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 - 03
August 5th, 2024, at 9:00am
ASI Conference Room USU 3700
Posted: August 1st, 2024

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 9:05am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** **Present:** Illeana, Ashley L., Elaine, Annie, Ashley F. **Tardy:** Octavio (recognized at 9:19am)	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** Shannon Gallacher, ASI Government Affairs Coordinator	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** Item 07 to be presented by Annie Macias rather than Talisha St. John Annie suggested tabling item 08 "Approval of Edits to Travel Policy" **Chair approved Agenda with edits by unanimous consent** **None Opposed** **Agenda approved**	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** No edits **Chair approved Minutes by unanimous consent** **None Opposed** **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	**Hospitality Policy Updates** **Description:** Updates include updated entity forms for campus hospitality requirements **Fiscal Impact:** None Annie provided background on policy. The Chancellors Office has a Hospitality Policy that includes items such as food, swag & promotional items, award recognitions to students or staff, prizes and gifts, etc. ASI previously did not fill out CSUSM Hospitality forms since they are in the business of hospitality for students and now is working to create a unique Hospitality form for the ASI entities to utilize for the semester in order to document what they are spending and in what areas. Illeana clarified that campus fills out Hospitality forms per individual events, while ASI will only be filling out one form per semester? Annie agreed while further clarifying that the ASI Cougar Pantry will be exempt as their entire business is food.	Talisha St. John Business Operations Analyst Associated Students, Inc.
08 Action	**Approval of Edits to Travel Policy** **Description:** Edits include milage rates, nightly lodging rate, and travel claim forms requirements. **Fiscal Impact:** Yes; reimbursement for mileage and cost of nightly hotel will impact budget	Talisha St. John Business Operations Analyst Associated Students, Inc.

	Item tabled at the Will of the Chair	
09 Action	**Updates to ALF Event Application & Policy** **Description:** Adding additional information about submissions for events and requirements for funding. **Fiscal Impact:** None See attached for documents reviewed. Ashley reviewed the edits made on the ALF event application and policy, including clarifying language and sentence structure as well as the addition of a new page to the policy to include application instructions specifically for ALF events. **Elaine motioned to approve Updates to ALF Event Application & Policy** **2nd – Ashley L** **None Opposed** **Motion Carries**	Ashley Fennell Associate Executive Director Associated Students, Inc Ashley Lizarraga VP of Finance and Operations Associated Students, Inc.
10 Information	**Reports** **Annie –** Working with Talisha on actuals from 23/24 budget as well as reserves to bring to the Executive Committee for reallocation; Filling out and reviewing documents related to trainings, travel, and evaluations; Working to begin hiring process for Student Org and Project Specialist position **Ashley F –** Guidelines and documentation for CAB and CP; ALF with Ashley L.; Travel forms with Shannon; CP interview and send out offers by Friday; SALT on Wednesday with Annie; CSUnity advisors meeting at Cal State University San Bernadino on Saturday	Illeana Carmona Chavez Chair and Chief of Staff
11 Information	**Announcements** **Ashley F –** Heads up, cleaning out the kitchen for USU maintenance this week **Elaine –** Voter Reg & Constitution Day on September 17th so if anyone wants to table, help out, etc.	Illeana Carmona Chavez Chair and Chief of Staff
12 Action	**Adjournment** The meeting was adjourned at the will of the Chair at 9:32am	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 Carmona Chavez
Illeana Carmona Chavez (Oct 7, 2024 09:29 PDT)

10/07/2024

CSUSM-ASI Leadership Funding
On-Campus Events Application and Guidelines
24/25

ASI Mission Statement

ASI serves, engages, and empowers students.

ASI Leadership Funding Programs

Associated Students, Inc. (ASI) provides ASI Leadership Funding (ALF) for student organizations' events and individual student attendance at professional conferences. The ASI Vice President of Finance & Operations and professional staff members determine the allocation of these funds. All such allocations are made in accordance with the ASI Bylaws and CSUSM-ASI Viewpoint Neutrality Policy and General Procedures.

ASI has allocated approximately $35,000 to ALF this year. Approved funding for a registered student organization (RSO) on-campus events is based on eligibility and compliance with the procedures outlined below.

