

2018-2019 ASI STRATEGIC PRIORITIES

Associated Students, Inc
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ASI Board of Directors and Management Staff present the mission, values, long-term direction and annual priorities by department for Associated Students, Inc. at California State University, Sacramento.

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ASI AQUATIC CENTER

ABOUT

The Aquatic Center was established in 1981, fifteen miles from the Sacramento State campus on beautiful Lake Natoma. As a program of Associated Students Inc., the Center also has cooperative relations with many partners. These include: Sacramento State, the University Union Operations of CSUS, Incorporated, California Division of Boating and Waterways, California Department of Parks and Recreation, and the Federal Department of Interior-Bureau of Reclamation. The Center was established to augment the academic curriculum at Sacramento State. However, the Center has grown into a regional, national, and internationally recognized program in the arena of boating safety education, aquatic center design, and as a venue for world class rowing competitions. The Center services over 50,000 patrons on an annual basis through its diverse aquatic programs. These include: Sailing, Windsurfing, Kayaking, Canoeing, Rowing, Water Skiing, Wake Boarding, Stand Up Paddling, Summer Camps, Youth Groups, Team Building, Special Events, Equipment Rentals, Facility Rentals, and Special Events. The Aquatic Center also provides experiential education to student staff employees who are hired to assist a core staff of professional managers. The Aquatic Center is open to all Sacramento State students, faculty, staff, alumni, and the general public. All Sacramento State students, faculty, staff, and alumni receive a discount with their valid Sacramento State ID.

“You’ll Enjoy the Experience”

DEPARTMENT STATEMENT OF PURPOSE:

The mission of the Sacramento State Aquatic Center is to provide high quality boating and safety programs through education, recreation, and competition.

LONG TERM GOALS: 2015 – 2020

- 1.0 We will maintain student and general public interest through outreach, web based content, printed mediums, event participation, and co-op networking, and by conducting successful programs.
- 2.0 We will continue to offer student employment opportunities which provide experiential education outside the classroom, while enhancing student leadership and development
- 3.0 We will continue to maintain relationships to allow us to provide our customers high quality aquatic boating activities.

ANNUAL PRIORITIES: 2018-2019

- 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.
- 2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.
- 3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.
- 4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.

ACTION PLAN:

| Action Plan | Responsible Party | Assessment Indicator | Time Frame | Progress Report |
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| 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region. | | | | |
| Where ever possible reiterate, promote, print, the branding of Sacramento State Aquatic Center, A Program of Associate Students Inc. | Director and Associate Director of Aquatic Center | Rebranding completed | End of Year | Our current marketing materials, printed brochures, rack cards, business cards, summer camp, class t-shirts, staff shirts, special event shirts have the program of Associated Students Incorporated depicted. We are however, still distributing any older materials that we may have had so not to waste usable materials. |
| Regular post through Facebook, Twitter, and Instagram, with #IamASI, tying Aquatic Center to ASI with positive response from recipients. | Aquatic Center management staff | Verified by viewing mediums | End of Year | <p>We have had a very positive response through our social media platforms with a 4.6 star rating.</p> <p>Google My Business Data (Google Analytics) in the Past 28 days (05/2019)</p> <p>97.7k Views 36.4K Search Views 61.3K Map Views 53.6k Searches 24.2K Direct Searches 28.4K Discovery 4.91K Website Visits 708 Calls 14.3K Photo Views 3.77K Direction requisitions</p> |
| <p>All new printed materials that are used to identify, market, and promote the Sacramento State Aquatic Center will state that the Aquatic Center is a “Program Associated Students Incorporated.”</p> <p>All Aquatic Center paperwork, annual course schedule, printed materials, rack cards, rental cards, fliers, letterhead, business cards,</p> | Aquatic Center management staff | <p>Verified by viewing printed materials</p> <p>A Program of ASI has been put on all printed material</p> | End of Year | <p>Our current marketing materials, printed brochures, rack cards, business cards, summer camp, class t-shirts, staff shirts, special event shirts have the program of Associated Students Incorporated depicted. We are however, still distributing any older materials that we may have had so not to waste usable materials.</p> <p>“A Proud Program of Associated Students</p> |

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| <p>Older usable materials with pertinent information will be exhausted first as not to create waste.</p> | | | | <p>Incorporated” sign is located above our front entrance</p> <p>“A Collaborative sign of all ASI programs is affixed to our entrance gate”</p> <p>“Recreation Done Right” sign collaborating with PEAK Adventures on the Children’s Center Fence.</p> |
| <p>All new apparel with the Aquatic Center logo will state that the Aquatic Center is a “Program Associated Students Incorporated.”</p> | <p>Aquatic Center management staff</p> | <p>Verified by viewing apparel</p> <p>All Summer 2018 Camp T-shirts and Class T-Shirts have</p> <p>A program of Associated Students Inc. and the ASI logo</p> | <p>January 1, 2019.</p> | <p>All new summer camp, class, staff, special event, apparel with Aquatic Center logo has “Program of Associated Students Incorporated and/or has the ASI Logo present.</p> |
| <p>2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.</p> | | | | |
| <p>Aquatic Center management staff will orient any and all new hires about the relationship between the Aquatic Center and Associated Students Incorporated including its various supported programs. Including watching the ASI president welcome video, Each year, ASI will focus on highlight one of our Core Values- this year, it will be “Excellence in Service”</p> | <p>Aquatic Center management Staff</p> | <p>New Hire Orientation Process</p> <p>Annual In Staff Service Day</p> <p>Completed</p> | <p>March 1, 2018.</p> | <p>The Aquatic Center’s new hiring process involves as series of videos, policy acknowledgment and acceptance.</p> <p>At the AC’s all day staff in service day, the staff is extensively informed about ASI, and its partners.</p> <p>Associated Students Inc., University Union, Bureau of Reclamation, State Parks, Division of Boating and Waterways which collectively contribute to the AC’s existence.</p> |
| <p>Explore possible collaboration with Peak Adventures to provide a multi-camper discount for</p> | <p>Brian Dulgar Cindi Dulgar</p> | <p>Discussion with Executive Director and Peak</p> | <p>January 30, 2019.</p> | <p>A co-op marketing summer camp sign was created and</p> |

