

2019-2020

ASI

STRATEGIC PRIORITIES

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
1.0 To have an executed Operating Agreement between California Department of Parks and Recreation and California State University- Sacramento, have an updated agreement between California State University, Sacramento and Associated Students Inc.				
Enter into a 25 year agreement between Sacramento State and State Parks	Director Associate Director	Fully Executed Operating agreement	December 2019	In Progress. Partnership meeting occurred on August 19, 2019 Agreement sent to CA State Parks Legal Review for pending signatures, estimated execution is July/August 2020
2.0 Create and implement a recruiting, hiring, and compensation plan to attract, retain, and sustain staff to meet the demands of the programs. i.e. Facilities Assistant, Seasonal Evening Supervisor, Seasonal Weekend Supervisor(s), Summer Youth Camp Supervisor				
Review and update current Job descriptions for job duties and responsibilities. Evaluate required certifications, minimum qualifications, along with preferred qualifications	Director Associate Director Rowing Manager Front Office Manager Facilities Supervisor Administrative Assistant Dock Master Supervisor	Completion prior to budget prep for 2020-21	February 2020	Completed. However due to COVID-19, Summer Camp, Instructor positions will not be filled with new staff. Summer Camp is anticipated not to take place through August. Other programs will be pending approval. i.e. rentals, classes, boating bubbles.
Partner with Human Resources, Management Work Team and Executive Director on the ASI Wage	Director Associate	Update Wages for Full-Time Staff	Spring 2020	In Progress. Merit and COLA approved for 10/1. Part-time hourly employee wage will be discussed as pay scale didn't have specific

Study Project	Director			corresponding job description as to our operation.
3.0 Create and Implement a comprehensive training and safety program for respective program areas 1) Front Office 2) Dock Masters 3) Instructors 4) Facilities 5) Special Events 6) Summer Camp specific to job Descriptions				
Work with Human Resources to review existing training programs per program area; Review industry standards, update procedures as they pertain to our specific environment.	Director Associate Director Rowing Manager Front office manager Administrative Assistant Dock Master Supervisor	Safety Risk Assessment Training Matrix	June 30, 2020	Suspended due to COVID. Due to COVID-19, the Aquatic Center was closed and non-essential staff were not allowed to report to work. However, in collaboration with Human Resources, the Aquatic Center created specific safety protocols for our staff to address the safety requirement for operation during the COVID pandemic. Operationally Industry standard trainings are being adapted and used to our specific environment. i.e. U.S. Rowing, U.S. Sailing, U.S. Powerboating, USA Water Ski/Wake Board, U.S. Canoe/Kayak.
1) Front Office 2) Dock Masters 3) Instructors 4) Facilities 5) Special Events 6) Summer Camp Ins Instructors	Front Office Manager Dock Master Supervisor Director (Waterski..) Associate Director (Youth Inst) Rowing (Rowing) Kayaking Instr. (kayaking) Windsurf Inst. (W.surf) SUP Instr. (Stand Up Paddling) Facilities Supervisor All Management Staff All Management Staff			Completed for COVID-19. The AC created multiple COVID-19 specific training links: https://www.sacstateaquaticcenter.com/staff-page https://www.sacstateaquaticcenter.com/post/ac-employee-covid-19-resource-page

4.0 Create and implement a facilities/equipment maintenance and investment plan				
1-3-5 year (need, want, would like in the future) Capital equipment repairs Capital equipment replace Facilities Maintenance	Director Program Directors Facilities Supervisor	Completed identification of facilities and equipment priority matrix	March 2020	In Progress. The Aquatic Center lost its facility manager in March. The Facility Manager Position was posted in March. A new facility manager will be onboarded in June 2020, Facility needs will be adjusted to reflect needs operating during pandemic and will be reevaluated following the constraints caused by it.
5.0 Create and implement an electronic waiver and electronic evaluation assessment tool.				
1) Investigate the feasibility of implementing Electronic Waivers for rental users for a duration within a calendar year 2) Create and launch an Electronic evaluation/feedback form to assess program strengths and areas for Improvement	Front Office Manager Administrative Assistant	Implementation prior to start of the 2020 classes starting	March 2020	In Progress. AORMA is in the process of reviewing the legality and seeking CO approval of utilizing electronic waivers for both Adults and Minors. Once approved we would immediately implement with the prescribed security protocols, saving boxes and boxes of hard copy paper waivers.

				<p>Pantry in exchange for an entry into a drawing for gift certificates</p> <p>On 10/9/2020 Delivered over 200 lbs of non-perishable donated food to the food pantry</p>
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7.0 Create and implement a staff appreciation questionnaire assessment tool, and implement a staff appreciation program that is fiscally responsible.

<ul style="list-style-type: none"> • Staff questionnaire Create a staff questionnaire to determine outside of wage compensation what they value as appreciation • Staff appreciation matrix Determined based on staff feedback what can be implemented with minimal cost and what would require budgeting • Staff events Schedule: 1 staff appreciate event per semester for full time and core part time staff 1 staff appreciate event for seasonal summer camp staff 	<p>Aquatic Center Management Staff</p>	<p>Assessment/ Feedback tool, and appreciation matrix</p>	<p>January 2020</p>	<p>A staff appreciation survey was sent out January 2020. (survey results compiled based on employee participation for a more personalized acknowledgment of appreciation.</p> <p>Spring Survey was not sent out to staff due to COVID-19 Aquatic Center Closure.</p> <p>Spring event for full-time staff has not taken place due to COVID-19 stay at home mandates.</p> <p>Season ending "Sun Splash" event for Summer Seasonal staff was not held.</p>
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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.

1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.

<p>A. 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.</p> <p>Easier access to financial policies</p>	<p>HR Manager, HR Generalist, and ASI Marketing Committee.</p> <p>IT Manager, Accounting Manager</p>	<p>All website capabilities are accessible and functional.</p>	<p>Contingent on website committee progress.</p>	<p>Completed.</p>
<p>B. Partner with departments to participate in Sac State job fairs</p>	<p>HR Coordinator</p>	<p>Two events/academic year</p>	<p>Participate in Fall and Spring events</p>	<p>Scheduled for March 2020 cancelled due to COVID.</p>
<p>C. Implement new ASI signage in the Business & Administration office to be consistent and uniformed with other ASI programs.</p>	<p>Operations Manager</p>	<p>Signage completed and displayed.</p>	<p>June 2020</p>	<p>Suspended due to COVID.</p> <p>Collected three possible vendor contact information. Will be contacting them for quotes in February.</p> <p>Vendors have not been contacted due to COVID. Waiting on budget updates to see if this is still viable for the fall.</p>

2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.

