

2020-2021

Associated Students, Inc.

STRATEGIC GOALS

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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**ASSOCIATED
STUDENTS, INC.**
SACRAMENTO STATE

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SACRAMENTO STATE 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 Sacramento State,, 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.

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Market and Promote ASI Services to Student Campus Community in a Virtual Environment. [Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.]				
Identify the Aquatic Center as a COVID-19 Safe Business on Google and Yelp search engines. Yelp Link Google Link	Associate Director	Listed	Fall 2020/2021	Completed. The ASI/Aquatic Center was one of the first programs affiliated with Sacramento State to create and implement COVID19 Safety protocols which allowed the Aquatic Center to open July 2020 with restrictions. The AC continued to adjust programming as restrictions changed.
Connect with health and safety organizations, i.e. Student Health Service, basic needs websites to promote outdoor recreation during the pandemic.	Waterfront Supervisor	Record the number of contacts, website links, distribution of marketing materials.	Fall/Sping 2021	Completed. The Aquatic Center was in contact with the American Red Cross and the CA Department of Public Health (CDPH) to ensure programming was safe. Rowing Manager was in contact with U.S. Rowing and World Rowing to stay abreast of COVID Protocols for programs. Also in touch with SafeSport to ensrue new federal laws regarding coaches and staff and youth over age 18 were being followed. Operations Manager contacted Sacramento State’s Student Health and Counseling to share Free Rental Days for students, as a way to promote mental health. Social Media mediums, and direct marketing emails were used to promote rental reservations and classes new and previous customers, such as the Monday Morning Briefing, the Buzz Around Sac State and others.
Collaborate with Student Organizations and Clubs through Club officer distribution lists, using various mediums, such as Website, Website links, Instagram, Facebook, You Tube, capture student experiences as they complete their reservation post on Social Media. Offer drawing for ASI/Aquatic Center swag.	Operations Manager Operations Assistant	Collaboration has occurred	Fall 2020	Completed. The Aquatic Centers use of social media platforms increased student and general public awareness about course offerings under COVID-19 restrictions, Recordings of students interviews sharing their experiences were shared on social media. Total no. rental patrons in 20-21: 32,773 Total no. of students rentals in 20-21: 3,129 Total number of Sac State students that utilized the “free” rentals in 20-21: 2,397
Work with Student Affairs, Marketing and Communication Alex Nichols and Luis Kischmischian on student outreach and distribution list, Work with Student Affairs on Faculty/Staff outreach distribution for “Buzz Around Student Affairs” “Free Wellness Fridays” fall semester	Director Director	Calendared planning January 2021 for Spring 2021 Events Calendared	Spring 2021 October 2020	Completed. The Aquatic Center collaborated with Student Affairs Marketing team to promote “Free Wellness Friday” event for Sacramento State faculty and staff for free equipment rentals. Two “Free Wellness Fridays” were held with approximately 20 Sacramento State faculty attending. Held on October 16, 2020 and October 30, 2020.
Collaborate with campus housing to offer programming to students residing in the dorms during the pandemic i.e. instructor lead kayak or Stand up Paddle board tour.	Operations Manager	Record the number of dorm students who attended dorm day specific event	Fall 2020	On hold for Fall 2021. COVID restrictions prohibited the Aquatic Center form providing free transportation to/from the residence halls. Currently planning a “Welcome Back” event for the residence hall students to occur on the Saturday after moving day.

Offer free boat rentals to Students M-F Fall 2020 and Spring 2021	Director	Provide a count of students who participated in free student days for Annual Reporting	Fall 2020 Spring 2021	Complete and on-going for spring 2021. Over 2,397 student renters took advantage of the free rental days.
Create virtual activity videos, for students, i.e. biking, kayaking, stand up paddling, etc.	Operations Manager Waterfront Supervisor Facilities Assistant	Link Virtual videos: to AC website, distribute links to SEO, SO&L	Spring 2021	Complete and on-going. Recorded Student feedback and comments and posted to social media sites. Facebook, Instagram, video recording of student experiences were captured, their enthusiasm will be used for future marketing outreach. Virtual Choose your own paddle Adventure https://www.youtube.com/watch?v=4vSP02tZjR4&list=PLJCIYDwPz7a_KEpFHd1ANFIJ3RnZjWLBC&index=13 AC New Staff Faculty Tour https://www.youtube.com/watch?v=NtNcfLA1RGw&list=PLJCIYDwPz7a-Sn_g4uqtVW86BWTdRrs&index=19&t=3s ASI SEO Produced Video https://www.youtube.com/watch?v=0PNoa1i5IT4 Online Reservations https://www.youtube.com/watch?v=Fb1Ovtm2Olc&list=PLJCIYDwPz7a_cF-jsrs5ca6AfzbdVe7kZ&index=6&t=45s
Collaborate with PEAK Adventures for a bike tour from campus to the Aquatic Center	Waterfront Supervisor	Virtual bike tour is completed and posted on social media	Spring 2021	On hold for fall 2021. Campus continued to be closed to students in fall 2020 and spring 2021.
2.0 Alter and Adjust services to Campus Community and Public to function in a COVID-19 Environment. [Implement Excellence in Service as a Core Value]				
Alter AC operations to be able to be approved to operate under new COVID-19 campus and Sacramento County Public Health Restrictions <ul style="list-style-type: none"> • Create site specific traffic flow ingress and egress maintaining social distancing measures including signage and markers • Install plexiglass guards at work stations where staff may be in close contact with one another or general public • Develop and implement sanitizing procedures for touch work surfaces • Develop and implement sanitizing procedures for rental equipment, vest dipping, paddle and kayaking washing • Require face covering when 6' of social distancing is not possible • Create online reservation system to monitor and limit the number of guests that can visit per time slot i.e. • Amend rental waiver to reflect COVID-19 risks • Develop and implement staff training using virtual mediums, Zoom, videos, to reflect COVID-19 procedures 	Director Associate Director	Open the AC to operate under new COVID-19 Campus and Public Health Restrictions	July 2020	Completed.
Create a morning sculling program to allow for on water fitness and mental health.	Rowing Manager Rowing Coach	Program has been completed and implemented	Spring 2021	Completed. Modified for virtual on-line classes. Spring 2021, as restrictions lessened, private rowing lesson were again scheduled. Virtual ZOOM ergometer program supplemented online 3 days per week.