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| <p>clients who use both summer camps</p> <p>Assist in co-marketing Peak Adventures summer camps to summer camp participants</p> <p>Co-op with Peak Adventures for Lake Natoma Loop Bike Ride</p> | | <p>Adventures Director on possibility of collaboration</p> | | <p>displayed on the Children's Center fence.</p> <p>Peak Adventures brochures are displayed at the Aquatic Center front counter.</p> <p>AC 2019 Brochure has an ASI page, with Peak Adventures. If the AC's summer camps are impacted and or have waiting lists, our front office staff has referred campers to Peak Adventures.</p> |
| <p>Host ASI Food Pantry Fundraiser twice a semester</p> | <p>Aquatic Center Staff</p> | <p>Fundraisers have been held</p> | <p>End of Year</p> | <p>In Fall 2018, the Aquatic Center collected an entire truckload of donated non-perishable goods.</p> <p>In Summer 2019, the Aquatic Center will be soliciting food from the youth summer camp population in exchange to a drawing for free AC classes or summer camp voucher.</p> |
| <p>Assist Children Center with period repairs and maintenance of the ASI-owned facility</p> | <p>Brian Dulgar and Facilities Staff</p> | <p>Repairs have been made</p> | <p>End of Year</p> | <p>Matt Kobe and his facility staff has completed numerous project at the Children's Center, saving the center thousands of dollars in expenditures.</p> |
| <p>3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.</p> | | | | |
| <p>The Aquatic Center staff will implement an aggressive campus outreach program with student clubs and organizations to inform students of Aquatic Center offerings and opportunities while accumulating feedback from the students of what course offerings</p> | <p>Brian Dulgar Cindi Dulgar Ashley Langenberg Heather Wilhelmi Kylie Taylor</p> | <p>Feedback has been collected</p> | <p>End of Year</p> | <p>We were able to attend six club meetings for a 10-15 minute presentation on the Aquatic Center's offerings and pass out free rental cards.</p> <p>Direct marketing to the RPTA (Recreation, Parks, Tourism, and Administration) classes we offer.</p> <p>Over 8,000 student renters or Sac State Affiliates rented during the 18-19 fiscal year.</p> |

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| <p>they would be interested in using our resources.</p> | | | | |
| <p>Explore the possibilities</p> <p>Transportation:</p> <p>i.e. Shuttle service at least twice month, co-op with Peak Adventures Vans Drivers</p> <p>Free/Discount Student Rental Days (1/Month)</p> <p>Club Days-Coop Fundraising Opportunities</p> <p>Club/Organization- Team Building Events</p> <p>Bring a friend</p> <p>Explore Academic Classes: Possibilities: Water Parks, Resorts, Boating Facilities, Water Adventures, Touring</p> <p>Contact orientation leaders for possible shadowing of corporate team build events.</p> | | | | <p>Provided Free Rental Cards and Free shuttle service in the fall. We were unable to provide shuttle service in the spring because of unavailable qualified drivers due to graduation.</p> <p>Offered free rental day at the conclusion of the Residence Hall RA training week by handing out free rental cards. Did not track numbers, but will look into implementing count of free rental cards utilized in the future.</p> <p>After the 2018 Aquatic Center Advisory Board meeting there was discussion as to which department the Aquatic Center Classes should be placed: Kinesiology or Recreation courses. There is a new dean and department chair we will revisit this with the new administration.</p> <p>These discussions will happen in the Fall of 2019 with the new administration.</p> <p>Due to inclement weather and high water flows, many corporate team builds were cancelled during the spring.</p> |
| <p>Aquatic Center will offer diverse programs that will help perpetuate the mission of Associated Students Incorporated, while</p> | <p>Aquatic Center management staff</p> | <p>Sacramento State affiliate audit- students,</p> | <p>Annually June 30</p> | <p>With the distribution of the free rental cards to Sacramento State clubs/orgs, the students have the opportunity to try various</p> |

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| <p>providing programs to its clientele that will maintain fiscal sustainability.</p> | | <p>staff, faculty, employees</p> | | <p>activities, kayaking, Stand Up Paddling, Hydrobikes, canoeing without having to take a class.</p> <p><u>Annual Financial audit.</u> At the conclusion of FY 2017 The Aquatic Center sustained operation without the use of Student Fee Dollars. The object is to continue this for the 2018/2019 FY</p> |
| <p>Aquatic Center management will work alongside Department Directors to define uniform policies, practices, procedures that are understandable and accepted. Including procedural changes are implemented for onboarding through Ceridian, those involved in the hiring process will have a thorough understanding through comprehensive Human Resource training of the newly implemented procedures.</p> | <p>Associated Students Incorporated, Program Directors</p> | <p>Revised ASI Policy manual</p> <p>Revised ASI Employee manual</p> <p>Employees have been apprised of policy changes, and are adjusting to the changes, work in progress</p> | <p>July 1 2019.</p> | <p>Currently the Aquatic Center is onboarding its staff through the processes defined by ASI Human Resources. During the onboarding process all new hires watch the ASI promo video, the Dayforce training videos, acknowledge and acceptance of the Employee Handbook.</p> <p>Optimizing the onboarding and scheduling features is an ongoing process.</p> |
| <p>4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.</p> | | | | |
| <p>By using the results from the 3,000+ students who participated in the student survey we plan on implementing a comprehensive outreach program to create a better awareness, understanding, and appreciation of the opportunities the Aquatic Center provides to students.</p> | <p>AC Staff</p> | | <p>Monthly Report.</p> | <p>The Aquatic Center continues to seek additional ways to inform Sac State Students of the many opportunities that are available. We are working diligently with the marketing committee to implement, face to face contact Dorm- Days-Block Party, ASI Day In The Quad fall/spring, and “Nest Fest”, static signage, printed materials; course catalog, fliers, and social media.</p> |

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| <p><u>Awareness:</u> That the Aquatic Center helps students with Aquatic anxiety that there are opportunities to overcome those fears</p> <p>The Aquatic Center will offer regular opportunities throughout the school year at a no-cost or discounted cost for rentals and classes.</p> <p><u>Understanding:</u> The Aquatic Center will help students understand the importance of recreation and leisure for their well-being and that we offer activities that can promote that well-being even with limited time.</p> <p><u>Appreciation:</u> As more and more students are reached out to, and more and more students take advantage of the opportunities will grow a greater appreciation.</p> <p>Events will include:</p> <ul style="list-style-type: none"> • ASI Day in the quad • Move-in days | | | | <p>The front office procedure of asking renters if they are military, law enforcement, alumni, or Sac State Students, allows the AC to issue the student discount to those Sac State Students. We have seen an increase in the diversity of student users.</p> <p>The AC has designated free rentals day with growing success, this spring free rental day was a foul weather day. Fall Free Rental Days Include:</p> <ul style="list-style-type: none"> • 8/31 - 119 • 9/14- 135 • 10/11 – 132 • 03/15 – 70 • 04/12 – 104 <p>Complete. All Events noted were attended.</p> |
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| <ul style="list-style-type: none"> Academic Class orientations Face-to-Face orientations with student clubs and organizations | | | | |
| <p>Aquatic will create assessment tools to evaluate its annual objectives.</p> <ul style="list-style-type: none"> Sac State Student Participant incentive electronic feedback tool. <p>Also would like to move to electronic incentive based class/course evaluation tool</p> <ul style="list-style-type: none"> Employee feedback tool Implement a medium where staff can provide input, feedback on how to improve, programs, moral, retention, and customer service Employee entrance/exit interview | <p>Aquatic Center management staff</p> | <p>Quantitative and qualitative assessment tools</p> <p>Establishment of value matrix</p> <p>Class Evaluation forms have been outstanding. An electronic format for summer camp is expected to be sent out in September</p> | <p>End of Term for class evaluation.</p> <p>1) Students Electronic Incentive driven Evaluation/Feedback tool to identify student needs, wants, desires in programs immediately following their participation.</p> <p>2) Capital Crew</p> <p>3) Summer Camp</p> | <p>The Aquatic Center is still using our paper evaluation at the conclusion of each class.</p> <p>Electronic evaluation tool research has started, however the implementation of the electronic feedback tool has not been completed. Survey Monkey is being considered as an option.</p> <p>At the end of the 2018/2019 Capital Crew season the Aquatic Center conducted the annual "Unplugged" where the athletes are able to provide comments about their experience. It is currently completed on paper. An electronic evaluation/feedback tool has not been implemented at this time. It is still on our priority to do list.</p> <p>Human resources submits an online exit interview which is then forwarded to the department on a quarterly basis.</p> |

