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 - 06
December 4, 2025, at 10:30 am
Social & Behavioral Sciences Building (SBSB) 3228
Posted: December 1, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** At the Will of the Chair, the meeting was called to order at 10:37am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Elaine, Anahi, Cameron, Annie Absent: Ashley	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** Daphne Smith, Sabrina Leffler, Natalya Tasevski	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** Edits made at the Will of the Chair: - Table Item 07, Remove Ashley from Item 09, add Sabrina to Item 09 Will of the Chair, motion to approve by consent vote None Opposed	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** Edits made at the Will of the Chair: - Item 08 "agenda: to "minutes" Will of the Chair, motion to approve by consent vote None Opposed	Illeana Carmona Chavez Chair and Chief of Staff
06 Information	**Open Forum**	Illeana Carmona Chavez Chair and Chief of Staff
07 Action	**Approval of Operations Team Manual** **Description:** Front Desk and Student Org Manual overview covering ERF tracking, reimbursements, ASI inventory, balance reports, ASI CC requests, and fund codes. **Fiscal Impact:** None Item tabled at the Will of the Chair	Talisha St. John Business Operations Analyst Associated Students, Inc.
08 Action	**Approval of Edits to Sustainability Projects Funding Guidelines** **Description:** Approval of changes made to the ASI Sustainability Projects Funding guidelines. **Fiscal Impact:** None See attached for document reviewed Annie – When funding research, will there be opportunities to fund travel as well or will it be lab focused research? Natalya – Not including travel, encourage students to utilize existing ASI resources; Add in language to policy Illeana – For clarity, remove "one time award" from letter "F" Annie – Suggested to amend language around "contracted services" Elaine motioned to approve the Edits to the Sustainability Projects Funding Guidelines 2nd – Cameron	Shannon Gallacher Government Affairs Coordinator Associated Students, Inc. Natalya Tasevski Sustainability Representative Associated Students, Inc.

	None Opposed Motion Carries!	
09 Action	**Approval of Changes to Student Opener Competition Guidelines** **Description:** Updates include changes to winner selection and scoring process **Fiscal Impact:** None See attached for document reviewed Anahi – On the day of the event, will ASI be running the numbers on paper or on an Excel form? Daphne – Ideally the calculations will be done on a computer and all information will go on the ASI website Anahi – What is the max total score a contestant can receive? Daphne – 30 from each judge Annie – The maximum will be 150 total from all the judges and that number is then added to the number of student votes Cameron motioned to approve the Changes to Student Opener Competition Guidelines 2nd – Anahi None Opposed Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc. Daphne Joie Smith Student Engagement Coordinator Associated Students, Inc.
10 Action	**Approval of Spring 2026 Executive Committee Dates** **Description:** Committee will approve new meeting dates for executive committee due to new semester. **Fiscal Impact:** None Committee members reviewed their schedules to come up with the following dates for Spring 2026 meetings: - January 21st (12-1pm) - February 9th (12-1pm) - March 9th (12-1pm) - April 6th (12-1pm) Elaine motioned to approve the Spring 2026 Executive Committee Dates 2nd – Cameron None Opposed Motion Carries	Shannon Gallacher Government Affairs Coordinator Associated Students, Inc Illeana Carmona Chavez Chair & Chief of Staff Associated Students, Inc.
11 Information	**Reports** See attached for Executive Officer reports Annie – Working on strategic plan for ASI; Mid-Year retreat planning with the committee; Working with Talisha on outstanding checks before the office closes for winter break	Illeana Carmona Chavez Chair and Chief of Staff
12 Information	**Announcements** None	Illeana Carmona Chavez Chair and Chief of Staff
13 Action	**Adjournment** At the Will of the Chair, the meeting was adjourned at 11:20am	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 February 9th, 2026 (see all minutes from 25/26)

Illeana Carmona Chavez 02/12/2026

ASI Meeting Schedule 2025/2026

ALL Committee Meetings will take place via in USU 2310 unless otherwise indicated on posted agenda

Board of Directors	
Date	**Time**
Wednesday, August 13	2:30 - 4:00pm
Friday, September 5	2:30 - 4:00pm
Friday, September 19	2:30 - 4:00pm
Friday, October 3	2:30 - 4:00pm
Friday, October 17	2:30 - 4:00pm
Friday, November 7	2:30 - 4:00pm
Friday, November 21	2:30 - 4:00pm
Friday, December 12	2:30 - 4:00pm
Friday, January 23	2:30 - 4:00pm
Friday, February 6	2:30 - 4:00pm
Friday, February 20	2:30 - 4:00pm
Friday, March 6	2:30 - 4:00pm
Friday, March 20	2:30 - 4:00pm
Friday, April 10	2:30 - 4:00pm
Friday, April 24	2:30 - 4:00pm
Friday, May 8	2:30 - 4:00pm
Advisors: Ashley Fennell & Annie Macias	