Create a plan for campus-approval for Small group on the water team-build challenge course on the water.	Associate Director	Plan created, approved and implemented	Spring/Summer 2021,	Completed.
Explore the potential of collaborating with boat manufacturer to offer training site to National/Collegiate athletes who may be remotely attending a school outside of Sacramento but may reside in the area.	Rowing Manager Rowing Coach Facilities Supervisor	Inform and market to competitive rowers increasing rowing memberships under such program. Record increase in nontraditional rowing members	Fall 2020/Spring 2021	Completed and on-going. The U.S. National Team training for the Olympics at the Aquatic Center to train January, April and May 2021.
As restrictions are lifted, adjust instruction to offer boating bubbles in smaller groups, possibly Sac State Clubs and organizations, instructor lead tours	Associate Director Waterfront Supervisor	Develop and get a plan approved by campus and Sacramento County Public Health	Spring/Summer 2021	Completed and on-going.
Develop and Implement new training program for high school rowing that addresses the COVID-19 stipulations, Limited group size, rowing machines spaced to ensure social distancing, disinfecting of equipment after each use As restrictions are lifted: Develop and implement new program procedures for approval to offer athletes to row in mutli-person rowing equipment	Rowing Manager Rowing Coach Rowing Coach	Develop and obtain campus approval for capital crew rowing program Develop and obtain campus approval for capital crew multiple person rowing program	Fall 2020 Spring 2021	Completed and on-going. Approximately 80-85 athletes participating. COVID Restrictions prohibited athletes from rowing in large boats until late into the semester. However, coaches kept training the athletes and did their best to keep morale high, even though the team was unable to participate in the regional and national championships, due to COVID.
Develop a plan, obtain approval and launch private lessons October 2020 and restructure lesson plans and water access to meet current Covid requirements	Director Rowing Manager	Develop and obtain approval for AC instructor-led classes and launch classes.	October 2020	Completed. 40 Private lessons were offered. Fall 2020: 7 Rowing Private Lessons Spring 2021: 21 Sailing, 1 Windsurfing, 11 Rowing
Chalk your walk, social media post, have kids design boating education sidewalk designs and post them to social media	Operations Manager	Event has been held	Spring 2021	Completed coloring contest. Two awards were awarded. Winner received \$50 off one week of summer camp. Runner-up received a free rental card. Boating safe coloring contest, Family Fun Passes were awarded.
3.0 Move ASI towards becoming a conscious, Anti-Racist Organization. [Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming.]				
Work with (Student Affairs-Dr, Mary Lee Vance Department of Services for Student with Disabilities, the WELL, and Department of Recreation Parks and Tourism), to develop and implement programming to address recreational needs for students with disabilities.	Director Waterfront Manager	Schedule an Aquatic event specific to students with disabilities, Event was held	Spring 2021	On hold for Fall 2021 or Spring 2021. COVID restrictions prevented an in person Kayak/Sail day. The Aquatic Center will contact Dr. Lee and Dr. Hoffman to work towards a fall 2021 event to host kayak/sail for students with disabilities.
Collaborate with (Student Affairs) Department Centers for Diversity & Inclusion- Danielle Munoz Women's Resource Center- Aisha Engle Pride Center-Melissa Muganzo Mulit-Cultural Center-Patsy Jimenez Develop and implement a comprehensive plan to inform, educate,	Rowing Manager	Record the number of students contacted, record number of students who rented or visited the aquatic center	Fall 2020 for Spring 2021	Completed. Director and Rowing Manager attended SafeZone Trainings and cultural-programming zooms throughout the year. Director completed outreach for employment opportunities – including posting positions on Handshake.

and attract students of the Aquatic Center's resources for their wellness through recreation and employment.		using student affairs department resources		Currently have 21 Sac State Students employees with the intent to increase as restrictions are lifted.
Examine the music play lists at the Aquatic Center and how they welcome/include everyone	Associate Director Operations Manager	Document if any changes have been made.	Fall 2020/spring 2021	Completed.
Celebration Days, Promote in mediums that we recognize different cultural holidays. i.e. Martin Luther King Day, Cezar Chavez Day, LBGQTA+ History month, native American month with the intent to learn and celebrate other cultures.	Operations Assistant	Using Holiday Insights.com website, recognize via social media mediums to recognize cultural holidays	Fall 2020/spring 2021	Completed.
As restrictions become less stringent, adjust safety procedures for approval to allow broader scope of programming. i.e. classes, camp, special events, small groups.	Director, Associate Director, Operations Manager Waterfront Manager Facilities Manager	Develop and get a plan approved by campus and Sacramento County Public Health	TBD	Completed. As restrictions were lifted increased programming was instituted. i.e. hosting of the PAC12 Rowing Championships in May, Camps are a maximum approved capacity with extensive waiting lists., Class sign ups are increasing.
4.0 Assess whether any virtual services can be maintained in the future / Lessons learned from shifting operations to largely virtual/online.				
[Identify and implement assessment strategies for current programming.]				
Develop AC staff only web page for training	Operations Manager Associate Director Waterfront Supervisor Operations Assistant	Website has been developed	Fall 2020	Completed. https://www.sacstateaquaticcenter.com/sp https://www.sacstateaquaticcenter.com/post/staff-educational-videos
Purchase more small boats that can follow the 6 foot distancing requirement	Rowing Manager Facilities Supervisor	Boats have been purchased	Fall 2020	On Hold to see where COVID restrictions stand into fiscal year 2020-21.
Continue to offer and start promotion of online erg (rowing machine) workouts to general public	Rowing Manager	Record number of new participants during Zoom Workouts	Fall 2020/2021	Completed.
Continue to keep rental reservations online, introduce rental safety videos prior to renting.	Associate Director Operations Manager	Keep rental reservation online and develop rental safety videos	Spring 2021	Completed. State Parks required safety video in-progress.
Distribute a survey to Assess the interest and feasibility of creating virtual learning for what would be in class instruction, transitioning to in person practical skill development.		Survey developed, Survey Distributed Data collected to determine cost effectiveness	Fall 2020	Not pursued. Students were not on campus the entire academic year, 20-21. It appears campus will repopulate for the fall 2021 with face-to-face instruction. The Aquatic Center is researching the cost feasibility of creating a credit card size foldout pamphlet with bike trail, and Light rail map/schedule is being investigated. Plan is to distribute to students through on campus housing, orientations, ASI week, etc.

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 STATEMENT OF PURPOSE:

Business and Administration's purpose is to provide high quality, reliable, inclusive, and timely support services that enable ASI programs to operate efficiently, dynamically, and responsibly while supporting student success and professional growth through leadership opportunities and student services.

