



To: ASI Board of Directors
From: Hoan Nguyen, Executive Director
Subject: February 9, 2025 Board Report

ASI-wide Initiative:

- ASI was selected to be audited by the Chancellor's Office beginning in late February through mid-March 2025. The auditor performed the field testing onsite last week. The CO is using Sac State ASI as the subject of the new audit format. The Children's Center is a new addition to this audit format as well.
- ASI donated through the partnership with University CARES to provide \$25K total of gift cards to Sac State students who were impacted by the LA Fires in Southern California in January 2025. ASI SEO also supported with extending the service hours of the Food Pantry and coordinated with the CSU campuses in SoCal to extend food pantry to Sac State students while they are there during the fires.
- The ASI Executive Director, Interim Director of Finance and Associate Director of Student Leadership attended the 3-day conference of the Auxiliary Organizations Association (AOA) in early January 2025.

Business Administration/Accounting/HR IT/Student Shop:

- ASI Accounting Services and HR Departments have been in audit with CliftLarsonAllen (CLA) for the Fiscal Year 2023-24 ASI 403b/Pension Plan in January and February. After this audit, the 5500 Form will be filed with the IRS by April 15, 2025.
- ASI selected UKG as the new HRIS system for ASI replacing Ceridian Dayforce with modules in human resources, payroll, benefits and recruitment. UKG is going live on February 23 (clocking in and out) for the Payroll Date of March 14, 2025.
- ASI Annual Operating and Capital Budget processes are well on the way in February and will present the draft budget proposals on March 25, 2025 to the ASI Board Finance & Budget Committee and the University CFO with invitations to the other Campus VPs for attendance. The ASI Interim Director of Finance will present the budgets to the ASI Board on April 23, 2025 for approval. After Board approval, the Operating Budget will be sent to the University President for final approval.
- ASI Accounting Services is compiling with CliftLarsonAllen (CLA) the 2023/24 annual 990 Information Form for ASI and the University Union WELL to be presented at the Board meetings in March and April, respectively, then submitted to the IRS by May 15 tax

extension filing deadline.

- ASI Accounting Services submitted its FY25 Q2 Forecast Report to Campus Budget Planning & Administration on February 3, 2025. The report forecasts a favorable margin gain over-budget if current trends persist.

ASI Government:

- ASI Election Committee finalized plans and timeline for the Spring 2025 ASI student elections. The election will take place on April 16 and 17, 2025. Candidate application portal have been opened since early February and will close on March 14, 2025.
- The Spring 2025 Term ASI scholarship application process was opened on February 15 and will close on March 7, 2025.
- The ASI VPF Textbook Grant was opened on February 17, 2025 and will close on February 23, 2025.
- The Staff of Government Department organized the ASI Board Mid-Year Retreat and Special Board meeting on January 17, 2025.

ASI SEO:

- The Food Pantry team of the ASI Student Engagement and Outreach (SEO) Department and the ASI leadership team are working with the University Basic Needs Center (BNC) leadership to find a way to co-exist when the BNC Food Pantry opens by the end of this academic year.
- The ASI SEO Director will engage with the University Campus Life Department to explore ways to partner to enrich the student experience on Campus.
- ASI Marketing Associate Director is working with Board members to promote the Board roles and experiences leading up to the April 2025 elections.

ASI Children Center:

- The CC just completed successfully the CDSS audit in January and is scheduled for another in March 2025.
- The CC playground project is undergoing a project review due to the new project cost increase and University Construction Project Team is firming up the contract bids and costs. Recent work bids reveal a \$2M shortage in funding requirement. The Parents Advisory Committee and ASI CC leadership are working to close the gap.

ASI Aquatic Center:

- The ASI Aquatic Center is working to prepare its Capital Crew teams to compete at the San Diego Crew Classic in March 2025.
- The AC transitioned to fall and winter mode with modified weekend hours with the cooling weather and equipment are put away in storage.

- The AC Summer 2025 Summer Camps registration is getting to a good start with a half of the 2500-capacity kids booked in the first two hours of registration opening. It is very likely that the camps will be in full capacity with waitlists.

ASI Peak Adventure:

- The ASI Peak Adventures (PA) hosted the Western Region Outdoor Leadership Conference on Sac State campus and camped at Beale's Point in January 2025. There were 200 attendees.
- The PA Outdoor Events team had a busy month with trips in the month of January and February thus far.
- PA received 2 newly purchased 10-passenger vans in January to begin using for outdoor trips and events.

Committee/Meetings:

- Accounting Services Monthly
- UKG Implementation Weekly Meeting
- Student Affairs Managers' Meeting, periodically
- ASI Marketing and PR Meeting, periodically
- SALC (Student Affairs Leadership Council) Team Meeting, weekly.
- ASI Finance and Budget Committee Meetings, weekly between late January and April,
- ASI Working Board Meetings, biweekly
- ASI HR-Accounting Services Collaboration Biweekly Meetings
- ASI Children Center Parents Advisory Committee (PAC), monthly.
- Elections Planning Group (EPG) Meeting, periodically
- MWT (Management Work Team), biweekly
- ASI Board Meeting, biweekly
- Auxiliary Organizations Association Annual Conference in January