



2017-2018 ASI STRATEGIC PRIORITIES

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ASI Board of Directors and Management Staff present the mission, values, long-term direction and annual priorities by department for Associated Students, Inc. at California State University, Sacramento.

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ASI AQUATIC CENTER

ABOUT

The Aquatic Center was established in 1981, fifteen miles from the Sacramento State campus on beautiful Lake Natoma. As a program of Associated Students Inc., the Center also has cooperative relations with many partners. These include: Sacramento State, the University Union Operations of CSUS, Incorporated, California Division of Boating and Waterways, California Department of Parks and Recreation, and the Federal Department of Interior-Bureau of Reclamation. The Center was established to augment the academic curriculum at Sacramento State. However, the Center has grown into a regional, national, and internationally recognized program in the arena of boating safety education, aquatic center design, and as a venue for world class rowing competitions. The Center services over 50,000 patrons on an annual basis through its diverse aquatic programs. These include: Sailing, Windsurfing, Kayaking, Canoeing, Rowing, Water Skiing, Wake Boarding, Stand Up Paddling, Summer Camps, Youth Groups, Team Building, Special Events, Equipment Rentals, Facility Rentals, and Special Events. The Aquatic Center also provides experiential education to student staff employees who are hired to assist a core staff of professional managers. The Aquatic Center is open to all Sacramento State students, faculty, staff, alumni, and the general public. All Sacramento State students, faculty, staff, and alumni receive a discount with their valid Sacramento State ID.

“You’ll Enjoy the Experience”

DEPARTMENT MISSION:

The mission of the Sacramento State Aquatic Center is to provide high quality boating and safety programs through education, recreation, and competition.

LONG TERM GOALS: 2015 – 2020

- 1.0 We will maintain student and general public interest through outreach, web based content, printed mediums, event participation, and co-op networking, and by conducting successful programs.
- 2.0 We will continue to offer student employment opportunities which provide experiential education outside the classroom, while enhancing student leadership and development
- 3.0 We will continue to maintain relationships to allow us to provide our customers high quality aquatic boating activities.

ANNUAL PRIORITIES: 2017-2018

- 1.0 The Aquatic Center/ASI will work with University Affairs to complete our long term operating agreement with California Department Parks and Recreation.
- 2.0 The Aquatic Center will review and revise operation policies and procedures to maximize communication with staff, decreasing human resource challenges.
- 3.0 The Aquatic Center will host a fall Aquatic Center Advisory meeting for Aquatic Center/Sacramento State department collaboration.
- 4.0 The Aquatic Center will implement a 12 month leadership training module
- 5.0 The Aquatic Center will secure special use permits and host the following Rowing Championships. WIRA, SWJR, PAC-12, Gold Rush Masters, U.S. Rowing Youth Nationals, and the Head of the American Regatta.
- 6.0 The Aquatic Center will provide experiential education with employment opportunities for Sacramento State students, providing mentorship, career growth, while aiding in retention until graduation.
- 7.0 The Aquatic Center will continue to collaborate with our users to provide safe, educational, recreational, and competitive boating and aquatic programs.

ACTION PLAN:

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 The Sacramento State Aquatic Center/ASI will work with University Affairs to complete our long term operating agreement with California Department Parks and Recreation.				
Meeting with State Parks, ASI E.D., AC Mgmt. and University Affairs.	ASI- E.D./D.F.A. A.C. Director	Meeting completed, use agreement, drafted and completed	Fall 2017	State Parks submitted draft agreement on May 17, 2018. Meeting on June 21, 2018 to discuss agreement with state parks. Contract in progress.
2.0 The Sacramento State Aquatic Center will review and revise operation policies and procedures to maximize communication with staff, decreasing human resource challenges				
Review operation policy and procedures, revise if necessary	A.C. Mgmt. Staff	Agenda Mgmt. meetings, revisions if needed	Fall 2017	We are continuing to streamline communication using current technology. Dayforce, Email, Text, Phone. With the scheduling feature within Dayforce and the ability for staff to view schedules, approve timesheets and get messages via phone, communication will be improved.
3.0 We will host a fall Aquatic Center Advisory meeting for Aquatic Center/Sacramento State department collaboration				
Meeting with Advisory Committee	Committee Members	Committee Members, A.S.I. E.D./A.C. Director	Fall 2017	The AC Advisory Committee met on March 9, 2018 Attendees: Sandra Gallardo-ED ASI Ed Mills-VP Student Affairs Gina Curry-Financial Services Dean Sorensen-Director Union Katherine Jamieson-Dept. Chair, Kins. Brian Dular- Director, Aquatic Center Spring and Fall Advisory Committee meeting have and will produce ideas of on campus programming.
4.0 The Aquatic Center will implement a 12 month leadership training module				
Monthly Mgmt. Meeting including leadership training	A.C. Mgmt. Staff	A.C. Director/A.C. Associate Director	Fall 2017- Spring 2018	Due to the prioritizing of Employee Handbook, and Marketing Committee, this was put on hold until time permits for thorough implementation.
5.0 The Aquatic Center will secure special use permits and host the following Rowing Championships. WIRA, SWJR, PAC-12, Gold Rush Masters, U.S. Rowing Youth Nationals, and the Head of the American Regatta.				

Submit Special Event Permits, Contract with various governing bodies responsible for rowing regattas.	A.C. Associate Director A.C. Director	Permits Completed Contracts Completed	Fall 2017- Spring 2018	The 2017-2018 special events were a tremendous success and are the preferred venue for championship rowing. While all the regattas have not been reconciled, I believe the net profit after related expenses will exceed budget projections.
6.0 The Aquatic Center will provide experiential education with employment opportunities for Sacramento State students, providing mentorship, career growth, while aiding in retention until graduation.				
Job announcements, interviews, hiring of student staff	A.C. Associate Director/ A.C. Front office manager	Student Staff Hired	Fall 2017- Spring 2018	The Center hired 35 students in fall 2017 and 53 students in spring/summer 2018.
7.0 The Aquatic Center will continue to collaborate with our users to provide safe, educational, recreational, and competitive boating and aquatic programs.				
Evaluate, acquire, implement available resources for program implementation	A.C. Mgmt. Staff, support staff	Boating and Aquatic programs implemented, running, and safe	Fall 2017- Spring 2018	Our Aquatic programs have been successful; we are constantly monitoring the balance of supply (Services and demands), and allocating not only equipment/facility resources but staffing resources as well. Safety and quality of program is of the utmost importance while maintaining fiscal responsibility.