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Market and Promote ASI Services to Student Campus Community in a Virtual Environment. [Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.]				
Participate for the first time in virtual ASI Week. The Business Office will host a zoom meeting to introduce and/or re-introduce all services the Business Office (including Student Shop) has to offer.	Accountant 1, Operations and Services Supervisor	Hosted the event	October 2020	Completed.
Participate in eight (8) virtual classroom presentations. We will virtually login to specified class times and present to help students become more informed about how they can become involved in campus life and help students become more informed about all of the programs and services ASI has to offer to address their needs as students.	Operations Manager, Operations and Services Supervisor, Accountant 1	All eight (8) class presentations have been completed.	December 2020	Completed.
Provide DOC virtual workshops to campus Clubs & Organizations throughout the year and post a "How To" video on applying and reimbursements for DOC funding.	Accountant 1, ASI VP of Finance	Four workshops held and "How To" videos have been posted on the ASI website.	March 2021	Completed.
Affirmative push for FWS hiring opportunities on ASI – HR webpage	HR Coordinator	FWS job opportunities enhanced on main employment page; Link to campus Handshake HR Signature will have links to FWS and employment page	November 30, 2020	Completed. Complete. HR Webpage and Email Signature has the link.
Mentorship /volunteer opportunities for Sac State junior and senior students with HR majors to job shadow ASI HR	HR and Safety Analyst, HR Generalist I	Develop Volunteer Mentorship Curriculum to include Job shadow on New Hire Orientations. This year the mentorship will happen in a virtual format	November 30, 2020	On hold due to departure of HR Generalist III and HR Director.
Enhance HR Communication with FT, PT and Student of HR events, initiatives	HR and Safety Analyst	DF dashboard pop up notification upon sign in. Announcements include Job opportunities, HR sponsored events and initiatives	June 30, 2021	On hold due to departure of HR Director. Push back to next year.
2.0 Alter and Adjust services to Campus Community and Public to function in a COVID-19 Environment. [Implement Excellence in Service as a Core Value]				
Obtain additional equipment for remote users, such as laptops, hotspots, and webcams and headphones/mic for remote meetings. Monitor level of Citrix usage to ensure number of servers and licenses are appropriate for current and future needs.	ASI IT	Periodic Inventory and Citrix usage monitoring and reports generated.	January 2021	Completed.
Implement a process to run accounts payable virtually to the extent possible and have all necessary reimbursement documents submitted virtually/remotely.	Accounting Manager, Financial Analyst	AP Process is completed other than the actual printing of the AP checks.	June 2020	Completed.
Implement a new process for the cap & gown purchase for students so they can attend the June 2020 virtual graduation wearing their graduation attire.	Operations Manager, Student Shop Supervisor	Event has taken place and all orders filled.	June 2020	Completed. Launched shopify e-sales store.

Coordinate campus COVID-19 safety training for employees approved to work on-site	HR and Safety Analyst, HR Generalist I	On-going	On-going	Completed and on-going.
Provided guidance to ASI departments - the Aquatic Center , Children’s Center, Peak Adventures in the reopening plans to ensure the CA industry guidance and Cal OSHA regulations were followed.	HR Team	Completed reopening plans	Completed	Completed and on-going.
Developed Return to Work (RTW) HR training videos and content; implemented RTW process	HR Team	Completed	June 30, 2020	Completed.
Create a virtual New Hire Orientation and paperless new hire documentations	HR Generalist I	Completed	April 2020	Completed.
Develop on-demand (recorded) supervisor training	HR Team	ASI Specific Training content: <ul style="list-style-type: none"> • DF Manager, Supervisor Functionalities • Navigating Employment Laws and ASI Policies • Progressive Discipline • Performance Management • COVID-19 Return to Work 	June 30, 2021	In progress.
Use a paperless process for payroll and review reports remotely for the submission of ASI’s new off-site payroll processing.	Accounting Manager & Payroll Tech	Payroll processes are being performed virtually and remote.	December 2020	Completed. Remote signatures implemented and payroll is offsite.
Research feasibility to implement within the Ceridian/Dayforce system the “Wallet” feature for all ASI personnel, which gives employees access to their earned pay before a payroll Friday.	Accounting Manager, Financial Analyst & Payroll Tech	Feature/options have been made available to employees.	March 2021	Completed. Determined unfeasible for implementation.
Coordinate with ASI’s external CPA firm to review and submit ASI’s Paycheck Protection Program (PPP) Loan to our bank for the forgiveness of the federal loan.	Accounting Manager & Financial Analyst	PPP Loan forgiveness documents have been submitted to River City Bank and the SBA (Small Business Assoc.).	December 2020	Completed. PPP loan was returned March 2021.
3.0 Move ASI towards becoming a conscious, Anti-Racist Organization.				
[Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming.]				
Continue with the Request for Proposal (RFP) for banking services to ensure our values, pricing and services are being met.	Director of Finance and Administration, Operations Manager	Bank has been chosen utilizing an RFP (request for proposal) process.	June 2021	In Progress. June 2021 RFP was sent to multiple banks.
Explore the possibility of posting job postings on diverse job boards, such as <ul style="list-style-type: none"> • Workplace Diversity • Prism Network 	HR Generalist I, HR Director	Present proposal (pricing and overview of outreach communities) to include in 2021-2022 budget planning	April 30, 2021	Completed. Will include in the budget for 21-22.
Link campus anti-racist initiatives to ASI HR webpage	HR Generalist I	Add campus links to ASI HR main page	December 2020	Completed.
Reevaluate job requirements to ensure only job-related requirements are listed	HR Director	Confirm with directors on minimum requirements of positions	February 2021	Completed.

4.0 Assess whether any virtual services can be maintained in the future / Lessons learned from shifting operations to largely virtual/online.

[Identify and implement assessment strategies for current programming.]

