ASI Executive Committee 24/25
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
Executive Director of Human Resources and Payroll
CSUSM Corporation

Erik Ramirez
Director of Divisional Initiatives & Partnerships
Student Affairs

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee 25 - 04
January 24th, 2025 at 12:00 pm
ASI Conference Room (USU 3700)
Posted: Friday, January 24th, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 12:00 pm.	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Octavio, Ashley, Elaine, Erik Absent: Michelle	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 made following edits – Date should be January 28th Announcements should be item 10 Adjournment should be item 11 Fiscal Impact on Item 7 and 9 should be None Consent vote None opposed Item Carries	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** Minutes tabled at will of the chair.	Illeana Carmona Chavez Chair and Chief of Staff
06 Information	**Open Forum***	Illeana Carmona Chavez Chair and Chief of Staff
07 Action	**Approval of Evaluation Survey Tool** **Description:** Review of the survey tool that the committee wants to be used to collect data. **Fiscal Impact:** Committee members discussed: • Using the same link for all ASI Professional Staff Reviews • Keeping an eye on how many people have reviewed the prostaff and see if we need more of a push from that entity • Survey isn't specific to the position and it's based on a ranking scale (1 through 5) • Survey has a comment box at the bottom of each section but it is optional • Add colors that work with ASI branding to make the survey not so plain, a go back to previous question option, and messaging at end of make it personal • Test the survey on iPhone, iPad, etc. and not just laptops • Adding a required general question at the end of survey so that we can collect qualitative data as well	Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs

	Octavio motioned to approve the Evaluation Survey Tool 2nd – Elaine None opposed Motion Carries	
08 Action	**Approval of Meeting with ASI Professional Staff** **Description:** Discussion on how the committee will explain the process and timeline of reviews for ASI professional staff. **Fiscal Impact:** None Committee members discussed: • Working with prostaff to encourage students to work on survey during working hours • At prostaff meeting ask for feedback on the survey questions • Ask prostaff to test the link and provide feedback on questions • Ask prostaff to give us a list of additional students that they want us to send it too • Ashley will make a spreadsheet to figure out where we can sign up for shifts to explain the survey tool – will work with Ashley Fennell on this • Committee will need to get all feedback from Professional Staff by Friday – edits to questions and list of who else they want the survey to get sent too • Ashley Fennell to help execs get the list of students each prostaff directly supervises Elaine motioned to approve the Meeting with ASI Professional Staff 2nd – Ashley None opposed Motion Carries	Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs
09 Action	**Approval of Meeting Dates with ASI Entities Student Staff** **Description:** The committee will discuss meeting dates to attend staff meetings and explain the process of reviews. **Fiscal Impact:** Committee members discussed: • Push that there will be a pizza party for those who fill out the survey • Execs will attend staff meetings for the entities to get in front of the students and share that this is happening/coming soon • Will need to tell students that if they are submitting for more than one person, they will have to submit multiple surveys • Committee to create a slide with visuals • Octavio created a blurb stating the importance of the committee and work that is done. Will need to add the logistics. • Committee will need to share timeline with prostaff and ask for their cooperation in the process. We will need all their help and support because of the tight timeline Ashley motioned to approve the Meeting Dates with ASI Entities Student Staff 2nd – Octavio None opposed Motion Carries	Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs

11 Information	**Announcements** Ashley to do her tasks Illeana to work with Ashley Fennell to get committee meetings in place ahead of time - Once a month to two times a month Erik to work on Qualtrics form	Illeana Carmona Chavez Chair and Chief of Staff
12 Action	**Adjournment** Meeting adjourned at 1:15 pm at the will of the chair.	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.

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 February 19th, 2025.

Illeana Carmona Chavez 4/28/2026