ASI BUSINESS & ADMINISTRATION

ABOUT

The ASI office of Business and Administration serves as the corporate accounting, payroll, human resource and information technology departments for ASI. We service 53 full-time staff, 435 part-time staff, six internal programs, approximately 300 clubs and organizations, the University Union, University IRA's and External Grants and the State Hornet. The Business and Administration office provides numerous services to the campus community which includes financial services for clubs and organizations, retail sales of graduation caps and gowns, laptops for check-out, theater tickets, money orders, fax services, notary, stamps for sale, and legal aid with an attorney.

DEPARTMENT MISSION:

The office of Business and Administration strives to provide first-rate customer service by providing our customers with accurate and timely financial information and efficient processing of financial transactions. We foster an informed campus community respectful of compliance through training and assistance in navigating the many rules and regulations required of Sacramento State.

LONG TERM GOALS: 2015 – 2020

- 1.0 We will continue to improve upon web-based content and services by investigating the use of more online policies and procedures in areas such as internal accounting software, club agreement forms, and other areas based on customer need.
- 2.0 We will continue to offer superior student employment opportunities. The ASI office of Business and Administration will emphasize a hands-on learning environment giving students a well-rounded educational experience while in attendance at Sacramento State and mentor our students to learn the accounting and finance to become more marketable outside of Sacramento State.
- 3.0 We will continue to review and uphold all internal controls for compliance and monitor all costs incurred by ASI striving for financial efficiency.

ANNUAL PRIORITIES: 2017 – 2018

- 1.0 File ASI and UU tax returns by an earlier deadline date.
- 2.0 Completion of Ceridian payroll manual.
- 3.0 Create written daily closing procedures for the Student Shop.
- 4.0 Upgrade Citrix system to the new 7.13 release.
- 5.0 Purchase business phones for ASI instead of renting from campus.
- 6.0 Implement Safe Rides Application.

ACTION PLAN

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 File ASI and UU tax returns by an earlier deadline date.				
Implement processes to ensure ASI and Univ. Union 990 tax returns are filed to the taxing agencies (federal & state) by the Feb. 15 th extension date.	Accounting Manager, Accountant I, DFA, Dept. Directors at Aquatic Center and Peak Adventures, Director of Union/Well.	Information has been received from the ASI departments and UU by the specified deadline dates for completing applicable tax forms.	Deadline date for information to the ASI Business Office will be Dec.2 nd , 2017 and Business Office will submit draft tax returns to external auditors, KCOE by end of January, 2018	Deadline dates for information received were met, draft 990 tax returns were submitted to our auditors, KCOE in January and final 990 tax returns were filed prior to February 15, 2018.
2.0 Completion of Ceridian payroll manual.				
Create a usable payroll manual which incorporates using the Ceridian software program.	Accounting Manager and payroll technician.	Documentation is complete and usable by department.	Completed document by end of April 2018.	Working payroll manual was completed by the deadline date of April, 2018.
3.0 Create written daily closing procedures for the Student Shop.				
Create written documentation for the Student Shop's daily closing procedures to be used by staff to ensure all checks and balances are being performed.	Operations Manager and Student Shop Supervisor.	Documentation is complete and usable by department managers and staff assigned to the daily close out in the shop.	Completed document by end of January 2018.	Manual has been produced and review has been performed.
4.0 Upgrade Citrix system to the new 7.13 release.				

Work with Citrix to gather information on setup for servers and netscaler. Work with IRT to provision required servers and netscaler. Install, configure and test. Work with Citrix to ensure proper security configuration.	ASI IT department and campus IRT.	New Citrix farm functioning on and off campus in a production environment. Old farm de-commissioned.	July 2018	Servers are in place, waiting on campus for firewall protection before final production. 2 tickets are outstanding with IRT
5.0 Purchase business phones for ASI instead of renting from campus.				
Meet with IRT to acquire updated rental pricing for business phones. Perform an updated cost benefit analysis if pricing has changed. If cost benefit still favors purchasing, purchase phones through IRT.	IT Manager and campus IRT	Replace old phones with purchased phones. Should no longer be charged a rental fee from campus once in place.	February 2018	On hold pending restructure of phone rate system by IRT.
6.0 Implement Safe Rides Application.				
Implement Safe Rides application developed by students in the computer science department. Review application processes and address potential security concerns. Follow the ISO's recommendations for a secure implementation.	IT Manager, SEO Director and campus IRT	Safe Rides app implemented on a host server off campus. Fully functional in a production environment and used by Safe Rides to manage rides	July 2018	Application was "killed" due to a restructuring of the Safe Rides program operated by SEO.

ASI CHILDREN'S CENTER

ABOUT

The Children's Center is an exemplary program which models current principles and practice in child development, and is nationally accredited by National Association for the Education of Young Children (NAEYC). We are committed to affordable, dependable and convenient childcare for students, faculty and staff. The Children's Center supports the academic and personal endeavors of the Sac State community by serving the needs of families and promoting education experiences in the area of early childhood education. In addition to child care services, internships and student employment allow students the opportunity to apply the conceptual knowledge that they are learning in their class to real life situations in a child's classroom.

"Growing Minds are the Key to Our Future!"

DEPARTMENT MISSION:

The Children's Center is an exemplary program which models current principles and practice in child development, and is nationally accredited by NAEYC. We are committed to affordable, dependable and convenient childcare for students, faculty and staff.

LONG TERM GOALS: 2015 – 2020

- 1.0 We will continue to meet the highest standards for quality in the Early Care and Education field.
- 2.0 We will reduce the carbon footprint of the Children's Center through sustainable approaches to all aspects of the Children's Center program.

