ASI Executive Committee 24/25
Illeana Carmona Chavez
Chair and Chief of Staff

Octavio Martinez
President & CEO
Vice Chair

Ashley Lizarraga
Vice President of Finance & Operations

Elaine Pollard
VP of Student & University Affairs

Advisors
Annie Macias
Executive Director

Ashley Fennell
Associate Executive Director

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Executive Committee Agenda 25 - 07
February 5, 2024, at 11:00 am
ASI Conference Room USU 3700
Posted: January 31, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 11:04am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Octavio, Elaine, Annie, Ashley F. Tardy: Ashley L. (Recognized at 11:18am)	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** N/A	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** Will of Chair edits: Tabling Action 07 and 08 Consent Vote None Opposed Agenda Approved	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** No Edits Consent Vote None Opposed Minutes Approved	Illeana Carmona Chavez Chair and Chief of Staff
06 Information	**Open Forum** N/A	Illeana Carmona Chavez Chair and Chief of Staff
07 Action	**Updates to Cell Phone Policy** **Description:** Updated include updated language for reimbursements and documentation timeline and process. **Fiscal Impact:** None Item has been tabled	Talisha St. John Business Operations Analyst Associated Students, Inc. Annie Macias Executive Director Associated Students, Inc.
08 Action	**Updates to Cash Handling Policy** **Description:** Changes to policy related to current processes for petty cash and checks. **Fiscal Impact:** None Item has been tabled	Talisha St. John Business Operations Analyst Associated Students, Inc.
9 Action	**Updates to ASI Powered Cart Guidelines** **Description:** Updates include changes to key pick up process, reservation process, and permission for non-ASI to utilize cart.	Ashley Fennell Associate Executive Director

	Fiscal Impact: None See attached for document reviewed Ashley Fennell went over the updates to the guidelines including changes in language and process of keys and parking. Illeana – Should we change language from Elected Officials to ASI Student Employees, since Board of Representatives do not take the Defensive Driving course? Ashley F – Historically ASI has not had anyone but student employees drive the cart Elaine – If necessary, we can refer to the caveat for Annie (Executive Director) approval if a Board member may require usage and is certified Ashley F – Agreed, shift language to refer to ASI Student Employees Elaine motioned to approve 2nd – Octavio None Opposed Motion Carries	
10 Information	**Reports** See attached for Exec Reports **Annie –** Wrapping up travel forms from retreat and working on ERFs for Festival 78 and other ASI events; Worked with Talisha on mid-year budget report; ASI Inclusive Excellence work group connecting and working on scheduling listening sessions; Supporting Claire through Student Org purchases and other items; Helping out at Cougar Pantry this week **Ashley F –** Personnel Committee assignments are going out; TLAN applications are open; ASI Elections applications are coming in and working on grade checks for those; Budget request drafts with each entity; Contracts for Festival 78; CHESS travel forms; ASI Taskforce; FMM was on Monday (grows and glows); SALT heard about budget impact on Student Affairs; ASB meeting this week and figuring out impact of one student dropping; Reminder to watch hours for executive officers	Illeana Carmona Chavez Chair and Chief of Staff
11 Information	**Announcements** Annie – Friday campus is hosting an Undocu-Ally Training online	Illeana Carmona Chavez Chair and Chief of Staff
12 Action	**Adjournment** Will of the Chair the meeting was adjourned at 11:29am	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, 24/25 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Board of Directors Executive Officers of Associated Students, Inc., at a regularly scheduled meeting on February 5th, 2025 (see all minutes from 24/25)

Illeana Carmona Chavez
Illeana Carmona Chavez (Jun 12, 2025 10:19 PDT)

06/12/2025

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Powered Cart Guidelines

Powered Cart Information
Specifications

Name:	Gemma (Gem)
Make:	2022 Polaris
Model:	Gem eLXD
License Plate Number:	8VZJ955
VIN:	52CG2DEA4N5023738
Payload Capacity:	1,150 lb
Max Passengers:	2
Hitch Towing Rating:	Up to 1,100 lb
Ground Clearance:	8 in

Registration, Insurance, Keys, and Maintenance

A copy of the current registration and insurance shall be laminated and kept in the upper compartment of the ASI powered cart. A virtual copy shall be kept on the ASI network drive. The original paper registration and powered cart documents are kept in the ASI safe located in the ASI storage room.

