appropriately with little typos and following ASI branding guidelines.
- Project managing ASI media and communications projects assigned to a diverse team of students of varying demographics.
- Managing external vendors to ensure that all promotional items are ordered correctly and that all design work follows the ASI guidelines.
- Working with the Media & Communications Coordinator to monitor and update the Media and Communications budget.
- Monitoring project deadlines and scaffolding students towards problem solving and completing assigned projects.

Supervision

- The Media and Communications Graduate Assistant will work alongside the ASI Media and Communications Coordinator to help coordinate and manage 6-8 ASI Media and Communications Team student employees.
- May assist in hiring new student employees.
- May review student employee performance alongside the ASI Media and Communications Coordinator.

Latitude and Judgment:

- The Media and Communications Graduate Assistant will be part of the team that oversees the communication efforts of Associated Students, Inc of CSUSM. As a part of this team it is important that all information shared is viewpoint neutral.

Work Environment

- The work environment will include normal office conditions and daily use of a computer.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Physical Demands (Put an “X” in the box indicating the appropriate % for each activity):

Activity	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers and on the telephone				X
Standing/Walking/Mobility: Must be able to stand to open files and operate business office machines; mobility between departments and to attend meetings			X	
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing: Up to 20 lbs.	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

Working with Minors (please mark one):

YES NO (if yes, please contact CSUSM Corporation Human Resources, hrcorp@csusm.edu to request the required Live Scan fingerprinting clearance for working with minors)

Driving on CSUSM Corporation Business (please check one):

Will NOT drive Required to drive (1 or more times per week)
Occasionally drives (Less than 1 time per week) Required to drive and transport passengers

General:

The employee is expected to adhere to all CSUSM Corporation policies and procedures outlined in the employment handbook. This in no way alters the “at will” relationship of employment.

I have read and understand this explanation and job description:

Employee Name (Please Print)

Signature of Employee

Date

Supervisor Name (Please Print)

Signature of Supervisor

Date