ANNUAL PRIORITIES: 2017 – 2018

- 1.0 The Center will successfully complete a Contract Monitoring Review (CMR) from Department of Education, California Early Education and Support Division.
Comment: June 12, 2018: Completed with action items under review by EESD (see below).
- 2.0 The Center will continue participating in Sacramento County Office of Education “Raising Quality Together” and maintain the performance rating of Tier 5.
Comment: June 12, 2018: Completed with the Center receiving a top rating of Tier 5 (see below).
- 3.0 The core staff will attend and document 21 hours of professional development.
Comment: June 12, 2018: Completed and verified with the Tier 5 rating (see below).
- 4.0 We will provide leadership and professional development opportunities to student employees through various training, coaching, and mentoring strategies.
Comment: June 12, 2018: Completed supervisor trainings for all supervisors and offering all RQT trainings to all of the core staff and the student supervisors (see below).
- 5.0 We will increase our efforts to inform student families about campus and community resources.
Comment: June 12, 2018: Completed by Chanelle Brackens and Sherry Velte (see below).
Additional priority:
- 6.0 We will increase our efforts to provide student families health, human service, and parent education resources. Comment: June 12, 2018: Completed by Chanelle Brackens and Sherry Velte

ACTION PLAN

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
<p>1.0 The Center will successfully complete a Contract Monitoring Review (CMR) from Department of Education, California Early Education and Support Division.</p>				
Review all CMR Criterion.	Director and Operations Manager	Review conducted and filing system created	Completed August 2017	Met with Operations Manager on August 11, 2017 to review criteria.
Make revisions to the parent handbook to include required language by CDE.	Director, Operations Manager, and Parent Advisory Council	Draft changes and submit to PAC	August/September 2017	Collected notes on an old version of the parent handbook to include changes.
Create a no "Weapon's on site" policy.	Director	Draft will be reviewed by executive Director	September 2017	Completed and submitted to CDE on June 8, 2018. Reviewed the "no Weapon's" policy from the ASI policy manual.
Prepare documents and collect evidence of compliance	Director and Operations Manager	Evidence collected for each indicator in file system.	September/October 2017	Collecting and filing documents into the CMR file box as we create them.
Prepare staff and ASI Business office for the CMR visit.	Director and Operations Manager	Will inform business office and staff when we receive the CMR dates and review files.	August/September and October	Provided the staff with an overview of the CMR on August 14, 2017. Met with Daisy and Humberto in September and reviewed the contract. CMR was successfully completed and all follow-up items were submitted to EESD on June 8, 2018 for review.
<p>2.0 The Center will continue participating in Sacramento County Office of Education "Raising Quality Together" and maintain the performance rating of Tier 5.</p>				
Classroom Assessments	Core Teachers	Classroom set-up and ready for assessment. Professional growth binder created with a	October 2017	Teachers reviewed ITERS/ECERS assessment books.

Document Professional Development hrs.	Director and Front Office Administrator	section for each teacher to store certificates.	Fall 2017 – Spring 2018.	Binder was created and certificates filed in each employee's section. Completed and verified on May 2, 2018 where the Center was rated a Tier 5 for the 2 nd time.
3.0 The core staff will attend and document 21 hours of professional development (PD).				
Informed all full-time core staff about the requirement of 21 hours annually. Provide all full-time staff with information about professional development opportunities	All full-time core staff Director	Completed on August 14, 2017. Flyers from RQT professional growth opportunities are emailed to staff members.	Fall 2017 – Spring 2018 Fall 2017 – Spring 2018	Announcement made at the staff training on August 14, 2017. Full-time staff have registered for some PD opportunities and/or college courses. Completed and verified on May 2, 2018 where the Center was rated a Tier 5 for the 2 nd time.
4.0 We will provide leadership and professional development opportunities to student employees through various training, coaching, and mentoring strategies.				
Hired 8 new Student Supervisors. Provide trainings on leadership to Student Supervisors. Train full-time Head Teachers on coaching and mentoring.	Associate Director Director, Associate Director, and Head Teachers Administrators August 14, 2017	SA III's confirmed and started on 8/23/17. Trainings are scheduled 3 times a month. Director conducted mentoring and coaching training on 8/14/17.	August 2017 Ongoing throughout the academic year. August 14, 2017	Completed. Held one training in August and two more in September 2017. Completed- Director provided supervisory training to all leaders in September 2017. Some parts completed but others need ongoing focus such as providing more coaching and

				mentoring in the classrooms while children and students are present. Completed but implementation will be ongoing.
5.0 We will increase our efforts to inform student families about campus and community resources.				
<p>Add and/or make more visible parent resources in classroom newsletters.</p> <p>Teachers will review indication of needs, (from enrollment packet) and reach out to individual families.</p> <p>Front Office Administrator will gather campus resources, post the resources on the parent education board and inform the core staff when she finds applicable resources.</p>	<p>All teachers and director</p> <p>Core Teachers</p> <p>Front Office Associate and Director</p>	<p>Parent education information will be in each monthly newsletter</p> <p>Teachers confirmed they reviewed the forms on the prep-week check list.</p> <p>Parent bulletin board will have current information added monthly.</p>	<p>Ongoing monthly throughout the academic year.</p> <p>August or when they receive a family packet when a new child enrolls into their classroom</p> <p>Ongoing throughout the academic year</p>	<p>Each classroom newsletter had parent education information in the September newsletters.</p> <p>Completed and a parent resource section was added to each classroom monthly newsletter throughout the academic year.</p> <p>Family resources were added to every parent newsletter.</p> <p>Reviewed September Newsletters and provided feedback, requesting parent ed.</p> <p>September 2017, Parent bulletin board was updated to include Parents and Families/Wellness/WIC and other information.</p> <p>Emails for resources such as the family room in the library was distributed to the core staff.</p> <p>Completed. Center emailed family resource information to families and staff, updating the bulletin board and website monthly, saved information to share in a</p>

				family resource binder, and sought out additional resources. This will be an ongoing project for the center.
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ASI PEAK ADVENTURES

ANNUAL PRIORITIES- 2017 – 2018

- 1.0 Peak Adventures will create an electronic version of the Challenge Center training check-off sheets to allow for more efficient documentation and tracking of an employee's training progression.
- 2.0 Peak Adventures will develop curriculum for Outdoor Trip Guide Schools in the areas of backpacking, mountain biking, rock climbing, cave exploring, rafting and snow sports.
- 3.0 Peak Adventures will participate in the Outdoor Nation Campus Challenge whereby we will recruit a total of 3,000 students, staff, faculty and community to register for the Sac State team, logging their outdoor activities during the 4-week challenge.
- 4.0 Peak Adventures will head up a social media campaign in partnership with the ASI Board of Directors that will highlight the ASI Board interacting with Peak Adventures' trips and services.
- 5.0 Peak Adventures will develop a recruitment plan that aims to increase the diversity of our applicant pool for part time student employment positions, specifically within the Challenge Center and Outdoor Trip program.
- 6.0 Peak Adventures will create and implement a scholarship program so that students with a need for financial support may have greater access to participating in outdoor trip offerings.
- 7.0 Peak Adventures will create a curriculum and syllabus for a new Recreation, Parks, & Tourism Administration (RPTA) academic course offering called Ropes Course Facilitation.

