



Personnel Committee Minutes

Friday, November 15, 2024 at 12:00pm
ASI Conference Room USU 3700

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 12:07pm	Illeana Carmona Chavez Chair and Chief of Staff
02	Roll Call Present: Illeana, Octavio, Ashley, Elaine, Michelle, Erik; 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 Corrections needed – missing #08, change 09 to 08 and 10 to 09; Chair motioned for approval of agenda as corrected; All in favor with no one opposed; By will of Chair – consent vote, no opposition, Agenda approved	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	Approval of Minutes Correction needed – Elaine’s first name only has one ‘l’; Chair motioned for approval of Minutes with correction from October 25, 2024 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 Action	Approval of Timeline for Personnel Committee Assessment Process Description: Review timeline for focus group sessions and spring Personnel Committee process as well as meetings with ASI Staff. <ul style="list-style-type: none"> Teams chat group will be created for Personnel Committee Teams folder to store documents Entities: Cougar Pantry (Alondra & Guilia), MCT (Trent & Jordan), CAB (Daphne), BOD (Annie & Ashley), Front Desk (Talisha & Shannon) = Total of 5 groups and 9 staff members For December meeting – DRAFT Questions to be reviewed and updated Review Timeline – need to approve at December meeting (Action item) December – Communication sent out with a ‘heads up’ to student staff that there will be survey/feedback collected in February Attend Pro-Staff meetings in January/February – schedule in December Erik will edit the wording of the Timeline – 1/21/25 is the first week of class ASI Retreat (Jan 15 and 16) – Communicate about Performance Survey and February – Launch – schedule to attend student staff meetings to promote participation (couple of PC Reps to attend each) Need to pick format – Focus Group vs Survey or Combination (ability to submit electronically and/or paper); need to think about students’ time and ability/desire to complete the survey/provide feedback 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 Illeana will look over agenda, action to approve timeline, review questions, reach out to Erik and Michelle regarding homework	



**ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS**

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09 Action	Adjournment Meeting adjourned at 1:24pm	Illeana Carmona Chavez Chair and Chief of Staff
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Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

I, Illeana Carmona Chavez, 24/25 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 December 16th, 2024.

Illeana Carmona Chavez

Illeana Carmona Chavez (Dec 16th, 2024 4:00 PST)

12/16/2024

**ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE
UNIVERSITY SAN MARCOS**

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