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 - 08
March 5th, 2025, at 11:00am
ASI Conference Room USU 3700
Posted: February 28th, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 11:02am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Octavio, Elaine, Ashely L., Annie	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** **Talisha St John**	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** **Item 10 – Ashely F to Annie** Consent vote None Opposed Approved	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** **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 Action	**Updates to ASI Cell Phone Policy** **Description: Cha**nges include updated language for reimbursements and documentation timeline and process. **Fiscal Impact:** None See attached for document reviewed Ashley L – Are reimbursements monthly? Talisha – Most people are sending in two-months and occasionally four-months (60 days rather than 30). Annie – What does the policy require? Talisha – 60 days. Annie – Edit the form to ensure the 60 days is on the document Illeana – Formatting under "Reimbursement"; should the bullets underneath "Usage coverage:" be shifted under that category? Talisha – Yes, will re-format	Talisha St. John Business Operations Analyst Associated Students, Inc.
08 Action	**Updates to ASI Cash Handling Policy** **Description:** Changes to policy related to current processes for ASI petty cash and checks. **Fiscal Impact:** None	Talisha St. John Business Operations Analyst Associated Students, Inc.

	See attached for document reviewed Elaine motioned to approve 2nd – Octavio None Opposed Motion Carries	
09 Action	**Approval of Updates to ASI Travel Policy** **Description:** Updates include travel policy per diem process. **Fiscal Impact:** None See attached for document reviewed Ashley L motioned to approve 2nd – Elaine None Opposed Motion Carries	Talisha St. John Business Operations Analyst Associated Students, Inc.
10 Action	**Student Opener Competition Guidelines** **Description: Document includes** overview of event including application process, winner selection, and post event processes. **Fiscal Impact:** None See attached for document reviewed Discussion centered around who potential judges could be and the potential to have judges and student voting weighted to create the winner and outcome. Octavio – Do all members of the band need to be in good academic standing and abide by semesterly guidelines? Annie – Yes, that edit should be made in the guidelines Elaine motioned to approve with aforementioned edits 2nd – Ashley L None Opposed Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc.
11 Information	**Reports** See attached for Executive Member reports Annie – First listening session tonight and another tomorrow with the DRO with an additional one scheduled; Will reach out directly to members of campus to connect; Working on budget file for next year as well as actuals for this year; Met with HR to discuss salary schedule for the next year (impacts two of our Professional Staff positions); Working on various guidelines for entities (CAB and CP will be coming to committee soon); Looking to do strategic planning for ASI with our students	Illeana Carmona Chavez Chair and Chief of Staff
12 Information	**Announcements**	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.

	Illeana – Angel (CEHHS Representative) has stepped down from her role as of this morning and we will be leaving the position open. Elaine – Frank the therapy dog is at the Veterans Center once a week on Tuesday's.	
13 Action	**Adjournment** The meeting was adjourned at the Will of the Chair at 11:48am	Illeana Carmona Chavez Chair and Chief of Staff

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 held on March 5th, 2025 (see all minutes from 24/25)

Illeana Carmona Chavez
Illeana Carmona Chavez (Jun 12, 2025 10:18 PDT)

06/12/2025

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	Cell Phone Policy
EFFECTIVE DATE:	JULY 6, 2020
APPROVAL DATE:	**April 9, 2025**

DEFINITIONS

Mobile Device: A handheld tablet or cellular phone.

PURPOSE

To establish guidelines and procedures for the use and reimbursement of business-related use of an employees' personal cellphone device for the fulfillment of essential job duties and responsibilities. In those cases, when it is warranted, Associated Students, Inc. (ASI) will provide cell phone usage reimbursement.

POLICY

I. Eligibility
   1. Eligibility for monthly usage reimbursements shall be limited to those current employees who have a legitimate business need for their role in ASI. The following are the basic criteria for establishing "legitimate business need". If an employee meets one or more of these criteria they shall be considered a viable candidate for a cell phone usage reimbursement:
      a. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to ASI that the employee remain accessible during those times in order to perform their job.
      b. The job function of the employee requires employee to be accessible outside of schedules or normal working hours.
      c. The job function of the employee job description/expectations requires cell phone access, as assigned upon hiring.
      d. The employee is designated as a "first responder" to emergencies on campus.