ASI BUSINESS & ADMINISTRATION

ABOUT

The ASI office of Business and Administration serves as the corporate accounting, payroll, human resource and information technology departments for ASI. We service 53 full-time staff, 435 part-time staff, six internal programs, approximately 300 clubs and organizations, the University Union, University IRA's and External Grants and the State Hornet. The Business and Administration office provides numerous services to the campus community which includes financial services for clubs and organizations, retail sales of graduation caps and gowns, laptops for check-out, theater tickets, money orders, fax services, notary, stamps for sale, and legal aid with an attorney.

DEPARTMENT MISSION:

The office of Business and Administration strives to provide first-rate customer service by providing our customers with accurate and timely financial information and efficient processing of financial transactions. We foster an informed campus community respectful of compliance through training and assistance in navigating the many rules and regulations required of Sacramento State.

LONG TERM GOALS: 2015 – 2020

- 1.0 We will continue to improve upon web-based content and services by investigating the use of more online policies and procedures in areas such as internal accounting software, club agreement forms, and other areas based on customer need.
- 2.0 We will continue to offer superior student employment opportunities. The ASI office of Business and Administration will emphasize a hands-on learning environment giving students a well-rounded educational experience while in attendance at Sacramento State and mentor our students to learn the accounting and finance to become more marketable outside of Sacramento State.
- 3.0 We will continue to review and uphold all internal controls for compliance and monitor all costs incurred by ASI striving for financial efficiency.

ANNUAL PRIORITIES: 2018 – 2019

- 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.
- 2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.
- 3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.
- 4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.

ACTION PLAN

| Action Plan | Responsible Party | Assessment Indicator | Time Frame | Progress Report |
|---|---|---|--|--|
| 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region. | | | | |
| A. Launch new hire orientation program. The new hire orientation (NHO) program introduces new hires to the ASI organization, mission, values, services and programs, ASI policies, benefit programs and resources available to the employees, and who to contact for services within ASI. This program will be delivered via PowerPoint format. | HR Manager and HR Generalist | <p>Launched and implemented on May 2019.</p> <p>Each new FT Employee will receive a new employee orientation packet.</p> <p>A NHO that is structured, targeted and provides consistent information to FT, PT, and Seasonal EEs.</p> | Target launch date: May 2019. | <p>NHO Program was launched in July 2018 ahead of schedule. The program is comprised of a power point presentation, built in on Dayforce “Meet your Team” and “Key People” feature in Onboarding through Dayforce.</p> <p>Employee Packet was completed and implemented.</p> |
| B. Implement one ASI career site on ASI website. The careers site will provide applicants with a one stop shop for application, list of job opportunities and the benefits that ASI provides. Full implementation of ASI career site is contingent on website committee progress. | HR Manager, HR Generalist, and ASI Marketing Committee. | All website capabilities are accessible and functional. | Target May 2019. Contingent on website committee progress. | <p>HR has rolled out the optimized Recruiting module featuring customized department recruiting needs, and promote one ASI through ASI branding and logo.</p> <p>HR is currently working on the ASI Career site with the website committee.</p> |

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| | | | | HR has also engaged campus to introduce the new campus job posting platform, Handshake and will roll out roll out June 14 st . |
| C. Coordinate and implement Marketing Committee requirements in branding the “One-ASI” including but not limited to documents, signage, contracts, business cards, and office polo’s. | Business and Administration | All items have been branded per the ASI Marketing Committee direction. | June 2019. | Dayforce now have the same ASI branding. The expansion and implementation of the “One-ASI” branding continues to be an on-going process. |
| 2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness. | | | | |
| A. Develop “One-ASI” event celebrations specific to employee celebrations. B. Create ASI-Business & Administration visibility by participating in “A Day on the Quad”. | Human Resources Business and Administration | Events and participation completed. | December 2018. April 2019. | A.HR incorporated ASI’s core values for the August 2018 Annual Retreat by scheduling speakers and activities that had a meaningful connection to our 5 core values. B.HR has been an active participant in the “Day on Quad” on April 2018, April 2019, and will continue the tradition for future events. |
| C. Foster communication and build relationships with ASI employees by deploying 5 roundtable sessions per year. HR Manager and Executive Director will lead the roundtable sessions. | HR Manager and Executive Director | Roundtables have been completed. | Started August 2018 – June 2019. | C. Round table sessions have been completed with Peak Adventures and the Children’s Center. Future sessions will be planned. |

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| <p>D. Resume HR Business Partnership Meetings with department Directors and Associate Directors</p> | <p>HR Manager and HR Generalist</p> | <p>Complete one HR Business Partner Meetings/ department/year.</p> | <p>June 30, 2019.</p> | <p>D.HR has held partnership meetings by prioritizing departments based on volume hiring. See dates listed below.</p> <p>CC: 4/18/19; 10/10/18; 2/7/19</p> <p>AC: 7/25/18; 2/8/19; Weekly Monday meetings effective 4/1/19</p> <p>PA: 9/4/18, 9/5/18; 2/5/19, 2/11/19.</p> |
| <p>E. Implement ASI Department Office tours for new Business & Admin employees and learning the shared mission and values on the ASI website. Use department peer-to-peer mentoring.</p> | <p>Senior Accounting Tech, Student Services Supervisor</p> | <p>3 month survey of all new department employees.</p> | <p>Started August 2018 – June 2019.</p> | <p>New employees were provided with tours of ASI's departments.</p> <p>Employee peer-to-peer mentoring was conducted.</p> <p>Pending – New ASI website currently being developed</p> |
| <p>F. Implement staff contacts and major job duties on website including pictures and bios.</p> | <p>Business and Administration</p> | <p>Website completed with all department information.</p> | <p>June 2019.</p> | |
| <p>3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.</p> | | | | |
| <p>A. Align ASI financial policies with campus financial policies to the greatest extent possible.</p> | <p>Business and Administration</p> | <p>Policies have been assessed and will be an on-going process.</p> | <p>June 2019.</p> | <p>Updating Financial Polices per the CO audit and following the designated deadline of Sept 2019.</p> |
| <p>B. Align Human Resources policies with campus to the greatest extent possible; ensure CA and federal compliance</p> | <p>Human Resources</p> | | | <p>Policy revisions have been completed on April 2018 and May 2019.</p> |