<p>A. Foster communication and build relationships with ASI employees by deploying 1 roundtable session per year and as needed. HR Manager and Executive Director will lead the roundtable sessions.</p>	<p>HR Manager and Executive Director</p>	<p>Roundtables have been completed.</p>	<p>June 2020</p>	<p>Not completed. Will reschedule for 20-21.</p>
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B. Resume HR Business Partnership Meetings with department Directors and Associate Directors	HR Team	Complete one HR Business Partner per department/month = 2 department meetings per year.	August 2019 – June 2020	Completed meetings with each departments. Second round of meetings not scheduled due to COVID. HR priorities shift to staffing for CARES Act, leading the reopening plans, configuration of Dayforce to document RTW policy and training.
C. Implement “Meet My Team” on Dayforce to introduce new hires to key EES within the department and ASI	HR Coordinator	Complete FT Staff Profile/Short Bio	October 2019 – June 2020	Completed.
D. Organize companywide events to foster a one ASI culture and work to increase participation by institutionalizing activities and encouraging inter-department pride through friendly competition.	IT Manager, Accounting Manager, Payroll Technician Human Resources	Schedule and hold two ASI events by fiscal year end.	June 2020	Completed and In Progress. The Salsa Cooking and Cookies bake competitions were both conducted in 2019. Planned a karaoke event for Friday, April 3rd.– Cancelled due to COVID.
3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.				
A. Job Classification and Market Research Project	HR Team	Job descriptions, classifications updated; pay and total rewards aligned with compensation philosophy	March 2020	In progress – project was delayed due to impact of COVID planning.
B. Implement an ASI Safety Program	HR Manager and HR Generalist	Implemented site specific Written OSHA programs Launched the safety Committee Completed Safety Walks	September 2019- June 2020	In progress. Launched the Safety Committee in September 2019. Organized and provided structure for the safety committee. Completed two Safety Walks at the AC. Reviewed and relaunched the Accident Investigation Program. In progress: implement OSHA standards that are site-specific.

				IIPP sidelined due to ramp up of staffing for CARES Act funding; and leading the reopening plans.
C. Retirement Plan Conversion to Voya New plan design – introduction of Roth and auto enrollment	HR Manager/HR Generalist Finance and Payroll Team	Completed and communicated to FT employees	Pending Voya's conversion timeline	Completed November 20, 2019 per ASI and Voya timeline.
D. Optimization and consumption of Dayforce new releases	HR Team	Consumption of new release features	On-going	Completed the Optimization Project in November 2019. On-going: continued consumption of Dayforce releases
E. Centralize all accounts payable (AP) payments and corresponding processes for efficiency and timeliness.	Accounting Dept.	Centralized AP payment processes so all ASI department documentation such as vendor invoices are sent directly to the ASI business office and processed weekly.	June 30, 2020	Completed. The centralized invoice/payment process is in place and operational. This process will be on-going as new vendors are being used by ASI departments. Process documentation is developed.
F. Review, analyze and update all Accounting Dept. staff JDs offering extended opportunities for career development.	Accounting Dept.	Alignment and implementation of new JDs with department functions and added responsibilities.	June 2020	Completed. All Accounting Department staff JDs were updated and submitted to Human Resources in December 2019
G. Create a Request for Proposal to identify possible business banks to ensure best pricing and services are being provided.	Operations Manager, Director of Finance and IT Manager	Bank has been chosen utilizing an RFP (request for proposal) process.	June 2020	In Progress. Collected sample RFPs from the CSU CO. RFP is completed. Due to COVID, this has been rolled over to 2020/21.
H. Partner with the AC and Peak to find a Digital Waiver solution to reduce the amount of time spent by both staff and customers in processing required waivers, reduce the cost of storage and improve waiver management.	IT Manager, AC and PA Staff	Hold meetings to discuss waiver requirements, obtain clarification from both Accounting and Insurance agent regarding waiver requirements in	June 2020	In Progress. IT Manager and AC personnel conducted preliminary vendor assessments via demo and found product was not feasible for organization's needs. Vendor made a recommendation for 3 additional vendors that are strictly waiver products (not POS). Had the first meeting Jan 23 rd , to discuss how to move forward.

		general, assess vendor products and select if one meets functional and business case requirements.		<p>Next step is to setup a meeting with Alliant and Accounting Manager for some clarification on waivers.</p> <p>This project was temporarily put on hold pending Alliant legal counsel recommendation.</p>
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4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.

<p>A. HR Metrics:</p> <ul style="list-style-type: none"> - Time to Offer/per requisition - FT Retention Rate/Turnover Rate - Labor Cost as % of Revenue - Cost per hire - Overtime% - Absenteeism (pending implementation of scheduling module) - Effective Staffing – match scheduling with timesheets (pending full implementation of scheduling module) 	<p>HR Team Accounting and Payroll</p>	<p>Quarterly updates to MWT</p>	<p>June 2020</p>	<p>Completed 2019 Turnover Report</p> <p>Other HR metrics in progress.</p> <ul style="list-style-type: none"> - Retention/ Cost per hire Mandeep - Leticia – OT, labor cost per revenue (June 15, 2020)
<p>B. Compensation Statement</p>	<p>HR and PayrollTeam</p>	<p>FT and PT employees will receive end of 2019 calendar year compensation statement</p>	<p>End of 2019 Calendar Year to be provided in January 2020</p>	<p>Completed.</p>
<p>C. Use “Kayako” IT ticketing system which will allow tracking of all support tickets giving IT usable statistics to manage workloads and to focus on recurring issues and address negative trends that may be avoided by being proactive.</p>	<p>IT Team</p>	<p>Generate quarterly reports</p>	<p>Begin using system by October 2019</p>	<p>Completed.</p>

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
5.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.				
<p>A. 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.</p> <p>Easier access to financial policies</p>	<p>HR Manager, HR Generalist, and ASI Marketing Committee.</p> <p>IT Manager, Accounting Manager</p>	<p>All website capabilities are accessible and functional.</p>	<p>Contingent on website committee progress.</p>	<p>Completed.</p>
<p>B. Partner with departments to participate in Sac State job fairs</p>	<p>HR Coordinator</p>	<p>Two events/academic year</p>	<p>Participate in Fall and Spring events</p>	<p>Scheduled for March 2020 – cancelled due to COVID.</p>
<p>C. Implement new ASI signage in the Business & Administration office to be consistent and uniformed with other ASI programs.</p>	<p>Operations Manager</p>	<p>Signage completed and displayed.</p>	<p>June 2020</p>	<p>On hold due to COVID-19.</p>

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.				
Upgrade the Children's Center Website	Director Operations Manager Administrative Assistant	Continue the collaboration with the marketing team to successfully launch a new website Work with Marketing Committee to launch a post-website launch survey that includes student employees and student parents.	January 2020 February 2020	Completed Summer 2019, participated in the selection of the website company and provided input for the new design and page layouts. Spring Semester 2020 completed. New Web Site was launched. Administrative Assistant manages and updates the website monthly.
2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.				
Children's Center will be present for student orientation presentations	Administrative Assistant Front Office Associate	Administrative Assistant will attend student orientations and tabling events	Summer 2020	Completed Summer 2019 and going forward, Alexandra and Kim Madrona attended all 21 of the summer student orientations and provided information for the ASI departments that were not able to be present. Administrative Assistant is collaborating with the marketing committee to create an orientation video or power point for the summer 2020 virtual student orientations.
Create and Order Children's Center Promotional Items to showcase pride in department	Director	The Center will provide promotional items as requested for	Fall 2019	Completed Provided Center promotional items to HR for the ASI part-time orientation for the fall 2019 semester.

