ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Friday, October 17, 2025 at 12:30pm
Hybrid-Administrative Building 6201/Zoom
https://csusm.zoom.us/j/83522616523

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 12:33pm	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: In-Person: Illeana, Elaine, Anahi Via Zoom: Michelle, Erik; Absent: Cameron	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 identified that the zoom link needed to be added to the agenda, also item #07 needs to have "for focus group sessions" removed, no other corrections needed; Chair motioned for approval of agenda with corrections; 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 September 26, 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**	**Approval of Timeline for Personnel Committee** **Description:** Review timeline and spring Personnel Committee process as well as meetings with ASI Staff. Reviewed and updated timeline as needed; Chair motioned for approval of timeline; all in favor with no one opposed; timeline approved (see attached) **Fiscal Impact:** None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs
08 **Discussion**	**Review Survey Questions** **Description:** Review the questions that the committee wants to use to gather information from the survey. Reviewed and discussed survey structure. Do Pro-Staff evaluate each other or only ASI students? Do they evaluate each other and/or their supervisor? It was discussed at least their supervisor and up to 3 other Pro-Staff. Ask Pro-Staff: What kind of questions would they want to see? How best can this survey be used? Want the survey results to be useful and valuable. This survey is meant to provide feedback on our Pro-Staff as well as help them to grow. **Fiscal Impact:** None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs

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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 Discussion	**Review Evaluation Survey Tool** **Description:** Review of the survey tool that the committee wants to be used to collect data. Last year's survey was reviewed and discussed. Need to determine structure and wording of structure to include a more open-ended question(s). EXAMPLE: In your own words, how would you describe the individual's overall performance in their role? Please share any specific examples or observations that highlight their strengths, areas for growth, or impact on students and ASI. (should this be separated out?) Need to develop the wording to get more nuanced information. Do we want to add goals as well – feedback to the individual's specific goals? How have they done in meeting their goals, working towards, etc. Do we have a rating for reaching, moving towards, etc. with regards to their goals? There is interest in adding a separate survey for Pro-Staff to Pro-Staff; including their supervisors. Also to add a Goals section for each, adding Office Culture and Team Climate – updating the description of this section; and Professional Development Outside of ASI **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** None	Illeana Carmona Chavez Chair and Chief of Staff
11 Action	**Adjournment** Meeting adjourned at 1:48pm	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 November 14th, 2025.

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

Organizational, Planning, and Administrative Effectiveness

Please rate this individual's ability to plan, organize, and manage tasks and resources to achieve ASI goals and ensure operational efficiency.

Planning: Effectively sets goals and priorities for projects, activities, and programs. Anticipates potential challenges and adjusts plans as needed.

Organization: Delegates responsibilities appropriately to ensure smooth operations. Coordinates effectively to minimize scheduling conflicts or barriers.

Execution: Ensures timely completion of tasks and evaluates outcomes to improve processes. Maintains focus on advancing priority objectives and minimizing inefficiencies.

Administrative Effectiveness: Implements and adheres to ASI policies and best practices to enhance operations. Utilizes funds efficiently and manages expenditures responsibly. Sets clear expectations and performance standards for team members. Oversees personnel processes, including hiring, retention, supervision, and evaluation.

Supervision

Please rate this individual's ability to supervise and support student employees or elected and appointed officers.

Onboarding & Training: Provides clear guidance and expectations for new student employees. Helps student employees understand their roles and responsibilities. Introduces them to ASI's mission, goals, and available resources.

Ongoing Support: Regularly communicates opportunities and potential challenges facing the organization. Mentors and supports students in their roles by offering constructive feedback. Responds to questions and assists in problem-solving and idea development. Encourages professional growth and development.

Professional Development of ASI Students

Please rate this individual's ability to contribute to the learning and personal growth of ASI students, both within and outside of their roles.

Training & Skill Development: Effectively trains student volunteers or employees to fulfill their roles successfully. Provides opportunities for students to build skills relevant to their professional and personal development. Encourages students to understand and support ASI's mission and goals.

Engagement & Growth: Actively engages students in ASI initiatives and encourages their participation. Mentors students to foster their leadership abilities and professional growth. Supports students in developing a sense of responsibility and ownership in their work.

Interpersonal & Leadership Skills

Please rate the individual's ability to build positive relationships, foster collaboration, and demonstrate effective leadership within ASI.

Engagement with ASI Students in General: Effectively interacts with and supports students and volunteers outside of direct supervision. Responds to student requests and assists in developing ideas. Communicates effectively and fosters an inclusive, welcoming environment.

Collaboration with ASI Professional Staff: Works respectfully and supportively with other ASI professional staff members. Contributes to a collaborative environment that enables staff to achieve ASI's mission. Promotes open communication and teamwork across departments.

Leadership Effectiveness: Inspires a shared vision and fosters collaboration. Epowers others and leads by example. Exhibits integrity, consistency, and recognition of others' contributions. Provides valuable and constructive feedback to support growth and improvement.

Student Empowerment & Innovation

Please rate this individual's ability to foster creativity, encourage student involvement, and support student-centered initiatives.

Encouraging Student Input: Promotes open dialogue with students to gather input and feedback. Actively incorporates student perspectives into decision-making and processes. Creates opportunities for students to share innovative ideas and take ownership of initiatives.

Supporting Student Initiatives: Provides logistical and administrative support to help students implement their ideas. Facilitates resources and guidance to empower students to succeed in their projects. Encourages creative thinking and problem-solving to enhance ASI programs and activities.

In your own words, how would you describe the individual's overall performance in their role? Please share any specific examples or observations that highlight their strengths, areas for growth, or impact on students and ASI