Executive Committee*	
Date	**Time**
Wednesday, June 4th	9:30 - 10:30am
Wednesday, July 9th	9:30 - 10:30am
Wednesday, August 7th	9:30 - 10:30am
Wednesday, September 4th	11:30am - 12:30pm
Tuesday, October 7th	12:00 - 1:00pm
Tuesday, November 4th	12:00 - 1:00pm
Wednesday, December 4th	10:30 - 11:30am
Wednesday, January 21st	12:00 - 1:00pm
Monday, February 9th	12:00 - 1:00pm
Monday, March 9th	12:00 - 1:00pm
Monday, April 6th	12:00 - 1:00pm
*** Schedule dependent upon committee availability**	
Advisors: Ashley Fennell & Annie Macias	

BOD Professional/Personal Development		
Date	**Time**	**Topic**
8/11- 8/13/25	All Day	BOD Training
8/18 - 8/20/25	All Day	ASI Retreat
Friday, September 19	4-5:30	TBD
Friday, October 17	4-5:30	TBD
Friday, November 14	4-5:30	TBD
1/14 - 1/15/2026	All Day	ASI Retreat
Monday, January 12	All Day	BOD Retreat
Friday, February 20	4-5:30	TBD
Friday, March 20	4-5:30	TBD
Friday, April 10	4-5:30	TBD
Advisor: Shannon Gallacher		

Student Advocacy Committee	
Date	**Time**
Friday, August 29	2:30 - 4:00pm
Friday, September 26	2:30 - 4:00pm
Friday, October 24	2:30 - 4:00pm
Friday, Dec 5	2:30 - 4:00pm
Friday, January 30	2:30 - 4:00pm
Friday, February 27	2:30 - 4:00pm
Friday, March 27	2:30 - 4:00pm
Friday, May 1	2:30 - 4:00pm
Advisors: Ashley Fennell & Jason Schrieber	

Internal Operations	Time
Date	2:30 - 4:00pm
Friday, September 12	2:30 - 4:00pm
Friday, October 10	2:30 - 4:00pm
Friday, November 14	2:30 - 4:00pm
Friday, February 13	2:30 - 4:00pm
Friday, March 13	2:30 - 4:00pm
Friday, April 17	2:30 - 4:00pm
Advisors: Annie Macias, Talisha St John, and Deborah Davis	

Elections Committee*	
Date	**Time**
TBD	TBD
*** Schedule dependent upon committee availability**	
Advisors: DOS Representative and OIE Representative	

Awards Committee*	
Date	**Time**
TBD	TBD
*** Schedule dependent upon committee availability**	
Advisors: Ashley Fennell & Daphne Joie Calaguas	

Personnel Committee*	
Date	**Time**
TBD	TBD
*** Schedule dependent upon committee availability**	
Advisors: Erick Ramirez & Michelle Hinojosa	

Associated Students, Inc.
2025/2026 Sustainability Project Funding Proposal

GUIDELINES AND INFORMATION

Definition:
The 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.

This year ASI has allocated approximately $10,000 to SPF to fund projects that positively affect CSUSM's sustainability educational efforts, reduce the University's environmental impact, and help to "green" our campus. ASI administers the SPF through a Sustainability Projects Funding Committee.

Project Guidelines:

a) Projects must directly address sustainable solutions on CSUSM's campus.
b) All proposed projects must have a clearly defined, measurable outcome. CSUSM students or CSUSM recognized student organizations may submit proposals. Individuals and organizations outside of CSUSM may NOT submit proposals.
c) 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.
d) SPF may provide funding to individual students conducting stand-alone research in partnership with a faculty mentor. Projects supported under this guideline should demonstrate the potential to evolve into sustained departmental or campus-wide research efforts. Funding priority will be given to projects that can be built upon by future students, contribute to long-term scholarly activity, and strengthen ongoing research opportunities within the university.
e) All projects shall have a mechanism for evaluation and follow up after funding has been dispersed.
f) 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 on going 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.~~
g) 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.
h) Projects proposals must have promotion, education, & outreach components. Student participation and involvement is highly encouraged.

i) Projects involving permanent structures need to have received all necessary written approval by appropriate campus officials prior to consideration.
j) Funds cannot be used for financing new infrastructure projects (i.e. new buildings or similar).
k) Preference given to projects that positively influence both social and environmental sustainability and take into account all impacts.
l) 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.
m) Any items purchased for SPF project operations will be considered ASI property and must be returned to ASI at the conclusion of the fiscal year (July 31).

Project Process:

1. ASI will email award letters to the student recipient and faculty/staff advisor after the decision of the committee. The letter will include approval or denial information as well as next steps for planning, if approved.
2. Award recipients and their faculty/staff advisor 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. This meeting must be scheduled within one month of receiving approval for the project and before conclusion of the fall semester. More information provided to applicant in award letter.
3. All award recipients must submit a final report at the end of the fiscal year in which the project took place. The report must include all spent monies with receipts, as well as a synopsis of the project's outcomes, challenges, and successes. Each applicant will receive a final report form from ASI. The final ASI Report Form must be submitted prior to the conclusion of the spring semester.