Awarded funds are on a first come-first served basis. These funds are for reimbursement to members or for payment directly to vendors. Events must take place during the academic year. An RSO may not utilize ASI's logo or name in the advertisement or promotion of an event. ASI's decision to fund an event does not constitute co-sponsorship. All events must be conducted in compliance with applicable University rules, regulations and policies, including facilities use policies if the event will require reservation and use of University space as well as Sodexo's first right of refusal for food purchases over $250. All events must be compliant with and not violate any federal, state or local law, statute, ordinance, code, or regulation.

All students are encouraged to request funding early in the year in order to secure funds prior to their event. ~~Application must be submitted at least one (1) week prior to event date. The applicant and all signers will receive an email noting the decision on the applications within 5 business days of application. We will not approve any events taking place after the conclusion of finals week. If approved, recipients are required to submit receipts or payment requests no later than May 30th of the academic year in which the event takes place; such receipts should be sent to alf@csusm.edu or brought to the ASI office in USU 3700 in order to process payments for the awarded funds. Recipients are required to submit receipts and a written statement via email to alf@csusm.edu to process payment for their awarded funds. Written statement should include information about the event, your experience, and how ALF supported your attendance or goals at the conference. These statements and photos may be used on the ASI website for marketing purposes.~~

I. RSO On-Campus Event Funding Process

(A) Application Process

The application for funding will begin on a date as determined by ASI and posted on its website or through some other announcement to the campus community, and will remain open until ASI funds have been fully distributed. All applications will be processed in accordance with viewpoint neutral application procedures and applicable deadlines.

Funding decisions shall be made in the order of when the application was received. Awarded funds are on a first come, first served basis. Events must take place during the academic year. Awards must be made in conformance with ASI's viewpoint neutrality requirement.

All of the individuals making a funding decision shall use a standardized evaluation form. The forms will be maintained by ASI for a period of four (4) years.

Application must be submitted at least one (1) week prior to event date. The applicant and all signers will receive an email noting the decision on the applications within 5 business days of application. We will not approve any events taking place after the conclusion of finals week. If approved, recipients are required to submit itemized receipts or payment requests no later than May 30th of the academic year in which the event takes place; such receipts should be sent to alf@csusm.edu in order to process payments for the awarded funds. Recipients are required to submit itemized receipts, proof of event completion, and a written statement via email to alf@csusm.edu to process payment for their awarded funds. Written statement should include information about the event, your experience, and how ALF supported your attendance or goals of the event. These statements and photos may be used on the ASI website for marketing purposes.

~~Application must be submitted at least one (1) week prior to the event taking place. The applicant will receive an email noting the decision on the applications within 5 business days of application. We will not approve any events taking place after the conclusion of finals week. If approved, recipients are required to submit receipts or payment requests no later than May 30th of the academic year in which the event takes place; such receipts should be sent to alf@csusm.edu or brought to the ASI office in USU 3700 to process payments for the awarded funds.~~

(B) Eligibility; General Requirements and Conditions

An RSO shall be eligible to obtain ALF funding if it satisfies the following requirements at the time the application is submitted: (1) the RSO is properly registered as a recognized student organization in good standing through Student Leadership & Involvement Center (SLIC), and (2) a representative of the RSO has attended a financing workshop prior to submitting their first funding application for the academic school year.

All applications for ALF funding by an eligible RSO shall be granted in the amount requested provided that (1) ALF funds are still available at the time the application is submitted, and (2) the RSO-sponsored event or program satisfies the following requirements and conditions:

1. Completed a~~A~~pplication ~~was~~ must be submitted to ASI at least one (1) week prior to event taking place

2. The event will be held on-campus.

2. The event will be free to attend.

3. The application must contain a budget detailing how the funds will be used. Funding may only be used for consumable items and facility costs such as food for attendees, paper products, event/program advertising, and rental or cleaning costs. If food is purchased, it must follow campus's first right of refusal policies.

4. Funding is **not** available, and may not be used, for any of the following: door prizes, raffles, opportunity drawings, honorariums, speaker fees, donations, gifts, or give-away items.

5. An RSO may receive up to $500 in ALF funding per semester.

6. If an event or program is not open to the entire campus community, the maximum ALF amount that may be requested is **$250**.

7. If an event or program is open to the entire campus community, the maximum ALF amount that may be requested is **$500**.

8. An RSO may co-sponsor an event with another RSO(s). For a co-sponsored event, each RSO is eligible to submit an application for the maximum amount. Co-sponsored events can be funded up to $1,500. ALF contribution for co-sponsored funding is **not** available for individual RSO members.