ACTION PLAN

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Peak Adventures will create an electronic version of the Challenge Center employee training check-off sheets to allow for more efficient documentation and tracking of employee's training progression.				
Explore the use of Google Docs for check-off sheets. Needs to allow for secure editing abilities for both employees and managers	Challenge Center Program Assistant supported by Challenge Center Manager	First Draft of Google Doc will be created	October 2017	Electronic check off sheets created for all three levels.
Test new tool		Troubleshooting will be complete	November 2017	Combined Google Docs and Google Classroom to create functional platform.
Transition current Challenge Center staff over to new tool		New Google Doc tool will be in full use by all current Challenge Center staff and will be ready to use for new hires	January 2018	Tested platform. Training Team Leads on use of platform June 6 th . Other staff training scheduled for June 2018.
2.0 Peak Adventures will develop curriculum for Outdoor Trip Guide Schools in the areas of backpacking, mountain biking, rock climbing, cave exploring, rafting and snow sports.				

<p>Determine timeline, pricing and locations</p> <p>Outline Guide School components for each category of offering</p> <p>Advertise various offerings</p> <p>Complete CSUS new course paperwork so that these Outdoor Trip Guide Schools can be offered for course credit through the RPTA Department for fall 2018 and spring 2019</p>	<p>Operations Specialist, supported by Director and Marketing Specialist</p>	<p>Timeline, locations and prices confirmed</p> <p>Itineraries developed and advertised for the following: Backpacking Rock Climbing Cave Exploring Mt. Biking Snow Sports Rafting</p> <p>Course proposals submitted to RPTA Department Chair for review</p>	<p>August 2017</p> <p>August 2017 Sept 2017 October 2017 October 2017 January 2018 April 2018</p> <p>October 2017</p>	<p>Timeline, pricing and locations were determined and advertised as direct program offerings instead of academic courses; RPTA timeline for proposing new activity courses was too far out.</p> <p>Raft Guide School existing itinerary was updated and implemented April/May 2018.</p> <p>Backpacking syllabus was submitted to RPTA Dept. in fall 2017. Draft template for other activity courses was also submitted. RPTA Dept. is waiting to fill f/t faculty position before moving forward.</p>
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3.0 Peak Adventures will participate in the Outdoor Nation Campus Challenge whereby we will recruit a total of 3,000 students, staff, faculty and community to register for the Sac State team, logging their outdoor activities during the 4-week challenge.

<p>Participate in informational webinar meetings</p> <p>Set up regular meeting schedule with planning team</p> <p>Create a promotional video Host kick-off party for Peak Adventures staff</p> <p>Create print and digital media Outreach to compiled list of networks</p> <p>Share results with campus; send thank you</p>	<p>Marketing Specialist supported by Director, Outdoor Nation student Coordinators and the entire Peak Adventures team</p>	<p>Information captured</p> <p>Schedule created</p> <p>Video ready for use</p> <p>Kick-off event executed</p> <p>Print media and social media ready</p> <p>Outreach implemented</p> <p>Competition results announced</p>	<p>July – August 2017</p> <p>July 2017</p> <p>August 2017</p> <p>August 2017</p> <p>September 2017</p> <p>August – October 2017</p> <p>October 2017</p>	<p>Full participation in informational webinars happened.</p> <p>Promotional video completed that included coordination with the President's Office.</p> <p>Kick-off party occurred on August 24th. It was successful.</p> <p>Outreach was constant and extensive for a</p>
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<p>Submit required documentation for the Outdoor Nation grant</p>		<p>Grant documentation submitted</p>	<p>October 2017</p>	<p>span of nearly 8 weeks.</p> <p>Over 2,000 people joined the Sac State team, logging 9,000 activities and over 10,000 outside hours.</p> <p>Gratitude and results were shared widely.</p> <p>\$700 grant was received to help offset expenses.</p>
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4.0 Peak Adventures will lead social media campaign in partnership with the ASI Board of Directors that will highlight the ASI Board interacting with Peak Adventures' trips and services.

<p>Present idea to Executive Director and ASI President</p> <p>Create an 'a la Carte' menu of trips and services for Board members to choose from</p> <p>Coordinate with each board member to secure specific event</p> <p>Capture content and post 2-3 board member highlights per month</p>	<p>Marketing Specialist supported by Director</p>	<p>Social media campaign proposed</p> <p>Menu created and given to ASI Board during the Board Retreat</p> <p>Each ASI Board member has a scheduled Peak Adventures event</p> <p>Social media has been posted during or right after each planned event</p>	<p>June 2017</p> <p>August 2017</p> <p>September 2017 through April 2018</p> <p>September 2017 through April 2018</p>	<p>Social Media campaign collaboration idea was proposed and well received.</p> <p>Menu of trip options was created and given to the ASI Board at their August retreat.</p> <p>Regular follow up was done to continue to encourage ASI Board participation in Peak Adventures outdoor trips. A private caving trip was offered in addition to other individual participation.</p> <p>Overall, participation response was very positive.</p>
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				Timely social media posts were completed every time there was ASI Board participation.
5.0 Peak Adventures will develop a recruitment plan that aims to increase the diversity of our applicant pool for part time student employment positions, specifically within the Challenge Center and Outdoor Trip program.				
Attend 2-hour campus Affirmative Action/Equal Opportunity training Reach out to campus programs to help recruit Work with Human Resources Department to establish means of tracking ethnicity of applicants Host 1-3 open-house style events where students can learn about what type of employment opportunities we offer	Director supported by Marketing Specialist and Sales and Outreach Specialist and other campus partners	Attend training Outreach and active recruitment efforts conducted Tracking mechanism in place Open-House events scheduled and advertised	September 2017 August 2017 through February 2018 November 2017 November 2017 and February 2018	Attended workshop. Was able to get helpful input from campus presenter. Multiple points of contact were made with all SASEEP programs to advertise our spring hiring. EEO Voluntary Self-Identification form was added to the application process instead of only in the hiring packet process. Further ability to pull this applicant data is needed. Open House style event was held on February 14.
6.0 Peak Adventures will create and implement a scholarship program so that students with a need for financial support may have greater access to participating in outdoor trip offerings.				
Recruit 1-2 student staff to assist in program implementation Review other ASI Department scholarship samples Develop application and award criteria Promote awareness of	Director, supported by 1-2 Peak Adventures student staff	Student staff identified Samples reviewed Application and award criteria ready for use Scholarship information on website Information given to campus networks	August 2017 September 2017 September 2017 October 2017 October through February 2018	All action items were completed. Two student employees reviewed other ASI scholarship application samples and helped draft the application and award criteria. Scholarship was posted on website and promoted

