ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Friday, April 18, 2025 at 12:30pm
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 12:33pm	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Octavio, Elaine, Michelle, Erik Absent: Ashley	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 April 16, 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 **Action**	**Closed Session, Pursuant to CA Education Code Section 89307(c)(1):** **Staff Evaluation – Daphne Joie Smith** **Time certain – 12:30pm; actual time 12:36pm** **Description:** Committee will review summary feedback from performance evaluations Illeana Carmona Chavez provided review summary and Personnel Committee answered questions from Daphne **Fiscal Impact**: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
08 **Action**	**Closed Session, Pursuant to CA Education Code Section 89307(c)(1):** **Staff Evaluation – Alondra Lopez** **Time certain – 1:00pm; actual time 12:58pm** **Description:** Committee will review summary feedback from performance evaluations Elaine Pollard provided review summary and Personnel Committee answered questions from Alondra **Fiscal Impact**: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
09 **Action**	**Closed Session, Pursuant to CA Education Code Section 89307(c)(1):** **Staff Evaluation – Ashley Fennell** **Time certain – 1:30pm; actual time 1:30pm** **Description:** Committee will review summary feedback from performance evaluations Octavio Martinez provided review summary and Personnel Committee answered questions from Ashley **Fiscal Impact**: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships, Student Affairs
10 **Information**	**Announcements** Final meeting is Wednesday, April 23rd @ 9:30am; Trent, Annie, and Shannon; Personnel Thank You Party is confirmed for Thursday, April 24th	Illeana Carmona Chavez Chair and Chief of Staff
11 **Action**	**Adjournment** Meeting adjourned at 1:58pm	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 23rd 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