ASI Executive Committee 25/26
Illeana Carmona Chavez
Chair and Chief of Staff

Elaine Pollard
President & CEO
Vice Chair

Anahi Martinez Perez
Vice President of Finance & Operations

Cameron Munn
Vice President 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 26 - 05
November 4, 2025, at 12:00 pm
ASI Conference Room
Posted: October 31, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** At the Will of the Chair, the meeting was called to order at 12:01pm	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Elaine, Anahi, Cameron, Ashley, Annie	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** Daphne Joie Smith, Shannon Gallacher	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** No Edits At the Will of the Chair, approval of agenda by consent vote None Opposed Approved	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** No Edits At the Will of the Chair, approval of agenda by 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 ASI Conference Room Guidelines** **Description:** Creation of document overviewing ASI Conference Room description, reservations, and usage. **Fiscal Impact:** None Cameron – For impromptu meetings when the room is available, what is the protocol? Ashley – So long as you check in with the front desk, internally, you are able to utilize the room Elaine motioned to approve 2nd – Cameron None Opposed No Abstentions Motion Carries	Ashley Fennell ASI Associate Executive Director

08 Action	**Approval of Changes to Student Opener Competition Guidelines** **Description:** Updates include changes to application requirements, winner selection, and scoring process. **Fiscal Impact:** None Annie – Scoring process change "band's" to "performers" Cameron – How do judges votes work with student votes? Daphne – All scores and votes are averaged Annie – Suggest to change "multiple channels" to include language about averaging judges ranking and voting, for clarity Cameron – How will this be explained? Daphne – During their performer orientation sessions after applying and working with MCT to advertise new process Cameron – Suggestion to include a judge that is music related, be it a faculty or staff in arts, etc. Illeana – Scoring scale adjustments for clarity and adjusting "student" vote to be "attendee" votes Ashley – Add full vote to the scoring scale? Annie – A percentage Daphne – Adding in language or definition about guest count Anahi – When did ASI decide to let guests vote? Daphne – About two years ago, guests were added to vote because they are also in attendance at Festival 78 Cameron – Maybe having only students vote since guests do not pay the ASI fee? Annie – Adding a CABbie to judges panel? Would it be better to have an AV/IT student rep over a Student Life employee rep? Cameron – Student Life employees generally have more of a pulse on student interest; How would that rep be chosen? Why were DoS & OIE included? Ashley – OIE was chosen to center inclusivity & DoS chosen as they have sat on judging panels in the past Daphne – Not everything goes on this document, CAB handles many other things related to this discussion on the backend, goal of ensuring there is representation from various parts of campus Elaine motioned to table Item 08 to December meeting 2nd – Cameron None Opposed No Abstentions Motion Carries	Ashley Fennell ASI Associate Executive Director Daphne Joie Smith ASI Student Engagement Coordinator
09 Action	**Approval of Sustainability Projects Funding Policy** **Description:** Edits include creation of document overviewing project guidelines, project criteria, and procedures for committee and project approval. **Fiscal Impact:** None Cameron – Why are applications only open in the Spring semester?	Ashley Fennell ASI Associate Executive Director Shannon Gallacher ASI Government Affairs Coordinator

	Ashley – So that applications can be approved and funded for the following academic year and projects can be completed within a whole academic/fiscal year. Anahi – So this years allocation will be for 26/27? Ashley – Yes Annie – Should we cut the committee make-up and reference bylaws instead? Ashley – Yes Cameron motioned to approve with edits 2nd – Anahi None Opposed No Abstentions Motion Carries	
10 Information	**Reports** See attached for representative reports Annie – Working on AOA items; Working with Elaine on RA taskforce; Working alongside Talisha to track down checks and payments Ashley – CP prepping for Giving Day campaigning; CP Oasis intake checkout system for diapers and wipes to report to SD Food Bank; ASI survey results coming soon (over 500 votes)	Illeana Carmona Chavez Chair and Chief of Staff
11 Information	**Announcements** Illeana – Wellness Center Groundbreaking next week!	Illeana Carmona Chavez Chair and Chief of Staff
12 Action	**Adjournment** 1:00pm	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, 25/26 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on December 4th, 2025 (see all minutes from 25/26)

Illeana Carmona Chavez 02/12/2026

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**SUSTAINABILITY PROJECTS FUNDING**
EFFECTIVE DATE:	**NOVEMBER 4, 2025**
APPROVAL DATE:	**NOVEMBER 4, 2025**

DEFINITIONS

None

PURPOSE

The ASI Sustainability Projects Funding (SPF) allocates funds to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of CSUSM. Sustainability Projects are defined as those activities and projects that are integrally related with helping the campus meet its sustainability goals.