II. Usage
   1. The assignment of usage reimbursements shall be authorized only when there is a demonstrated need.
   2. Reimbursement will only be allocated to those with specific job description requirements and with supervisor and ASI Executive Director approval
   3. The employee and supervisor will sign a Cell Phone Business Use Agreement

4. The supervisor will approve the expected job-related usage required
    a. Occasional business-related usage = $25 (amount reimbursed)
    b. Regular business-related usage = $35 (amount reimbursed)
    c. Occasional shall be defined as use of a device between one and two days out of the business week
    d. Regular shall be defined as use of a device between three and five days out of the business week

III. Reimbursement

1. This reimbursement is based on the actual cost of the employee's cell phone service plan. Before the first reimbursement can be processed, the employee must submit one actual monthly bill for cell phone service and/or monthly charges for the phone line. The invoice must reflect the employee's base rate for cell phone service (and cost of text and/or data plan, if applicable). Should the employee modify, drop or change plans, they are required to notify the Associated Students, Inc. within one business week.
2. Usage coverage:
3. Need to contact the employee at all times for work-related emergencies
4. Job description requires frequent/regular contact with supervisor and/or other members of ASI
5. Requirement that the employee be available to speak with clients at times when the employee is scheduled away from the office or working remotely during working hours.
6. Associated Students will make the reimbursement for the prior month as a reimbursement via Expenditure Request Form.

IV. Personal Use

1. The device is owned personally by the employee and may use the device for both business and personal purposes, as needed. The officer or employee may, at their own expense, add extra services or equipment features, as desired. If there are problems with service, the officer or employee is expected to work directly with the carrier for resolution. ASI will also not be liable for the loss of a personal cell phone used for business use.
2. All cell phone devices are the personal property of the employee. Changes in service for personal use are the employee's responsibility; these incudes phone upgrades. In addition, the employee will retain the phone number if they separate from Associated Students, Inc.

PROCEDURE

1. Approved ASI Student and Staff Employees must complete an ERF (Expenditure Request Form) via adobe sign via ASI webiste
2. Attach cell phone statements showing the employee's name and cell phone number to the ERF. Cell phone statements must be submitted within 60 days (about 2 months)
3. Once the ERF is submitted by the employee, the form will be routed to the appropriate parties for signatures.

RELATED DOCUMENTS

I. ERF from link:
https://adobesigndynamicworkflow.csusm.edu/asi

II. Cell Phone User Agreement:
https://www.csusm.edu/asi/documents/forms/cellphone_businessuseagreementform.pdf

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**ASI TRAVEL POLICY**
EFFECTIVE DATE:	**MARCH 23, 2001**
REVISED DATE:	**JUNE 28, 2024**
APPROVAL DATE:	**DECEMBER 2, 2024**

DEFINITIONS

Domestic Travel:
Travel within the United States. This includes Alaska and Hawaii.

Group Travel:
One ASI staff or student employee is the lead (paying for travel expenses), and the other traveler(s) are employees, participating in the travel without incurring expenses. This type of travel includes programmatic travel like Alternative Spring Break, CSUnity, CHESS, etc...

Non-Employee:
Prospective employees, consultants, and students who are traveling on ASI business.

Participants:
ASI staff, student employees, or other traveler(s) are employees, participating in the travel without incurring expenses.

PURPOSE

To establish policy for Associated Students, Inc. of California State University San Marcos (herein called ASI) staff and student travel funded by ASI that support the mission of ASI and ensure proper stewardship of the allocated funds.