Implement a process for clubs/organizations to collect and deposit funds into ASI electronically through a website or application. The process would allow clubs/orgs to not have to come into The Student Shop to make deposits. Currently working with campus to explore the feasibility of using Modo Labs to aid student clubs and organizations.	Operations Manager, SOL, campus IRT, ASI IT	All website/application capabilities are accessible and functional	January 2021	Completed. MODO Labs is available to all clubs/orgs. who have completed Nuts & Bolts with SO&L.
HR service delivery will continue to be virtual; investigate possibility of moving Performance Review to DF platform	HR Team	On-going	On-going	On-going and pending budget for Performance Review module.
Organize virtual company-wide events to foster a one ASI culture and work to increase participation by institutionalizing activities and encouraging inter-department pride through friendly competition. <ul style="list-style-type: none"> • Employee Appreciation • Halloween Wellness on campus initiatives post COVID	HR Team HR Team / EAC	Virtual EE Appreciation 11/13, Friday 5-6pm Halloween Social – 10/30, Friday 5-6pm with prizes Event is planned and implemented	Fall 2020 Spring 2020	Completed.
Research feasibility to implement those processes, procedures and systems that would enable ASI/Business Office to operate virtually for the processing of Accounts Payable payment.	Accounting Manager, Financial Analyst & Accounting Technician.	Processes are being performed virtually	June 2021	Completed. Software Microix has been implemented and tested; department training to commence in Aug 2021.
Research and implement an expense allocation system to ASI departments (i.e. cost allocations).	Accounting Manager, IT Manager, Payroll Tech, Financial Analyst & Accounting Technician.	Expenses are being allocated and posted to the respective departments.	June 2021	In progress for the '20/21 year end closing.

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 STATEMENT OF PURPOSE:

The Children Center's purpose is to create a community that supports Sacramento State Students to build brighter futures by providing high quality childcare, employment, and leadership opportunities in a wholesome learning environment.

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Market and Promote ASI Services to Student Campus Community in a Virtual Environment.				
[Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.]				
The Center participated in virtual Freshman orientations using a power point.	Administrative Assistant	Administrative Assistant created the power point and presented it in the virtual orientations.	July and August 2020	Completed.
The Center will participate in ASI week by presenting to Child Development courses virtually using power points and a virtual tour.	Administrative Assistant	Virtual presentations in various Child Development Courses	9/28/20-10/2/10	Completed.
Create a virtual art gallery using the Spring 2020 More Than Scribbles art display located in the Union Gallery	Director Associate Director SEO Department	Launch the Virtual Art Gallery on social media, websites, and to the campus	October 2020	Completed. Gallery is posted on the Center website and was sent to the Sac State Child Development Department
2.0 Alter and Adjust services to Campus Community and Public to function in a COVID-19 Environment.				
[Implement Excellence in Service as a Core Value]				
Provide Child Care services to the campus (students and faculty/staff) submitting a re-opening plan to campus and Sacramento County Public Health, including the following changes: <ul style="list-style-type: none"> a. Reducing classroom capacities to 10 children, per CDC guidance b. Create a classroom cohort where teachers stay with the same group of children per CDC guidance c. Create a check-in/check out system where the child is the only person in a family allowed into the facility d. Makes changes to indoor and outdoor classroom spaces that facilitates social distancing for children and staff. e. Create a COVID-19 Parent Handbook with updated guidance for parents. f. Create a COVID-19 Staff Handbook with updated policies and procedures for all staff Open additional classrooms, as needed	Director Operations Manager ASI Safety Committee	The Center re-opens for in-person service to the campus community.	Opening plan was approved and the Center began providing in person services on August 17, 2020.	Completed. Center has remained open since August 17, 2020 with no closures due to COVID-19.
Prevent an outbreak of COVID-19 during re-opening by adhering to health and safety guidelines issued by the CDC. <ul style="list-style-type: none"> a. Screen all individuals for COVID-19 symptoms b. Create sanitization stations through out the Center with check lists for cleaning and sanitizing indoors and out doors throughout the day. c. Update illness policies for children and staff preventing individuals from entering with facility with illness symptoms. d. Ongoing training of the staff at every level for health and safety procedures. 	Director All Staff	Staff and families sign an attestation log and have their temperatures taken upon entry. Sanitization stations and check lists were created. Updated health policies were created and inserted into the COVID-19 handbooks for families and staff. Monitor daily disinfecting check lists and the physical environment to	August 2020-ongoing. The Director and Associate Director routinely inspect spaces and inform the classroom staff if additional cleaning is needed.	Completed. As of 6/30/21, the Center has been operational for 44 weeks without a COVID outbreak or exposure. (90 children and 70 staff). Resubmitted a plan to Dr. Nelson to increase enrollment in spring 2021. It was approved for June 28, 2021 by opening another classroom and enrolling children under 12 months of age.

		<p>ensure the practices are completed.</p> <p>Monitor child and adult illnesses, sending them out of the Center and/or not allowing entry with mild illnesses.</p> <p>Adding COVID-19 safety topics to staff meeting agendas.</p>		
3.0 Move ASI towards becoming a conscious, Anti-Racist Organization. [Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming.]				
Purchase high quality children's books that focus on a variety of diversity issues for staff to read to children such as: <ul style="list-style-type: none"> a. Hair like Mine b. Hats of Faith c. Dreamers 	Director	Purchased \$3,000 in books and distributed them to all classrooms.	August 2020	Completed.
Provide Anti-Bias Focused training topics for teachers.	Director	Emailed Anti-Bias/Anti-Racism ECE materials to teachers. Use NAEYC Anti-Bias Articles and materials for in-service training.	August 2020. December 2020 And May 2021	Completed.
Encourage full-time staff, when possible, to attend the Anti-Racism training provided by ASI.	Director	Staff attending the trainings monthly.	August 2020-March 2021	Completed. Majority of staff attended the 1/22/21 Anti-Racism training.
Inbed anti-racism and anti-biased curriculum into the Monday night student staff training meetings	Director Associate Director	Obtain Child Development resources on the topic of race from academic agencies and inbed the resources into the student staff trainings.	Fall 2020 Spring 2021	Completed. Completed. More anti-biased topics were added to the spring 2021 student staff trainings.
Check in with the full-time staff on the topic of Anti-Racism to provide a format for disucssion	Director	Add Anti-Racism to the full-time meeting agendas.	Fall 2020 Spring 2020	Completed. Fall 2020 – Received favorable feedback from all staff on ASI Anti-Racism tranings. 1/22/21, received positive feedback from front office staff on ASI Anti-Racism trainings.
4.0 Assess whether any virtual services can be maintained in the future / Lessons learned from shifting operations to largely virtual/online. [Identify and implement assessment strategies for current programming.]				
Survey the student staff for their feedback on the Zoomed staff trainings twice each semester.	Samantha Subuyuj	Four surveys completed by students	December 2020 May 2021	Completed. November 2020 – Students provided favorable feedback. Surveyed students in May 2021. They believed virtual services worked but indicated they looked forward to in-person services.
Survey the families to see if they feel connected to the Center using virtual formats twice each semester. (Zoom, phone calls, emails, newsletters, etc).	Sherry Velte Kim Madrona	Four surveys completed by families	December 2020 And May 2020	Completed in Spring 2021.

