



**To:** ASI Board of Directors

**From:** Hoan Nguyen, Director of Finance/Interim Executive Director

**Subject:** October 9, 2024 Board Report

**Business Administration/Accounting/HR IT/Student Shop:**

- The final 2023/24 year-end ASI audit report has been filed with the Chancellors Office and is now posted on our website. Thanks to the Business & Administration staff for all their hard work with no audit findings to report.
- ASI conducted an RFP in the summer of 2024 and decided to renew a 5-year contract with Jostens for cap & gown supplies. The student Shop is staffing up for the return of Fall Graduation Commencement this year.
- Staff have begun compiling information for the 2023/24 990 tax returns and working with the Aquatic Center and Peak Adventures to determine operations that are not part of the ASI mission and therefore are subject to the Unrelated Business Income Tax (UBIT) and the filing of the 990T income tax return.
- ASI conducted an RFP in the summer of 2024 and selected UKG as the new HRIS system for ASI replacing Ceridian Dayforce with modules in human resources, payroll, benefits and recruitment. The target deployment date for UKG is January 2, 2025 with the new timeclock usage initiating December 15, 2024.
- The ASI Accounting Services Department has reorganized its staffing structure to enhance staff development, client engagement, functional effectiveness and team cohesion. Mari Ruiz has been promoted to Associated Director; Elvia Felix, Accounting Manager; and Michael Eldridge, Finance Manager.
- The Human Resources Department lost its HR Director in early September, and Amy Biegler has been appointed Interim Human Resources Director.

**ASI Government:**

- ASI Scholarships opened on September 20 and will close October 11, 2024. About \$50K will be given to student application winners.
- The first-time ASI Baraiya Textbook Reimbursement Program opened September 23 and closed on September 29. 137 applications in less than 24 hours for the \$5,000 pot.
- Two Board Directors – HHS and Business – resigned from the Board for personal reasons, and two appointments are in process.

- ASI donated \$5,000 to the Black Honors College scholarship funds and made contribution to Board participation in campus spirit drives – football pep rallies and homecoming event.

### **ASI SEO:**

- The ASI Food pantry saw surge in student recipients since school start – now serving over 550 students weekly – and reported increased interests in corporate sponsorships and donations.
- Food Pantry recently received about \$100K in new funding.
- Food Pantry just deployed a new inventory and POS software -PantrySoft.
- The Sacramento Food Bank has agreed to a 5-year purchase program written agreement with ASI. We buy products from SFB at wholesale prices which is substantially lower than retailers and other commercial wholesalers.
- Food Pantry just received its new delivery van from the capital budget approved by the previous Board.
- Food is seeking relocation of its current food storage space in The Well to another Campus location or commercial space near Campus.
- KSSU is creating an additional team to increase entertainment performance capacity in campus events. Requests for KSSU performance has exceeded staff capacity previously.

### **ASI Children Center:**

- The Children's Center is facing some challenges in staffing teachers amidst increasing demands.
- With the Board resolution passed to day, Children Center will continue to receive increasing funding from state contracts. The Center is budgeted to receive \$350K more this year at \$2.5M than the previous year.
- The CC \$2M playground project is underway. It is likely to be completed by late 2025 or early 2026 over several phases.

### **ASI Aquatic Center:**

- The ASI Aquatic Center had record attendances in its 2024 summer camps that resulted in financial success.
- AC had a large crowd for the ASI Day on the Lake in late August and is gearing up for another big Capital Crew competition event – Head of the Charles.

### **ASI Peak Adventure:**

- The ASI Peak Adventures also had record attendances in its 2024 summer camps that resulted in financial success.

- The PA Challenge Center is undergoing a capital project to replace its aging facility and equipment. The capital project and funds were approved by the previous Board.
- PA placed the order for 2 ne 10-passenger vans approved by the previous Board to increase its capacity for outdoor and long-distance events.
- The eBike plan utilizing the Alternative Transportation Reserve has been put on hold due to changing state policies and initiative hold. PA is re-evaluating its revenue strategies to replace the eBike initiative.

### **Committee/Meetings:**

- ASI Department Strategic Goal Meeting, Aug-Oct.
- TPM Educational Activities Planning Team, Sep.
- Campus Budget Director Interview Panel, Sep.
- Auxiliary Leadership Council, Sep 6.
- SWANA Center Grand Opening, Sep 10.
- ASI and Union Well FY23-24 Financial Audit meeting, Aug-Sep.
- Union Well Board Meeting – Audit Presentation, Sep 11.
- Accounting Services Monthly, Sep 16.
- Library-ASI Food Pantry Conversation, Sep 23.
- UKG Implementation Weekly Meeting, Aug-Dec.
- Student Affairs Mangers’ Meeting, Sep 17.
- Board of Director Business Interview Panel, Sep 23, 25, 26.
- SALC (Student Affairs Leadership Council) Team Meeting, Sep 2, 9, 16, 23, 30.
- ASI Food Pantry Advisory Council, Sep 27.
- ASI HR-Accounting Services Collaboration Biweekly Meetings, Sep-Dec
- Finance & Budget Committee, Sep 17, Oct 1.
- Working Board Meeting, Sep 4, 18, Oct 1.
- CO Youth Programs Audit, Sep 19.
- ASI Children Center OSFM/Fire Alarm, Sep 20.
- ASI Children Center Parents Advisory Committee (PAC), Oct 7.
- Elections Planning Group (EPG) Meeting, Oct 7.
- MWT (Management Work Team), Sep 24, Oct 8.
- ASI Board Meeting, Sep 11, 25, Oct9.