scholarship opportunity				through a variety of methods. 4 scholarships were awarded.
7.0 Peak Adventures will create a curriculum and syllabus for a new Recreation, Parks, & Tourism Administration (RPTA) academic course offering called Ropes Course Facilitation to be offered spring 2019.				
<p>Create course description, course objectives and develop syllabus for Spring 2019 class</p> <p>Determine required texts and materials needed</p> <p>Develop assignments and grading scale</p> <p>Complete CSUS new course paperwork and submit to RPTA Department Chair for review with proposed offering date of spring 2019</p>	<p>Challenge Center Program Assistant and Challenge Center Manager supported by Director</p>	<p>Description, course objectives and syllabus completed</p> <p>Required textbook and materials determined</p> <p>Assignments and grading scale documented</p> <p>Course proposals submitted to RPTA Department Chair for review</p>	<p>August 2017</p> <p>September 2017</p> <p>September 2017</p> <p>October 2017</p>	<p>Course Syllabus which included grading scale and required materials was completed by September.</p> <p>Course Proposal was submitted to RPTA Department Chair late November.</p> <p>Proposal was well received. The timeline with which the RPTA Department will choose to offer this course is unknown and dependent upon multiple factors.</p>

ASI STUDENT ENGAGEMENT & OUTREACH

ABOUT

The mission of Associated Students' Student Engagement & Outreach (SEO) department is to enhance the collegiate experience of Sac State students by increasing awareness of ASI resources and providing meaningful engagement and leadership opportunities. SEO's outreach and programs, KSSU Student Run Radio Station, Safe Rides, and A-Team offer opportunities that will assist students with personal growth, developing civic responsibility, embracing differences, and establishing connections within the campus and surrounding community.

LONG TERM GOALS: 2015 – 2020

- 1.0 Continue to provide employment opportunities to students that develop leadership skills, promote student engagement and assist in effectively preparing students for their next steps.
- 2.0 Continue to work collaboratively with campus partners on projects that will increase campus life and enhance the educational experiences of students.

ANNUAL PRIORITIES: 2017-2018

- 1.0 Enhance the services of the ASI Hot Spot so that it serves an inclusive and welcoming student center for those looking to get engaged in campus life and ASI programs.
- 2.0 Strengthen campus partnerships with departments that foster an inclusive community on campus by increasing opportunities for collaboration with new campus programs and departments.
- 3.0 Expand SEO's outreach to support campus programs and departments that provide valued resources, events, and services for Sac State students.

ACTION PLAN

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
<p>1.0 Enhance the services of the ASI Hot Spot so that it serves an inclusive and welcoming student center for those looking to get engaged in campus life and ASI programs.</p>				
<p>Develop a Friday programming series to take place on a regular basis inside the ASI Hot Spot.</p>	<p>SEO Director SEO Student Engagement Coordinator SEO Associate Director SEO Student Services Coordinator A-Team Event Coordinators</p>	<p>Regularly monthly scheduled programs and events. Taking place at least once each month.</p>	<p>Starting in October and taking place throughout the year. Midterm and End of Year.</p>	<p>This year, ASI SEO launched both the Feel Good Friday and Good Friends and Company series of events. There were a total of 6 Feel Good Friday events and 5 Good Friends and Company Events. An average of 71 students attended each of the Spring Feel Good Friday events.</p>
<p>Partner with various student services to have open hours in the ASI Hot Spot (Academic Advising, Career Center, Health and Wellness, etc.)</p>	<p>SEO Director SEO Student Engagement Coordinator SEO Associate Director SEO Student Services Coordinator</p>	<p>SEO will host 3 of these events each year and will hand out a survey to gain insight and feedback after each event. Students can be entered to win a prize.</p>	<p>This will be assessed at the end of each semester by looking at the feedback forms.</p>	<p>Academic Advising hosted 7 sessions for students in the ASI Hot Spot. Additionally, the Good Friends and Company allowed SEO to partner with CDI, Peer Health Educators, Career Center, and the Center for International Programs.</p>

<p>2.0 Strengthen campus partnerships with departments that foster an inclusive community on campus by increasing opportunities for collaboration with new campus programs and departments.</p>				
<p>Expand on collaboration efforts with other campus programs and departments, inclusive of both fall and spring semester events.</p>	<p>SEO Director SEO Student Engagement Coordinator SEO Student Services Coordinator</p>	<p>Hold event assessment meetings with the SEO Coordinator, the A Team member assigned to the event and the collaborating department.</p>	<p>Assessments will be managed per event throughout the academic year.</p>	<p>ASI SEO participated in new initiatives, inclusive of the Multicultural Fair (MCC), Academic Advising sessions, Peak Adventure Free Climb, Academic Field Day, Sac State Admitted Student Day, the WELL 5K, and partnered with Unique Programs for the ASI Elections Kick-Off.</p>
<p>Identify opportunities to increase partnerships by co-sponsoring events with campus departments that foster an inclusive community and enhance students' own understanding of the diversity, such as (the Multi-Cultural Center, Pride Center, Women's Resource Center, Dreamers Center, Serna Center, etc.)</p>	<p>SEO Director SEO Student Engagement Coordinator A-Team Event Coordinators</p>	<p>Hold event assessment meetings with the SEO Coordinator, the A Team member assigned to the event and the collaborating department.</p>	<p>Assessments will be managed per event throughout the academic year.</p>	<p>ASI started the Good Friends and Company event series which co-sponsored a Friday series with the Women's Resource Center, Pride Center, and Multicultural Center. SEO also committed funds to bring speaker Gabby Rivera to campus.</p>
<p>3.0 Expand SEO's outreach to support campus programs and departments that provide valued resources, events, and services for Sac State students.</p>				