		ASI Student events.	Spring 2020	There was not a request for promotional items for spring 2020.
Participate in both Fall and Spring ASI Day on the Quad	Director Associate Director Operations Manager All Full-Time Staff	The Center will participate in the ASI Day on the Quad and promote ASI departments.	Fall 2019 Spring 2020	Suspended August 2019, purchased cookies for the September ASI Day on the Quad. The spring event was canceled due to Covid-19.
3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.				
Continue collaborating with HR to improve the effectiveness of Dayforce	Director Associate Director Administrative Assistant	Utilize Dayforce scheduling and the pay adjustment feature for unexcused absences.		In Progress Summer 2019, fully utilized the recruiting feature and the hire features in Dayforce for full-time hires. Fall 2019, successfully implemented a streamlined hiring process for student assistants using Dayforce.
Collaborate with HR to implement the updated personnel handbook specific to attendance and absences	Director Associate Director	Utilize Dayforce and track unexcused absences. Meet with staff to explain the policies as needed. Collaborate with HR and Payroll to implement CA sick leave policy		Completed August 2019, provided feedback to HR for the drafts of the sick leave and attendance policies. August 2019, started using the unexcused feature in Dayforce to track absences.
Begin tracking absenteeism and tardies of full-time staff	Director Associate Director	Implement use of Scheduling feature into Dayforce and work with HR to run reports on	End of Year	In Progress August 2019, wrote the process for calling out sick and placed the process in the Head Teacher handbook and the Student Assistant handbook.

		absenteeism and tardies of FT staff		<p>August 13th and August 22nd. Informed all newly hired students and all of the head teachers of the process in the prep-week training.</p> <p>Fall 2019 and Spring 2020, Administrators began using the excused/unexcused feature in Dayfore to track approved and unapproved absences.</p> <p>A system of tracking tardies was not implemented because some students use the timeclocks and some students use hand written timesheets for Federal Work Study.</p>
Examine the viability of the CCAMPIS pilot for Years 2-4	Director	<p>Provide 5 evenings and 5 Saturday care for Fall 2019.</p> <p>Monitor child attendance to see if 12 Infants/Toddlers and 24 Preschool aged children enroll and attend each session of care offered.</p>	Throughout the Fall 2019 semester	<p>Completed</p> <p>August 14, 2019 met with Haley Myers Dillon and set the dates for all the CCAMPIS sessions, set target numbers, scheduled the CCAMPIS graduate student office hours at the Center, discussed the CCAMPIS childcare grant, and made suggestions to promote CCAMPIS childcare.</p> <p>End of fall 2019, it was determined that the number of children did not meet the target (12 infants/toddlers and 24 preschoolers). CCAMPIS extended child care was canceled.</p>
Renegotiate and finalize the Landscaping MOU with campus, including a 50% split for tree maintenance	Director	MOU executed	January 2020	<p>Completed.</p> <p>June 2019, ASI Administrators met with Paul Serafimidis to renegotiate the Landscaping MOU.</p> <p>August 2019, Facilities management agreed to pay 50% of the cost to maintain the redwood trees. An updated bid for landscaping has not been received from Facilities management.</p>

		complete the survey.		the overall quality of the program.
Head Teachers will utilize the community resource and referral forms completed by families and respond to their needs and document follow-ups.	Head Teachers Fellowship Teachers	Head Teachers will receive community resource forms completed by families. They will meet with each family to discuss/share resources as needed. Head teachers will document the follow-ups.	September 2019 and again in January 2020. Must be completed by the 4 th week in each semester.	Completed August 12, 2019, Nancy reviewed the community resource binder and forms with the teachers during the prep-week planning session. Spring 2020, Teachers continued to document resources provided to families throughout the year.
Participate in Sacramento County's Raising Quality Together for the year 2019-2020	Operations Manager Administrative Assistant Front Office Associate Head Teachers Director Director	Achieve Tier 4 or higher in assessment Office staff will ensure that all families submit an annual physician health screening. Head Teachers will set individual goals to accomplish 21 hours of professional development over the next year. 100% Head Teachers will complete 21 hours of professional development, with half the trainings	August 26, 2019-May15, 2020. April 2019-May15, 2020.	Completed Health screening forms went out to families upon enrollment. Nancy informed the front office and set up an Excel spreadsheet to track the forms. Front Office Associate will monitor the Excel, inform individual families when the next annual health screening is due. Summer of 2019, Head Teachers were offered paid time during the day to take online courses. Three Head Teachers completed 21 hours in the summer of 2019. Sherry paid the registration fee for teachers who wanted to attend the Infant Toddler Summit (provides 8 hours of professional development). Sherry contracted with Cynthia Dionne to provide 8 hours of in-

		<p>containing leadership/administrative content.</p> <p>Sherry will schedule a professional development sessions for December 16th or 17th 2019.</p>		<p>service training on December 16, 2019.</p> <p>Director met with Claudia Gibson on August 29, 2019 to see if she would provide an in-service training to the staff on December 17th. She will let me know if she receives approval from Raising Quality Together.</p> <p>Sherry scheduled Cynthia Dionne for a training on Environmental Ratings for December 16, 2019.</p> <p>March 2020, Program quality review was completed and the Center increased the rating from a Tier 3 to a Tier 4 missing the rating of Tier 5 by one point.</p>
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ASI PEAK ADVENTURES

ASI Peak Adventures is an outdoor adventure provider for Northern California. We are dedicated to providing adventure education and leadership development opportunities for all ages. We have been guiding people on outdoor adventures since 1989, and have become the most unique, diverse, and affordable outdoor recreation provider within the Sacramento Valley. Our Adventure Specialists are passionate about helping participants feel at ease while daring to adventure away from home. Our offerings include backpacking, day hiking, camping, mountain biking, rock climbing, white water rafting and more! We teach snowshoeing, snowboarding, mountaineering techniques, cross country skiing and downhill skiing. We guarantee to boost participants' adventure confidence!

