ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Wednesday, January 21, 2026 at 1:00pm
USU 3100A and Zoom

ASI Personnel Committee 25/26
Voting Members

Illeana Carmona Chavez
Chair and Chief of Staff

Elaine Pollard
President & CEO
Vice Chair

Anahi Martinez Perez
Vice President of Finance & Operations

Cameron Munn
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 1:07pm	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: In-Person: Illeana, Elaine, Anahi, Cameron, Michelle, Erik (via zoom) 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** Edit - #7 should show as discussion Chair motioned for approval of agenda as updated; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Agenda approved with update as noted above.	Illeana Carmona Chavez Chair and Chief of Staff
05 **Action**	**Approval of Minutes** Chair motioned for approval of Minutes from November 14, 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 **Discussion**	**Review Survey Questions for Data Collection** **Description:** Review of questions that the committee wants to use to gather information. Discussed the need for student employee and peer-to-peer versions. Erik will provide draft survey questions which will be shared with committee prior to the next meeting. Committee will review and provide comments, edits, and other feedback. **Fiscal Impact:** None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs
08 **Discussion**	**Discussion of Meeting with ASI Professional Staff & Student Staff** **Description:** Review committee explanation of the process and timeline of reviews for ASI professional staff & student staff. Committee will attend ASI pro-staff and student staff meetings to provide an overview of the survey process and timeline and answer questions. **Fiscal Impact:** None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs

ASI Personnel Committee 25/26
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

09 Information	**Announcements** None	Illeana Carmona Chavez Chair and Chief of Staff
11 Action	**Adjournment** Meeting adjourned at 2:10pm	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 February 20th, 2026.

Illeana Carmona Chavez 4/22/2026

ASI Personnel Committee Timeline 2025-26:

- Oct 15th – ASI Staff Meeting – Michelle and Erik to attend and discuss Personnel Committee with ASI Pro-Staff
- Oct 17th – Personnel Committee Meeting – review/approve timeline; discuss data collection/survey

- Nov 14th – Personnel Committee Meeting – discuss/review data collection/survey;

- Dec – Personnel Committee Meeting (still to be scheduled) – discuss/review data collection/survey; schedule staff meetings with Personnel Committee Execs

- Jan – Personnel Committee Meeting (still to be scheduled) – Communicate and attend staff meetings (these will be scheduled early Jan most likely as students don't have their spring schedules until mid to late Dec); Personnel Committee Meeting to complete final review of data collection/survey

- *ASI Budget*

- Mid Feb – Mid Mar (Feb 23 – Mar 13)– Survey Open & Entity Meetings (Execs attend meetings with student teams)

- Mar – Survey ends – data collection and synthesize info (split out Entities between Execs – total of 9 positions; 2 each 1 has 3, graphs this year? If so, who will do these?

- Mar – Personnel Committee Meeting (still to be scheduled) – review/discuss feedback

- *Elections are Mar/Apr timeframe; ASB; CHESS*

- *Spring Break Mar 30 -April 4*

- Summaries written by Apr 15 – Personnel Committee review written summaries

- *Festival 78 Apr 18th (no meetings April 13 – 18)*

- Meet with Pro-Staff (total of 9 positions) April 20 – May 1

- May 1st – End result due