

September 9, 2021

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

### **ADMINISTRATION**

- **Board of Directors**
  - Assisted in planning a fully in-person ASI Board Retreat, renting the Union for three days. Thank you to Lisa and Corinne for masterminding the logistics and food for all three days.
  - Conducted individual orientation meetings for each sworn-in director prior to attending the Board Retreat, August 13-15
  - Served on the search committee for the ASI Director of Education search team
  - Met weekly with ASI President, Samantha Elizalde
- **AOA Executive Committee**, Attended August 19-20<sup>th</sup>, Indian Springs, CA
  - I was invited to serve a 2-year term to the AOA Executive Committee. AOA is the umbrella organization overseeing system-wide auxiliary organizations. The Committee meets four times a year, I have attended two meetings in 2021 and will attend again in November 2021 and January 2022.
- **Campus Signage Meetings / Time-Place and Manner (TPM) and MDCC**
  - Have had multiple meetings with the team working on amending the campus' TPM policy and clearly demarking locations on campus where signage will be allowed, year-round.
  - There will be no changes to how ASI Board elections are handled.
- **Department Highlights**
  - **Business & Administration –**
    - Reviewed ASI 2020 – 2021 Strategic Priorities Final Report; published on the ASI web site, <http://www.asi.csus.edu/about-us/strategic-plans/>
    - On June 16, 2021, Mark and I held a “Ask Sandra and Mark” virtual townhall
    - On July 13<sup>th</sup>, on-boarded ASI’s new Human Resources Director, Myra Makelim. Thank you to Samantha for serving on the search committee this summer. Myra is a Sac State alum and brings a wealth of HR experience to the role. She has over 10 years of experience working HR roles here in Sacramento, most recently as the HR Director of Christian Brothers High School. Please welcome Myra and you will be meeting her soon when she will present revisions to the ASI policy manual next month.
    - Air quality continues to be a concern that we monitor. Because we have several outdoor programs (Aquatic Center, Peak Adventures, Challenge Center), we follow stricter air quality guidelines for program cancellation. We always notify social media channels of closures – since many are called first thing in the morning or mid-day.
    - Planned and emceed a successful in-person all ASI Full-Time Staff Meeting on August 25<sup>th</sup> held at the Aquatic Center – provided opportunities to team-build, hear President Nelsen and VPSA Ed Mills as well as review the ASI budget

- Participated in the project launch of ASI's new POS-system, PerfectMind. This new system, which went to RFP last year will help our point-of-sale programs have a more streamlined and user-friendly interface. We also hope to digitalize all waivers to become more sustainable.
  - Provided remarks at the ASI Part-Time Staff Orientation on August 26<sup>th</sup>
  - Participated in the Banking Request for Proposal that led to choosing Five Start Bank as ASI's new banking partner. The change in banking providers will lead to at least \$18,000/year in savings due to reduced/no-cost fees.
  - In early August, participated in a 4-hour benefits compliance review conducted by Gallagher, ASI's benefits broker. Will work with Human Resources to implement the suggested changes.
  - ASI will continue working with Payscale consultant to review ASI pay for equity reasons and ensure minimum wage increases will go into effect on January 1, 2022.
  - Successful completion of annual organization-wide audit conducted by K. Coe Isom; no findings reported; presentation to the Board occurred on September 8th
- **Government –**
- Thank you to Lisa Dalton for helping execute our first return to in-person Board meetings this last week. I am excited to be gather together in person.
  - Board Associate Lisa Dalton and Corinne Jones have filled all support staff positions over the course of the summer – a brand new CSA and OGA staff – here are short bios on each:
    - **Legislative Affairs Coordinator – Sidra Nawaz** [asi-ogpc@csus.edu](mailto:asi-ogpc@csus.edu) Sidra is a senior here at Sac State who is working her Bachelor's in English. She has served as a senator while attending Folsom Lake College as well as the secretary of the Clubs & Events Board. She was able to shadow an assembly member while serving in student government on a Homeless Student bill where she attended hearings. She also has experience managing schedules as the shift supervisor at Starbucks.
    - **Customer Service Representative – Gabriella Higuera** - Gabriella is a 4th year Psychology major. She recently worked for the ASI Children's Center where she supported parent families, along with the staff and her co-workers. She has an array of customer service experience as a hostess at a restaurant and a courtesy booth attendee. With her combined experience she will be a great addition to our office!
    - **Customer Service Representative – Evelin Guzman**- Evelin is a transfer student from Diablo Valley College. There she participated in their Student Ambassador program which assisted students with resources on campus and provided guidance with their registration. With this experience she will be able to fully assist any student that enters our office.
    - **Customer Service Representative – Ellen Bezanson**- Ellen is pursuing her Bachelor's in Political Science. She has held different positions within her club on campus, has participated in our City Ambassadors internal ASI committee, and has also been a Elections Ambassador through our Government Office. With her