The Peak Adventures Challenge Center empowers individuals and teams to achieve greater results through a personalized learning experience they won't forget! Our skilled facilitators engage participants in interactive games that build relationship, challenging problem-solving activities to strengthen teamwork, and exciting climbing opportunities to inspire personal growth. Over 8,000 participants from Sacramento State campus groups as well as community and professional organizations benefit each year.

Our full service bike shop is known for its prices and remembered for its top notch service. Highly skilled service mechanics perform repairs, sell parts and accessories, teach bike maintenance classes and generally get cyclists and their bikes rolling, whether commuting or recreating. All of our programming is available to the general public, with Sac State students receiving special discounted pricing.

"Adventure Begins Here"

STATEMENT OF PURPOSE:

Peak Adventures' purpose is to kindle personal growth, leadership, and connections through experiences in the outdoors.

ANNUAL PRIORITIES- 2019-2020

- 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.				
Streamline Scholarship application process and increase student awareness of available funds.	Sales & Outreach Specialist	Total funds used, higher number of applicants, decreased applicant wait time	May 2020	In progress: In the Fall, we experienced an increased popularity in our trips, which reached capacity before we could award scholarship funds to applicants. In Spring, we mitigated this issue by setting aside trip spots specifically for scholarship applicants. We awarded \$519.75 and were on track to award all funds (17 students total) until COVID-19 cancelled our trips. Total amount of applicants increased by 50% compared to last year.
Host a 2 nd Diversity in the Outdoors student panel with campus partners to facilitate relevant industry/campus discussions & strengthen connections w/ other campus dept.	Sales & Outreach Specialist	Partner w/ 5 different campus programs, student attendance of at least 60, send follow up Custom Trip	December 2019	Completed: Partnered with 8 campus partners: (Serna Center, AC, RPTA, Pride Center, BSU, MLK Center, SSWD, and CAMP) Attendance was 87, surpassing our goal of 60 with 69 students, 6 panelists, 3 professors, and 9 general public members. Serna Center purchased a custom trip after the panel.
Launch new website to create cohesive online branding for all ASI Programs	Website Committee (Marketing Specialist supported by Director)	Increase in traffic between sites. Post-launch survey	January 2020.	In Progress: Website launched. Post launch survey never distributed – can bring up in a MKTG committee meeting. Pre and post launch website traffic stats: Jan 13, 2020 - Feb 28, 2020 Users 6.3K Sessions 8.7K Session Duration 2m 13s Jan 13, 2019 - Feb 28, 2019 Users 6.2K Sessions 9.6K Session Duration 2m 15s

2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.				
Partner in hosting the Aquatic Center sunset paddle by providing shuttle & marketing support on campus	Sales & Outreach Specialist - Marketing Specialist	Cross-post event, run & meet shuttle minimum of 5, provide tabling at AC	September 2019	Completed: Exceeded minimum of 5 students on shuttle. Tabled during event and informed students of connection between AC, Peak, and ASI.
Create social media campaign highlighting staff	Marketing Specialist	Increase in engagement on social media	June 2020	Completed: Created and distributed a form for student staff to submit content to highlight them. Posted 5 highlights including a "graduating staff" highlight with a combined like count of 606.
3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.				
Update and revise Outdoor Trips Program manual to reflect operational and procedural changes.	Outdoor Adventure Manager	All sections of manual are reviewed and updated.	January 2020	In Progress: Final edits need to be made. Anticipated completion date is August 2020.
Create and distribute a comprehensive trip leader handbook to be used as a guide and resource in the field.	Outdoor Adventure Manager	Handbook is created, published and distributed to all relevant staff.	January 2020	Completed.
Review & overhaul FD/Sales training manuals to update policies and revise procedures for efficiency	Sales & Outreach Specialist	Revised ParkPro section, update pre-trip policy & registration follow up, reorganize for simple procedure look up	January 2020	Completed: Front desk and sales manuals have had each section reviewed, updated, and reorganized. Hard copy is printed and digital copy is saved in P: Drive.
Create marketing content to showcase and increase special orders.	Bike Shop Manager	Demonstrated increase in special orders	January 2020.	In progress: In collaboration with the Marketing Specialist, signage and a web form was created for special orders. The web form is sent directly to the Bike Shop manager. We have also partnered with QBP to be able to ship parts directly to

				customers. We could not gauge the success due to COVID-19.
Create a summer internship position for Summer Camp.	Associate Director	Intern is hired, trained and proficient in administrative tasks	Summer 2020	In progress: Approved job description was completed. But due to COVID-19, summer camps were cancelled and there was no need for unpaid intern.
4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.				
Create a focus group to assess the leadership needs of the student population in order to create a Leadership Retreat in partnership with SOAL	Sales & Outreach Specialist	Host 2 focus groups, one per semester. Gather & implement student data to build retreat for Spring 2020. Survey after retreat to compare group to retreat results.	June 2020	In progress: after further consideration, the focus group was deemed unnecessary due to recent collection of student responses to the PA survey the year before. An itinerary and business outline was created for retreat event. A grant was also submitted to offset the monetary cost of hosting a retreat event, but was not awarded. Will reapply next year.
Switch to an all-digital assessment tool for outdoor trips	Marketing Specialist & Outdoor Manager	Quantity and quality of feedback on digital survey.	October 2019.	Completed: Created form and signage for trip leaders and the van to distribute post-trip. Currently we are running an online survey through Survey Monkey.
Create and implement an assessment to survey to send to Challenge Center participants after their team building event. The assessment survey will measure how well the Challenge Center is delivering program promises: Leadership, Team Building, Experiential Education, etc. Results will be used to improve the Challenge Center programming and staff training.	Associate Director	Assessment survey will be created and sent to recent participants at the Challenge Center	Survey will be created by February 2020 and sent to clients in March.	Incomplete: Assessment survey was not prioritized and has not been created.