POLICY

I. ASI supports travel that includes conferences, seminars, workshops, retreats, trainings, and meetings which enhance the growth of the organization, staff and/or student, and ASI.
II. ASI will, in most cases, pay for transportation, lodging, registration, per diem and miscellaneous expenses.
III. Approvals for travel includes:
    1. Domestic Travel approvals: requires the signature of the traveler's supervisor and ASI Executive Director.
    2. Out-of-state travel approvals requires the signature of the traveler's supervisor, ASI Executive Director and CSUSM Vice President for Student Affairs.
    3. International travel approvals: require the signature of the traveler's supervisor, ASI Executive Director, CSUSM Vice President for Student Affairs and CSUSM President.

IV. ASI categorized travel into the following four types:
    1. Individual Staff Travel
    2. Individual Student Employee, elected official, or representative Travel
    3. Group/Programmatic Travel
    4. Non-Employee Travel

V. Approval Guidelines
    1. Supervisor and/or Funding Authority ensure all expenses are authorized, necessary, and supported by an ASI business/program purpose.
    2. Make certain that the expenses incurred are necessary for the purpose of the trip. The traveler is responsible for any excess costs or additional expenses incurred for personal preference or convenience.
    3. For staff, conduct yourself in a manner that is in accordance with the CSUSM Corporation Employee Handbook and for students the CSUSM Student Code of Conduct

VI. Transportation
    1. Air Travel
        a. Coach or Economy Class – Coach or economy-class fare shall be used whenever ticketing restrictions are reasonable.
        b. Baggage and Seat Selection Fees – Checked baggage fees or seat selection fees (for coach or economy-class fares) are an allowable expense so long as they are considered reasonable and necessary for the business purpose and length of the trip.
        c. You *will not be reimbursed for any additional insurance. Exceptions can be made with the approval of the ASI Executive Director.*
    2. Vehicle (Personal or Rental)
        a. Drivers must possess a valid driver's license and must be Defensive Driving certified.
        b. When driving instead of flying, the traveler will be reimbursed for the lesser of the two expenses. Per the CSU Travel policy, travelers must use the rental agencies that the University has negotiated contracts that include insurance. These include Enterprise and national rental agencies.
        c. Drivers are responsible for carrying and maintaining auto insurance.
        d. The automobile mileage rate is determined by the CSU Travel policy rate for reimbursement. Proper mileage documentation must accompany the Travel Expense Claim Form. When two or more employees share a private vehicle, only the driver may claim reimbursement for mileage.
        e. During Working Hours: Reimbursement shall be made between the traveler's residence and the destination, or the work location and the destination, whichever is less. Exceptions can be made with the approval of the ASI Executive Director.
        f. During non-working hours: Reimbursement shall be made between the traveler's residence and the destination.

VII. Lodging
    1. Lodging expenses are covered only when the conference is for multiple days and further than 25 miles from their work location or home, whichever is closer. Exceptions must be requested in writing and may only be granted by the ASI Executive Director.
    2. The hotel rate is determined by the CSU Travel policy. The current rate nightly lodging rate for domestic travel is $333 per night. Please refer to the CSU Travel policy for the current rates.

VIII. Meals

1. Meals not provided by the event and meet the criteria below are paid using per diem if requested. Per the CSU Travel policy, per diem rates are based on the location of travel.
2. Breakfast: May be requested only if travel begins before 7:00 AM on the departure date, is not provided by the conference or ends past 9 AM on the return date.
    a. Lunch: May be claimed for travel that begins before 11 AM on the departure date, is not provided or ends past I PM on the return date.
    b. Dinner: May be claimed when travel begins before 4 PM on the departure date or ends past 6 PM on the return date.
    c. Incidental expenses are allowed after the first 24 hours and for every full 24-hour period thereafter.
    d. Automobile mileage reimbursement is determined by the CSU travel policy rate.