The powered cart has three keys: one for the ignition, one for storage box, and the other for the glove compartment. ASI will keep sets of these keys stored in the ASI Lockbox located in ASI office in USU 3700. One pair will be for primary use and the other will be for emergency purposes.

Cleaning and programming supplies will and shall be kept in storage box on bed of cart. If you use the supplies and see they are low, please inform the ASI front desk staff to replenish. The storage box should contain rags, bungee cords, and other items for programs and cleaning.

The designated ASI staff member is responsible for reporting the hour meter reading each month upon receipt of the email request from the CSUSM Auto Shop. The CSUSM Auto Shop will notify asi@csusm.edu when quarterly maintenance is due. The designed ASI professional staff member is responsible for bringing the cart to the CSUSM Automotive Shop upon receipt of notification.

Driver Training and Tracking
The ASI powered cart can only be driven by ASI professional staff, and ASI student employees unless otherwise approved by the ASI Executive Director

To drive the ASI powered cart, all individuals must:

1. Have a current, United States driver's license.
2. Complete the CSUSM Defensive Driving Certification annually.
3. Complete the CSUSM Powered Cart Training annually.
4. Complete a behind-the-wheel training with ASI Risk Manager or member of CSUSM Safety, Heath, and Sustainability bi-annually.
5. (If applicable) Individuals who will be driving the cart at least once per week regularly must be added to the California Department of Motor Vehicles (DMV) Employer Pull Notice Program.

The cart should only be driven on CSUSM roads or public roads. If hosting activities in University Housing at the QUAD or North Commons, or at Mangrum Track and Field, please use public roads.

Process for Approval to Drive the ASI Powered Cart

1. Review the ASI Powered Cart Guidelines (this document)

2. Complete the CSUSM Defensive Driving Certification
3. Complete the
4. Complete the ASI Powered Cart Certification Application
5. Complete a behind-the-wheel training with ASI Risk Manager or member of CSUSM Safety, Heath, and Sustainability
    a. If you *have not* completed a behind-the-wheel training, the ASI Risk Manager will contact requestor and requestor's supervisor informing them of the next behind-the-wheel training date.
    b. If you *have* completed a behind-the-wheel training, the ASI Risk Manager will verify the information provided on the form and contact you with step 6.
6. Requestor and supervisor/advisor will receive an email from ASI Risk Manager informing driver of clearance to drive
7. Names of individuals identified as permitted to drive the ASI powered cart will be recorded by the designated ASI professional staff member after completion of the above requirements.
8. The designated ASI Risk Manager is responsible for tracking and documenting certifications and drivers on the Certification and Training Log document stored in the ASI Network Drive. Due to the sensitivity of the information provided, certifications of completion are to be stored in the Human Resources file in the ASI network drive. The approved driver list shall be reviewed and revised to be reflective of current ASI members twice a year.
9. Log kept in shared drive:

Level 1 Pro Staff Only > Logs > FY

*Defensive Driving Certificates are located ASI Network Drive:
Vehicles > Defensive Driving > Year*

Usage Guidelines

1. Must reserve cart on calendar before usage.
2. Cart can only be used for ASI business matters. Personal use is not permitted.
3. If the user is not following proper usage guidelines, reservation process, or safety procedures, they will forfeit their ability to use the ASI Powered Cart.

Reservation

ASI professional staff members can reserve the ASI powered cart via the ASI Powered Cart Outlook Calendar. If non-ASI Staff, ASI Risk Manager will reserve on their behalf and let ASI Front Desk know they have been approved to drive. Calendar entries should be made as follows:

Subject:	DriverFirstName DriverLastName – ASIentity (Ex: Crash Cougar – BOD)
Duration:	Be sure to include time to return the key to the ASI Front Desk
Body:	Date reservation is added to the calendar & Professional Staff initials

Key Check In / Check Out | Lockbox Maintenance

The keys for the powered cart are to be stored in ASI lockbox in the ASI storage room in USU 3700 and can be checked out at the ASI Front Desk once a reservation is made in the ASI Powered Cart Outlook Calendar. The key is to be returned to the front desk immediately after use. If usage is after ASI business hours, driver will secure and be responsible for keys until next business day.