POLICY

I. Each year during ASI budget cycle, funds are allocated to SPF to fund projects that positively affect CSUSM's sustainability educational efforts, reduce the University's environmental impact, and help to "green" CSUSM campus.
    1. ASI administers the SPF through a Sustainability Projects Funding Committee. See ASI Bylaws for more information about this committee.

II. Project Guidelines
    1. All approved projects must have an advisor from the CSUSM faculty or staff. This advisor will be responsible to ASI & the University for the administration of grant monies.
        a) However, ownership of the project and submission of proposal must be completed by student and/or student organization members.
    2. Projects must directly address sustainable solutions on CSUSM's campus.
    3. All proposed projects must have a clearly defined, measurable outcome.
    4. CSUSM students or CSUSM recognized student organizations may submit proposals. Individuals and organizations outside of CSUSM may NOT submit proposals.
    5. SPF will not support projects already mandated by law or CSUSM policy directive (e.g., standards for green building in new construction or social inclusion standards, etc.), since CSUSM is already obliged to allocate funds for such projects.

6. SPF will not provide personal grants or funds to an individual in support of individual research.
7. All projects shall have a mechanism for evaluation of project activities
8. Projects should be fiscally sustainable and fall within the allocated funds for the academic year. The grant is a one-time award. If a project is to be ongoing or reoccurring, the project plan must include a mechanism for funding after the conclusion of the academic year. SPF will not fund a project more than once.
9. If a project has ongoing benefits (e.g. annual cost savings), the project plan must include a mechanism for reporting these benefits back to the committee on an annual basis.
10. Projects proposals must have promotion, education, & outreach components. Student participation and involvement is highly encouraged.
11. Projects involving permanent structures need to have received all necessary written approval by appropriate campus officials prior to consideration.
12. Funds cannot be used for financing new infrastructure projects (i.e. new buildings or similar).
13. Preference given to projects that positively influence both social and environmental sustainability and take into account all impacts.
14. Projects shall take place on the CSUSM campus and should be accessible to all CSUSM students, staff and faculty. However, swag items are available only to CSUSM students.

III. Project Criteria

1. Positive Impact on CSUSM Sustainability Goals: Submissions should demonstrate how the project will positively help CSUSM reach our sustainability goals. Suggested ideas include promoting sustainable behavior among CSUSM campus community, raising awareness about sustainability, reducing our ecological footprint, etc.
2. Increased Student Involvement: Projects demonstrate a clear initiative to engage students. Student involvement opportunities include, but are not limited to: volunteerism, planning and project management, skills training, research, and leadership roles.
3. Education and Outreach: Projects demonstrate a clear contribution to educating others about sustainability. Education and outreach opportunities include but are not limited to: connecting diversity and environmental justice to sustainability, course integration, knowledge sharing, outreach events and programs, campaigning, project demonstrations, project/research presentations and posters and independent studies.
4. Long Term Feasibility: Projects will demonstrate a clear plan for the project term from start to finish and identify opportunities for sustained operation by working closely with members of facilities, administration and/or faculty. Proposals demonstrate an awareness of long term needs to ensure a sustained impact of this project on campus physical operations or individual behavior.

5. Scope of Impact at CSUSM: Projects demonstrate a broad impact by integrating sustainable practices with increased student involvement and education. Proposals will assess the number of students impacted by the project as well as summarize quantifiable economic and environmental benefits. Means of measuring impact of the project must be identified and included in the application.