PROCEDURE

II. Pre - Travel

1. The request for travel form is used to authorize any business-related travel and/or travel advances on behalf of ASI or the University. A travel request form is required for every traveler.
2. All travel must be pre-approved either before the payment of any travel-related expenses, or 10 days prior to travel, whichever comes first.
3. Approval prior to travel must include a completed Request for Travel Form estimate with all required signatures. The funding account, fund, department, and total estimate must be indicated.
4. For student travel, the following forms must be completed: Student Code of Conduct, Release of Liability, Promise not to Sue, Assumption of Risk, and Release and Hold Harmless (if traveling by air). All forms must be included in the travel packet.
5. The request to travel form must be signed prior to travel by the traveler, the traveler's supervisor, the Executive Director, and applicable signatures for the VP of Student Affairs (if traveling out of state) and CSUSM President (if traveling internationally). Signature signifies approval of all estimated expenses.
6. Per Diem, mileage and incidentals are paid by check to the traveler prior to travel for non-procard users. Use per diem rates based on location of travel (link to per diem rates website listed below)

III. During Travel

1. All ASI professional staff and student employees who have an ASI Pro Card must use their card for reimbursable expenses which includes excess baggage charge and parking charges not included in a hotel bill.
2. Each traveler must keep all itemized, original receipts for items purchased during travel for reimbursements. For travelers using their ASI Pro Card, all itemized receipts must be included with their monthly procard reconciliation for travel expenses.

IV. Post – Travel

1. Submit Travel Expense Claim Form with proper documentation to the appropriate approving authorities for signatures.
    a. If there is no reimbursement being requested for travel expenses, then no travel claim form are needed.
    b. For ASI ProCard holders, a claim form must be completed to show what expenses were incurred on the procard even if there is no reimbursement to the traveler.
2. All post travel documentation is due to the ASI Front Desk within 5 business days upon return.
3. Back up documentation is required in the form of original itemized receipts for all expenses incurred while traveling except for cash advance items (meals, miscellaneous and mileage).
4. An ASI Expenditure Request Form must be completed for reimbursements accompany receipt(s) after the travel, if applicable.
5. Per CSU Travel policy, itemized receipts for expenses must be submitted with the travel claim form. If a receipt of any amount is missing and a duplicate cannot be obtained, the traveler is to:
    a) complete a lack of itemized receipt, supervisor will sign form along with traveler and include in travel packet.
6. The traveler is personally responsible for any excess costs or additional expenses incurred for personal preference or convenience.

RELATED DOCUMENTS

I. ASI Expenditure Request Form
https://adobesigndynamicworkflow.csusm.edu/asi

II. Lack of Itemized Receipt Form
https://www.csusm.edu/asi/documents/forms/appendix_iii_lack_of_itemized_receipt_form_fillable.pdf

III. ASI Pre-Travel / Travel Claim Form
https://adobesigndynamicworkflow.csusm.edu/asi

IV. ASI Per Diem Worksheet
https://www.csusm.edu/asi/documents/forms/asi_travel_per_diem_worksheet.pdf
Per Diem Rates for Domestic Travel
https://www.gsa.gov/travel

V. ASI Travel Claim form
https://adobesigndynamicworkflow.csusm.edu/asi

VI. Release and Hold-Harmless Statement
https://www.csusm.edu/asi/documents/forms/asi_travel_release_and_hold-harmless_statement.pdf

VII. Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims
https://www.csusm.edu/asi/documents/forms/asi_travel_release_of_liability.pdf

VIII. Student Conduct Agreement
https://www.csusm.edu/asi/documents/forms/asi_travel_student_conduct_agreement.pdf
CSU Travel Policy
https://calstate.policystat.com/policy/15645082/latest/

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Student Opener Competition Guidelines

Event Information

The ASI Student Opener Competition (SOC) is a friendly competition where CSUSM students compete for a chance to perform at Festival 78. This is an opportunity for musically inclined students to perform for their peers.

Winner(s) will open for the headlining act(s) and could be showcased using the same production as the Festival 78 headliners!