<p>Utilize the outreach and promotion staff members to promote via social media a full spectrum of campus engagement opportunities and student services on campus (i.e. career fair, phlagleblast, homecoming, theatre performances, etc.)</p>	<p>SEO Associate Director A-Team Communications Coordinator A-Team Promotions Coordinator</p>	<p>ASI's social media will highlight and promote at least three campus events each month.</p>	<p>Reviewed on a monthly basis.</p>	<p>ASI used our social media channels on Twitter, Facebook, and Instagram to help connect students with other campus engagement opportunities.</p>
<p>Develop PSA's for campus events, programs and services to play on KSSU radio during the academic year.</p>	<p>SEO Student Services Coordinator KSSU Staff</p>	<p>KSSU will develop 3 PSA's each semester.</p>	<p>Reviewed on a monthly basis.</p>	<p>KSSU developed 27 PSAs for various clubs, ASI programs and campus events/resources.</p>
<p>Develop a specific newsletter section on the ASI email newsletter that highlights 10 events on campus to check out during that month.</p>	<p>SEO Associate Director SEO Student Engagement Coordinator A-Team Communications Coordinator</p>	<p>Newsletter will be sent out to student subscribers and we will track the opens, views and clicks, with the goal of seeing a 25% increase in how many students interact with the newsletter.</p>	<p>Reviewed on a monthly basis.</p>	<p>After further assessment, this goal was changed and it was determined that there was a need to re-design the email newsletter for better readability. With this re-design, a featured event/program section was added which links to other campus programs and events.</p>
<p>Develop a postcard that can be passed out to students with a web address for them to sign up for the newsletter and get more connected to campus programs (i.e. career fair, club days, hornet marketplace, etc.)</p>	<p>SEO Associate Director A-Team Graphic Designers SEO Student Engagement Coordinator</p>	<p>25% increase in newsletter subscribers based on the handout</p>	<p>Starting in October and taking place throughout the year.</p>	<p>After further assessment and staffing changes, it was determined to put this goal on hold so that we could focus our efforts on promoting current ASI programs and initiatives to the campus.</p>

ASI STUDENT GOVERNMENT

ABOUT

Associated Students is governed by a Board of Directors which is comprised of a majority of students elected by the student body of Sacramento State. Student representation and advocacy is their primary focus and passion. The Board of Directors is committed to providing student with the opportunity to be fully involved in the governance of the University and the development of an exciting campus life.

DEPARTMENT MISSION:

The ASCSUS Government Office strives to represent, educate, and advocate for Sacramento State students. We will accomplish this by providing development and oversight of ASI programs and implementing policies that serve the best interests of Sac State students. We will effectively serve as the voice of and resource to Sac State students.

ASSOCIATED STUDENTS AT CALIFORNIA STATE UNIVERSITY, SACRAMENTO (ASCSUS) LONG TERM DIRECTIONAL STATEMENTS

ASCSUS will work to ensure that students have a significant role in the governance of the University.

ASCSUS will work to ensure that campus life enables all members of our diverse student body to have a strong sense of campus community which will continue during their college years and beyond.

ASCSUS will work to ensure that quality programs and services are provided which respond to the changing needs of our dynamic student population.

ASCSUS will work to ensure that learning outside the classroom opportunities are available for students in order to foster personal and professional growth.

ASCSUS will work to ensure strong positive links between the campus community and the broader Sacramento community.

ASCSUS will seek out ways to encourage students to participate in programs and utilize services.

ANNUAL PRIORITIES: 2017-2018

- 1.0 We will enhance and support campus community and student sense of belonging.
- 2.0 We will promote a civically engaged student body.
- 3.0 We will advocate for implementation and expansion of academic resources.
- 4.0 We will support student basic needs, initiatives, wellness and safety.

ACTION PLAN

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Enhance and support campus community and student sense of belonging.				
1.1 Promote campus resources and campus culture.				
1.1.1 Support the Sac State Mobile App - Promote the use of the Sac State Mobile App - Establish focus group to enhance application features.	PRES ECS	BOD has promoted app during ASI Tabling, Classroom presentations, and on social media. Sac State Mobile App Focus Group has been established.	End of Year	Classroom presentations held. App promoted on social media. Focus Group held. Survey sent out by ASI President.
1.1.2 Engage BOD in monthly "Listening Tours" to stay up to date on the student at large experience.	BOD	BOD has engaged in monthly Listening Tours.	Mid-Year End of Year	Listening tours held. Informational student forum held for ideas to add items to the student survey.
1.1.3 Establish Graduate Student Culture - Host events that support Graduate Student community.	GRAD	Events have been hosted	End of Year	Graduate Kick Off Event on November 4, 2017. Coffee with Grad Students event on November 28, 2017.
1.1.4 Host a "Coffee with..." series to promote campus unity. e.g. Coffee with Commuters and Residential Students	VPUA HHS BUS UND	"Coffee with..." Series has been held	Mid-Year End of Year	Hosted three coffee with...series for Grad Students, Transfer Students and Residence Hall Students.

1.1.5 Promote ASI Scholarships.	BOD	The number of applicants for ASI Scholarships have been increased from 2016-17.	Mid-Year End of Year	Classroom announcements to over 100 students, promotional flyers given out as well. Promoted on ASI social media sites with help from SEO. Increased number of scholarship applicants from fall to spring semester.
1.1.6 Host a scholarship recipient award event/ceremony	NSM VPF A&L ECS	Awards Ceremony has been held.	Mid-Year End of Year	Held two successful award ceremonies, in each fall & spring semester.
1.2 Enhance Sacramento State pride.				
1.2.1 Partner with campus entities to host a “Show Your Pride” campaign	HHS PRES	Collaboration with the Green Army has been established.	Mid-Year End of Year	ASI & Green Army t-shirts created and distributed. Green Pride Day sunglasses purchased and distributed at Pride Day and ASI Tabling in the Quad Day.
1.2.2 Support Sac State Performing Arts and Hornet Athletics - Increase BOD attendance at Performing Arts and Hornet Athletic events. - Sponsor tickets to give away to Students at Large	BOD	BOD has attended at least one Hornet Athletic Event or one Performing Arts event per semester. Tickets have been sponsored and distributed.	Mid-Year End of Year	Stampcards created a distributed to all ASI Departments. One student submission.