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| <p>C. Centralize Human Resources functions to ensure consistency and to manage risk.</p> | <p>Human Resources Manager</p> | <p>Drive HR functions</p> | <p>February 2018.</p> <p>June 2019.</p> | <p>C.HR implemented secure and confidential drives for all departments to effectively and securely submit documents to HR in February 2018.</p> <p>Through Dayforce, HR has also centralized recruiting so that there is one cohesive recruiting process for all departments. Completed March 3, 2019.</p> |
| <p>D. Integrate employment compliance and risk management in Program Directors' list of essential duties</p> | <p>Human Resources Manager</p> | <p>Update job descriptions of directors, associate directors to reflect employment compliance and safety accountability</p> | <p>June 2019.</p> | <p>D. This will be included in the job family project and compensation review scheduled for beginning of 2020</p> |
| <p>E. Safety Program – reorganized safety program – safety committee, job hazard analysis, safety incentive program, stretching and ergo programs.</p> | <p>Human Resources Manager</p> | <p>Start safety program initiatives</p> | | <p>E. The first quarterly safety walk at the AC was completed in June 2019. Due to CO Audit requirements and the Optimization project, majority of the safety related initiatives is moved to a future date.</p> |
| <p>F. Determine HR Staffing level to be able to provide appropriate support to departments in staffing, Employee Relations, Training, Safety and for work and life balance.</p> | <p>Human Resources Manager</p> | | | <p>F. Determination was made to add additional HR Coordinator Position to meet HR demands.</p> |
| <p>F. Dayforce Optimization Integrate HR related workflows in Dayforce for consistency of</p> | <p>HR Manager, HR Generalist</p> | <p>Dayforce is fully optimized Consultant and HR has completed</p> | <p>June 30, 2019.</p> | <p>Project Completion is tentative for 6/30/19 based upon the scope of work.</p> |

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| <p>process and efficiency of HR time and resources</p> <p>Recruitment module optimized to provide hiring managers with structure and ease of hiring process.</p> <p>Fully utilized functionality of Dayforce to the extent possible to support department programs and ASI.</p> | <p>Accounting Manager and IT Manager</p> | <p>training of end users.</p> <p>Paperless transactions</p> <p>Workflows are defined and functioning</p> | | <p>Employee status changes workflows have been integrated on DF as of December 2018.</p> <p>Hiring/recruiting workflows have been integrated as of March 2019.</p> <p>Benefits Enrollment workflows have been integrated effective June 2019.</p> |
| <p>Utilize Dayforce to manage time driven items such as sexual harassment, Ethics, supervisor training etc. and compliance reporting.</p> | <p>HR Manager, HR Generalist</p> | | | <p>Recruitment Module optimized and training of end users completed as of March 2019</p> <p>HR has incorporated the new campus training software CSU Learn to deliver compliance training effective June 2019.</p> <p>Other Compliance (i.e. Sexual Harassment) training is pending material revisions and updates by the Chancellors office. Expected to be available fall 2019.</p> <p>Department Mandatory Training requirements in the process of completion by June 30, 2019.</p> <p>Dayforce Training has been configured to be able to track completion of ASI</p> |

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| | | | | <p>Mandatory Training and expiration date.</p> <p>Completion of compliance training records pending Chancellor' Office release of updated version of sexual harassment training</p> |
| <p>G. Training and Development –</p> <p>Short Term: Implement Manager and Supervisor training in compliance and performance skills such as performance management, effective feedback, conflict resolution, policies and procedures.</p> <p>Long Term: Training and Development Plans –as business needs change and job functions evolved, develop training plans for managers and supervisors to ensure core competencies are developed to meet the changing needs of ASI.</p> | Human Resources | <p>Conduct classroom training for a minimum of 6 topics in the next 12 months</p> <p>Develop Training and Development Plans</p> | <p>Started April 2018.</p> <p>Delivery date Jan. 2022.</p> | <p>HR has rolled out supervisor training on the following dates:</p> <p>October 2018 – Navigating Legal Landmines, and Progressive Discipline</p> <p>February 2019 – Writing and Delivery of Performance Evaluations</p> <p>HR has created various Dayforce job aids for employees/managers on Benefits Enrollment, recruiting, form (in lieu of data forms) submissions. Job aids are made available through group training sessions, emails and on the share drive.</p> |
| I. Assess feasibility of moving to an on-line platform for check request. | Accounting Manager and Senior Accounting Technician | Decision of feasibility has been made | June 2019 | Feasibility is limited due to requirement for receiving original receipts per audit. |
| J. For the ASI website, IT will coordinate with the Website | IT Manager and ASI | Website has gone live | Depending on committee timeline | Website is pending & work in progress. |

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| Committee to integrate technological solutions. | Website Committee | | | |
| 4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits. | | | | |
| A. Utilize Dayforce Analytics to drive decision making and workforce management. | Human Resources Manager and HR Generalist | Deploy Analytics Dashboards on MWT, Associate Directors and Managers' Dayforce | June 2019 | Moved to 2019-20, HR will work to identify reports that are built on DF that would be useful for MWT for managing human capital. |
| B. Assess Business & Admin through internal customer surveys. | Business Office Department | Assess results of survey | June 2019 | Online survey sent out to staff on June 25, 2019. |

ASI CHILDREN'S CENTER

ABOUT

The Children's Center is an exemplary program which models current principles and practice in child development, and is nationally accredited by National Association for the Education of Young Children (NAEYC). We are committed to affordable, dependable and convenient childcare for students, faculty and staff. The Children's Center supports the academic and personal endeavors of the Sac State community by serving the needs of families and promoting education experiences in the area of early childhood education. In addition to child care services, internships and student employment allow students the opportunity to apply the conceptual knowledge that they are learning in their class to real life situations in a child's classroom.

"Growing Minds are the Key to Our Future!"

DEPARTMENT MISSION:

The Children's Center is an exemplary program which models current principles and practice in child development, and is nationally accredited by NAEYC. We are committed to affordable, dependable and convenient childcare for students, faculty and staff.

LONG TERM GOALS: 2015 – 2020

- 1.0 We will continue to meet the highest standards for quality in the Early Care and Education field.
- 2.0 We will reduce the carbon footprint of the Children's Center through sustainable approaches to all aspects of the Children's Center program.

ANNUAL PRIORITIES: 2018 – 2019

- 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.
- 2.0 Implement Excellence in Service as a Core Value
- 3.0 Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming.
- 4.0 Identify and implement assessment strategies for current programming.