IV. Promotion and Outreach
    1. Approved SPF projects are able to utilize ASI design resources.
    2. If utilizing the ASI Media and Communications Team (MCT) for flyer design creation, the request needs to be submitted six weeks prior to the event date. Please work with ASI Staff member for more steps on this process.
    3. If creating a flyer or infographic, the SPF Project Manager must submit draft to asidesign@csusm.edu for approval no later than three weeks prior to event date. Any event that does not submit within this deadline will not be considered.
    4. Publicity for all public events must advertise that the university will offer reasonable accommodations for persons with disabilities. See the campus policy and procedures on ADA Accommodations for Non-instructional University Events (http://www.csusm.edu/policies/active/documents/ada_accommodations.html).
    5. Advertising of campus events must include a contact phone number, accessibility statement and the "accessible" logos.
    6. CSUSM students or CSUSM recognized student groups will assume responsibility for coordinating appropriate accommodations as requested.
    7. ASI will provide disability "footer" once flyer is approved by ASI MCT
    8. Any swag items purchased for project must display the ASI SPF logo.
    9. With sustainability in mind, we encourage sustainable marketing and outreach efforts including online sources such as social media, presenting the announcement in consented classrooms, informational tabling, etc.
    10. ASI will include approved projects in ASI social media
    11. ASI does not post flyers on social media; correlating photos will need to be submitted or coordinated beforehand

PROCEDURE

I. Committee
    1. The committee shall periodically approve a schedule of specific types of projects that require additional approvals prior to consideration for Sustainability Projects Funding.
        a) These additional approvals ensure that the University is aware of the project and that the project complies with university regulations.
    2. Committee will meet ad-hoc, as determined by the ASI Bylaws Article 19, Section 6:
        a) Determine goals for the allocation of funds.
        b) Review project applications and determine allocation of funds
        c) Report on projects receiving funds.

d) Establish timeline of review process
e) Determine if potential projects meet the requirements and goals of the Committee.
f) Report approved projects and totals to the ASI Board of Directors.
g) Submit approved projects to the ASI Executive Director for final approval
h) Marketing
i) Allocation of funds
    1. Projects
    2. Left over funds

II. Projects

1. Submit an electronic copy of the proposal to the Associated Students, Inc. via the ASI website based on dates determined by committees. These dates are reviewed annually.
2. All approved projects must receive final signature approval from the ASI Executive Director or designee, after the committee has approved the awarded projects.
3. Project Requirements and Criteria
    a) Projects proposals must have promotion, education, & outreach components. All applicants must attend marketing and project management workshop provided by ASI.
    b) See above in policy for project guidelines and criteria.
4. Project Budget Summary
    a) Within the online application, applicant shall include information about itemized budget summary
    b) This will include proposal title, submitter information, and total funds requested. Itemized funds include request for:
        i. Contracted Services
        ii. Event Related Expenses
        iii. Food
        iv. Swag
        v. Printing & Duplicating
        vi. Promotions & Outreach Programs
        vii. Project Supplies
        viii. Other (Installation Charges, Facilities, etc.)
5. ASI will email award letters to the student recipient and faculty/staff advisor after the decision of the committee.
    a) The letter will include approval or denial information as well as next steps for planning, if approved.
6. Award recipients must schedule an initial meeting with ASI representatives prior to the start of any project planning or purchasing in order to review ASI and CSUSM purchasing guidelines and project implementation.
    a) This meeting must be scheduled within one month of receiving approval for the project and before conclusion of the fall semester.

b) More information provided to applicant in award letter.

7. If hosting an education event, ASI will oversee event and resource reservation process.
   a) For each educational event, requiring a reservation, the SPF Project Manager, in collaboration with ASI professional staff contact, will need to submit an Event Risk Evaluation Form found on the ASI website.
   b) Event expenses paid with SPF funds must be included in the proposal submitted.

III. Accountability

1. All award recipients must submit a final report at the end of the fiscal year in which the project took place.
2. The report must include all spent monies with receipts, as well as a synopsis of the project's outcomes, challenges, and successes.
3. Each applicant will receive a final report form from ASI.
4. The final ASI Report Form must be submitted prior to the conclusion of the spring semester.
5. Upon review of a report, ASI Representatives shall determine whether the spent funds were within the scope of the project.
6. If funds were spent outside of the project scope, the ASI and/or committee shall review the return of the funds to the ASI Sustainability Project Fund account.