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	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.				
<p>Coordinate leadership development and community building activities for ASI SEO student employees during the year. This will serve as a pilot for future departments to join in with.</p>	<p>Director of SEO Associate Director of SEO</p>	<p>A series of opportunities will be available for ASI SEO student staff that with topics ranging from resume building, leading peers, and stress management. At least 5 sessions will take place.</p>	<p>January 2020</p>	<p>Completed.</p> <p>SEO did an intro pre-evaluation teambuilding session using the Student Leadership Competencies Guidebook on Aug 22nd. We took the main areas of growth and developed 4 additional trainings. A post assessment will take place at the end of the academic year and when people leave the department.</p> <p>Oct 11th training focused on values and strengths. Nov 22nd featured guest speaker Christina Armstrong and focused on the Social Change Leadership Model.</p> <p>In spring, SEO held a teambuilding activity and full-day training, inclusive of leadership sessions. On Feb 28th, held a Wellness Leadership training with guest speaker Reva Wittenberg on implementing wellness into the workplace.</p> <p>Spring training was cancelled due to COVID.</p>
<p>KSSU will maintain and promote the ASI identity in its marketing and public presence, while finding ways to enhance the ASI brand and program awareness around campus.</p>	<p>Student Services Coordinator Director of SEO</p>	<p>KSSU will incorporate the ASI brand into 4 posts a month on their social media, hand out ASI info at their outreach events, and create a minimum of two ASI department specific PSA's to</p>	<p>January 2020</p>	<p>Completed.</p> <p>KSSU has promoted ASI at all their tabling events, DJ events, and on their social media. KSSU wrote 4 PSA's in collaboration with the ASI Board of Directors/Gov Office and Peak Adventures. They were recorded and aired in January and February.</p>

		be played on the KSSU's stream.		<p>KSSU also implemented the weekly I Am ASI podcast with the Board of Directors, integrating ASI topics to be shared on KSSU.</p> <p>Due to campus closures due to COVID, the podcast was put on hold in late March but can continue in the future.</p> <p>KSSU intentionally collaborated with the A-team to create content for social media by tagging/sharing in each other's stories and creating more specialized video content.</p>
Collaborate with internal SEO programs and other ASI Departments to support the ASI Food Pantry with donation drives.	<p>ASI Food Pantry Coordinator</p> <p>Student Engagement Coordinator</p>	At least two donation drives each semester will be coordinated by the ASI Food Pantry Coordinator working with the Community Service Coordinator, and ASI programs like the Aquatic Center and Peak Adventures.	May 2020	<p>Completed.</p> <p>Working with Peak Adventures, the ASI Food Pantry launched a Food Drive to win a free Penny Board from December 2-6, 2020. SEO also worked with ASI Departments to provide Thanksgiving Food Baskets to students using the Pantry and ASI Children's Center. In addition, they also held the Give-A-Treat drive, and an ongoing Food Drive with the Residence Halls.</p> <p>Additionally, the Student Engagement Coordinator and event coordinators conceptualized, developed, created, and executed the "Fill A Van" event in collaboration with the ASI Food Pantry Coordinator on February 12th. Additionally, CODE RED, a menstrual product drive was successful through collaboration with the Gov office, Peak Adventures, Pride</p>

				Center and WRC that happened March 2 nd -14 th .
Update Mission, Vision, and Values poster and distribute to ASI colleagues.	Executive Director Director of SEO Associate Director of SEO	The posters will be finalized and printed and distributed to the different departments.		Completed. Poster was updated, printed, and framed for each department and Director to post in their spaces in February.
2.0 Develop and enhance opportunities for student volunteers within SEO				
Enhance the ASI Food Pantry volunteer program adding an Internship program, required trainings, and volunteer check-in opportunities.	ASI Food Pantry Coordinator Director of SEO	At least two trainings will be held each semester for volunteers and a regular internship program will begin at the Food Pantry.	December 2019	Completed. A total of 5 trainings were held for all volunteers wanting to work in the ASI Food Pantry. At the end of each training volunteers were required to complete a quiz. 3 student interns were selected to work in the Pantry and did a cumulative total 149 hours of service. Spring: A total of 4 trainings were conducted for all volunteers to enhance their knowledge on the Pantry and 1 intern who worked 45 hours, assisting with Food Pantry operations. The volunteer program will continue to be developed and assessed.
An event and outreach volunteer program will be developed where students will assist at events and help get the word out to the campus community about ASI's services and programs.	Student Engagement Coordinator Associate Director of SEO	A structured program proposal and plan will be submitted. Once finalized, the program will launch with a group of student volunteers.	March 2020	In Progress. A program proposal for the HEAT (Hornet Event and Activities Team) was created. HEAT volunteers have the opportunity to assist with ASI SEO events through setup, execution and take-down. They will also assist with ASI Outreach by helping to promote ASI to students and pass out promotional materials (flyers,

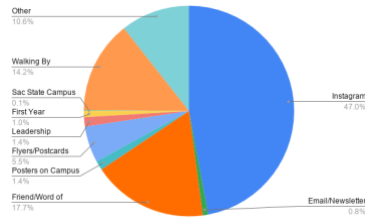
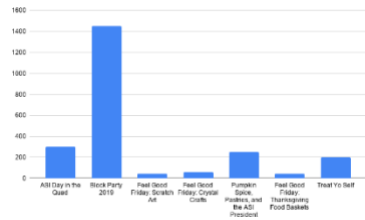
				<p>word of mouth, posters, a-frames).</p> <p>The first HEAT volunteer meeting/orientation date was held on Feb 21, 2020. HEAT volunteers actively helped at Feel Good Friday and various tabling events. SEO is researching ways to have HEAT serve as street team ambassadors to assist in getting the word out there about programs and services in a virtual format to continuously keep them engaged.</p>
<p>Provide more structure to the KSSU volunteer program, where volunteers will gain hands on experiences in radio operations.</p>	<p>Student Services Coordinator</p>	<p>All volunteers will be assigned to different KSSU areas of interest and be supervised by a core student staff member. Each student will be required to do 15 hours of work in their area of interest.</p>	<p>December 2019</p>	<p>Completed.</p> <p>KSSU assigned their student volunteers to specific areas within the radio station to gain more hands-on experience. 4 volunteers were assigned to Promotions, 15 to Music, 9 to Productions, 10 to Sports and 2 to the KSSU blog.</p> <p>Volunteers had the opportunity to gain more hands on experience through various educational efforts KSSU offered, such as the <i>How to DJ</i> class, which was taught by staff and took place on February 4th, and 4 <i>How to Podcast</i> classes, where we partnered with a faculty member to offer various tips and tricks.</p>
<p>Develop a volunteer of the month program to acknowledge ASI SEO volunteers who go above and beyond.</p>	<p>SEO full-time core staff</p>	<p>SEO core staff will select a volunteer each month to be acknowledged with a certificate, social media</p>	<p>October 2019</p>	<p>Completed.</p> <p>A monthly volunteer acknowledgement program was developed where one DJ and one Food Pantry volunteer was selected each month. Those</p>