ASI PEAK ADVENTURES

ABOUT

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"

DEPARTMENT STATEMENT OF PURPOSE:

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

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Market and Promote ASI Services to Student Campus Community in a Virtual Environment. [Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.]				
Utilize social media and other digital mediums to market programs. Incorporate 10 promotional give-aways per semester to boost attraction.	Marketing Specialist	Track impressions and digital reach through social media and website analytics	End of Spring 2021	Completed. We utilized social media to host 6 giveaways and incentivized participation at all (29) virtual events in fall 2020 with a Nalgene water bottle. Total participants engaged – 1,529
Create a product strategy to increase the sales of virtual team building programs to Sac State groups, community and professional groups.	Sales and Outreach Specialist in collaboration with Associate Director	Sell 24 Sac State groups, 8 community groups and 4 professional groups.	May 2021	Completed. As of May 20 th , we have sold and led: Sac State Groups = 89. We have sold will lead an additional 13 events that will occur before June 30 th . Of these 102 events, 55 were for FYE classes and 22 were/are for Transfer and First Year Student Orientation (11 last July and 11 this June). -7 community events (missing our goal by 1 event) -5 professional event (surpassing our goal by 1 event)
Collaborate with other ASI departments to provide programming to an “overlap” in audience to increase engagement.	Marketing Specialist	Hosting 2 feel good Friday’s in collaboration with SEO. Partner on ASI week campaigns like Loop give-away.	End of Spring 2021	Completed. Collaborated on 2 feel-good-Fridays. One DIY terrarium event and one Nature Journaling event. We also partnered on ASI week events and the Loop giveaway.
Require the use of Peak Adventure zoom backgrounds during Challenge Center events and provide informative closings about Peak and ASI.	CC program coordinator in collaboration with Associate Director	Creation of standard closing script.	December 2020	Completed. 10 Peak Adventures branded backgrounds were created and uploaded to the website. Staff used PA backgrounds when their technology allowed. A scripted “Peak Pitch” was given at the end of every virtual teambuilding event that included upcoming virtual events, a link to our feedback survey, and our Instagram handle.
2.0 Alter and Adjust services to Campus Community and Public to function in a COVID-19 Environment. [Implement Excellence in Service as a Core Value]				
Limit capacity of customers and staff in Peak Adventures. Enforce COVID-19 protocols which include face coverings, social distancing, and scheduled sanitization.	Bike Shop Manager in collaboration with the COVID-19 coordinator	Sanitization logs are completed daily, trainings are performed for all staff returning to work.	Until campus rescinds COVID-19 measures.	Completed.
Host clinics and workshops via Zoom and Instagram live	Bike Shop Manager, Outdoor Manager in collaboration with Marketing Specialist	Take all regularly scheduled clinics and workshops and convert to zoom or Instagram live.	Until in-person programming resumes.	Completed. Over 56 events were held with over 1200 participants for outdoor trips, clinics, and Instagram talks.
Conduct Basic Bike Maintenance and Advanced Bike Maintenance classes outdoors at the Challenge Center in conjunction with COVID-19 protocols.	Bike Shop Manager	Classes are offered and conducted for Fall 2020 and Spring 2021 semesters.	Fall 2020 and Spring 2021	Completed. Both BBM and AMB have been held.
Host virtual Diversity and Inclusion student panel.	Sales and Outreach specialist	Attendance goal: 20 with 4 campus department partners.	October 2020	Completed. Diversity Panel was held on October 8, 2020, virtually. We had 30 participants and partnered with panelists from Serna Center and the Pride Center. Also, the following departments helped promote the event: TRiO, ASI Board, Guardian Scholars, NSM Department, Serna Center, and Pride Center.

				The Peak received donations for our door prize from the following: Chipotle and the Aquatic Center
Conduct virtual class visits to talk to students about ASI and Peak Adventure services	Sales and Outreach Specialist	Outreach to a minimum of 100 instructors for class visits.	May 2021	Completed. During the 2020/2021 year, we reached out to 758 instructors for class visits.
Provide custom built virtual team building events for clients.	Associate Director in collaboration with CC Program Coordinator	Advertised and marketed on website.	May 2021	Completed. As noted on our virtual team building page, we provided customized events. As clients booked events with us, Team Leads collected client Goals and Expectations and created custom itineraries based on this information.
Assess and implement efficient training opportunities for Challenge Center staff that reduce training hours.	Associate Director	Re-structure training objectives, timelines, and structure to cut paid training hours by 20%.	February 2021.	Completed. Peak restructured our trainings by creating training videos and a Canvas "class" to track completion, updated training itineraries, and set new expectations for getting tasks on employee training lists completed. Next year's budget (21-22) was created to reflect this reduction in paid trainings/part-time wages under trainings (1001-1810-99999).
3.0 Move ASI towards becoming a conscious, Anti-Racist Organization.				
[Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming.]				
Diversify recruitment sources for bike shop positions to embrace a diverse bike industry.	Bike Shop Manager	Identify and contact affinity groups at Sac State for available positions and request that they pass on this position (with no experience necessary) to their members.	May 2021	Not Completed: No open bike shop positions in Fall 2020 or Spring 2021. Will seek to implement when there is an opening.
Alter the Outdoor Trip Scholarship to focus on diversity and inclusion in the outdoors.	Outdoor Manager in collaboration with Sales and Outreach Specialist	Change essay prompt to ask participants to describe their experiences with diversity in the outdoors.	End of Fall 2020.	Completed. The language was changed but has not been offered to students yet due to COVID-19 canceling in-person (paid) events.
Create a Peak Adventures book club open to all students, including authors from diverse backgrounds, and involving topics of inclusion.	Sales and Outreach Specialist	1 book per semester. 1 monthly meeting. Target attendance of 10.	End of Spring 2021.	Not completed: This priority has been paused for a variety of reasons: departure of sales specialist, and accessibility and financial capabilities to access books.
Full time staff will attend and actively participate in anti-racist trainings hosted by ASI	Director	Keep staff attendance to 70% of scheduled trainings	End of Spring 2021.	Completed.
Host and/ or partner on one film screening per semester that focuses on diversity and inclusion.	Marketing Specialist	Host No Man's Land in the Fall. Host Filmed by Bike in Spring.	May 2021.	Completed. Hosted "No Man's Land" Film festival and "Filmed By Bike" in Spring 2021. "No Man's Land", Peak partnered with Unique/The Union and had 59 registered participants. For "Filmed By Bike," Peak partnered with UTAPS and had 140 registered participants. Both film festivals focused on diversity, inclusion, and representation in outdoor spaces.
4.0 Assess whether any virtual services can be maintained in the future / Lessons learned from shifting operations to largely virtual/online.				
[Identify and implement assessment strategies for current programming.]				
Continue to offer virtual bike clinics via Instagram live: flat fix, how to lock up your bike, basic riding tips.	Bike Shop Manager in collaboration with Marketing Specialist	Virtual Bike clinics are hosted once per month during each semester	End of Spring 2021	Completed.

