ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Wednesday, March 26, 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 9:07am	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** It was noted that the agenda has ASI Executive Committee but should be ASI Personnel Committee; Chair motioned for approval of agenda with this correction; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Agenda approved with correction	Illeana Carmona Chavez Chair and Chief of Staff
05 **Action**	**Approval of Minutes** Chair motioned for approval of Minutes from February 19, 2025 meeting; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Minutes approved	Illeana Carmona Chavez Chair and Chief of Staff
06 **Information**	**Open Forum*** None	Illeana Carmona Chavez Chair and Chief of Staff
07 **Approval**	**Closed Session, Pursuant to CA Education Code Section 89307(c)(1): Professional Staff Feedback** **Description:** Committee will receive feedback on ASI professional staff and create summative reports Committee reviewed the schedule for upcoming meetings to review feedback and meetings with ASI professional staff; an additional meeting was added on 4/14/25 4pm-5:30pm in case it is needed; meetings with ASI professional staff are 4/16, 4/18, 4/23 It was discussed that areas of improvement of each entity should be kept separate from Personnel; each area could conduct a survey on their own areas; therefore, the Personnel Committee survey is a focus on the individuals, not the areas Recommended that individual ASI staff leaders could do follow ups on areas, maybe during mid-year training sessions Reviewed sample reports and survey feedback and decided to split up between 4 committee members and Ashley will create charts in Excel **Fiscal Impact**: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
08 **Information**	**Announcements** Erik will provide final count on # of participants; need to determine what to do to celebrate outstanding participation this year; close to 80%; date needs to be set for this Next mtg – April 8th – some reports done by this date – focus on the first 3 staff members for 4/16 meeting, then 4/18, then 4/23	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
10 **Action**	**Adjournment** Meeting adjourned at 10:12am	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 April 8th, 2025.

Illeana Carmona Chavez 4/28/2026

ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE UNIVERSITY SAN MARCOS
333 S. Twin Oaks Valley Road, USU 3700, San Marcos, CA, 92096 asi@csusm.edu | www.csusm.edu/asi |
Phone: 760.750.4990 | Fax: 760.750.3149