ACTION PLAN

| Action Plan | Responsible Party | Assessment Indicator | Time Frame | Progress Report |
|---|--|---|---|--|
| 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region. | | | | |
| The Center's logo will be used on all promotional items. It is placed on smocks for the staff to wear daily. | Sherry Velte Samantha Criswell | Smocks have been purchased and they are now being worn. | Completed by 9/1/18. | Completed on 9/1/18. |
| The Children's Center logo will be printed on shirts and apparel for families and staff. The Center will purchase one shirt for each full-time staff member. Improving outdoor signage will be explored with "ASI Children's Center" to clearly mark the location | Sherry Velte Dana Westbrook Sherry Velte Sherry Velte | The shirts have been selected with the placement of the logos. The Center is taking orders. Order forms for free shirts were given to all full time staff members. Free t-shirt order provided to SA III for obtaining permits. Conversation with SEO about possibilities | To be completed by December 1, 2018. Final orders due 10/5/18. May 1, 2019. | Completed on December 1, 2018 Completed on 1/2/19. Completed on May 30, 2019 |

| 2.0 Implement Excellence in Service as a Core Value | | | | |
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| <p>Increase the level of customer service to student employees by providing intentional-consistent trainings and information that prevent lapses in practice for supervision, health, and safety.</p> <p>Information about Child Development and behavioral techniques to use in the classrooms will be posted in the student staff room for all student employees.</p> | <p>All Head Teachers</p> <p>Samantha Criswell</p> | <p>Sherry Velte provided a leadership training to the head teachers and student supervisors on 9/17/18.</p> <p>Samantha will create displays/posters and place them in the student staff room.</p> | <p>To be conducted monthly.</p> <p>Sherry Velte provided a new intensive training to SAIII on 9/24/18 about supervision when Head Teachers are not present.</p> <p>October 15, 2018.</p> | <p>Was conducted monthly.</p> <p>Sherry Velte provided a new intensive training to SAIII on 9/24/18 about supervision when Head Teachers are not present.</p> <p>Started on October 15, 2018.</p> <p>Upon review in May 2019, we can continue to improve on this goal.</p> |
| <p>Head Teacher will include resources and parenting information in every parent newsletter.</p> | <p>Head Teachers</p> | <p>A section in every newsletter will include parenting resources.</p> | <p>1st week of each month for every classroom.</p> | <p>1st week of each month for every classroom.</p> |
| 3.0 Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming. | | | | |
| <p>The Children's Center will collaborate with Human Resources to streamline the hiring process, optimize Ceridian, and application packets.</p> | <p>Samantha Criswell</p> <p>Maria Waterford</p> <p>Leticia Campos</p> <p>Sherry Velte</p> | <p>Meeting with HR is set for October 4, 2018.</p> | <p>May 2019.</p> | <p>Completed by May 2019 for the majority of the tasks. Will test the efficiency in the summer of 2019.</p> |
| <p>The Children's Center will collaborate with the Parents and Families program to provide additional study time for student parents and have it funded by CCAMPIS. The grant will extend childcare during midterms, week</p> | <p>Sherry Velte</p> <p>Haley Dillon</p> <p>UEI</p> | <p>Budget proposal and grant submitted to CCAMPIS by July 24, 2018.</p> | <p>Completed on 7/24/19.</p> <p>Spring 2019.</p> | <p>Completed on 7/24/19</p> <p>Spring 2019.</p> |

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| before finals, and the finals week from 6-9pm including 2 Saturdays from 9am – 3pm. Coordinate, collaborate, and implement the CCAMPIS Extended Childcare. | Hailey Dillon Sherry Velte | Grant approval received on 10/1/18 First meeting scheduled on 10/8/18 | May 17, 2018. | May 17, 2018 Completed the pilot of the CCAMPIS on May 17, 2019. |
| 4.0 Identify and implement assessment strategies for current programming. | | | | |
| Increase the number of parents who respond to the parent survey from 29% to 35% | PAC Board Head Teachers Administrators | Parent surveys will be emailed to families in February 2019. They will have the opportunity to win prizes for completing the surveys. | March 2018. | We did not complete as the surveys went out in April and we had a 22% response rate. |
| In 2018, 68.97% of the families surveyed said they received information about parenting. The Center will increase the number of families surveyed to 75% saying they receive information about parenting. | Head Teachers Student Supervisors | Teachers will speak to families about parenting skills regularly and will include parenting resources in the classroom and in the newsletters. | March 2018. | We did not complete as 66.67% surveyed said they received information about parenting. |

ASI PEAK ADVENTURES

ANNUAL PRIORITIES- 2018 – 2019

- 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.
- 2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.
- 3.0 Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming.
- 4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.

ACTION PLAN

| Action Plan | Responsible Party | Assessment Indicator | Time Frame | Progress Report |
|---|-------------------------------|--|---|---|
| 1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region. | | | | |
| Expand the recognition of the Peak Adventures Outdoor Trip Scholarship to increase the number of applicants, utilizing the full budgeted amount. | Sales and Outreach Specialist | Will have awarded the full budgeted amount of \$800. | June 2019. | Completed |
| Update all signage, documents and website to reflect our new location at the University Union for spring 2019 | Marketing Specialist | All signage, external documents and website locations/maps updated | At least two weeks before our official re-opening date (TBD). | Completed |
| In response to the 2018 ASI Survey results, evaluate our physical and digital marketing presence and implement changes that bolster our current marketing strategies, adding signage to areas that were determined as a gap in our marketing outreach | Marketing Specialist | List of physical locations added to marketing plan. Document additional digital strategies implemented | March 2019. | In progress: List is completed: No new signage due to campus policy |
| In response to the 2018 ASI Survey results, evaluate each outdoor trip description and implement changes to better highlight gaps in understanding related to the following aspects: | Marketing Specialist | Documented list of changes made to trip descriptions and other marketing communication materials | January 2019. | Completed |

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| beginner friendliness, open to general public, low cost/great value, and specific trip outcomes such as making new friends, learning new skills, mental health, etc. | | | | |
| 2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness. | | | | |
| Research a possible collaboration with Aquatic Center to provide a multi-camper discount for clients who use both camps | Programs Specialist | Determination of ASI Youth Camp multi-camper discount | November 2018. | Completed: 10% off PA camp if client participates in AC camp. AC will promote PA camps in end of camp packets. |
| 3.0 Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming. | | | | |
| Update all bike shop documents to reflect the new locations of all retail items in our new office as well as working with the Marketing Specialist to update our physical location on various bike shop flyers and signage | Bike Shop Manager supported by the Marketing Specialist | All bike shop documents and campus signage reflect University Union location | External signage by February 2019 Internal documents by March 2019. | Completed |
| Create a list of all current discounts and deals, so that the front desk can more easily serve our customers that qualify for a discount | Programs Specialist | Completed list of all discounts and deals | October 2018. | Incomplete: Will be re-assigned to sales and outreach specialist |
| Review and update the Standard Operating Procedures for the Challenge Center | Challenge Center Manager supported by the Challenge Center Program Assistant | All Operating Procedures for all sections updated | Candidate section by October 2018. Apprentice Section by January 2019. Facilitator and Appendix sections by April 2019. | Completed Completed Incomplete |

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| Establish three adaptive climbing options with our current Challenge Center structures, purchase Access Rec mats to incorporate ADA compliant pathways, and develop training videos and a hard copy manual for proper set-up and usage | Challenge Center Program Assistant supported by Challenge Center Manager | Training documents and videos completed and all three elements ready for use | June 2019. | Incomplete: Videos need to be completed. Will be re-assigned to new CC assistant. |
| Develop a teambuilding product designed to match the budgetary and time constraints of Sac State student clubs and organizations | Challenge Center Program Assistant | Teambuilding product ready for marketing and sales team to promote | August 2018. | Completed |
| 4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits. | | | | |
| Modify a Peak Adventures needs assessment survey to collect data from 1,000 students in order to assess motivations and barriers in using Peak Adventures services | Sales and Outreach Specialist | 1,000 surveys collected. Data compiled and ready for analysis | June 2019. | Completed: Reached 1664 students. Data analyzed to track barrier trends. |
| Evaluate the impact of the reduced 2018 student trip cost on student registrations during the 2018 calendar year compared to the 2017 calendar year | Outdoor Adventures Manager supported by the Programs Specialist | Data collected, organized, analyzed and documented | February 2019. | Completed: Calendar Year 2018 saw a 16% increase in go-rates than in calendar year 2017 and served 379 more students. |

