

February 11, 2021

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

**ADMINISTRATION & DEPARTMENTS**

▪ **Department Highlights**

○ **Business & Administration –**

- ASI Town hall – January 21s – Mark and I answered any questions presented through an anonymous questionnaire and provided a budget update to ASI FT Staff.
- ASI department directors are in the process of drafting their 2021 – 2022 budgets; first draft budgets are due to Director of Finance & Admin, Mark Montalvo, by February 24, 2021.
- We met with the Benefits broker Gallagher on February 11<sup>th</sup> – renewal of the employee’s health, dental, vision and life insurance vendors.

○ **Government Department –**

- I hosted a successful “How to Run for ASI Office” workshop on February 5<sup>th</sup> – with 10 students attending and learning how to de-mystify the campaign process, step by step. We have a digital file with all of the presentations that I am happy to share with anyone who asks!
- Participated in the interviews for the VPAA candidates (4 interviews) on Feb 8<sup>th</sup> and 10<sup>th</sup>. We met to decide on the selection on February 15<sup>th</sup>.

○ **Student Engagement and Outreach**

- Food Pantry is piloting having students pick up 2 weeks of groceries per trip, in order to minimize their need to (1) travel to campus, and (2) minimize the need of students on campus. So far, this is going well.
  - Hours are:
    - Tuesday – 10am-1pm
    - Friday – 2-5pm
- Food Pantry has put together comprehensive toiletry kits for students – shampoo/conditioner/deodorant/toothpaste/toilet paper/menstrual products, among more
- These are the numbers for December from the food pantry – you can see a continued uptick in usage.
  - December - 158
  - January – 121
- The Pop-Up Pantry has been rebranded as “Fresh Produce Pop-Up” – please RSVP online
  - February 17<sup>th</sup>
  - March 1<sup>st</sup>, 15<sup>th</sup>, 29<sup>th</sup>
  - April 12<sup>th</sup>, 26<sup>th</sup>
  - May 10<sup>th</sup>

- **Children’s Center –**
  - The monthly Parent Advisory Committee Meetings continues to be held on the second Monday of the month at the Children’s Center. All are welcome to attend!
  - Pursuant to the 10-year facilities review plan provided by campus- we are continuing much needed repairs on the main building of the Children’s Center – this includes new flooring, cabinetry, painting, new modular walls. This meets the safety concerns raised:
    - We are addressing peeling paint, broken cabinets, worn-our carpets, and modular walls that are a danger to our children.
- **Peak Adventures**
  - Peak continues to offer free snow shoe rental for students.
  - Reminder that our bike shop continues to be open daily (M-F),
- **Aquatic Center**
  - Continues to be open and free for students Monday through Friday and “Feel Good Fridays” for staff/faculty on Fridays – please check the website for more details.
  - Making use of the winter “down” time to make some facility improvements: including pricing out the possibility of replacing the front gate with an automatic gate (instead of one that uses a padlock) and replacing our old (previously donated) modular docks with a permanent dock that holds AC storage and finally having a climate-controlled front desk kiosk placed so that employees are no longer under tents.

#### **UNIVERSITY & ASI EVENTS**

- Attended Crucial Conversations 10-hour class, December 2020
- Summer 2020 Campus Mandatory Fee Meeting, Jan 6th
- Attended AOA Conference, January 11-13<sup>th</sup>
- ASI Annual 403(b) Asset Review, Jan 12<sup>th</sup>
- Courageous Conversations, 2 hour ASI Anti-Racism training, January 22<sup>nd</sup>.
- Bi-monthly ASSUREC Directors Subcommittee meeting, twice monthly
- President’s Address, January 21<sup>st</sup>
- 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**--- meet 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 4<sup>th</sup>