Another key to the ASI powered cart is also to be kept in the ASI Office Key Box. This key is for emergency use and should not be used for regular use.

Parking

The ASI powered cart designated parking spot is in the USU Loading dock in space labeled for ASI Cart. The cart should be parked only in this spot when returning from use. During use, the cart should follow campus protocols for cart parking including that carts should be parked away from entrances to allow easy (unobstructed) access to buildings. The cart should be parked outside of the event spaces, fire lanes, and pedestrian walkways during the event engagements.

Use Instructions

Before powering up:

- Remove the cover from the ASI golf cart, roll/fold the cover and put into storage box on cart bed.
- Wipe off any dust or dirt in the cart. Cleaning items can be found in storage box in bed.
- Unplug the cart from the power source and hang up plug on power box.
- Close charging port cover on front of cart
- Check and adjust mirrors and seat as necessary.
- Take off the emergency brake.
- The cart is quiet. If there are lights on, it means it is on.
- The cart will not start unless your foot is on the brake.

While driving:

- Driver and passenger must properly use seatbelt at all times while the cart is in motion. Adjust all mirrors and seat prior to driving.
- Driver is not to use cell phone unless vehicle is stopped and in park.
- Personal items should be stored in storage box located in bed of cart.
- Driver must take powered cart key with them when not actively driving cart.
- Driver shall follow all campus speed limits
    - When on sidewalks, narrow routes, or areas of high pedestrian congestion, the speed shall be that of the slowest pedestrian.
    - Carts shall always yield to pedestrians
- If utilizing cart for a program or event, the cart should be parked outside of the event space, fire lanes, and pedestrian walkways during the engagement.

After driving:

- Properly Park the cart in designated parking space. Ensure cart is in forward and the emergency brake is engaged. NOTE: Cart should ONLY be charged in the designated parking space in USU Loading Dock using the hardwired charger.
- Remove and dispose of all trash.
- Return charging cord to front of powered cart and confirm cart is charging. The light will be on in the interior of the cart if it is properly charging.
- Return golf cart cover.
- Return key to ASI front desk.

If there is an issue while driving the ASI Powered Cart (flat or low tire, accident, etc.):

- Students: Immediately contact your supervisor. Supervisor contacted is responsible for contacting the CSUSM Automotive Shop and informing the ASI professional staff team.
- Professional Staff: Contact the CSUSM Automotive Shop and inform the ASI supervisor or ASI Risk Manager.

CSUSM Automotive Shop Contact Information

760-750-4600
facilityservices@csusm.edu

Q1. https://www.csusm.edu/asi/documents/forms/internal_asi_forms/form_meeting_report.html

Reports must be submitted by the Wednesday before any Board of Directors meeting.

If you have any questions regarding meeting reports, please email the Associate Executive Director, Ashley Fennell, at afennell@csusm.edu

Q2. Name

First	Illeana
Last	Carmona Chavez

Q3. Email

icchavez@csusm.edu

Q4. Position on Board

Chair & Chief of Staff

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)

Since coming back to campus I have been reaching out to campus partners to meet and figure out ways that ASI can collaborate with them and support any events or initiatives that they have planned.

Q6. What ASI Committees are you currently sitting on?

- [ ] Internal Operations
- [ ] Awards Committee

- [x] Student Advocacy Committee
- [ ] Elections Committee
- [ ] Sustainability Projects Committee

Q7. Updates on ASI Committees

I only sit on BOD

Q8. What University Committees are you currently sitting on?

- [ ] Academic Senate
- [ ] Academic Policy Committee (APC)
- [x] Budget and Long-range Planning (BLP)
- [ ] General Education Committee (GEC)
- [ ] Student Affairs Committee (SAC)
- [ ] Technology Policy & Advisory Committee (TPAC)
- [x] University Curriculum Committee (UCC)
- [ ] Faculty Awards Selection Committee (FASC)
- [ ] Arts & Lectures Committee
- [ ] Co-Curricular Funding Committee
- [ ] Disability Access & Compliance Committee (DACC)
- [ ] Environmental Health, Occupational and Public Safety Committee
- [ ] Graduation Initiative Steering Committee
- [ ] North County Higher Education Alliance (NCHEA)
- [ ] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

In these UCC we have been looking at the curriculum and approving or sending back for edits and I have been giving my student input to ensure that students are able to understand the content. In BLP we have been looking at if the budget can support the curriculum looking to be offered so that students have more opportunity to take fun classes geared towards their major/minor.