experience she will be able to share resources and connect with the students who visit our office.

- **Peak Adventures –**
  - Has a full schedule in place for Challenge Center bookings during the fall semester, including a good number of FYE and Learning Communities classes – a mix of in-person and online requests are coming in.
  - Check out our bike shop – lots of bike for sale at reduced prices for students. They have been hard at work since August 2020 and ready to give your bike a tune-up.
  - Several Outdoor Trips are underway – make sure to pick up a trip flyer –
    - 9/16- Bouldering Shuttle
    - 9/17- FUN FRIDAY - Yoga Hike (FREE for students!)
    - 9/18- Mt. Tallac Summit Challenge
    - 9/19- Hike and Paddle Sly Park
    - 9/24- FUN FRIDAY – Coffee Bike Ride (FREE for students!)
    - 9/25- Ranger Chat: Yellowstone (FREE for students!)
    - 9/25- Lake Tahoe Day Hike
    - 9/30- Bouldering Shuttle
- **Children’s Center –**
  - ASI President and I planned and attended an appreciation lunch for the Children’s Center staff on July 2<sup>nd</sup>. The Center staff provided essential services, uninterrupted since August 2020 to the present. The Center employees received Hazard Pay through Senate Bill 82 that was distributed during the luncheon.
  - **61** new children from **57** new families have been enrolled for fall semester; **77** families with **89** children are participating in the Child Care Subsidy program. A total of **115** children are being served at this children center this fall.
- **Aquatic Center –**
  - Held a successful schedule of in-person summer camps all summer
  - As an FYI, there have been a series of dates the Aquatic Center has closed due to unhealthy air conditions. If the air quality is above 150 AQI, we proceed with cancelling rental reservations and classes.
- **Student Engagement & Outreach –**
  - Planning for ASI Week is well underway – stay on the look-out for announcements and information for ASI Day on the Quad
  - SEO Food Pantry Provided Food Pantry provided continuous service throughout the entire year – including the summer term. New hours listed below
  - **Food Pantry Hours**
    - Monday – 12-3pm
    - Tuesday- 10-2pm
    - Wednesday- 1-5pm
    - Thursday- 12-3pm

- Friday- 10-2pm
  - Closed 9/6, 11/11, 11/25-26
- **Free Groceries Pop-Up dates** – 10:30-1:30pm, Library Quad
  - September 13<sup>th</sup>, 27<sup>th</sup>
  - October 11<sup>th</sup>, 25<sup>th</sup>
  - November 8<sup>th</sup>
  - December 6<sup>th</sup>

### **UNIVERSITY EVENTS**

- Attended Administrative Council, August 12<sup>th</sup>
- President' COVID Meetings – Various weekly, as scheduled
- Attended President Nelsen's Fall Address, August 26<sup>th</sup>

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

- **AOA Meetings**
  - Executive Committee, Meet quarterly
  - ASSUREC Directors – Meet monthly
- **ASI Internal Committees & Task Forces**
  - Management Work Team (MWT)- biweekly on Tuesdays 9:30-11:30am
  - Finance & Budget Committee – first meeting scheduled for September 21<sup>st</sup>
  - Student Social Justice and Equity Committee – meets bi-weekly
  - Executive Committee – scheduled following regular board meetings as time allows
- **University Committees & Task Forces**
  - Student Affairs Leadership Council Retreat, July 12<sup>th</sup>
  - Student Affairs Division-Wide Meetings, August 6<sup>th</sup>
  - MPP Meetings – monthly, as scheduled
  - Student Affairs Leadership Council (SALC)—Bi-Weekly Meetings
  - University Enterprises, Inc., Campus Grant Award Committee