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 - 03
August 7, 2025, at 9:30 am
ASI Conference Room (USU 3700)
Posted: August 4, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 9:32am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Anahi, Cameron, Ashley Absent: Elaine, Annie	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** Shannon Gallacher, ASI Government Affairs Coordinator Trent Borger, ASI Media & Communications Coordinator	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** **July** **Noe edits** **Consent Vote** **None Opposed** **Approved** **May** **No edits** **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 Edits to ASI Risk Policy** **Description:** Updates to policy include information regarding risk and post event forms as well as Cougar pantry risk management information. **Fiscal Impact:** None See document attached for item reviewed Cameron motioned to approve 2nd – Anahi None Opposed Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc.
08 Action	**Approval of Edits to ASI Cougar Pantry Mini Fridge Guidelines and Agreement**	Ashley Fennell Associate Executive Director Associated Students, Inc.

	Description: Updates include new title and additional information about grants that resulted in larger fridges within initiative. **Fiscal Impact:** None See attached document for item reviewed Cameron – Suggests name change for DRO to reflect new name change after August 22nd, 2025 Anahi motioned to approve 2nd – Cameron None Opposed Motion Carries	
09 Action	**Approval of Edits to ASI Style Guide** **Description:** Changes include updated Lobby Corps logo. **Fiscal Impact:** None See attached document for item reviewed Anahi motioned to approve 2nd – Cameron None Opposed Motion Carries	Trent Borger Media & Communications Coordinator Associated Students, Inc. Cameron Munn ASI Vice President of Student & University Affairs
10 Information	**Reports** See attached for Executive Officer reports **Ashley F. –** Contracts for First Night Celebration; CP last summer day is next Wednesday before reopening normal hours for the year; Talisha in the process of hiring FD students as well as a Student Org & Projects Specialist; ASI budget approved for next year; ASI wall project still in process	Illeana Carmona Chavez Chair and Chief of Staff
11 Information	**Announcements** None	Illeana Carmona Chavez Chair and Chief of Staff
12 Action	**Adjournment** At the Will of the Chair, the meeting was adjourned at 9:52am	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 September 5th, 2025 (see all minutes from 25/26)

Signature: Illeana Carmona Chavez 09/19/2025

Email: icchavez@csusm.edu

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

Pantry on the Go Initiative Guidelines & Agreement

Overview
The ASI Cougar Pantry was awarded funds through American Heart Association Pass – Thru Funding Grant in 2025. This grant allowed ASI to purchase two (2) refrigeration units that were placed on campus to help ensure CSUSM students have access to produce when unable to visit the ASI Cougar Pantry location in Commons 104.

Selection of Fridge Locations
The selected sites were chosen based on partnerships established since the pantry's inception in 2018. Additional locations were selected based on factors such as proximity to the pantry for staff deliveries, hours of operation to ensure student access, distance from existing fridges or other food resources, and the volume of student traffic they receive.

Current Locations include:

1. College Assistance Migrant Program (CAMP) | Extended Learning Building 248
2. Clarke Field House | Lobby

If a fridge location is experiencing low student usage or inability to access for stocking, the ASI Cougar pantry staff will reevaluate location and may reassign in order ensure best student access and ASI Cougar Pantry resources.

If other centers/areas/departments are interested in hosting a fridge and one is not available for their use, they would need to purchase the fridge and coordinate with ASI Cougar Pantry for stocking. The centers/areas/departments would need to have a supervisor or point of contact designated to complete a fridge partnership agreement. ASI Cougar Pantry can deny a request based on ASI Cougar Pantry available resources including availability of staffing, product and/or delivery route.

Fridge Guidelines
- No stickers, flyers, or office decor are to be posted on the fridge.
- No personal food items are to be stored in the fridge.
- No additional food donations are allowed in the fridge.

Fridge Partnership Agreements
Area/Department Agreements:
- Ensure that your center/area/department can provide safe and proper handling of food products.
- Plug the fridge directly into the wall and not into any surge protectors. Maintain fridge plugged always unless an ASI Cougar Pantry staff member has unplugged.
- Commit a member of your team to check and/or monitor the fridge for cleanliness at the start and end each day Tuesdays and Thursdays. Throw out any spoiled produce – if any.
- Give ASI Cougar Pantry contact a minimum of 2 weeks' notice to make changes, if permanent non-emergency changes are needed.
- If the unit has a leak, notify the ASI Cougar Pantry immediately.
- Enforce the ASI Cougar Pantry guidelines for the fridge listed above

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Agreements:

- Provide the appropriate amount of food for participants.
- Coordinate delivery logistics including delivery of produce according to ASI Cougar Pantry schedule and produce availability.
- Check Temperature of fridge upon delivery of food.
    - A clipboard with a temperature log will be attached to the fridge.
    - If any issues, ASI Cougar Pantry will manage and maintain. If fridge issue is unable to be manage, ASI will remove the unit from the space. If ASI has the funding, ASI will replace or repair unit.
- Remove any items from the fridge and clean out of the unit Fridays.

Disclosure: There may be days when we do not have sufficient staff or an adequate supply of produce to stock the fridge. In such cases, a staff member will notify you via phone call or Microsoft Teams message.

I have read, reviewed, understand, and agree to abide by the above terms.
I understand that violation of any of the policies or conditions of this agreement may result in the loss of the program privileges.

_____ _____
Printed Site Contact Name & Title Date

_____ _____
Site Contact Signature Date

_____ _____
ASI Cougar Pantry Manager Signature Date

_____ _____
ASI Executive Director Signature Date

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)

I have been doing a lot of onboardings for my position and attending many events like the IS&E Groundbreaking, State of Student Affairs, and many more! I have also been working with the execs to set the ASI Goals for the year and also setting personal goals for myself. It has been a very eventful summer but I am excited to welcome students back soon!

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 hasn't met yet!

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)
- [x] 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

Committee has yet to meet.

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

N/A

Q11. Upcoming Events and New Initiatives/Collaborations

Working on getting my goals set in place to create action steps.

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	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)

- Attending on-boarding meetings with different campus partners (including Temecula campus team) - Scheduling and finalizing details for the application process and structure for Lobby Corps - Onboarded with the California State Student Association (CSSA) Board of Directors at the most recent Plenary at CSU Long Beach - Attended the Integrated Science & Engineering Building Groundbreaking Event

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?

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

Q9. Updates on University Committees

Nothing to report.

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

Not applicable.

Q11. Upcoming Events and New Initiatives/Collaborations

Nothing to report.

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	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)

MANY Onboarding meetings Looking for students at large representatives for Internal Operations Student Emergency Fund Applications Planning for BOD Retreat

Q6. What ASI Committees are you currently sitting on?

- [x] Internal Operations
- [ ] Awards Committee

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

Q7. Updates on ASI Committees

None have started yet.

Q8. What University Committees are you currently sitting on?

- [ ] Academic Senate
- [ ] Academic Policy Committee (APC)
- [x] 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)
- [ ] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

Have not met yet.

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

Instructionally Related Activities Committee (IRA) Professional Advancement Travel Committee (PATR)

Q11. Upcoming Events and New Initiatives/Collaborations

Will be giving a presentation to SLIC Student Org Leadership Conference on August 13th.

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

Not at the moment.

Location Data

Location: (33.0893, -117.1153)

Source: GeoIP Estimation