ASI STUDENT ENGAGEMENT & OUTREACH

ABOUT

The mission of Associated Students' Student Engagement & Outreach (SEO) department is to enhance the collegiate experience of Sac State students by increasing awareness of ASI resources and providing meaningful engagement and leadership opportunities. SEO's outreach and programs, KSSU Student Run Radio Station, Safe Rides, and A-Team offer opportunities that will assist students with personal growth, developing civic responsibility, embracing differences, and establishing connections within the campus and surrounding community.

LONG TERM GOALS: 2015 – 2020

- 1.0 Continue to provide employment opportunities to students that develop leadership skills, promote student engagement and assist in effectively preparing students for their next steps.
- 2.0 Continue to work collaboratively with campus partners on projects that will increase campus life and enhance the educational experiences of students.

ANNUAL PRIORITIES: 2018-2019

- 1.0 Enhance the ASI identity so that it continues to be recognized by the Sacramento State community and the greater Sacramento region.
- 2.0 Enhance current programs and services
- 3.0 Implement Excellence in Service Core Value.
- 4.0 Expand KSSU's Outreach and Engagement to be more visible around campus and inclusive of the Sac State student body.

ACTION PLAN

| Action Plan | Responsible Party | Assessment Indicator | Time Frame | Progress Report |
|---|--|--|-------------------|--|
| 1.0 Enhance the ASI identity so that it continues to be recognized by the Sacramento State community and the greater Sacramento region. | | | | |
| Finalize a new ASI Identity guide, inclusive of updated logo versions | SEO Associate Director | Identity guide is approved and uploaded to the ASI website | November 1, 2018. | Completed. |
| Co-manage the website development and launch with IT Manager and website design committee | SEO Associate Director, IT Manager, Web Committee, Director of SEO | New website is launched | June 1, 2019. | The website committee finalized a vendor and began to work with the company to start to develop the new websites. All of the ASI Websites will be similar in look and feel and remain consistent with the ASI Brand. |
| Develop I AM ASI campaign to highlight the importance of being involved in ASI programs and services while at Sac State Explore creation of a video with campus partners to create "I AM ASI" campaign | SEO Associate Director | Comprehensive campaign is launched and posters are used around campus in time to coincide with ASI moving to the Union | January 1, 2019. | The I AM ASI campaign took shape in the form of a video that was produced by University Communications. This video highlighted all of the ASI programs and services and was shared on social media, digital |

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| | | | | signage, and the ASI Website. |
| 2.0 Strengthen campus partnerships with departments that foster an inclusive community on campus by increasing opportunities for collaboration with new campus programs and departments. | | | | |
| Solidify operations of the ASI Food Pantry with expanded hours and new location - specific to managing inventory, volunteer opportunities, and educating the campus community | SEO Director and Food Pantry Coordinators | Assessment of progress at end of year and written guidelines for operations in new space | August 1, 2019. | The ASI Food Pantry expanded hours to 5 days a week and saw an estimated 80% increase in users. Through the implementation of EAB software, more data was able to be gathered regarding user behavior and user demographics. 80 students volunteered at the Food Pantry this academic year. Working with FACS, the Food Pantry offered an academic internship to two students. Additionally, the Food Pantry also moved into a new home in the University Union. |
| Run successful first year of the Safe Rides Cash Back Program | SEO Director and Student Services Coordinator | Assessment of progress at end of year in regards to reimbursements made and post evaluation | July 1, 2019. | The Safe Rides Cash Back program launched this academic year and saw 100 students get reimbursements for rides they took. More work will be needed next year to enhance this program. |
| 3.0 Implement Excellence in Service Core Value. | | | | |
| Continue to develop and implement plans to position the ASI Hot Spot as the first stop for engagement, especially | SEO Director, SEO Associate Director, Student | Plan multiple events and programs to take place in the Hot Spot, invite other departments to host advising and student workshops in the space, | July 1, 2019. | ASI SEO planned multiple events in the Hot Spot. A total of 6 Feel Good Friday (FGF) events, which promote student |

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| <p>after relocating back to the Union</p> | <p>Engagement Coordinator and Student Services Coordinator</p> | <p>continue to be a welcoming space for students who want to hang out or study</p> | | <p>engagement, saw an average of 90 students attend per event. The very last FGF, a finals self-care package, had over 200 students in attendance within only one hour. Advising Done Your Way, a collaboration with ASI and Academic Advising, gave students 16 opportunities to access academic advisors in the Hot Spot. Healthy Campus Week, a collaboration with Student Health and Counseling Services, held 3 mini events in the Hot Spot to promote destressing.</p> |
| <p>Collaborate with campus departments and partners to organize and launch two larger-scale events for students that take place in the fall and the spring.</p> | <p>SEO Associate Director, Student Engagement Coordinator and Student Services Coordinator</p> | <p>Look to connect with other campus departments to showcase our excellent service and partnership through program collaboration. Assess how effective these collaborations were at the end of each event and at the end of the academic year.</p> <p>Host one event in the fall and one event in the Spring</p> | <p>May 1, 2019.</p> | <p>In fall, SEO created partnerships with Student Health and Counseling Services, Residential Hall Association, and Academic Advising to host a variety of events including Healthy Campus Week and Meet and Eat with Academic Advising. In spring, Nest Fest, an alternative evening music festival with RHA and Peak Adventures saw 115 students attended. SEO collaborated with the PRIDE Center and CARES Office in support of the annual clothing drive which led to an</p> |

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| | | | | increase of over 1,000 articles of clothes collected to distribute to students. |
| 4.0 Expand KSSU's Outreach and Engagement to be more visible around campus and inclusive of the Sac State student body. | | | | |
| Enhance outreach efforts and serve as a promotional tool for general ASI services and programs | SEO Director, SEO Associate Director, Student Services Coordinator, Outreach Staff, KSSU Staff | Launch of a brand-new promotional campaign highlighting the value of KSSU and the ways to get involved | January 1, 2019. | <p>KSSU launched a new marketing campaign in Spring 2019: KSSU: Be Yourself, which seeks to promote the three different ways students can engage with KSSU: Be a Listener, Be a DJ, and Be Involved (attend events).</p> <p>Over the course of the year, the KSSU Promotions team has tabled, played music in the quad and street teamed a total of 8 times, saw an estimated 700 students at KSSU specific events, and reached over 1,000 followers on Instagram and gained 600 listens on KSSU's newly launched podcast.</p> |