9. Incomplete applications will be rejected and must be re-submitted as a new application. Must still follow application timeline requirements.

10. Use of funding for any activity not disclosed in the application will disqualify an RSO from receiving any future ALF funding for a period of one academic year.

11. Funding may only be used or expended in support of the specific program or event identified in the funding application.

(C) Reconsideration of Application Decision

Each RSO shall submit its application to ASI Vice President of Finance & Operations electronically. No later than the close of business five business days from the date the application is submitted, ASI Vice President of Finance & Operations must approve or deny the application and deliver their decision in writing via electronic communication to the person that

submitted the application on behalf of the RSO. Email is permissible for this notification. If the application satisfies the criteria set forth above and ALF funds are available, ASI Vice President of Finance & Operations must approve the application as submitted. If ASI Vice President of Finance & Operations denies the application or decreases the original funding request amount, ASI Vice President of Finance & Operations must (1) issue their decision in writing to the RSO, and (2) identify the specific reasons for the denial or reduction. If the RSO disagrees with the decision, the RSO may request a meeting with ASI Vice President of Finance & Operations or designee within three (3) business days of receipt of the decision. The meeting shall take place within five (5) business days of the request pending scheduling availability. At the meeting, the parties will discuss the application and ASI Vice President of Finance & Operations shall explain reasons for any reduction in amount or denial of the application. The RSO will receive written notice of ASI Vice President of Finance & Operations' decision within three (3) business days after the meeting. If the decision confirms the denial of or decrease in funding, the decision will explain and state in writing the reasons why the funding was denied or decreased.

II. Appeal Process

(A) Generally

If the RSO contends that ASI Vice President of Finance & Operations's post-meeting decision violates or did not comply with the viewpoint neutrality requirement, it may file an appeal. The RSO has five (5) business days after receipt of the written post-meeting decision to file an appeal. Such appeal must be in writing and state the reason the RSO believes the application was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.

The CSUSM Vice President of Student Affairs ("VPSA") or the VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of appeal.

(B) Standard of Review

The VPSA or the VPSA's designee shall determine "de novo" (*i.e.*, without any deference to the ASI Vice President of Finance & Operations' decision) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

CSUSM-ASI Leadership Funding Event Application 24/25

~~Instructions~~ Guidelines for Application:

1. Completed ~~A~~application ~~was~~ must be submitted to ASI at least one (1) week prior to event taking place
2. The event will be held on-campus. The event will be free to attend.
3. Funding may only be used for consumable items and facility costs such as food for attendees, paper products, event/program advertising, and rental or cleaning costs. If food is purchased, it must follow campus's first right of refusal policies.
4. Funding is **not** available, and may not be used, for any of the following: door prizes, raffles, opportunity drawings, honorariums, speaker fees, donations, gifts, or give-away items.
5. If an event or program is not open to the entire campus community, the maximum ALF amount that may be requested is **$250**. If an event or program is open to the entire campus community, the maximum ALF amount that may be requested is **$500**.
6. An RSO may co-sponsor an event with another RSO(s). For a co-sponsored event, each RSO is eligible to submit an application for the maximum amount. Co-sponsored events can be funded up to $1,500. ALF contribution for co-sponsored funding is **not** available for individual RSO members.
7. Incomplete applications will be rejected and must be re-submitted as a new application. Must still follow application timeline requirements.

Instructions for Application:

1. Submit form online on ASI website. Application must include budget detailing how the funds will be used.
2. Submit completed packet to ASI at least one (1) week prior to event date. **Complete application includes faculty/staff advisor signature.**
3. The applicant will receive an email noting the decision of their application. If approved, recipients are required to submit itemized receipts, proof of event completion, and a written statement via email to alf@csusm.edu within 10 business days in order to process payment for their awarded funds. Purchaser will not receive reimbursement unless proper documentation is submitted.
4. Purchaser will only receive reimbursement funds for the total of itemized receipts submitted up to the award total amount. Written statement should include information about the ~~conference~~event, your experience, and how ALF supported your ~~attendance~~ event~~or goals at the conference~~. These statements and any photos submitted may be used on the ASI website for marketing purposes.