Conduct virtual pre-trip meetings	Outdoor Manager	All overnight trips requiring a pre-trip meeting will be held via zoom.	End of Spring 2021.	Not completed: No in-person trips were scheduled for academic year 2020-21.
Create video/photo training program for outdoor trip staff to increase the quality and quantity of digital content for marketing	Outdoor Manager in collaboration with Marketing Specialist	How-to handbook, reference videos, and in-person training will be created to train new outdoor trip staff	End of Fall 2020.	Completed.
Continue to offer virtual options for Challenge Center products to include: icebreakers, 2 hour and 3 hour programs.	Associate Director in collaboration with the CC program coordinator	Create one new icebreaker/energizer and one team building challenge a month to add to resource page	Spring 2021.	Completed. Write-ups were created and added to staff resource webpage.
Continue to utilize digital marketing and invest less in printing.	Marketing Specialist	Cut down printing by 25%, around \$1,000.	June 2021.	Completed. 2021/2022 printing budget was reduced. Marketing plans have been adjusted to favor more digital resources and less printing.

ASI STUDENT ENGAGEMENT & OUTREACH

ABOUT

The purpose of Student Engagement and Outreach (SEO) is to provide holistic student-centered programs and services that enhance student life and create lasting memories through community engagement, connection building, and creative exploration.

SEO's outreach and programs KSSU Student Run Radio Station, Safe Rides, the Food Pantry, and the 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.

DEPARTMENT STATEMENT OF PURPOSE:

SEO's purpose is to provide holistic student-centered programs and services that enhance student life and create lasting memories through community engagement, connection building, and creative exploration.

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Market and Promote ASI Services to Student Campus Community in a Virtual Environment. [Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.]				
1.1 Connect with campus partners and share with them on how students can access the modified SEO programs and services in ASI. Keep students informed on services and programs available to them through ASI.	SEO Director	Contact three campus partners at least once a semester to market SEO programs and services. Update ASI website and social media accounts at least once every two weeks with the latest information on SEO/ASI services.	May 2021	Completed. Hosted student employment/recruitment; virtual job/ volunteer fair on April 22. Tagged and DM Sac State and Student Affairs social media posting. Shared changing the Food Pantry hours with CARES and Housing. KSSU's partnership with the Pride Center in producing podcast "On the Beat."
1.2 Promote and market ASI identity and services through multiple non-traditional mediums such as podcast, blogpost, videos, interactive virtual programs and production of newly designed ASI promotional items.	SEO Associate Director	Produce three multi-media programs per semester that promote ASI identity and services. Produce two promotional/give-away items with ASI logo by the end of the academic year to be distributed through social media engagements with students.	May 2021	Completed. Produced multiple videos to promote ASI Election (x2 videos), Aquatic Center rentals, the Peak Bike Shop, Food Pantry. KSSU produced six blogposts; KSSU/Pride Center podcast (3 episodes). New ASI promotional items included socks, gaiters, masks, t-shirts, hand sanitizers, stickers.
2.0 Alter and Adjust services to Campus Community and Public to function in a COVID-19 Environment. [Implement Excellence in Service as a Core Value]				
2.1 Reevaluate each program concept through critical lens to ensure students with different abilities and skills can participate in the program/service offer by SEO.	SEO Director	Adjust the Safe Rides program to provide more flexible reimbursement criteria for students residing outside Sacramento. Maintain weekly Food Pantry hours to serve students on and off campus. Continue to provide seven Pop-Up Pantry each semester in drive-through format. Facilitate Feel Good Friday virtually twice a month when classes are in-session. Trained and onboard 40 KSSU volunteer DJ during the academic year to produce their own podcast from home. Each trained DJ will produce at least one show each semester to be streamed on KSSU.	December 2020	Completed. Safe Rides- expanded eligibility to 24/7 a week, without location restrictions. Expanding reimbursement from \$20 to \$40 reimbursement cap during Spring 2021. The ASI Food Pantry opened twice a week, without any closures. Flexed Food Pantry procedures by allowing students to pick up 2- week supply. Held 14 Free Grocery Drive Through in the Residence Halls. 17 Feel Good Friday hosted virtual events twice a month when classes were in session. 40 KSSU volunteer DJs produced podcasts during the pandemic. Created Google drive training resource materials for DJ. Hosted 3 technical workshops throughout the academic year. Six students attended CBI (national college radio conference).

3.0 Move ASI towards becoming a conscious, Anti-Racist Organization.

[Create a sustainable organization for the future through the optimization of ASI business processes and through innovative programming.]

<p>3.1 Provide ongoing training for SEO staff on identity development and ally ship through in-service training and weekly staff meeting discussion.</p>	<p>Student Service Coordinator; Student Engagement Coordinator</p>	<p>Organize and facilitate three in-service trainings per semester for SEO student staff. Invite other ASI employees to participate in relevant training and developmental dialogue. (ie. universal design, inclusion and accessibility in event planning)</p> <p>Conduct weekly professional staff professional development discussion (ie. MBTI, Food Insecurity, the art of having difficult conversations)</p>	<p>May 2021</p>	<p>Completed.</p> <p>Student staff professional development series included- SOL Diversity Conference; Pride Safe Zone training; Career Development/job search presentation; Communication in Social Media; Managing Stress During Finals; Universal Design</p> <p>Professional staff professional development series included: Public Speaking; Mental Health in the pandemic; MBTI; Imposter Syndrome</p>
<p>3.2 Present an opportunity for Sac State students to engage in meaningful dialogue on the impact of racism through the SEO book club.</p>	<p>SEO Director and Associate Director</p>	<p>Facilitate three discussion sessions during the academic year for students who are participating in the program on the one selected book to deepen students' understanding on racism.</p>	<p>March 2021</p>	<p>Completed.</p> <p>The Book Club had three meetings with eight students who actively participated.</p> <p>The book was "Stamped from the Beginning" by Ibram Kendi.</p>
<p>3.3 Market SEO student employment opportunities more widely to encourage greater diversity within the applicant pool.</p>	<p>SEO director and Associate Director</p>	<p>Provide job announcement and recruitment materials to four campus partners that work directly with underrepresented students on campus to encourage application submission from underrepresented students.</p> <p>Offer one virtual "interest session" during recruitment season to connect with the potential candidates directly and share with them what ASI has to offer to student employees.</p>	<p>May 2021</p>	<p>Completed.</p> <p>Virtual job/volunteer fair was held in April 2021 with recordings for future recruitment efforts.</p> <p>Communicate directly with Dean of Communication and Journalism Dept. Design Dept, communication and marketing classes to recruit potential candidates. Tag different departments on campus.</p>

4.0 Assess whether any virtual services can be maintained in the future / Lessons learned from shifting operations to largely virtual/online. [Identify and implement assessment strategies for current programming.]

