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 - 09
April 9th, 2025, at 11:00am
ASI Conference Room USU 3700
Posted: April 3rd, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 11:06am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Ileana, Ashley L, Elaine, Annie, Ashley F Absent: Octavio	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** Talisha St John, ASI Business Operations Analyst	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** Item 02 & 04 Ashley F. & Ashley L. misspelled Item 07 is information not action 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	**Approval of Updates to ASI Cell Phone Policy** **Description:** Changes include updated language for reimbursements and documentation timeline and process. **Fiscal Impact:** None See attached for document reviewed Talisha went over updates which only included grammatical and formatting changes, none of the content. Elaine motioned to approve 2nd – Ashley L None Opposed	Talisha St. John Business Operations Analyst Associated Students, Inc.
08 Information	**Reports** See attached for committee member reports	Illeana Carmona Chavez Chair and Chief of Staff

	Annie – Working on contracts for Festival 78; Working on and hosting ASI Listening Sessions Ashley F – Elections are over & new candidates are beginning transitions and trainings, TLAN awards approved, Festival 78 contracts & green room items, etc., website edits been done over Spring Break, Golf cart training for new ASI staff.	
09 Information	**Announcements** Elaine – Veterans Center graduation on April 24th at McMahan House Ashley F – Plan transition meetings with incoming BODers if you have not yet; Exec move out day in the works	Illeana Carmona Chavez Chair and Chief of Staff
10 Action	**Adjournment** The meeting was adjourned at the will of the chair at 11:33am	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 April 9th, 2025 (see all minutes from 24/25)

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

06/12/2025

* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

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

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 worked on SEF and ALF applications and on creating graphs for the reports for personnel committee (as well as finishing some of the reports for staff), and lastly I wrote a letter of recommendation nominating VP Wyden for the NACUBO 2025 award. I am now getting back into the office and will be attending a couple listening sessions with the Inclusive Excellence workgroup this week and attending committees!

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

Budget is approved! And 2025-2026 ASI Board candidates are also approved! yay

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)
- [ ] 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)
- [x] 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

Will be attending a couple listening sessions this week!

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

N/A

Location Data

Location: (33.1165, -117.1846)

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)

CSSA this weekend went well and working on onboarding and transition binder

Q6. What ASI Committees are you currently sitting on?

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- [ ] Awards Committee

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

Q7. Updates on ASI Committees

N/A

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- [ ] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

Passed a resolution in support of dropping "charges" on the "San Marcos Six"

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

Personnel, Corp BOD

Q11. Upcoming Events and New Initiatives/Collaborations

Donuts with the Dean

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

N/A

Location Data

Location: (33.1432, -117.1666)

Source: GeoIP Estimation