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ALF On-Campus Events
Recognized Student Organization Application
2024/2025

Contact Information

Student Organization: _____

Requestor (Student Org Member): _____ Phone: _____
Email: _____

President: _____ Phone: _____
Email: _____

Faculty/Staff Advisor: _____ Phone: _____
Email: _____

Event Information

Title: _____

Date of event: _____ Time: _____

Location: _____ Expected Attendance: _____

Total estimated total cost of event: $_____

Total co-sponsorship amount from other source(s) of funding: $_____

Total Event Estimated Itemized Budget

Explanation of Expense	Cost
Total ALF funds requested	

President's Signature	Date	Faculty/Staff Advisor Signature	Date

FOR ASI USE ONLY
ASI Student Organization Account Reviewed:
ASI Vice President of Finance & Operations Date
Approved Amount:
ASI Professional Staff Designee Date

If you have any questions, contact ASI at USU 3700 or via email at ALF@csusm.edu Phone: (760) 750-4990

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**HOSPITALITY POLICY**
EFFECTIVE DATE:	**JULY 13, 2016**
REVISED DATE:	**JULY 13, 2016**
APPROVAL DATE:	**DECEMBER 10, 2021**

DEFINITIONS

Hospitality:
Activities that promote Associated Students, Inc. of California State University San Marcos (ASI) to the public, usually with the expectation of benefit to ASI. This includes expenses for employees, students, donors, guests, visitors, volunteers, or other individuals as part of a business meeting; recreational, sporting, or entertainment eventl or other occasions that promote the mission of ASI. This includes meals served to employees as part of a morale-building function and meals provided to prospective students and employees.

Hospitality is defined to include the following elements:

- Entertainment Services – Reasonable expenditures as part of a public purpose event includes, but if not limited to, equipment and venue rental, décor, music, and performers.
- Food and Beverage – Reasonable provision of a meal (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pasteries, cookies).
- Awards and Prizes – Something of value given or bestowed upon an individual, group, or entity in recognition of services to ASI or CSUSM or achievement benefiting ASI with the expectation of benefit accruing to ASI or for other occasions that serve a bona fide business purpose.
- Promotional Items – Items that display the name, logo, or other icon identifying ASI such as a keychain, coffee mug, calendar, or clothing.

Meeting:
Gatherings which serve an ASI business purpose and are generally administrative in nature such as employee morale functions, trainings, conferences, retreats, extended planning sessions, and meetings of appointed work groups and committees.

Membership and Social Organizations:
Clubs, civic organizations and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations and professional organizations are considered a regular business expense and are not governed by this policy.

Official Host:
ASI employee or governing board member who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of ASI business.

Official Guest:
A person invited by an official host to attend a CSU/CSUSM/ASI meeting, conference, reception, activity or event. Examples of official guests include employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.

Public or Business Purpose:
Expenses that serve a purpose consistent with the mission and fiduciary responsibilities of ASI.

PURPOSE

The purpose of this policy is to establish policy and procedures regarding for purchases made by ASI related to hospitality Authority for this policy is in compliance with the CSU/CSUSM Hospitality Policy and pursuant to California Education Code section 89044. This policy is issued under delegation of authority from the Chancellor to the Executive Vice Chancellor and Chief Financial Officer, and implementation and compliance with the policy is further delegated to the campus Chief Financial Officer. California Education Code sections 66600, 89030, and 89035.

POLICY

I. Hospitality Expenses
   1. Hospitality expenses must be directly related to, or associated with, the active conduct of official ASI and California State University San Marcos (CSUSM) business. When an employee acts as an official host, the occasion must, in the best judgement of the approving authority, serve as a clear ASI business purpose, with no personal benefit derived by the official host or other empployees.
   2. Hospitality expenses should be cost effective and in accordance with the best use of public funds. When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.
   3. Travel and lodging expenses are not covered under these policy and procedures. Please refer to the ASI Travel Policy for information on travel related expenses.
   4. In congruence with the CSUSM Hospitality Guidelines, food and related items to “food bank” type of operations are not hospitality expenditures.