		feature, and ASI prize pack.		<p>selected had their bio and photo hung outside the offices, received a certificate, and also an ASI prize pack. The info was also featured on some of the social media channels.</p> <p>This continued into the Spring semester through March, until volunteers were suspended due to COVID.</p>
Implement an end of the year SEO volunteer appreciation program.	Student Engagement, Student Services, and Food Pantry Coordinators	An end of year celebration event will be planned and executed for all SEO volunteers to thank them for the work that they have done.	May 2020	<p>Modified due to COVID.</p> <p>Due to COVID, in lieu of an in-person celebration, a video appreciation was sent out to all volunteers along with certificates of appreciation to continue to celebrate their hard work throughout the year.</p>
3.0 Enhance current SEO programs and create sustainable processes for the future.				
Work with Sac State Athletics to update the KSSU MOU and find ways to better support Hornet Sports.	Student Services Coordinator Director of SEO	A new MOU will be executed, KSSU job descriptions will be updated to meet the changing needs of the MOU, new focus will be put on supporting Athletics with events and school spirit.	December 2019	<p>Completed.</p> <p>Music was provided at 7 Hornet Football home games, DJ services were provided for two promotional/fundraising events for Hornet athletics, and social media promotion was done on the KSSU sites to promote Hornet Sports.</p> <p>In the beginning of the spring semester, KSSU implemented a weekly Hornet Sports show, launched a Coach's podcast, and ramped up social media support of Hornet sports. Student staff also began DJing at Baseball and Softball games periodically.</p> <p>Late Spring events were suspended due to COVID.</p>

<p>Launch an outreach campaign for Safe Rides Cash Back to make sure that there is brand awareness and recognition on campus.</p>	<p>Student Services Coordinator Associate Director of SEO</p>	<p>Posters will go up in the academic building, digital signage and postcards at the residence halls, postcards around campus at different departments, and digital signage in union. Three tabling events will take place a semester – spread throughout.</p>	<p>November 2019</p>	<p>Completed.</p> <p>Through social media, a-frames, posters, and signs, the word was spread about the new Safe Rides cash back program. The Student Services Coordinator tabled at the ASI Day on the Quad on Wednesday, September 11th, on Tuesday, October 8th in the University Union, and on Tuesday, October 22nd in the Library Quad.</p> <p>Scheduled events were cancelled due to COVID. Safe Rides will resume in fall 2020.</p>
<p>Work with campus partners to bring their services to the ASI Food Pantry, connecting student with CalFresh, Financial Wellness, and PHE.</p>	<p>ASI Food Pantry Coordinator Director of SEO</p>	<p>There will 4 tabling opportunities each month for a variety of campus partners supporting students who face food insecurity.</p>	<p>February 2020</p>	<p>Completed.</p> <p>The Food Pantry had opportunities for multiple tabling during the first semester. Peer Heath Educators tabled 2 times, CalFresh 6 times, and Financial Wellness 7 times.</p> <p>In the spring, a total of 23 tablings and 2 cooking demos occurred. Financial Wellness tabled 21 times in the waiting area of the ASI Food Pantry. Cal Fresh tabled at all of the 4 of the Pop-Up Pantry's we were able to have before campus closed (February 10th, 17th, 24th & March 9th). PHE tabled at the Pop-Up Pantry on February 17th and March 9th.</p> <p>Late Spring semester events were suspended due to COVID.</p>
<p>Continue to enhance outreach programs to engage more students on social media and in ASI programs.</p>	<p>Student Engagement Coordinator</p>	<p>Event attendance, evaluation, and social media following and</p>	<p>January 2020</p>	<p>Completed.</p> <p>Both social media and event attendance are currently being tracked and assessed.</p>

Associate Director of SEO

engagement will be tracked.



The SEO Director is looking into being able to potentially use EAB to track events in the future.

Events attendance is now being virtually tracked via ONEcard swipes by the PRESENCE system through SOAL. Social media engagement and following continues to be tracked and we are currently working on doing research and coming up with ideas of how to proceed virtually.

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 STATEMENT OF PURPOSE:

Student Government's purpose is to lead the Sacramento State community in serving the diverse needs of Sacramento State students by promoting leadership development, shared governance, relationship building, community betterment, and lifelong personal and professional growth.

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: 2019-2020

- 1.0 Participate in Advocacy Efforts
- 2.0 Promote ASI to the campus
- 3.0 Support Basic Needs Initiatives
- 4.0 Promote Academic/Student Success

ACTION PLAN

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Participate in Advocacy Efforts				
1.1 Promote Voter Engagement				
1.1.1 Collaborate with campus partners on an event supporting the need to vote	VPAA SSIS OGA PRES HHS	Collaborate on a minimum of 1 event on campus supporting the need to vote	End of Year	<p>Completed.</p> <p>Held a Civic Engagement Fair to register students to vote. Executed a “Buzz the Ballot” campaign with RHA/UTAPS and provided transportation to the Vote Center.</p> <p>Made announcements on the “I am ASI!” radio show and podcast and posted to positional Instagram accounts</p>

<p>1.1.2 Support/market voter registration to Sac State students</p>	<p>VPAA OGA PRES HHS VPF</p>	<p>Board Members assist with a minimum of 5 OGA Voter registration tabling sessions and register at least 300 students in total</p>	<p>End of Year</p>	<p>Completed.</p> <p>Board members assisted with a minimum of 5 OGA voter registration tabling sessions. (OGA tabling, Block Party, CEC Fair, OGA 1 x week, and Civic Engagement Coordinator)</p> <p>“I am ASI!” advertised during February 2020 show.</p> <p>A total of 214 students were registered to vote.</p> <p>This item’s completion was restricted due to campus closure as a result of the COVID-19 pandemic.</p>
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1.2 Census 2020				
1.2.1 Collaborate with other campus partners in support of census education	VPAA VPF OGA	Collaborate on a minimum of one event supporting census education	End of Year	<p>Completed. Some Census efforts were disrupted due to COVID.</p> <p>Worked with campus partners, student orgs/clubs, and proposed a campus wide social media campaign and an educational event.</p> <p>"I am ASI!" advertised during February 2020 show.</p>
1.2.2 Promote census education		All board members utilize ASI platforms of communication to promote census education	End of Year	<p>OGA and Serna Center presented at SO&L conference, played a census game.</p> <p>All board members utilized ASI</p>
1.3 Enhance Political Education – How to be an educated voter				