<p>1.2.3 Partner with campus entities to create new campus traditions/new fight song.</p>	<p>GRAD</p>	<p>New tradition has been promoted.</p>	<p>End of Year</p>	<p>Campus Pride Day created to honor CSUS Spirit and the University President.</p> <p>Resolution written in his honor.</p> <p>Day is April 5.</p>
<p>1.2.4 Foster a greater partnership with the University Foundation BOD and ASI BOD to help promote campus initiatives and campaigns.</p>	<p>UND PRES</p>	<p>Reception with ASI BOD and University Foundation BOD has been cohosted.</p> <p>Invitation for UFSS to present at ASI Board Meeting has been extended.</p>	<p>End of Year</p>	<p>University Foundation held a reception in fall semester, invited the BOD.</p> <p>Also held a food drive to support the ASI food pantry.</p> <p>ASI invited Foundation BOD to attend the end of year BOD celebration.</p>
<p>1.3 Promote campus diversity and inclusion.</p>				
<p>1.3.1 Support diversity programs</p> <ul style="list-style-type: none"> - e.g. BOD participation and promotion at “Keep the DREAM Alive” conference, the celebration 50th anniversary of Martin Luther King Jr.’s speech at Sacramento State, and the Empowering Women conference hosted by the Women’s Resource Center. 	<p>EVP PRES</p>	<p>BOD has attended and promoted programs and events.</p>	<p>Mid-Year End of Year</p>	<p>Multiple events attended over both semesters directly relating to diversity programs.</p> <p>Keeping the Dream Alive (MLK) event, Gala de Oro, Empowering Women Conference to name a few.</p>

<p>1.3.2 Host "HEY! Be Nice" campaign to promote inclusion and anti-bullying/prejudice.</p> <ul style="list-style-type: none"> - Host Human Library -unconscious bias trainings - Create anti-bullying pledge for students to sign 	<p>EDU BUS PRES</p>	<p>Campaign has been hosted.</p>	<p>End of Year</p>	<p>Caring Campus tabling held at the ASI Day on the Quad event.</p> <p>Caring cards passed around Student Government Office after President's address in spring semester.</p>
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<p>2.0 Promote a civically engaged student body.</p>				
<p>2.1 Encourage students to run for ASI Board of Director positions.</p>				
<p>2.1.1 Reactivate elections code task force</p> <ul style="list-style-type: none"> - Create information and standards regarding slate composition. 	<p>PRES</p>	<p>Election Code Task Force has been re-activated.</p> <p>Standards have been established.</p>	<p>Mid-Year</p>	<p>Task Force helped remove slates from the ASI elections spring 2018.</p> <p>Roadmap checklist of in-office expectations created for candidates running for office.</p>
<p>2.1.2 Heighten ASI election awareness.</p> <ul style="list-style-type: none"> - Work with Election Planning Group to encourage students to run for office. 	<p>A&L PRES ECS</p>	<p>Election Planning Group's recommendations have been implemented.</p>	<p>Mid-Year</p>	<p>Social media awareness for changes to the elections code.</p> <p>Presentations given to campus partners by elections officer about elections.</p> <p>Voter turnout increased from last year.</p>

<p>2.1.3 BOD makes targeted effort towards encouraging students to run for office</p> <ul style="list-style-type: none"> - e.g. Repurpose classroom presentation script to give more information about elections. 	<p>BOD</p>	<p>BOD has made efforts to get more students to participate in elections.</p>	<p>Mid-Year</p>	<p>Elections info session flyers created and distributed.</p> <p>SEO promoted elections heavily through social media sites, ASI webpage, WLP magazine, etc.</p>
<p>2.2 Partner with campus entities to encourage students to take legislative action on a local, state, and federal level.</p>				
<p>2.2.1 Promote and co-host civic engagement among historically marginalized communities by collaborating with CDI (Centers for Diversity and Inclusion), Dreamer's Resource Center and other campus entities.</p> <ul style="list-style-type: none"> - e.g. Collaborate with PRIDE Center to host "Queers Take Charge" event. 	<p>EVP PRES OGA</p>	<p>Events have been co-hosted and promoted.</p>	<p>End of Year</p>	<p>President attended the Queers Take Charge event.</p> <p>Legislation donating to the Green & Gold Speaker Series hosting Gabby Rivera, novelist who created the first Latinx, queer superhero in new Marvel series America.</p>
<p>2.2.2 Inform student about current legislative affairs.</p> <ul style="list-style-type: none"> - Establish legislative scorecard. - Invite public officials and Sac State Alumni onto campus. - Increase students at large in lobbying efforts. 	<p>SSIS OGA</p>	<p>Score cards have been distributed.</p> <p>Events have been held with officials and Alumni.</p> <p>Student at Large advocacy opportunities have been created.</p>	<p>End of Year</p>	<p>Legislative score cards created and distributed with help of Leg Affairs Coordinator and SEO.</p> <p>Lobbying efforts for the potential tuition increase made.</p>
<p>2.2.3 Increase voter registration and engagement efforts.</p> <ul style="list-style-type: none"> - Advocate to local officials for on- 	<p>HHS OGA</p>	<p>Efforts have been made. Meetings with officials have been held.</p>	<p>End of Year</p>	<p>Polling location approved for on campus space in</p>

campus vote center.				<p>Napa Hall with help from Nicki Croly and Nathan Dietrich.</p> <p>Tabling events held by OGA to increase voter registration and awareness.</p>
<p>2.2.4 Promote statewide student advocacy.</p> <ul style="list-style-type: none"> - Increase student participation at the annual CHESS conference. - Invite statewide California State Student Association (CSSA) representatives to campus. 	<p>SSIS PRES OGA</p>	<p>Number of CHESS applications have been increased from Spring 2017 conference.</p> <ul style="list-style-type: none"> - Representative(s) have come to Sacramento State. 		<p>CHESS Conference held in March 2018, 4 BOD members attended.</p> <p>Maggie White and Michael Pratt of CSSA attended Board meetings to inform board about CSSA and their part.</p>

3.0 Advocate for implementation and expansion of academic resources.				
3.1 Increase student academic success by promoting campus resources.				
<p>3.1.1 Increase student use of SMART PLANNER.</p>	<p>VPAA EDU VPF A&L ECS</p>	<p>Partnership with Dr. Dragna's office has been established.</p>	<p>End of Year</p>	<p>Presentation on SMART Planner from Luis Kischmischian from Student Affairs.</p> <p>EDU and ECS directors collaborated with Joy Ira of SMART Planner through the Steering Committee.</p> <p>SMART Planner workshop and pizza party held for student participants.</p>

3.1.2 Advocate for implementation of public course syllabi.	VPAA VPF	Meet with campus partners to assess feasibility.	Mid-Year	Online Course syllabi, renamed from public course syllabi. Discussed in Faculty Senate and Faculty Policies Committee where it was tabled. Talk of revamping it and having Campus admin look it over.
3.2 Strengthen college to career pipeline.				
3.2.1 Promote service learning opportunities that count towards academic credit for students (I.E. 65 th Street Corridor Project, etc.).	VPAA UND	ASI BOD has collaborated with university efforts to promote service learning.	End of Year	Worked with the director of the CEC for service learning courses. Possibility of including the service learning courses to downtown location.
3.2.2 Assess feasibility of expanding first year (and first year transfer) success programs for second year students.	SSIS VPAA	Met with first year experience and transfer student programs to assess feasibility and promote expansion.	Mid-Year	Mid-semester transfer check in created and successful. Coffee with transfer students held on March 5.
3.2.3 Foster greater faculty senate and ASI BOD partnerships. - Co-Host ASI/Faculty Senate bonding event.	GRAD EVP VPAA PRES	BOD has attended at least one faculty senate executive meeting or one faculty senate regular meeting. Event has been co-hosted	End of Year	Event held for Faculty Senate and BOD bonding December 1, 2017. Faculty Senate invited to Scholarship Reception in spring 2018, one member attended.
3.2.4 Sponsor table at Career Center Etiquette Dinner for Students at Large	EVP VPF	Table has been sponsored.	Mid-Year	ASI sponsored two tables for the etiquette dinner, Student Affairs sponsored one table in addition. Event held April 24, with help from Career Center, ALPFA, and SHPE.

