

February 17, 2022

TO: Associated Students Board of Directors  
FR: Sandra Gallardo, Executive Director  
RE: February Report to the Board

## **ADMINISTRATION & DEPARTMENTS**

### **▪ Department Highlights**

#### **○ Business & Administration –**

- Completed 2021 Performance Reviews – All seven direct reports received their PRs
- ASI department directors are in the process of drafting their 2022 – 2023 budgets; first draft budgets are due to Director of Finance & Admin, Mark Montalvo, by February 21, 2022
- We met with the Benefits Broker Gallagher on February 18th – renewal of the employee's health, dental, vision and life insurance vendors.

#### **○ Government Department –**

- **Karina Arroyo, our new CSSA Liaison.** Karina is a graduate student at Sac State in the Public Policy and Administration (MPPA) program. She currently serves as the finance director for the Graduate Association of Students in Public Policy & Administration (GASPPA) here on campus. She holds a degree from the University of California, Riverside in Sociology with a minor in Spanish. She has worked as a student assistant in the business services center at UCR, worked in the mayor's office of St. Helena and most recently worked in the city manager's office for the City of Elk Grove. Issues that are important to her include affordable house, career development and access to health services.
- I hosted a successful "How to Run for ASI Office" workshop on February 11– We have a digital file with all of the presentations that I am happy to share with anyone who asks.
- In the process of interviewing/hiring the Administrative Assistant position. Please be patient with Lisa as she works through this time without the position. Both Lisa and I will be busy in interviews next week – so our available times will be more limited.

#### **○ Student Engagement and Outreach**

- Great news – the Food Pantry is receiving \$200,000/year from a State grant, which is helping cover the increase in food costs. Thank you to CSSA and ASIs across the state that advocated for this support.
- Food Pantry usage is close to approaching pre-pandemic use levels. We are looking at serving an average of 85 students a day. We continue to be open 5 days a week. We are on track to serve well over 1,000 in February.
- The "Fresh Produce Pop-Up" – will start up again -
  - February 21<sup>st</sup>
  - March 7<sup>th</sup>
  - April 4<sup>th</sup> and 18<sup>th</sup>
  - May 2<sup>nd</sup>

- **Children's Center –**
  - The Children's Center was closed for the month of January, due to the COVID-19 surge in cases. We are grateful to Gina Curry that helped ASI obtain HEERF Funding so that we could continue to pay our student employees and full-time staff during the closure. The teachers were able to utilize the time to ready their classrooms, complete mandatory professional development and more. The teachers had weekly check-ins with all of their staff and parents.
  - Currently have 137 children enrolled; and 90 staff (FT and PT) reporting to the Center
  - The Center has completely run through the student-parent waitlist – please encourage students to join the wait-list! We are now inviting faculty and staff parents to join the waitlist to fill seats.
  - The monthly Parent Advisory Committee (PAC) Meetings continue to be held on the second Monday of the month at the Children's Center. All are welcome to attend!
  - The hope is to open to two additional classrooms in the Fall Semester – Bambini 1 (6mo-18mo) and La Casita (3+ years). Spread the word.
- **Peak Adventures**
  - Update on the e-bikes – sold three (3) to date. Great work to getting alternative transportation funding out into campus.
  - Bike Shop is doing well
  - Outdoor trips have been scheduled – please
  - Hiring! Please spread the word that they are hiring for summer jobs to help run summer camps and learn to whitewater rafting.
- **Aquatic Center**
  - Hiring! The Aquatic Center is also hiring for summer camps – many great jobs. Please promote both of these positions.
  - Summer camps are selling out – but they need the staffing.
  - Student Free Rental Days- clubs are encouraged to come out and enjoy the facilities as a group:
    - March 11
    - March 25
    - April 8
    - April 22
    - May 20

## **UNIVERSITY & ASI EVENTS**

- AOA Annual Conference was cancelled due to the surge in COVID-19
- AOA Executive Committee Meeting, January 11<sup>th</sup>
- AS/SU/RE Annual Meeting and Election, January 11<sup>th</sup>
- HEERF Funding for the Children's Center Meeting, January 13<sup>th</sup>
- AOA Attorney Legal Update with Richard Bromley, January 10<sup>th</sup>
- Latina Mentoring Coffee Chat, January 14<sup>th</sup>
- President's Address, January 21<sup>st</sup>
- SAHRA DEI Opening Presentation, January 27<sup>th</sup>
- ASI Mid-Year Retreat, January 24<sup>th</sup>

- ASI Annual 403(b) Asset Review with Investment Advisor, February 1<sup>st</sup>
- Administrative Council, February 2<sup>nd</sup>
- Bi-monthly ASSUREC Directors Subcommittee meeting, twice monthly
- VPSA bi-weekly checking – bi-weekly
- Student Affairs Leadership Council (SALC) – bi-weekly
- Student Affairs Managers Meeting – monthly
- Management Work Team (MWT)- bi-weekly

#### **COMMITTEE & TASK FORCE APPOINTMENTS**

- **ASI Internal Committees & Task Forces**
  - **Student Social Justice and Equity Committee** – bi-weekly
  - **Election Planning Group** – bi-weekly
  - **Parent Advisory Committee**--- monthly
  - **Finance & Budget Committee** – Meetings are held every other Tuesday, 3:00 – 5:00pm
  - **Executive Committee** – Meetings are scheduled after regular board meetings, time permitting
- **University Committees**
  - **President's Administrative Council** –Feb 2<sup>nd</sup>
  - **Campus COVID-19 Taskforce**- as scheduled