Accountability:

Upon review of a report, ASI Representatives shall determine whether the spent funds were within the scope of the project. 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.

The committee shall periodically approve a schedule of specific types of projects that require additional approval prior to consideration for Sustainability Projects Funding. These additional approvals ensure that the University is aware of the project and that the project complies with university regulations.

Fiscal Responsibility:

Because of ASI's requirements for fiscal responsibility and oversight, all approved projects submitted by student organizations 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. However, ownership of the project and submit of proposal must be completed by student and/or student organization members. All

approved projects must receive final signature approval from the ASI Executive Director or designee, after the committee has approved the awarded projects.

Associated Students, Inc.
25/26 Sustainability Project Funding

BUDGET SUMMARY

Proposal Title: _____

Submitted by: _____ **Date:** _____

Phone: _____ **Email:** _____

Faculty/Staff/Advisor **Email:** _____

Total funds requested: **$** _____

1. Have you previously applied for funds for Sustainability projects: ☐ Yes ☐ No

BUDGET SUMMARY

(Indicate amount where applicable)	Requested	Approved
Contracted Services:	$	
Event Related Expenses:	$	
Food:	$	
Swag:	$	
Printing & Duplicating:	$	
Promotions & Outreach Programs:	$	
Project Supplies:	$	
Other (Installation Charges, Facilities, etc.):	$	
Total Request:	$	

Associated Students, Inc.
25/26 Sustainability Project Funding

CRITERIA FOR EVALUATION

Proposal Title: _____

In addition to the project guidelines, submissions will also be evaluated on:

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, raise awareness about sustainability, reduce 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.

ADDITIONAL INSTRUCTIONS:

Projects proposals must have promotion, education, & outreach components.
All applicants must attend marketing and project management workshop provided by ASI.

- **Promotion**
  - Approved SPF projects are able to utilize ASI design resources.
  - 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.
  - 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.
    - 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).
    - Advertising of campus events must include a contact phone number, accessibility statement and the "accessible" logos.
    - CSUSM students or CSUSM recognized student groups will assume responsibility for coordinating appropriate accommodations as requested.
    - ASI will provide disability "footer" once flyer is approved by ASI MCT
  - Any swag items purchased for project must display the ASI SPF logo.

- **Outreach**
  - 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.
  - ASI will include approved projects in ASI social media
    - ASI does not post flyers on social media; correlating photos will need to be submitted or coordinated beforehand
- **Education**
  - If hosting an education event, ASI will oversee event and resource reservation process.
  - 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.
  - Event expenses paid with SPF funds must be included in the proposal submitted.

Instructions for submitting a proposal:

Submit an electronic copy of the proposal to the Associated Students, Inc. via the ASI website ***by March 27th, 2026***

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)

- Helping create Student Bill of Rights Policy with Student Affairs/Dean of Students - Giving feedback on Academic Senate AI Statement of Principles and helping refferrals for Student Grade Appeal and Grievance policy updates - CSSA Passed AI Whitepaper at Systemwide Affairs

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

Nothing to report.

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 passed a new Syllabai policy through Senate

Q11. Upcoming Events and New Initiatives/Collaborations

Nothing to report.

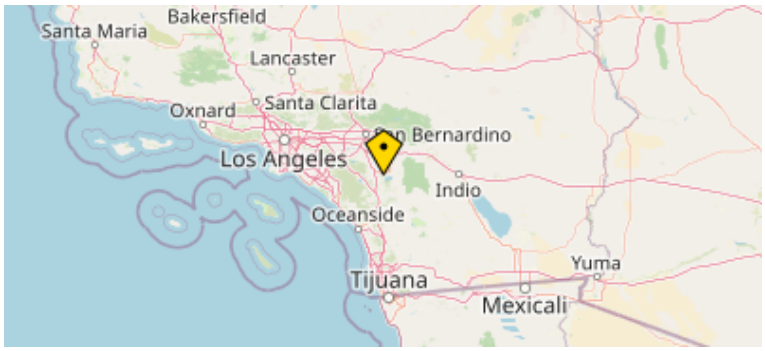
Q12. Areas of concern related to your position and its constituents

Immigration activity, financial aid eligibility, and student life cycle viability.

Location Data

Location: (33.707, -117.0845)

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: 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)

- Will be recruiting another freshman to be apart of my IO committee meeting - Student Emergency Fund Applications

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?

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

Q9. Updates on University Committees

SFAC will be meeting next week on Tuesday to discuss Alterative Consultation.

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: (33.1432, -117.1666)

Source: GeoIP Estimation

