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
Special Meeting
September 5th, 2025, at 1:00 pm
ASI Conference Room (USU 3700)
Posted: Wednesday, September 3rd

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 1:09pm	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Elaine, Anahi, Cameron, Annie, Ashley	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** None	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** No edits Consent Vote None Opposed	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** No edits Consent Vote None Opposed	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 Cougar Pantry On The Go Initiative Guidelines** **Description:** Updated location due to participant request and name changes. **Fiscal Impact:** None See attached for document reviewed Elaine motion 2nd – Anahi None Opposed Motion Carries	Ashley Fennell ASI Associate Executive Director
08 Discussion	**Updated Executive Committee Dates** **Description:** Discussion about new potential dates for executive committee due to changes in schedule. **Fiscal Impact**: None See attached for document reviewed Discussion centered change of dates for Executive Committee meeting dates on October, November, & December - Tues 10/7 (12-1pm) - Tues 11/4 (12-1pm)	Illeana Carmona Chavez ASI Chair & Chief of Staff Shannon Gallacher ASI Government Affairs Coordinator
09 Information	**Reports** See attached for Executive Officer reports	Illeana Carmona Chavez Chair and Chief of Staff

	Annie – Finalizing financial statements for approval of reserves **Ashley** – Updating ALF website, working on contracts for ASI Skate Night and NVRD; Checking grades for open positions; Reconciling procards; CP had 862 students this week (1434 this semester); First FMM happening next Monday; Staff working on strategic planning	
10 Information	**Announcements** **Cameron** – Lobby Corp apps are open **Illeana** – CEHHS applications are open; Boba w/ Board on 9/25	Illeana Carmona Chavez Chair and Chief of Staff
11 Action	**Adjournment** At the Will of the Chair, the meeting was adjourned at 1:32pm	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 October 7th, 2025 (see all minutes from 25/26)

Illeana Carmona Chavez 02/12/2026

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Cougar Pantry On-the-Go Initiative
Guidelines & Agreement

Overview
The ASI Cougar Pantry received funding through Feeding San Diego's Agency Capacity Pass-Through Funding Grant in 2023 and from the American Heart Association in 2025. These grants have significantly enhanced ASI's ability to provide fresh produce to students. As a result, a combination of mini fridges and two large refrigerators have been strategically placed across campus to ensure that CSUSM students have convenient access to fresh produce, even when they are unable to visit the main ASI Cougar Pantry location in Commons 104.

Selection of Fridge Locations
The selected sites were chosen based on partnerships formed and utilized since the pantry's inception in 2018. Additional locations were also selected considering their distance from the pantry/access for pantry staff delivery, hours of operation for student access, distance to existing mini fridge/access to other food resources, and the volume of student traffic they experience.

Current Locations include:
1. Kellogg Library | 2nd Floor break room
2. Epstein Family Veterans Center | Lobby
3. STEM Success Center | Extended Learning Building 251
4. Educational Opportunity Program /Trio Student Support Service | Administration Building 4100
5. Achieving College Excellence (ACE) Scholars | Administration Building 3400
6. Student Health and Counseling Services | Lobby
7. Clarke Field House Lobby
8. Associated Students, Inc | Lobby USU 3700
9. COMPASS CENTER | Kellogg 1103
10. Social and Behavioral Sciences Building (SBSB) | 1st floor, Next to vending machines

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 to ensure best student access and ASI Cougar Pantry resources.

If other centers/areas/departments are interested in hosting a pantry on the go 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 mini- 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:

- Purchase fridge if ASI is unable to provide a unit.
- 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.
- Commit a member of your team to check and/or monitor the fridge for cleanliness twice each day.
- Give ASI Cougar Pantry contact a minimum of 2 weeks' notice to make changes, if permanent nonemergency changes are needed.
- Enforce the ASI Cougar Pantry guidelines for fridge listed above

ASI Agreements:

- Provide the appropriate amount of food for participants.
    - Coordinate delivery logistics including delivery of produce.
- Remove any items from the fridge and clean out of the unit once a week.
- 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, will replace unit.

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

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	

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)

Recently I have been very busy! CEHHS applications have officially wrapped up and we have been interviewing students interested in the position. On Wednesday, September 10th I attended the Board of Trustees meeting to potentially speak on the Wellness and Recreation Center which ended up passing! I got to film a fun video with Cameron and Anahi to promote BOD, SAC and IO to students. I also attended ASI Skate and got to share about what ASI is to students so they could fill out their BINGO card and enter into the parking raffle. I have also been having 1:1's with the BOD reps to hear any questions or concerns about their position and hear about project updates and areas that I could provide more support. Furthermore, I got to attend our first ASI bonding event which allowed me to spend some time with my fellow ASIers and get to know more about them.

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

Committee has yet to meet!

Q8. What University Committees are you currently sitting on?

Title IX Implementation Team

Q9. Updates on University Committees

Committee will be meeting on Friday so no updates as of now.

Q11. Upcoming Events and New Initiatives/Collaborations

Boba with the Board is coming up next Thursday, September 25th from 12 - 1 pm in Forum Plaza and I am super excited for the reps to get to meet students and share information about their position and what they do.

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

Just hearing a lot about parking and construction.

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)

- Student Advocacy Committee Vice Chair Connects with Haley Burch - CSUSM Campus Climate Advisory Council/Actioning Workgroup Spring 2025 Results Preview - Attended Health & Wellness Fair with CHABBS Rep Joceleen Oxely - Filmed a video to promote Student Advocacy Committee - Attened Vice President of Finance & Operations Anahi's first Internal Operations meeting - Attended ASI Skate night, - Participated in the most recent Cal State Student Association Plenary that was held virtually with Elaine. Was able to understand more about the California State University Systemwide Artificial Intelligence Iniciative as well as grants awarded to faculty as a result, the new CSU Strategic Enrollment Plan, etc. - National Voter Registration Day & Constitution Day

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 Policy Committee, Academic Senate, Campus Climate Workgroup, and Administrative Policy Equity Review Committee.

Q9. Updates on University Committees

CSUSM Campus Climate Advisory Council/Actioning Workgroup Spring 2025 Results Preview, looking over preliminary data with the group.

Q11. Upcoming Events and New Initiatives/Collaborations

Nothing to report.

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

Artificial Intelligence Policy as it relates to Academic Freedom, Career Readiness, and Student Success.

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: Miguel Angel

Last: Martinez

Q3. Email

marti1724@csusm.edu

Q4. Position on Board

DEI Rep

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

Last week during U-hour, Anahi and I walked around the USU and went to visit the student life centers that were recently relocated to the 2nd floor of the USU. It was great getting familiar with the area and meeting the student employees that work these centers. This week I had my second ARACSJ meeting, which was very informational. We had a presentation given to us by Erik Ramirez on the COMPASS Center, what it is about and the services they offer students. Aside from that we talked about current issues such as helping employees on campus to educate with knowledge and resources for "immigration impacted" students and faculty. Anahi and I have also been planning for the launch of the ASI Resource Cart which should launch very soon!

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

No updates at the moment on ASI Committees.

Q8. What University Committees are you currently sitting on?

ARACSJ EHOPS Presidents Student Award for Inclusive Excellence

Q9. Updates on University Committees

No major updates on university committees at the moment.

Q11. Upcoming Events and New Initiatives/Collaborations

ASI Resource Cart! Talks on First-Gen Celebration Night, possibly collaborating with a campus partner.

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

No concerns at the moment.

Location Data

Location: (33.1165, -117.1846)

Source: GeoIP Estimation