II. Allowable Hospitality Expenses and Occasions
   1. The following are examples of occasions when the provision of hospitality is permitted under this policy.
      - ASI hosts or sponsors business meetings that directly correlate with the operations of ASI.
      - ASI hosts official guests with an interest in ASI.
      - ASI is the host or sponsor of a meeting of a learned society of professional organization.
      - ASI hosts receptions helf in connection with conferences, meetings of a learned society or professional organization, meetings of student groups, student events, and meetings of other ASI related groups such as alumni.
      - ASI hosts or participates in community relation or fundraising events to promote ASI or CSUSM, enhance partnerships, recognize distinguished service, or cultivate donors.
      - ASI hosts receptions for the benefit of employee morale, employee recognition, official presentations for length or exceptional contributions of service awards.
      - ASI hosts student programs with the purpose of engaging the CSUSM community in campus life.
   2. Employee Meetings
      a. Food and beverage may be provided to employees if a working meal is included as part of a scheduled meeting, presentation, or training session and serves an ASI business purpose. The meeting should take place over an extended period and the agenda should include a working meal to satisfy the

requirement that the meal is part of a business function or an official meeting between students, between staff, or between students and staff held for the purpose of discussing ASI related activities.

b. Expenses will not be allowed when two or more employees from ASI and/or CSUSM choose to go to lunch together to continue their business as a part of the meal, or when the meeting could have been scheduled during regular working hours.

III. Unallowed Expenditures

1. Hospitality expenses that are of a personal nature and not related to the active conduct of official ASI business will not be paid or reimbursed.
2. As an auxiliary organization, ASI funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts, membership in social organizations and promotional items to the extent these purchases are not restricted by other applicable laws, regulations, or funding source agreements.

IV. Exceptions

Approval of exceptions to these policy and procedures must be obtained from the Executive Director or designee. Written justification as to why non-compliance with policy and procedures was unavoidable and necessary must accompany all expense receipts and be signed by the Executive Director or designee.

1. Exceptions cannot be granted for the following:
    a. Payment or reimbursement of expenses that are not allowed by ASI or University policy
    b. Expenses that are lavish or extravagant under the circumstances
    c. Expenses that are not in compliance with IRS regulations (Refer to section F of this policy)
    d. Expenses that constitute taxable income to the recipient

PROCEDURE

I. Approvals

1. When determining whether a hospitality expense is appropriate, the approving authority must: evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.
2. Individuals with delegated approval authority may not approve their own expenses, and individuals may not approve the expenses of their supervisor.
3. ASI Hospitality Forms should be completed and approved prior to hospitality-related purchases.
    a. Blanket Hospitality Forms: May be issued on a case-by-case basis and must be pre-approved by the ASI Executive Director. Blanket hospitality forms are meant for hospitality transactions where little or no value can be added by processing the transaction for each event.
        i. The following procedures shall be observed in administering blanket hospitality forms
            - The blanket hospitality must be specific to set of recurring events, rather than a general department/annual
            - All required supporting documentation must be submitted with the payment method, including a copy of the blanket hospitality form for each expense.
            - Blanket approval may not exceed one year and should not cross fiscal years.

II. Payment Options

1. There are three payment options for hospitality purchases: The ASI Corporate Credit Card, reimbursement through the Expenditure Request Form, or Petty Cash if the purchase is less than $50.
2. Receipts - An original, itemized receipt or invoice must be submitted per expense: A credit card receipt alone is not sufficient. For payment of invoices, the vendor's original itemized catering contract must be provided if the original invoice does not provide the details of the charges. Refer to ASI Purchasing Policy for more information.

III. Supporting Documents

1. For all expenses, back up documentation must accompany each receipt. If paying with the ASI Corporate Credit Card, the backup documentation must be included with the receipt and the ASI Expenditure Request Form. If using the ASI Expenditure Request Form or Petty Cash forms, backup documentation must be submitted for signature with the receipt and the form. Examples of backup documentation include:
    a. ASI Hospitality Form with approvals
    b. Attendance Roster
    c. Event flyer, invitation or announcement OR meeting agenda
    d. Blanket Hospitality Justification
    e. Gift Card and Prize Form – If applicable. See ASI Corporate Credit Card Policy to determine.
2. It is the responsibility of the Approving Authority to review all supporting documentation and to verify that the amounts are allowable and that the appropriate accounts are charged (Account 660820 for Hospitality). In addition, the Approving Authority is responsible for ensuring that supporting documentation is being retained in accordance with the requirements specified in the ASI Corporate Credit Card Policy.

IV. Related Documents, Policies and Procedures

1. If food is being delivered to campus, ASI can utilize any provider. If food is being catered, the provider must be selected from the campus Approved Caterers List. For additional related documents, policies and procedures, please refer to the following.