<p>4.1 Collect student users and staff's feedback following each SEO event/student interaction on all parts of SEO operations to determine how virtual services can be implemented in the future.</p>	<p>Student Engagement Coordinator</p>	<p>Administer one SEO satisfaction survey at the end of fall and spring semester</p> <p>Administer brief program survey with three to five questions at the end of each virtual program to gather student feedback on the virtual active program.</p>	<p>May 2021</p>	<p>Completed.</p> <p>Fall/Spring semester survey.</p> <p>463 responded in Fall 2020</p> <p>173 responded in Spring 2021</p> <p>Survey offered to Feel Good Friday and KSSU events participants. Lower return rate.</p>
<p>4.2 Implement virtual SEO office hours for students from various locations outside the campus to access SEO staff during the time when the office is physically closed to public to answer student questions about ASI or getting involved on campus.</p>	<p>SEO Associate Director</p>	<p>Provide weekly appointments/virtual office hours for students to access SEO staff. Solicit student feedback at the end of the semester (fall & spring) on whether or not the new format to interact with the SEO staff is effective and welcome.</p>	<p>May 2021</p>	<p>Completed.</p> <p>Implemented the virtual office hours in fall semester. Students did not utilize the hours. Reassessed in spring semester and determined the demand for the virtual hours were not there.</p> <p>Reenvision "ASK ASI" as a platform for students to post questions to SEO staff about ASI services and programs.</p>

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.

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Academic & Service Impacts of Pandemic on Students				
1.1 Evaluate areas where ASI can support alleviating financial impacts from the pandemic				
1.1.1 Survey all students to identify areas of financial hardships, with a particular focus on Black, Indigenous, people of color (BIPOC), first-generation college students, and underserved students.	VPF ECS HHS A&L EVP	Collaborated with student groups that serve our Black, Indigenous, people of color (BIPOC), first-generation college, and undeserved students to identify ways to alleviate financial hardship. Sent survey to all CSUS students to identify areas of financial hardships.	Mid-Year End of Year	Not completed. Workgroup decided to not continue with implementation of survey due to the creation of one through the Sacramento State Financial Wellness Division.
1.1.2 Collaborate with campus partners (Financial Wellness, Academic Colleges, etc.) on initiatives and resources to help the fiscal burden endured by students.	VPF UND GRAD NSM	Identified and supported initiatives that seek to lessen the financial burden of attendance.	Mid-Year	Completed.
1.2 Promote and advocate for technological resources for students				
1.2.1 Support training related to online tools to increase digital literacy.	ECS VPF EVP	Collaborated with tutoring services to ensure that training for the proficiency of online tools exist and are being offered. Obtained student feedback regarding online struggles.	End of Year	Completed. The workgroup met and reached out to campus partners who provide tutoring resources. None of the partners have responded to the emails sent. Support training - created a social media campaign and will do another one for Hornet Learning 101. ECS Director created three social media campaigns; "Ready for Remote Learning", "Steps to Success", and "Remote Learning." ECS Joint Council coordinated a resume workshop which 30 students attended. Promoted and advocated for technological resources for students.

1.2.2 Partner with IRT to investigate feasibility of long-term laptop loans, textbooks, and mailing out Wi-Fi hotspots to students.	ECS VPF	Held a meeting with IRT and present findings to the Board during a regularly scheduled board meeting.	Mid-Year	Completed. ECS director served on various committees and has attended IT and IRT meetings. Report presented to the Board. Partnered with the library in regards to e-textbooks and textbook loans.
1.3 Support students with academic & career challenges				
1.3.1 Partner with Campus Partners (Campus advancement and others) to build networking opportunities for students, including volunteer positions and internships and assess the feasibility of compensation.	ECS A&L HHS SSIS NSM	Identified identity and student success centers to expand internship and leadership opportunities pipeline for Black, Indigenous, and people of color. Addressed and aided in resolving arising issues such as mandatory internship requirements amidst remote settings.	Mid-Year	Completed. Held a panel discussion with Degrees Project coaches and faculty members, called the "Basics of Being a Leader". ECS Director hosted a Career Fair Workshop and Job Application tips for students in the ECS college. The Board promoted networking, internship, and volunteering opportunities on social media accounts. VPAA had a discussion with the campus Provost on providing mandatory internships in remote setting.
1.4 Collaborate with campus partners to disseminate information to fulfill student needs caused by the pandemic				
1.4.1 Share available resources for students, through collaboration with campus partners.	A&L UND VPAA SSIS VPF	Board has shared resources for students through collaboration with campus partners.	End of Year	Completed. Board shared multiple opportunities on various social media accounts. Board gathered various resources that campus partners have been posting, sharing resources through social media-mainly Instagram. EVP shared with board websites and social media for campus resources.
2.0 Support students' basic needs and safety				
2.1 Support ongoing efforts that provide basic needs to students.				
2.1.1 Assess the feasibility of holding donation drives and food distribution events in collaboration with campus centers and programs.	VPAA UND A&L GRAD EDU VPUA	Partnered with campus and Food Pantry to assess the feasibility of holding donation drives and food distributions; utilizing Social Media to spread awareness for resources.	End of Year	Completed. Supported the ASI Food Pantry by promoting Homecoming Food Drive and Thanksgiving Food Drive, and Free Grocery Pop Ups. Shared and promoted programs such as nutrition workshops, pop up pantry, etc. and shared with board to promote.
2.1.2 Support housing and personal hygiene-based needs	VPAA HHS UND GRAD	Promoted centers who provide safe kits and menstrual products via social media. Promoted CARES Office efforts for housing insecurity resources for students through social media.	Mid-Year	Completed. Board contacted WRR, RHA, the WELL, and ASI Food Pantry to gather information to share out with campus. Flyer with information on safety kits and menstrual products was created by SEO and shared by the board. Board shared new CARES Office Instagram and promoted their posts, which included resources for housing insecurities.