Q10. Other University Committees you're sitting on, but are not listed above:

N/A

Q11. Upcoming Events and New Initiatives/Collaborations

Happiness Days is coming up and I am so excited. It is going to be the first week of March (halfway through the semester) and the plan is to encourage students to keep going to their classes and spreading some positivity around campus.

Q12. Areas of concern related to your position and its constituents

N/A

Location Data

Location: (33.2109, -117.2232)

Source: GeoIP Estimation



Q1. https://www.csusm.edu/asi/documents/forms/internal_asi_forms/form_meeting_report.html

Reports must be submitted by the Wednesday before any Board of Directors meeting.

If you have any questions regarding meeting reports, please email the Associate Executive Director, Ashley Fennell, at afennell@csusm.edu

Q2. Name

First	Elaine
Last	Pollard

Q3. Email

epollard@csusm.edu

Q4. Position on Board

VPSUA

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)

Meetings with folks on campus (DOS, CSUSM Corp, Zach Bunschaft)

Q6. What ASI Committees are you currently sitting on?

- [ ] Internal Operations
- [ ] Awards Committee

- [x] Student Advocacy Committee
- [ ] Elections Committee
- [ ] Sustainability Projects Committee

Q7. Updates on ASI Committees

N/A

Q8. What University Committees are you currently sitting on?

- [x] Academic Senate
- [ ] Academic Policy Committee (APC)
- [ ] Budget and Long-range Planning (BLP)
- [ ] General Education Committee (GEC)
- [ ] Student Affairs Committee (SAC)
- [ ] Technology Policy & Advisory Committee (TPAC)
- [ ] University Curriculum Committee (UCC)
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- [ ] North County Higher Education Alliance (NCHEA)
- [ ] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

N/A

Q10. Other University Committees you're sitting on, but are not listed above:

N/A

Q11. Upcoming Events and New Initiatives/Collaborations

Chow on deck

Q12. Areas of concern related to your position and its constituents

Just being proactive rather than reactive

Location Data

Location: (33.1432, -117.1666)

Source: GeoIP Estimation



Q1. https://www.csusm.edu/asi/documents/forms/internal_asi_forms/form_meeting_report.html

Reports must be submitted by the Wednesday before any Board of Directors meeting.

If you have any questions regarding meeting reports, please email the Associate Executive Director, Ashley Fennell, at afennell@csusm.edu

Q2. Name

First	Ashley
Last	Lizarraga

Q3. Email

alizarraga@csusm.edu

Q4. Position on Board

VPFO

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)

I have been working on ERFs, SEF, and ALF applications, preparing for internal operations committee, took the lead on personnel committee (sent professional staff the link to the survey, asked for feedback, and been working on a spreadsheet to sign up to attend the staff meetings).

Q6. What ASI Committees are you currently sitting on?

- [x] Internal Operations
- [ ] Awards Committee

- [ ] Student Advocacy Committee
- [x] Elections Committee
- [ ] Sustainability Projects Committee

Q7. Updates on ASI Committees

Elections committee had its first tabling event during FMM!

Q8. What University Committees are you currently sitting on?

- [ ] Academic Senate
- [ ] Academic Policy Committee (APC)
- [ ] Budget and Long-range Planning (BLP)
- [ ] General Education Committee (GEC)
- [ ] Student Affairs Committee (SAC)
- [ ] Technology Policy & Advisory Committee (TPAC)
- [ ] University Curriculum Committee (UCC)
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- [x] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

Student Fee Advisory Committee has not met this semester.

Q10. Other University Committees you're sitting on, but are not listed above:

N/A

Q11. Upcoming Events and New Initiatives/Collaborations

Working on the budget!

Q12. Areas of concern related to your position and its constituents

N/A

Location Data

Location: (33.1432, -117.1666)

Source: GeoIP Estimation

