ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Wednesday, February 19, 2025 at 9:00am
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 9:03am	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** None	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 December 16, 2024 meeting; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Minutes approved; Minutes from January 24, 2025 meeting; correct item 11 to 10 and 12 to 11; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Minutes approved as corrected	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 Survey Questions** **Description:** Review the survey questions after receiving feedback from ASI Professional Staff. Reviewed the Survey Tool formatting and questions. **Fiscal Impact**: None Elaine motioned to approve Survey 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
08 **Discussion**	**Updates on Next Steps for Personnel Committee** **Description:** Review plan that the committee will take to prepare for survey to launch The Directions for the survey was reviewed and discussed. The various meetings with ASI staff were discussed. Schedule for rolling out the survey on Monday, 2/24/25 was discussed. Incentive party if response rate is a certain % was discussed. **Fiscal Impact:** None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
09 **Information**	**Announcements**	Illeana Carmona Chavez Chair and Chief of Staff
10 **Action**	**Adjournment** Meeting adjourned at 10:00am	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 March 26th, 2025.

Illeana Carmona Chavez 4/28/2026

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