RELATED DOCUMENTS

I. ASI Sustainability Projects Funding Application & Budget Summary
II. ASI Sustainability Projects Funding Evaluation
III. ASI Sustainability Project Funding Timeline
IV. Sustainability Master Plan and Policies: https://www.csusm.edu/sustainability/commitment/index.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 ASI Government Affairs Coordinator, Shannon Gallacher, at sgallacher@csusm.edu

Q2. Name

First	Anahi
Last	Martinez Perez

Q3. Email

amartinezper@csusm.edu

Q4. Position on Board

Vice President of Finance & Operations

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

Tabled at ASI Resource Fair Working through Student Emergency Fund Applications Working through ASI Leadership Fund Applications UNIV Presentations Prepping for Internal Operations Committee (since I will be absent) Sitting on B&D conversations + marketing efforts In Nov 7th BOD, I will be presenting along with Matias in regards to our financial statements

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

Timeline was approved during our last IO meeting. Guiding Principles will be approved in the next meeting.

Q8. What University Committees are you currently sitting on?

Budget & Long-Range Planning; Instructionally Related Activities Committee (IRA) ; Professional Advancement Travel Committee (PATR); Student Fee Advisory Committee; Personnel Committee

Q9. Updates on University Committees

SFAC has met several times. These meetings consist of the Alternative Consultation Team bringing updates.

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 ASI Government Affairs Coordinator, Shannon Gallacher, at sgallacher@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)

There has been a lot happening recently related to my position. I have been meeting with the Title Ix Implementation team to look over the recommendations made by the work group. I have also been having my monthly check ins with the Board to check on how they are doing in their role and as students. I also helped fill the position of the CEHHS representative and have onboarded her as well! I have also been helping Cam with the Lobby Corps team by preparing them with the knowledge and skills they need for when we attend CHESS in March 2026. I have continued working on the goals I set forward and wrapped up the planning and execution of the ASI Campus Resource Fair!

Q6. What ASI Committees are you currently sitting on?

- [ ] Internal Operations
- [ ] Awards Committee

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

Q7. Updates on ASI Committees

The committee has met twice and have finalized the candidate packet as well as deciding on what swag items we would like to give out at the events. I have also been doing outreach to fill the last two student at large positions!

Q8. What University Committees are you currently sitting on?

Title IX Implementation Team

Q9. Updates on University Committees

Committee met recently to discuss the recommendations from the workgroup!

Q11. Upcoming Events and New Initiatives/Collaborations

Attending and speaking at the Wellness and Rec Groundbreaking event on November 12th!

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

Hearing a lot about snap benefits being cut and how students are worried where their next meal will come from.

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 ASI Government Affairs Coordinator, Shannon Gallacher, at sgallacher@csusm.edu

Q2. Name

First: Cameron

Last: Munn

Q3. Email

Cmunn@csusm.edu

Q4. Position on Board

Vice President of Student & University Affairs

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

Fully Selected the full Lobby Corps team consisting of 13 students! - Also held first Lobby Corps meeting during University Hour and brought them to the Write Your Representatives Event hosted by Civic Engagement and University Advancement - Attended the Hispanic Serving Institutions (HSI) Summit - Had a very productive meeting with the Executive Officers for the Cal State Student Association regarding comments and feedback on their policy agenda for the year after I presented it to Student Advocacy Committee - Had 1:1 Meeting with Provost Kemnitz, where we discussed Artificial Intelligence Policy, and how to ensure further shared governance between Students, Faculty, and Administration.

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

VP of Cal State Student Association, Derrick Herrera, joined me in addressing the committee and facilitating a conversation about how to better engage and include students at large within our decision making process.

Q8. What University Committees are you currently sitting on?

Academic Senate, Academic Policy Committee, Campus Climate Survey Workgroup, Administrative Policy Equity Review Committee, Recruitment and Onboarding Student Success Subcommittee

Q9. Updates on University Committees

Academic Policy Committee - Unanimously passed the Artificial Intelligence Syllabai Policy

Q11. Upcoming Events and New Initiatives/Collaborations

Nothing to Report.

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

Immigration Enforcement, Artificial Intelligence Policies & Procedures, Shared Governance.

Location Data

Location: (33.0035, -117.0696)

Source: GeoIP Estimation

