ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Personnel Committee Minutes

Friday, September 26, 2025 at 12:30pm
ASI Conference Room (USU 3700)

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 12:32pm	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Elaine, Anahi, Cameron, Michelle, Erik; Absent: None	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** Annie Macias	Illeana Carmona Chavez Chair and Chief of Staff
04 **Action**	**Approval of Agenda** Chair identified correction needed to #07 Information section of agenda – should by 25/26, not 24/25 academic year, no other corrections needed; Chair motioned for approval of agenda with correction; 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 April 23, 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 **Information**	**Review of Process, Procedure, & Guidelines for Annual Performance Review** **Description:** Review ASI Personnel Committee review process and purpose for the 25/26 academic year cycle. Annie Macias provided an overview of the Personnel Committee, that the requirement is for the ASI Executive Director's salary be reviewed and this is accomplished by the budget process and approval; however, it was decided that all Pro-Staff would be reviewed by Personnel Committee; Annie noted there are 2 returners who participated in the 24/25 Personnel Committee and 2 Execs who are new but who may have participated in completing the survey last year. The past processes and survey tools used were discussed by all; want to have survey provide feedback as to how Pro Staff are doing in their job/role; last year's survey was best level of participation; previous surveys had low participation; discussed similar strategy of attending planned department staff meetings to promote survey participation as well as allowing completion of survey during scheduled ASI time; also discussed holding a reward party again – need to determine what % would be used to award a party; discussed that past surveys have not always provided constructive/useful feedback for staff professional development; need to discuss and determine how to set up survey to encourage this feedback; how can they do their job differently and/or what is missing or could be done better? It was mentioned to add Pro-Staff job description summaries to each staff survey or a folder could be set up where all JDs would be able to be accessed by all survey participants. Annie mentioned that perhaps a review of each entity/area/program could be added – what's working/not working? Committee will need to review questions used last year and determine what to use, change, and how does the review of each entity get added and how? Need to communicate process ahead of time; give people the space to give feedback if there is any; discussed if Pro-Staff feedback of their peers/each other will be requested; this had been done in the past but was difficult and created some unintended consequences; created solid structure last year; need to determine what other questions to ask or updates to questions **Fiscal Impact:** None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs Annie Macias ASI Executive Director

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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

08 Information	**Review Evaluation Survey Tool** **Description:** Review and recommendations for survey used for evaluations. 8 staff last year, 9 staff this year to be evaluated; Personnel Committee will need to review past processes and decide how to proceed with this years' evaluation; prompts for feedback will need to be reviewed, developed, and determined; determine what questions to ask and/or restructure and review wording of questions; things to consider: how to assist improvements of the supervisors and how to help them improve their areas; what could be changed to make it better; 5 Teams/Entities (how many students in each) – who will assist with scheduling? Do Personnel Committee Execs complete the survey themselves? Ashley Fennell or someone else this year? Do we name survey Professional Development Survey? This is to help our Pro-Staff grow. **Fiscal Impact:** None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs Annie Macias ASI Executive Director
09 Information	**Timeline for Personnel Committee Assessment Process** **Description:** Discuss Timeline for Spring Personnel Committee process. See attached proposed Timeline Ask Pro-Staff – what kind of feedback would be helpful Annie will check to see if a SHAREPOINT folder can be set up – want future Execs to have access; save Pro-Staff job descriptions to SHAREPOINT folder Annie will ask Ashley to find a Dec and Jan meeting November – Brainstorm feedback tool – Comment Box or what? Determine best way feedback could be collected **Fiscal Impact**: None	Michelle Hinojosa Associate Executive Director of Human Resources, CSUSM Corporation Erik Ramirez Director of Divisional Initiatives & Partnerships Student Affairs Annie Macias ASI Executive Director
10 Information	**Announcements** None	Illeana Carmona Chavez Chair and Chief of Staff
11 Action	**Adjournment** Meeting adjourned at 12:48pm	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 October 17th, 2025.

Illeana Carmona Chavez 4/22/2026

ASI Personnel Committee Timeline 2025-26 (DRAFT/PROPOSED):

- 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