ASI Personnel Committee 25/26
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 and Payroll
CSUSM Corporation

Erik Ramirez
Director of Divisional Initiatives & Partnerships
Student Affairs

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Personnel Committee 26 - 03
November 14, 2025, at 12:30 pm
ASI Conference Room (USU 3700)
Posted: November 10, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 12:42 pm.	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Elaine, Cameron, Erik Absent: Anahi, Michelle	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** No edits Consent Vote None Opposed Approved	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** No edits Consent Vote None Opposed 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 Feedback from ASI Professional Staff** **Description:** Committee will review feedback from ASI professional staff based on previous experiences from personnel reviews. **Fiscal Impact:** None Professional staff discussed the current evaluation process and shared concerns that evaluations can feel routine and lack depth. The idea of incorporating professional staff goals into evaluations was raised as a way to generate richer feedback; however, staff noted that existing goals are often internal and not intended for student input. It was suggested that if goals are to be used in personnel reviews, this expectation should be clearly communicated in advance and potentially implemented in a future evaluation cycle. The committee discussed revising and clarifying evaluation questions to better prompt constructive feedback, particularly by asking for areas of improvement. Emphasis was placed on clearly communicating to students the importance of providing honest, growth-oriented feedback, as some students may feel hesitant to offer constructive criticism.	Michelle Hinojosa Associate Executive Director of Human Resources and Payroll CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs

	There was also interest in including questions focused on operational improvements, such as asking what one change could be made to improve a staff member's area and why. Peer evaluations were discussed, with professional staff expressing neutral feelings and noting a need for clearer purpose and structure. No final decisions were made regarding peer evaluation questions, particularly regarding the balance between operational feedback and interpersonal dynamics.	
08 Discussion	**Review Group Questions for Data Collection** **Description:** Review of the questions that the committee wants to use to gather information. **Fiscal Impact:** None The committee reviewed the draft set of questions (see attached document) and discussed the need to take a higher-level view to identify gaps in the current survey. Members recommended adding questions related to technical skills and reorganizing the survey into clearer, more defined categories. It was suggested that two separate surveys be developed: one for peer-to-peer evaluations and another for feedback from student assistants. The committee also discussed structuring the surveys into distinct sections, such as Interpersonal, Administrative, and Communication, to improve clarity and effectiveness of data collection.	Michelle Hinojosa Associate Executive Director of Human Resources and Payroll CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs
09 Action	**Approval of Data Collection Process** **Description:** Approval of the data collection process that the committee wants to do; whether it be focus groups, surveys, or both. **Fiscal Impact:** None The committee approved conducting surveys as the method for data collection. Elaine motioned to approve 2nd – Cameron None Opposed Motion Carries	Michelle Hinojosa Associate Executive Director of Human Resources and Payroll 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** At the Will of the Chair, the meeting was adjourned at 1:38 pm.	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 January 21st, 2026.

Illeana Carmona Chavez 4/22/2026

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

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Student Assistants

Interpersonal

- Supervision (support)
  - Problem Solving
- Growth
  - Pro Development (engagement & Growth)
  - Engagement with staff and students
  - Student Empowerment & Innovation
- Leadership effectiveness

Administrative

- Organizational & Planning
  - Project management
- Supervision (Training/Onboarding)
- Pro Development (Training & Skill Development)
- Innovation within the role

Technical

- Knowledge of job specific tools & software (Basecamp & Outlook)
- Budget & Purchasing Competency

Communication

- Clarity & accuracy in written communication
- Responsive within a reasonable time
- Inclusive & Appropriate language

Operations

- If there is one thing you can change, what is it and why?

Peer to Peer

Technical

- Knowledge of job specific tools & software (Basecamp & Outlook)
- Data skills (use info to inform decisions)
- Budget & Purchasing Competency
  - Knowledge of campus/ASI funding policy

Communication

- Clarity & accuracy in written communication
- Responsive within a reasonable time
- Inclusive & Appropriate language

Interpersonal

- Reliability
- Support
  - Are they a team player?
  - Help when needed?
  - Supportive of Peers?

Administrative

- Innovation within the role
- Project management
  - Collaborations of events

Collaboration & Teamwork

- Willingness to collaborate with other entities
- Willingness to help
- Support team goals