V. Internal Revenue Service Information

1. The procedures set forth in these policy and procedures are intended to conform to the Internal Revenue Service regulations related to entertainment expenses. In order to conform to IRS regulations, the expenses that are paid or reimbursed must meet one of the following tests:
    a. Directly-Related Test – Meal reimbursements meet the directly-related test and may be excludable from wages if:
        i. The main purpose of the combined business and meal is the active conduct of business,
        ii. Business is actually conducted during the meal period, and
        iii. There is more than a general expectation of deriving income or some other specific business benefit at some future time. All of the facts must be considered, including the nature of the business transacted and the reasons for conducting business during the meal. If the meal takes place in a clear business setting and is for your business or work, the expenses are considered directly related to your business or work.
    b. Associated Test - Entertainment-related meal reimbursements meet the associated test and are excludable from wages if the entertainment is associated with the active conduct of the employer's business and occurs directly before or after a substantial business discussion.
2. Tax Considerations - Under Internal Revenue Service regulations, an entertainment (hospitality) expense will be considered taxable income to an employee if:
    a. The entertainment (hospitality) activity is not directly related to the employee's job
    b. The expense is lavish or extravagant under the circumstances
    c. The official host (or another employee) is not present when the activity takes place
    d. If the expense is not substantiated with appropriate supporting documentation, as provided in these policy and procedures
    e. Business meals with faculty, staff, or other colleagues that are frequent (i.e., that occur on a regular or routine basis) and reciprocal are considered taxable income. All such expenses are not allowable under these policy and procedures.

RELATED DOCUMENTS

I. ASI Cash Handling Policy
https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html
II. ASI Corporate Credit Card Policy
https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html
III. ASI ProCard Agreement Form
IV. https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/forms/forms.html
V. California State University Hospitality Policy
https://calstate.policystat.com/policy/8543178/latest/
VI. California State University San Marcos Hospitality Forms and Guidelines
https://www.csusm.edu/fs/ap/hospitality.html
VII. CSUSM Alcohol Use Policy
https://www.csusm.edu/events/policiesrates/alcohol.html
VIII. CSUSM Approved Caterers List
https://www.csusm.edu/corp/dining/approvedcaterers/index.html
IX. ASI Purchasing policy
https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html
X. ASI Travel Policy
https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html

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)

This past month I have been meeting with campus partners to learn about the work they do, the work ASI does, some goals we have for the upcoming semester, and how we can work together. I have also been working with Shannon on assigning the BOD reps to ASI & University committees. I am also on the planning committee for ASI & BOD retreat/training, so I have been working hard with the ASIers on these committees to ensure that we have a great time learning about ASI & team building.

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?

- [ ] Academic Senate
- [ ] Academic Policy Committee (APC)
- [ ] Budget and Long-range Planning (BLP)
- [x] 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)
- [ ] 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

N/A

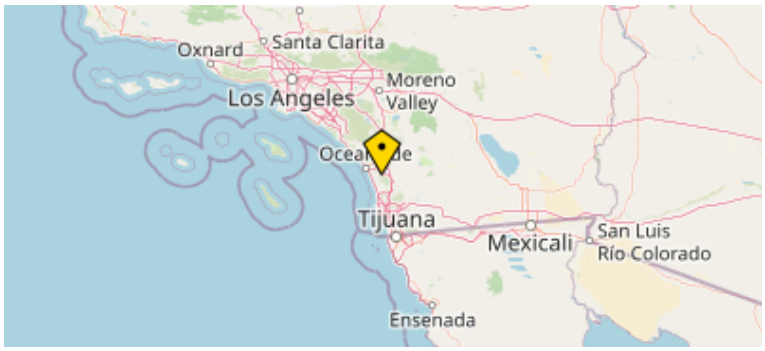
Q12. Areas of concern related to your position and its constituents

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	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)

Updated the ALF application, have been working on SEF applications, slides for BOD training, and WRC meetings.

Q6. What ASI Committees are you currently sitting on?

- [x] Internal Operations
- [ ] Awards Committee

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

Q7. Updates on ASI Committees

N/A

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

N/A

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

N/A

Location Data

Location: (32.4041, -116.8198)

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)

-Went to the first CSSA meeting -Continued meetings with university faculty members -Working with the library to get Little Free Libraries on campus

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

Still filling roles for SAC

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)
- [ ] Faculty Awards Selection Committee (FASC)
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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

N/A

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

N/A

Location Data

Location: (33.1441, -117.1757)

Source: GeoIP Estimation