Application Requirements & Process

Application Requirements

- At least 1 member of the performing group must be a current, CSUSM student
- Student applicants must be currently enrolled CSUSM student(s) with 2.0 semester and 2.0 cumulative GPA
    - If a band, at least one member must be a currently enrolled CSUSM Student
    - This must be maintained until the conclusion of the Festival 78 performance
- Student applicants must be in good academic and disciplinary standing.
- Must be available to perform on the day of the Student Opener Competition and Festival 78
- Student applicant(s) who competed last year and DID NOT win can apply and compete again
- Student applicant(s) who win the Student Opener Competition can perform again at the competition, but CANNOT compete and win again for subsequent years.
- Any application whose music is: derogatory, encouraging mosh pits, encouraging of items being thrown, not aligned with ASI Viewpoint Neutrality policy will not be considered to compete
- Must have AT LEAST 15 minutes worth of music to perform

Application process

- Students apply online on the ASI website. Only one application per group is needed.
- Application will include student identification information, 15 minutes worth of promo music (original or covers), and press kit/marketing materials (if applicable)
- Must provide technical rider. ASI will work to accommodate tech needs within budget.
- Must provide music sample as part of application by e-mailing a link, video, etc.
- Application is received by ASI Student Engagement Coordinator and student lead
- Student/applicant must attend mandatory performance orientation.
    - Only currently enrolled CSUSM students must attend the session if the performing group includes off-campus members.
    - Orientation will review event date, locations, and logistics.
    - Orientation will also review performance criteria. Performers must adhere and agree to stay within criteria during performance:
        - No Derogatory Language
        - Must be in Alignment with CSUSM Mission, Vision, Values

        - No more than 10 minutes of music to be performed. Each performer/group will be allocated 10 minutes for performance.
    - Performers who violate any aspect of the criteria listed above will be disqualified from receiving votes at Student Opener Competition.
    - Orientation will also review ASI Performance Agreement for events including code of conduct and risk management.
        - Each performer of each group must sign a performance agreement before event attendance and participation.

Winner Selection at Student Opener Competition Event

To provide equal opportunity to all contestants, winners will be selected via multiple channels including attendee voting and judges ruling.

- Voting
    - After performances are completed, ipads are available for all attendees to vote.
    - ASI staff will maintain the ASI ipads.
    - Non-CSUSM registered guests at Student Opening Competition are also eligible to vote.
    - Only one vote per person.
    - Performers are allowed one vote as one group. Individual voting is not permitted.
    - Voting is anonymous.
    - Voting is submitted on Qualtrics form.
- Judges
    - Votes will go to judge panel to include in their final decision.
    - Judges shall be representatives from:
        - ASI Professional Staff ?
        - ASI Executive Team Member ?
        - ASI Campus Activites Board member ?
        - Dean of Students office ?
        - Student Life Representative?
        - Office of Inclusive Excellence Representative?
    - Judges select winner on following catergories:
        - Voting at event
        - Visual Performance
        - General Effect
        - Musical Skills

Scoring process

- Judges evaluate the performer’s/band's performance in each category
- The judges' scores for each category are averaged
- The averages for each category are combined to calculate the band's total score
- Scoring scale
- I (Superior), II (Excellent), III (Good), IV (Fair), and V (Poor).

- Winner is announced on stage after the judges’ decision is concluded.

After Winner Selection

- SOC Winner meets with ASI to review performer agreement
    - Each performer of each group must sign an agreement before event attendance and participation.
- SOC Winner (as individual members) will receive $500 in total for payment at Festival 78 event
    - For example, if 5 members of the group, each will review $100 to total $500.
    - Payment will be processed net30 after the Festival 78 event
    - Each member will need to submit CSUSM Payee Data form that ASI will coordinate.
- CSUSM student winner must be in good academic and disciplinary standing.
    - If not maintained, group and/or performer will not be allowed to perform at Festival 78 and SOC runner-up will perform at Festival 78.

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**CASH HANDLING POLICY**
EFFECTIVE DATE:	**APRIL 12, 2004**
REVISED DATE:	**March 4, 2025**
APPROVAL DATE:	**NOVEMBER 5, 2021**

DEFINITIONS

Deposit:
Funds to be placed in designated account

Expenditure Request Form (ERF):
ASI form is used to document requests for payment or reimbursement.

Financial Statements:
Written records that convey the business activities and the financial performance of the organization.