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| <p>Assess the station and its impact on the Sac State community</p> <p>Create a report that summarizes KSSU, including employees, duties, budget and income and expenses</p> | <p>Student Services Coordinator, KSSU Staff</p> | <p>Develop way to better track users, listeners, and volunteers of the station</p> <p>Report is delivered to SEO Director and Executive Director</p> | <p>March 1, 2019.</p> <p>January 1, 2019.</p> | <p>The Student Services Coordinator interviewed eight different college radio station advisors across the west coast and attended the National Student Electronic Media Convention to better understand how KSSU could better track users, listeners and enhance the program structure.</p> <p>A cumulative report was delivered to the ASI Executive Director on February 4th 2019. This report highlighted the ways that KSSU remains one of the more active stations on campus, being one of the few to put on events and table consistently.</p> <p>Also included in the report were ways in which KSSU could adapt its structure to greater resource efficiency while continuing to maximize campus impact.</p> <p>When it came to better understanding listener data, no station contacted had an accurate and feasible way to view and aggregate listener data. A paid service was found as a potential solution but</p> |
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| | | | | proved to be cost prohibitive. |
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ASI STUDENT GOVERNMENT

ABOUT

Associated Students is governed by a Board of Directors which is comprised of a majority of students elected by the student body of Sacramento State. Student representation and advocacy is their primary focus and passion. The Board of Directors is committed to providing student with the opportunity to be fully involved in the governance of the University and the development of an exciting campus life.

DEPARTMENT MISSION:

The ASCSUS Government Office strives to represent, educate, and advocate for Sacramento State students. We will accomplish this by providing development and oversight of ASI programs and implementing policies that serve the best interests of Sac State students. We will effectively serve as the voice of and resource to Sac State students.

ASSOCIATED STUDENTS AT CALIFORNIA STATE UNIVERSITY, SACRAMENTO (ASCSUS) LONG TERM DIRECTIONAL STATEMENTS

ASCSUS will work to ensure that students have a significant role in the governance of the University.

ASCSUS will work to ensure that campus life enables all members of our diverse student body to have a strong sense of campus community which will continue during their college years and beyond.

ASCSUS will work to ensure that quality programs and services are provided which respond to the changing needs of our dynamic student population.

ASCSUS will work to ensure that learning outside the classroom opportunities are available for students in order to foster personal and professional growth.

ASCSUS will work to ensure strong positive links between the campus community and the broader Sacramento community.

ASCSUS will seek out ways to encourage students to participate in programs and utilize services.

ANNUAL PRIORITIES: 2018-2019

- 1.0 Support Campus Diversity, Equity & Inclusion Initiatives
- 2.0 Collaborate with campus resources
- 3.0 Strengthen ASI Outreach, Engagement and Recognition
- 4.0 Promote Civic Engagement
- 5.0 Stimulate Research & Faculty Connection

ACTION PLAN

| Action Plan | Responsible Party | Assessment Indicator | Time Frame | Progress Report |
|---|--------------------|---|--|---|
| 1.0 Support Campus Diversity, Equity & Inclusion Initiatives | | | | |
| 1.1 Schedule Trainings at Working Board; Board Meetings | | | | |
| 1.1.1 Board is trained on current diversity programs (i.e. safe zone training, dreamer ally training, disability awareness training). | EVP VPUA UND | At least two trainings per semester have been held. | End of Year | Sexual assault training & Hornets Help training Disability awareness training Dreamer Ally training |
| 1.2 Engage with Administration on faculty diversity initiatives | | | | |
| 1.2.1 Directors communicate with Provost & Deans to report progress on Diverse Faculty hiring practices. | VPAA | VPAA and Directors report to Board on progress. | Mid Year End of Year | Presentation from Diana Tate Vermeire to Board. Resolution on Faculty Diversity Hiring practices was passed. Admin will meet in May to formally respond to resolution. |
| 1.2.2 Engage with faculty diversity pipeline program. | GRAD EVP | Ensure student representative sits on Faculty Diversity Pipeline Program Committee. | October 31, 2018 End of Year | The board of directors passed a resolution to support faculty diversity hiring across the entire campus. |

| 1.3 Support & engage with campus Student Success efforts for Under Represented & At Risks students | | | | |
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| <p>1.3.1 Identify ways that achievement gaps are being addressed and advocate for student involvement in finding a resolution.</p> | <p>VPAA A&L ECS HHS</p> | <p>Board members have reported their findings.</p> | <p>October 31, 2018 End of Year</p> | <p>Black Student Opportunity Taskforce created to help address the achievement gap in relation to our African American Students on campus.</p> <p>Changes in Diversity Work Team were addressed to add 3 equity diversity officers to help address achievement gaps and inequities among under represented communities.</p> |
| <p>1.3.2 Engage with Centers for Diversity and Inclusion.</p> | <p>A&L HHS VPAA GRAD BUS UND</p> | <p>Centers have been engaged with and reported back to BOD.</p> | <p>Mid Year</p> | <p>Held the Diversity Forum in Multi-Cultural Center November 8, 2018, reported findings to Board.</p> <p>HHS Director met with Center Directors, Board helped market events.</p> <p>Meetings were held with Center Directors.</p> |

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| | | | | Board participated, promoted, collaborated with center activities including the DWT Student forum, Sex Week, and Pride Week. |
| 2.0 Collaborate with campus resources. | | | | |
| 2.1 Work on development of resource centers and/or website | | | | |
| 2.1.1 Assess the feasibility of a Graduate Student Resource Center. | ECS GRAD VPUA NSM | Met with Graduate studies to explore feasibility of a physical Graduate Resource center. Met with Graduate studies to explore feasibility of a graduate student resource website. | Mid Year End of Year | Grad Director met with Dean of Graduate Studies to assess feasibility of Grad Student Resource Center. Not going to be pursued. Designed survey to gauge student need/demand for a graduate resource center on campus and collected data from undergraduate and graduate students (over 200 respondents). GRAD preparing a |

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| | | | | report with findings that will be shared with Dr. Chevelle Newsome, Dean of Graduate Studies, and the next ASI Director of Graduate Studies. |
| 2.1.2 Support the establishment of a Transfer Student Resource Center | A&L NSM | Met with Transfer Student Association to assist in efforts towards a transfer student resource center. | Mid Year | Application submitted to procure the physical space by Executive Director. |
| 2.2 Engage with IRT on Sac State website redesign | | | | |
| 2.2.1 Recruit students to participate in student technology advisory group (STAG) and the student technology focus group. | ECS BUS VPF | Students have participated in STAG. | Mid Year February 19, 2019 | ECS Director recruited and participated in STAG. |
| 2.3 Support campus wellness & safety initiatives | | | | |
| 2.3.1 Participate & promote SHAC & PHE activities (i.e. sexual assault awareness, mental health programs). | VPUA HHS EVP SSIS UND | Have board members attend 2 events. | End of Year | Stress Less Event attended. Events shared on social media by board members. Out of Darkness Walk to be attended on April 11, 2019. Board Tabled at Denim Day March 25-29, 2019 Sex Week |