<p>1.4.1 Board participates in Lobby visits with advocacy partners</p> <p>1.4.2 Collaborate with OGA to take stance on higher education legislation</p>	<p>VPUA OGA SSIS</p>	<p>A minimum of 8 Board Members participate in various Lobby Visits</p> <p>Each Board Member post (1) post regarding a passed resolution</p>	<p>End of Year</p> <p>End of Year</p>	<p>Completed.</p> <p>A total of 5 unique Board Members participated in advocacy visits, while 15 total visits were completed by those members.</p> <p>Collaborated with OGA to take a stance on higher education legislation. Worked with OGA to advocate and pass resolutions on 6 higher education issues. Promoted on social media.</p> <p>"I am ASI!" advertised during February 2020 show.</p> <p>This item's completion was restricted</p>
<p>1.4.3 Engage more students in policy advocacy</p>	<p>VPUA OGA</p>	<p>Collaborate with OGA on advocacy efforts to engage a minimum of 50 Sac State students</p>	<p>End of Year</p>	<p>Partially Complete.</p> <p>12 Board member attended CHES.</p> <p>21 Students attended CHES.</p> <p>Unable to confirm Lobby Corps attendance.</p> <p>Unable to confirm City Ambassadors attendance.</p> <p>This item's completion was restricted due to campus closure as a result of the COVID-19 pandemic.</p>
<p>1.5 Promote attendance to CSSA Events</p>				

<p>1.5.1 Promote CHESS Conference Attendance</p>	<p>VPAA VPUA VPF NSM OGA</p>	<p>Increase scholarship applicants by 25% compared to 2019 applicants</p>	<p>End of Year</p>	<p>Completed. Added CHESS promotion slide to classroom presentations. ASI Board & OGA posted about CHESS on social media. "I am ASI!" advertised during February 2020 show.</p>
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<p>1.5.2 Promote CSSA advocacy efforts</p>	<p>VPUA OGA PRES SSIS</p>	<p>At least two Board members attend a local CSSA Plenary meeting</p>	<p>End of Year</p>	<p>Completed. VPUA and Director of Business attended CSSA Plenary Meetings. Meetings attended were located on SF, SLO and East Bay campuses. "I am ASI!" advertised during February 2020 show.</p>
<p>1.6 Advocate for environmental sustainability</p>				

<p>1.6.1 Support the continued efforts of the “Don’t Litter Our River” campaign</p>	<p>VPF PRES</p>	<p>Board participates in continuous River Clean Ups at least once a semester</p>	<p>End of Year</p>	<p>Completed. Green Team held river clean up in November. Virtual “Don’t Litter Our River” Campaign leading up to graduation was performed through awareness on Social Media due to COVID-19 restrictions and campus closure.</p>
<p>1.6.2 Check feasibility of a carpool application for CSUS students to promote carpool while maintaining security.</p>	<p>UND GRAD</p>	<p>Met with UTAPS and IRT to see if they allow a carpool application on CSUS application. Check funding requirements.</p>	<p>Mid-Year</p>	<p>Partially Complete. Met with UTAPS and TAC. Suggested to utilize the cell phone application, WAZE, for Sac State students only. There are no costs for the development of the application or licensing. Costs involved are for promotions and incentives for students. WAZE can pay incentives for those who use it. Need to research the liability aspect regarding our support. Strategic Priority funding was to be used for free carpool passes, but suspended due to COVID.</p>

2.0 Promote ASI to the campus

2.1 Increase student participation in Green Team

2.1.1 Increase number of student participation in Green Team	GRAD VPF HHS	Have a 25% increase (9 new members) over last year in the number of students participating in Green Team.	End of Year	Partially Complete. Appointed 7 new members. This item's completion was restricted due to campus closure as a result of the
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2.2 Advance ASI awareness & visibility

2.2.1 Collaborate with campus partners to promote ASI events and programs	VPAA GRAD VPUA BUS	Collaborated with 10 campus partners to post regarding ASI events and programs	End of Year	Completed. Collaborated with the following campus partners: Pride Center & WRC shared graphics on their social media. Diversity Forum held in Fall. Student Health and Counseling Services posted ASI events. SEO - KSSU posted about the "I am ASI!" Radio Show and Podcast on their social media and popular podcast platforms and ASI Tries reached out to collaborate in the future. Additional collaboration efforts included: FYE Serna Center Office of Grad Studies Career Center Student Counseling Society MCC DRC CAMP
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2.2.2 Advocate to have ASI info on My Sac State Channel	NSM GRAD A&L	Met with IRT	End of Year	In Progress. Met with IRT to provide a link to the ASI Website on the My Sac State page. IRT will add
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2.2.3 Spotlight one ASI department each month	HHS UND VPF A&L	Board has promoted each of the ASI departments	End of year	<p>Partially Completed.</p> <p>Developed a schedule to spotlight one department per month with the marketing committee.</p> <p>Video spotlight was created for the SEO's Food Pantry. The Business Office, Government Office and Peak Adventures were also highlighted, guest starred, and interviewed on the "I am ASI!" Radio Show.</p> <p>This item's completion was restricted due to campus closure as a result of the</p>
2.2.4 Advocate for ASI to utilize the screens around campus to advertise ASI events and departments (University Union, WELL, Lassen Hall)	BUS A&L	Met with campus partners to utilize screens	Mid-Year	<p>Completed.</p> <p>Researched ways to utilize the screens in the Union, WELL, and Lassen Hall. Links to the applications were included in the BUS Director's October 2019 board report.</p>
2.3 External Grant Collaboration Opportunities				
2.3.1 Assess the feasibility to require ASI presentation to External Grant recipients.	VPF VPAA	Proposed change to ASI Finance & Budget Committee	Mid-Year	<p>Completed.</p> <p>F & B committee approved the application. Requirements were added.</p>
2.4 Promote the Board				

2.4.1 Purchase board specific Hornet gear for advocacy efforts	EVP VPF A&L	Have purchased and worn 1 item of Board specific gear for all Board Members	End of Year	<p>Completed.</p> <p>EVP purchased and distributed positional shirts to the Board.</p> <p>Board members wore shirts during the "I am ASI!" radio show as part of the uniform and to various on campus events.</p>
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3.0 Support Basic Needs Initiatives

3.1 Support efforts of the Food Pantry

3.1.1 Research feasibility of "Donate the Change" for the ASI Food Pantry	SSIS EVP VPF EDU	Researched and met with UEI and Union to determine feasibility and implementation	End of Year	<p>Completed.</p> <p>VPF attended a Basic Needs Conference and presented idea to the Provost, met with the VP/CFO Jonathan Bowman, and attended a UEI Board Meeting early March.</p> <p>The UEI Budget and Finance Committee would meet on this. Directors to schedule a time with Jim Reinhart to discuss a timeline.</p> <p>Steven Davis had some concerns with other organizations wanting the change. VPF researched Fresno State and other ways to fund the food pantry.</p>
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3.1.2 Hold a drive for the ASI Food Pantry	EVP VPF	Held at least two drives for ASI Food Pantry	End of Year	<p>Completed.</p> <p>ECS completed two drives.</p> <p>ECS & NSM hosted the Turkey Bowl to gather items.</p> <p>Joint Council competition for food drive.</p>
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3.2 Host a Basic Needs Forum

