

March 18, 2020

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

#### **ADMINISTRATION & DEPARTMENTS**

- Please check the ASI Website with up-to-date updates on what each department is doing. Things are changing rapidly, daily and hourly at times.
- All of ASI has been busy finalizing departmental Business Continuity Plans (BCPs) so that we are ready to move virtual, if deemed necessary
- Central to my work this past two weeks is preparing ASI for handling the Coronavirus (COVID-19). I have been in communication with all of the ASI Full-Time staff on moving our services to virtual. In the process of moving all our programs virtually – including the Government Office. Elections will continue.
- I attended the CHESS Reception on campus on Saturday, March 7<sup>th</sup> and the Advisor's Conference at CHESS on Sunday, March 8<sup>th</sup> I attended the ASI-Advisor's meeting on Sunday and discussed the San Marcos litigation case at length.
- I continue to sit on the Centers for Diversity and Inclusion Director-search team. We have had two on-campus interviews, one is left for next week, which will be conducted virtually
- Mark, Maria and I continue to work on the Payscale wage adjustments for our full-time staff
- ASI's Census collaborations will need to move virtually as well to spread the word about the importance of filling out the Census 2020.

#### **Department Highlights**

- **Business & Administration** – Budget development continues
  - Working on determining schedule of who will be deemed “essential” to come to campus. This includes payroll, Human Resources.
  - Working with our Employment Attorney to determine procedures for Missed Meal Break waivers and processes and policy revisions.
- **Children's Center** –
  - Closing childcare services as of March 17<sup>th</sup>. Front office will remain open and teachers will be in their classrooms thoroughly disinfecting spaces.
- **Student Engagement and Outreach-**
  - Will move all services virtually, except the food pantry, which will open for limited hours. Three days a week – Tuesday, Wednesday and Thursday.
  - **New Food Pantry Hours:** Tuesday: 10:00am-1:00pm, Wednesday: 1:00pm-4:00pm, Thursday: 10:00am-1:00pm
  - Launched the SEO Director Search Team, with Sasha Smirnova serving as the Chair. The members of the search team will include:
    - Liz Villalobos, SEO Staff, Food Pantry

- Angelique Kennedy, Student Affairs – Development
  - Adam Dowrie, Student Affairs – Residence Life
  - Sage Beamon, SEO Student Staff, Student
  - Prabhjyot Shinh, ASI Board Member
- **Aquatic Center –**
  - The AC will close from 3/17-3/6. Staff will still report to work to accomplish projects that have been put off.
- **ASI Elections –**
  - Provided 3 scheduled and 1 special Candidate Workshops
  - The number of applications received:
    - 22 complete applications
    - Still Vacant: NSM and Vice President of Finance
  - We will be moving our elections to virtual starting immediately. The plans include:
    - Ballot Draw – 3/26 – do virtually, with essential staff a few students present
    - Presidential Ticket, Vice Presidents and Directors – we will offer to post a 1-minute video answer pre-decided questions akin to what would be asked at the candidate forums.
    - Election Kick-Off—Nothing planned for now, but vibrant social media campaign and the modal
    - Elections Results Party – do it virtually with essential staff and try to have couple of students present (board who are not running).
  - **Voting will occur April 15<sup>th</sup> & 16<sup>th</sup> online as usual**

## **UNIVERSITY & ASI EVENTS**

- Census Collaboration Meeting, every other Thursday from 4-5pm in Lasen 3008

## **COMMITTEE & TASK FORCE APPOINTMENTS**

- **ASI Internal Committees & Task Forces**
  - **Social Justice and Equity Committee** – March 6<sup>th</sup>
  - **Parent Advisory Committee (PAC)**- March 6<sup>th</sup>
  - **Election Planning Group** – meeting on a weekly basis
  - **Finance & Budget Committee** – Meetings are held every other Tuesday, 3:00 – 5:00pm; External Grants have all been reviewed; We are in the process of hearing all departments make their budget presentations; future meetings will be held via Zoom conferencing
  - **Executive Committee** – Meetings are scheduled after regular board meetings, time permitting
- **University Committees**
  - SALC Committee--- March 2<sup>nd</sup>, Various calls and meetings to discuss COVID-19 including meetings on 3/11, 3/13, 3/14, 3/15, 3/17 and on-going
  - Student Affairs Directors (MPP Meeting) – March 15<sup>th</sup> and March 17<sup>th</sup> to discuss the Coronavirus
  - University Enterprises, Inc. Campus Grant Program Award Committee – Debrief on and completed for year