3.2.5 Encourage engagement in on campus career/internship connections.	VPUA	BOD has collaborated with Career Center and College & Career Readiness to promote events and workshops.	Mid-Year	Workshop held for what to do after college with Career Center & Career Readiness on December 8, 2017.
3.2.6 Partner with Student Research Center to encourage student participation in real world based projects and initiatives.	VPAA	-Meetings with Office of Research Affairs have been held to increase outreach and communication.	End of Year	Research Certificate created for students who work with faculty on research. Research Conference held May 4-5, 2018.
3.3 Assess and advocate for the diverse academic needs of the student population				
3.3.1 Advocate for additional first year transfer student resources. - Promote first year transfer student workshops. - Work with Transfer Student Association and campus partners to assess feasibility of creating a Transfer Student Resource Center.	SSIS VPAA BUS	-Meetings have been held with Transfer Student Association and campus partners.	Mid-Year End of Year	Coffee with transfer students held on March 5.
3.3.2 Assess the feasibility of increasing the amount of "learning community" or "cohort" type programs at Sac State.	VPAA VPF PRES	-Meetings with Provost and other campus partners have been held. -Work with college deans and department chairs to assess available resources.	End of Year	Priority will not be pursued, instead Supplemental Instruction Workers will assess.
3.3.3 Continue to advocate for faculty diversity. -Advocate for student representation on faculty hiring committees.	EVP	BOD has collaborated with university efforts to promote faculty diversity.	End of Year	Diversity Council discussed diversity among faculty and having a student on the faculty search committee to represent. EVP proposes changes to the University HR Policy manual to amend the language to include an

				additional student to the committee.
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4.0 Support student basic needs initiatives, wellness, and safety				
4.1 Continue to support basic needs efforts on campus.				
4.1.1 Work with campus entities to establish free food locator on Sac State Mobile App.	UND PRES	Planning group meetings have been attended. Feasibility has been assessed.	Mid-Year End of Year	Epicure's extras added to Sac State app to increase awareness of food availability for food insecure students.
4.1.2 Partner with campus entities and student organizations to host professional clothing drive.	VPUA EDU	Professional Clothes drive has been held.	End of Year	Two phases of the clothing drive: Collection and distribution. Clothing drive held April 23-27, 2018. Clothes that were collected showcased at the Career Fair on April 27, 2018.
4.1.3 Support Student Affairs efforts to expand emergency housing services.	EVP PRES	Efforts have been made to support housing insecurity resources.	End of Year	Increased the amount of beds from 2-4 for this last semester due to working with off campus entities. CSSA helping write legislation with an assembly member on bill to allocate money to CSU to establish permanent student housing for students.
4.2 Strengthen and support safety resources on campus.				
4.2.1 Ensure student representation on campus safety committee.	VPUA	Student has been appointed to campus safety committee.	Mid-Year End of Year	BUS Dir is appointee to safety committee.
4.2.2 Meet with student representative to update and inform BOD.	VPUA NSM	Meeting with student has been held and update has been provided.		Safety committee wishes to have subcommittees in each academic college, they would also sit on the Campus Safety Committee.

<p>4.2.3 Assess feasibility to include mobile safety features.</p> <ul style="list-style-type: none"> - Work with Sac State Police to determine feasibility of police escort on Sac State Mobile App. - Work to help roll-out Safe Rides text features. 	<p>PRES</p>	<p>Meetings with IRT and Sac State Mobile App creators and campus police have been held.</p>	<p>Mid-Year End of Year</p>	<p>President attended Campus Safety Committee to encourage wellness and safety to our campus culture.</p> <p>The rollout was postponed for safe rides.</p>
<p>4.2.4 Work with campus entities to support campus Sexual Assault Prevention efforts.</p>	<p>VPUA GRAD BUS</p>	<p>Partnership has been established with at least two campus entities.</p>	<p>End of Year</p>	<p>Sexual Assault Awareness week held April 8-12, 2018.</p> <p>SAPSAC tabled for awareness.</p> <p>Board Members partnered with SHAC, Panhellenic Sorority Council, and Title IX office to host awareness week.</p>
<p>4.3.1 Partner with campus entities (e.g. Hornet Athletics) and student groups to destigmatize mental health issues.</p>	<p>SSIS PRES</p>	<p>Partnership has been established with at least two campus entities.</p>	<p>End of Year</p>	<p>SSIS Dir met with NAMI president, SHAC and Active Minds groups to brainstorm ideas on spreading mental health awareness.</p> <p>University Affairs Advisory Committee repurposed to be the ASI Wellness Committee.</p>
<p>4.3.2 Plan a focused Board event on self-care.</p>	<p>EVP BUS</p>	<p>Event has been held.</p>	<p>End of Year</p>	<p>Winterfest event held, put on by SEO on November 29, 2017, with Board attendance.</p> <p>100 pre-self-care bags were given out, additional bags given out at the event.</p>

<p>4.3.3 Participate in annual Out of the Darkness Walk.</p>	<p>VPUA HHS NSM PRES</p>	<p>BOD has participated in Out of the Darkness Walk.</p>	<p>End of Year</p>	<p>Walk attended by President and additional board members on April 12, 2018.</p> <p>Board made donation to SHCS for the Out of the Darkness walk coordination and an additional donation to the American Foundation for Suicide Prevention.</p>
<p>4.3.4 Promote student representation from each college on SHAC (Student Health Advisory Committee)</p>	<p>HHS ECS</p>	<p>Each college has a student representative.</p>	<p>Mid-Year End of Year</p>	<p>Student Health Advisory Committee gave informative presentation at Board Meeting.</p>