3.2.1 Collaborate with local and/or state leaders to host a Basic Needs Forum	OGA PRES SSIS	Have held a Basic Needs Forum with elected state or local leaders	End of Year	<p>Completed.</p> <p>Completed the forum virtually, due to COVID-19.</p> <p>https://asi.csus.edu/post/virtual-basic-needs-forum</p> <p>State and Local Leaders who participated were:</p> <p>Darrell Steinberg (Mayor of Sacramento)</p> <p>Eric Guerra (Sacramento City Council-District 6)</p> <p>Kevin McCarty (CA Assemblymember – District 7)</p> <p>Shirley Weber (CA Assemblymember – District 79)</p> <p>Steve Glazer (CA Senator-District 7)</p>
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3.3 Support Basic Needs Campus Programs

<p>3.3.1 Investigate storage for professional clothes closet with campus partners</p>	<p>VPAA PRES</p>	<p>Met with campus partners for feasibility of space and cost</p>	<p>End of Year</p>	<p>Completed.</p> <p>Dr. Mills looked for space and has met with ASI partners.</p> <p>Student Fashion Association wanted to partner. They are doing a survey to determine the student need.</p> <p>The Career Center/FYE space submitted a grant application to support professional clothing. Coordinated with Career Center Director, Melissa Repa.</p>
<p>3.3.2 Support and partner on Mental Health Initiatives</p>	<p>UND VPUA GRAD</p>	<p>Have Supported 2 on campus events surrounding mental Health Initiatives</p>	<p>End of Year</p>	<p>Completed.</p> <p>Provided a keynote speaker video for the Out of the Darkness walk, raised \$120 of the \$100 goal, and participated in the virtual walk.</p> <p>Scheduled partnerships for two additional events with Campus Wellness and SHAC to present on Podcast.</p>

3.3.3 Assess the feasibility of an "Epicure Extras" type program for the Dining Commons	SSIS VPF	Meeting has been held with UEI to assess feasibility.	End of Year	<p>Suspended due to COVID.</p> <p>Met with UEI who is already looking at prepacked items and how to gather and deliver to food pantry.</p> <p>Met with Director of ASI's SEO, Reuben, and Steven Davis. Will start with Grab & Go eateries. Delivered extra items from Starbucks.</p>
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3.4 Provide Menstrual Products in University Union – trial basis

3.4.1 Assess opportunities with University Union to supply products	SSIS VPF	Held meeting with UU regarding permission to provide menstrual products in restrooms.	End of Year	<p>Completed.</p> <p>Met and collaborated with the University Union to supply menstrual products in restrooms.</p> <p>Trial launched in gender neutral bathrooms. Would like to collaborate with student organization, MAR.</p> <p>"I am ASI!" advertised during February 2020 show.</p>
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4.0 Enhance Academic/Student Success

4.1 Work with Colleges/Programs to identify learning opportunities to bridge the college to career gap

4.1.1 Promote Career/academic focused campus programs	VPAA UND NSM ECS GRAD A&L HHS	Promote a minimum of (3) existing career/academic focused events/workshops via ASI communication platforms	End Year	Completed. Worked with FYE, the college of ECS, and the Student Success Center for the College of HHS to support workshops and initiatives currently being offered to students.
4.1.2 Assess the feasibility of an online platform compiling career/academic initiatives across campus partners		Met with IRT regarding feasibility	Mid-Year	Additionally, workshops for the EI Nursing program, ATI TEAS exam, and health related work experience were performed. Promoted SSA on ASI social media for Smart Planner workshops, Focus 2 during the UND and A&L kick-off event and social media, and Meet

<p>4.1.3 Investigate current strategies being used by departments to support career/academic success</p>	<p>HHS BUS UND NSM ECS GRAD A&L EDU</p>	<p>Each Director discussed current department strategies for career/academic success during meeting with Dean</p>	<p>Mid-Year</p>	<p>Completed.</p> <p>Directors have met and discussed ways to collaborate and form partnerships with the following centers:</p> <ol style="list-style-type: none"> 1. Alumni Center connects with guest speakers. 2. Joint Councils add events to club calendars. 3. CBA's Office of Student Engagement and Advisory Council supports networking. 4. SSIS's College Success Center, HHS's Student Success Center, FYE and Career Center assist with opportunities for success after graduation. 5. A&L utilizes Jumpstart to plan for classes. 6. GRAD could use support marketing events. 7. EDU are encouraged to participate in cohorts and are not required to get advising. The Director would like to get feedback from students. 8. Provost may encourage Deans across all colleges to participate in an ASI initiative. <p>Met with Dr. German. The strategies that focus on the academic and career success of the undeclared students include FYE, the Career Center, and the Focus2Career Application.</p>
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4.1.4 Assess the feasibility of interdisciplinary Alumni/Professional speaker program	HHS BUS ECS NSM GRAD	Investigate departments to see what programs exist including Alumni/Professional speakers	End of Year	<p>Completed.</p> <p>Investigated departments to see what programs existed.</p> <p>Events that were planned to be held were “Mindfulness in STEM” and “Diversity in STEM” through the college of NSM, HHS, and ECS, but were cancelled due to COVID-19.</p> <p>Alumni Day for professionals to come and speak to current students for each college.</p>
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4.2 Promote, participate & partner with campus resources that support academic & student success

4.2.1 Educate Board regarding SMART planner usage	SSIS UND VPF	Have at least 2 Board Members attend a smart planner oriented event and shared info with BOD	End of Year	<p>Completed.</p> <p>UND attended a SMART Planner workshop and a presentation was given during an ASI Board Meeting on the SMART planner.</p>
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4.2.2 Promote & Attend Diversity & Inclusion Events/Programs	VPAA VPF A&L	Board members have promote 2 events focused around diversity and Inclusion	End of Year	<p>Completed.</p> <p>Promoted the SSJEC and white nationalism event.</p>
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4.3 Support the Graduation Initiative Programs

<p>4.3.1 Raise awareness of existing Graduation Initiative efforts</p>	<p>VPUA VPF PRES</p>	<p>Graduation Initiatives have been promoted via ASI communication channels</p>	<p>End of Year</p>	<p>In Progress. Some efforts suspended due to COVID.</p> <p>Worked with Dr. Jim Dragna, the graduation initiatives director, on how to get student feedback and concerns heard during the COVID-19 crisis as it relates to graduation, academics, and planning; resulting in the formation of a Town Hall with the University President’s Cabinet.</p> <p>This Town Hall is expected to take place during the end of the Spring semester or the Summer of 2020.</p> <p>ASI President attended the Graduation Initiative 2025. Lt. Governor impressed with increased graduation rates.</p> <p>This item’s completion was restricted due to campus closure as a result of the COVID-19 pandemic, but is expected to be completed virtually during the 2020-21</p>
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