ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Tuesday, April 8, 2025 at 12:00pm
SLIC Conference Room (USU 3600)

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 12:02pm	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Ashley, Elaine, Michelle, Erik Absent: Octavio	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** Corrections to the agenda needed: Location listed on agenda corrected from ASI Conference Room (USU 3700) to SLIC Conference Room (USU 3600) and Item #7 should say Action instead of Approval; Chair motioned for approval of agenda with these corrections; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Agenda approved with corrections	Illeana Carmona Chavez Chair and Chief of Staff
05 **Action**	**Approval of Minutes** Item #7 should say Action instead of Approval; Chair motioned for approval of Minutes from March 26, 2025 meeting with correction; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Minutes approved with correction	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): Professional Staff Feedback** **Description:** Committee will receive feedback on ASI professional staff and create summative reports Committee members discussed the reports being completed to include who will deliver each presentation to each staff member; Discussed for next year's Personnel Committee to consider asking about areas of improvement or recommendations going forward based on this year's experience (perhaps in a survey format); a few reports were reviewed together and the survey participation reward date was shared as April 24th 11:30am – 1:30pm; Personnel Committee members will finish up their reports and notify the group so that Michelle and Erik can review and provide any recommended edits **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** None	Illeana Carmona Chavez Chair and Chief of Staff
09 **Action**	**Adjournment** Meeting adjourned at 12:45pm	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.

ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE UNIVERSITY SAN MARCOS
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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 16th, 2025.

Illeana Carmona Chavez 4/28/2026