Reconciliation/Reconcile:
The process of ensuring that two sets of records (usually the balances or figures of two accounts) agree.

PURPOSE

The purpose of this policy is to ensure the secure collection and verification of timely deposits, and reconciliation to the Associated Students, Inc. of California State University San Marcos (herein called ASI) financial statements.

POLICY

I. ASI follows California State University San Marcos (CSUSM) cash handling policies as outlined in related documents listed below.

PROCEDURE

I. ASI Checks
   1. ASI checks to be deposited following CSUSM Cash Handling policies and timelines. Per CSUSM Cash handling policy, we cannot keep checks in the office no more than 5 business days. Checks that have not been picked up or deposited after the 5th business day must be taken to the Cashier's Office.
   2. Only individuals who have taken the cash handling training and are authorized as custodians can take deposits to the Cashier's office.
   3. All checks received by ASI for deposit are stamped and endorsed by an ASI custodian. Deposit form along with the endorsed check are submitted to the CSUSM Cashier's Office for processing.

Separation of duties must be maintained when completing a deposit form, at least two persons must sign the form along with the approval of the ASI Executive Director or designee.

RELATED DOCUMENTS

I. CSUSM University Cash Handling Policy
https://www.csusm.edu/policies/active/documents/university_cash_handling.html
II. CSUSM Cash Handling Procedures
https://www.csusm.edu/sfs/documents/cash_handling_procedures.pdf
III. CSU Campus Administration of System Wide Cash Management Policy
https://calstate.policystat.com/policy/8542863/latest/
IV. Sensitive Positions and Cash Handling
https://calstate.policystat.com/policy/6606953/latest/
V. Segregation of Cash Handling Duties
https://calstate.policystat.com/policy/6606839/latest/
VI. Acceptance of Cash and Cash Equivalents
https://calstate.policystat.com/policy/8666121/latest/
VII. Physical Protection of Cash and Cash Equivalents
https://calstate.policystat.com/policy/8666121/latest/
VIII. Debit/Credit Card Payment Policy
https://calstate.policystat.com/policy/8670322/latest/
IX. Returned Receipts
https://calstate.policystat.com/policy/7487106/latest/
X. Bank Reconciliations
https://calstate.policystat.com/policy/8543148/latest/

Response Summary:

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)
Happiness Week has officially begun (3/3 - 3/7)! Today I was at Fresh Market Monday giving out tote bags that had motivational notes and recipe cards (created by CSTEM reps) that were put inside of the bag. I have also been working on ASI Personnel with the execs and encouraging the entities to fill out the survey. Last Thursday (2/27) the execs and I also emceed the Student Affairs Strategic Plan Launch event which was so fun!

Q6. What ASI Committees are you currently sitting on?
- Student Advocacy Committee

Q7. Updates on ASI Committees
Only sit on BOD

Q8. What University Committees are you currently sitting on?
- Budget and Long-range Planning (BLP)
- University Curriculum Committee (UCC)

Q9. Updates on University Committees
At UCC we have been looking at possible new curriculum and I have been giving a student perspective. At BLP we have been looking at the curriculum from UCC and discussing how it affects the budget.

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

Q11. Upcoming Events and New Initiatives/Collaborations
Happiness Week collab with USU on Tuesday at Crafty Cougars and handing out flowers to students on Thursday!

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

Embedded Data:

N/A

Response Summary:

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 lots of ERFs for ASB, SEF and ALF applications, a lot of budget work lately (budget meetings/connects with Annie and Talisha), getting ready for next IO, working on listening sessions for inclusive excellence workgroup, elections committee meetings, info sessions + meet the candidates. Participated in strategic plan.

Q6. What ASI Committees are you currently sitting on?
- Internal Operations
- Elections Committee

Q7. Updates on ASI Committees
Elections committee met this morning, and meet the candidates meeting happening later today.

Q8. What University Committees are you currently sitting on?
- Student Fee Advisory Committee

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
Working on the new budget file!

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

Embedded Data:

N/A