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| | | | | Take Back the Night Attended |
| 2.3.2 All board members are informed and promote campus wellness & safety programs. | ECS VPF VPUA EVP UND | Two presentations per semester. | End of Year | Talk Saves Lives Sexual Assault Prevention Training Hornets Help (bystander training) Dreamer Ally Disability Awareness |
| 2.3.3 Support Basic Needs efforts & initiatives on campus. | VPF SSIS ECS VPAA | Supported basic needs efforts and initiatives. | End of Year | Care packages distributed by Board and SEO Golf Tournament through Student Affairs. How to Win at Life Contributed to Thanksgiving food baskets Promoted Hunger and Homelessness Week Basic Needs Resource Fair in Mid-March Donation to Student Emergency Fund in spring 2019 |

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| 2.4 Collaborate with University Union and the WELL for bathroom marketing | | | | |
| 2.4.1 Advocate for marketing in Union & the WELL bathroom stalls. | VPUA NSM | Assess the feasibility with Union & WELL administrators. | Mid Year | Directors have reached out to administrators in Union and WELL, no response. |
| 2.5 Promote Career Center Resources | | | | |
| 2.5.1 Promote Career Center Resources. | VPF SSIS BUS | Two events and/or programs from Career Center that board promotes per semester. | End of Year | Board promoted on social media. Suit Up event coming up in February 2019. Promoted Carlsen Center Events Promoted All Majors Career Fair Promoted Career Center Events |
| 3.0 Strengthen ASI Outreach, Engagement and Recognition | | | | |
| 3.1 Enhance ASI content on Sac State mobile app to gather comments | | | | |
| 3.1.1 Enhance ASI content on Sac State mobile app to gather comments. | VPF ECS PRES | Met with Modolabs and IRT to discuss feasibility of adding ASI content (i.e. comment box) to Sac State mobile app. | Mid Year End of Year | ECS director met with Motolabs and IRT to discuss feasibility of adding ASI content such as a comment box to the Sac State Mobile App. |
| 3.2 Work with SEO to market the Board of Directors | | | | |
| 3.2.1 Expand social media and website BOD presence. 3.2.2 Appointing board member to ASI website committee. | EVP VPF NSM BUS ECS | Meet with SEO once a month. Create at least 4 videos that showcase board activities per semester. Student has been appointed | End of Year | Videos created by SEO, however not able to be posted. Board members all have active |

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| | | to the committee. | | <p>Instagram accounts</p> <p>Board member appointed and participated in committee.</p> <p>Collaborated with SEO to create BOD Instagram loop event to increase followings</p> |
| 3.2.3 Develop campaign to showcase Board achievements and Strategic Priority completions. | VPF VPUA UND | Work with SEO to plan campaign to take place in December-May to showcase Mid-Year and End of Year goals. | <p>Mid-November</p> <p>March 4, 2019</p> | <p>VPF met with SEO rep, advised making videos to showcase.</p> <p>President's election video made and shared to fulfill this priority.</p> <p>Short story videos or graphics can be made to showcase board members achievements.</p> <p>Collaborate with Public Affairs (Jessica Vernone).</p> <p>Update boards with short blurbs on board progress.</p> |
| 3.3 Collaborate with SEO to market food pantry | | | | |
| 3.3.1 Partner with campus departments, clubs & organizations to hold a menstrual product drive. | NSM BUS EVP EDU | Menstrual product drive was held. | End of Year | Menstrual Product Drive was held April 22nd to May 3rd |

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| 3.3.2 Market the food pantry move. | SSIS ECS UND | Marketing campaign held. | End of Year | Move was Marketed on Instagram Attended the food pantry ribbon cutting ceremony |
| 3.4 Engage incoming students to participate in ASI | | | | |
| 3.4.1 Attend the new student orientation in spring. - 3.4.2 Support and collaborate with campus entities to share ASI resources. (i.e. Serna Center Panel) | PRES VPF VPUA ECS A&L BUS UND EVP PRES | Has attended the new student orientation. Board members supported and collaborated with campus entities. | End of Year End of Year | New Student Orientation attended by board members. Board members sat on Serna Center Panel. ASI President to sit on Dreamers Resource Center panel in February. |
| 3.5 Standardize ASI recognition for committee participation | | | | |
| 3.5.1 Improve the process to measure committee participation. | VPF VPUA EDU HHS | Created procedure to measure committee participation. Monitor implementation of the procedure. | Mid Year End of Year | Attendance policy passed to university committees and sent a survey to committee chairs to evaluate members overall participation |
| 3.5.2 Recognition for committee members. | NSM VPF VPUA VPAA | Committee members recognized. | End of Year | Committee recognition ceremony was held and all student committee members received certificates. |

| 4.0 Promote Civic Engagement | | | | |
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| 4.1 Support OGA in voter advocacy efforts | | | | |
| 4.1.1 Increase student participation in Lobby Corps. | OGA HHS SSIS PRES | Committee participation increased by 25% above the 2017-18 membership. | Each semester End of Year | Met committee participation percentage for Lobby Corps. |
| 4.1.2 Participate in voter registration drive. 4.1.3 Participate in California Endowment Voter Education Event. 4.1.4 Adopt the vote center on campus. | OGA GRAD NSM UND PRES GRAD OGA VPAA PRES A&L VPUA OGA SSIS | BOD participated in at least one voter registration drive. BOD participated in the event. Vote Center adopted. | Mid Year Mid Year Mid Year | Board participated in multiple voter registration drives. Board participated in Voter Education Event. Board adopted vote center on campus. |
| 4.2 Support CSSA activities | | | | |
| 4.2.1 Board members will attend and participate in CHESS activities. | BOD OGA | BOD attended and participated in CHESS activities. | End of Year | Board Members attended CHESS |
| 4.2.2 At least one BOD member attends a local CSSA plenary meeting. | OGA EVP | Board members have attended one local CSSA plenary. | End of Year | Local meetings had at least one board member aside from President in attendance |
| 4.3 Support student activism activities | | | | |
| 4.3.1 Share best practices for peaceful protest through a toolkit. | VPAA HHS SSIS PRES | Tool kit developed and distributed. | End of Year | Nicki Croly gave feedback on this priority. Advocacy toolkit was created and distributed. Advocacy 101 session was held to promote toolkit |

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| 4.3.2 Promote advocacy training. | OGA SSIS PRES | Advocacy training promoted. | Mid Year | Promote CHESS and other advocacy trainings through social media. |
| 5.0 Stimulate Research & Faculty Connection | | | | |
| 5.1 Promote research opportunities | | | | |
| 5.1.1 Support the student research center. | GRAD EVP ECS A&L | Visited Student Research Center and established line of communication. Promoted Provost's Student Research Fall Forum. Promoted Spring Symposium. | End of Year March 2019 | Board members visited student research center. Board members attended fall forum and promoted. Will attend spring symposium. |
| 5.2 Engage with faculty by college | | | | |
| 5.2.1 Identify and support campus faculty appreciation programs. | BOD VPAA ECS A&L | Programs and/or events communicated to the BOD. Directors have attended at least two events. | End of Year | One event attended by directors, programs communicated to Board. U-nite event attended in fall. All peoples appreciation night coming up. |