2.1.3 Research the feasibility of a Clothing Closet/Drive	SSIS GRAD UND	Met with Career Center and CARES Office to research a feasible donation and storage location to collect and store clothing. Evaluated fundraising options for purchase of professional clothing via retailers, or other relevant organizations.	Mid-Year Mid-Year	Removed as a priority due to remote/virtual status of campus.
2.2 Promote student culturally responsive wellness and safety				
2.2.1 Support Wellness, Safety and Sexual Assault Committee	PRES A&L EDU NSM	Collaborated with organizations for mental health initiatives, including organizations BIPOC centered/led. Investigated feasibility of distribution of mental health resources for students.	End of Year	Completed. Shared mental health resources that were provided by The Well in collaboration with Out of the Darkness. Partnered with Out of the darkness walk and share your light challenge shared out. Supported Denim Day.
2.2.2 Work with health center for COVID-19 testing & vaccines.	PRES HHS BUS	Met with the Health Center and reported findings to the Board with an action plan. Worked with Student Health and Counseling Services to ensure maximum availability and accessibility of COVID-19 testing & vaccines (when/if available). Collaborated with Student Health & Counseling Services to check accessibility of vaccine testing to BIPOC community and other students who face disparities with health care. Reported findings to the board.	End of Year	Completed. Met with Joy Stewart-James on vaccinations and testing. Report made to the board with findings. Continued to collaborate to promote resources for vaccinations.
2.3 CARES Emergency Grant				
2.3.1 Partner with University Foundation to fundraise for emergency grant.	VPF PRES ECS	Met with the University Foundation Board and report findings to the Board with an action plan. Investigated how campus is dispersing money received from CARES Grant.	End of Year	Completed. PRES made an ask of the Foundation board. Distribution of the CARES money is available to the public on CSUS website. ASI presentations were given to the University Foundation Board.
2.4 Promote student initiatives to remove financial burdens				
2.4.1 Support workshops on topics such as financial literacy and budgeting to aid students with managing their finances.	VPF UND VPUA	Collaborated with campus partners to hold at least one workshop on financial literacy.	End of Year	Completed. Held financial literacy workshop in collaboration with Financial Wellness, called "Financial Wellness 101."

3.0 Promote and engage with antiracism, advocacy and activism opportunities				
3.1 Increase voter participation in local, state and federal elections				
3.1.1 Support Office of Governmental Affairs (OGA) Civic Engagement efforts.	PRES HHS OGA	Advertised participation in the University and College Ballot Bowl and other civic engagement efforts to encourage student participation. Conducted promotional events such as giveaways to garner more civic engagement.	Mid-Year	Completed. PRES promoted participation in multiple Sac Send emails to students. OGA participated in National Voter Education week and held a Vote Early Party and other GOTV events, board members shared and participated. Supported Office of Governmental Affairs (OGA) Civic Engagement efforts. Stickers created and distributed to those that participated in CHESS, can be reused in future years.
3.1.2 Continue the "Buzz the Ballot" campaign for the upcoming 2020 election.	VPAA PRES A&L HHS OGA	Assembled an online Voter Information Handbook. Registered 800 new voters. Promoted and collaborated with OGA and Campus Partners on education sessions to inform voters, and future voters, of the importance of voting, candidates, and pieces of legislation in a nonpartisan format.	November 3, 2020	Completed. 2020 California Voter Guide created and posted to ASI website and created promotional video. Items promoted at the Vote Early Party by OGA. Registered almost 1,600 new voters.
3.1.3 Encourage activism expression by creating a space where students can be creative.	SSIS VPJA A&L EDU HHS UND	Scheduled and prepared materials for event. Collaborated with different student success centers to hold at least one event with a board member. (Ex: Postcard/Pen Pal Program, Paint with the Board, etc.)	Mid-Year End of year End of Year	Completed. Collaborated with Center of Race, Immigration, and Social Justice on Un/Equal Freedoms: Expressions for Social Justice Event. ASI allocated funds to University Foundation Board to support initiative. EDU/ A& L attended the CRISJ Art exhibit committee HHS, SSIS and A & L is signed up for the Pen Pal Program. Directors reached out to success centers.
3.2 Support commitment to the Anchor University initiative				
3.2.1 Further outreach to Sacramento community.	HHS SSIS	Collaborated with City Ambassadors and Anchor University Committee on at least one initiative that includes outreach to the Sacramento Community.	End of Year	Completed. City Ambassadors worked on initiatives that include Sacramento community HHS Director held community health fair, shared resources.
3.3 Climate Activism and Environmental Justice				
3.3.1 Continue "Don't Litter our River" campaign.	VPAA GRAD	Advertised on Social Media in the Spring semester 2 months before graduation and again 2 weeks before graduation.	End of Year	Completed. Collaborated with ASI Green Team and ESO to distribute flyer from previous year. Flyer distributed to board to post by times states. Campaign expanded by ESO and SEO. Campaigned for Carmencement to go glitter/confetti free.

3.3.2 Partner with sustainability department to support initiatives.	VPAA SSIS A&L HHS	Partnered with sustainability department on expanding composting throughout campus. Engaged with students on green initiatives that can be completed remotely such as a certificate program/at-home green pledge that rewards students for doing activities within the certificate program.	End of Year	Completed. The ASI Green Team discussed with its membership to be sustainable at home. ASI President wrote a letter for the campus' Sustainability Report in November. HHS Director pitched green stole program to ASI Green Team and Sustainability department, similar program might be implemented by Sac State Sustainability in the future when campus is re-open for in-person services.
3.3.3 Partner with UEI to decrease food waste.	VPAA SSIS UND VPUA EVP	Assessed the possibility of partnering with UEI dining services to give leftovers to students; similar to Epicure Extras.	End of Year	Removed. Priority removed due to little to no in-person food services on campus due to COVID-19.
3.3.4 Partner with BAC-Yard Project.	HHS	Assessed the feasibility of continuing the BAC-Yard project – i.e. setting up COVID compliant time slots to continue work Researched the plausibility of creating a satellite BAC-Yard program in partnership with the community, UC Davis, and other partners.	Mid-Year	Removed. Priority was not feasible because of COVID regulations and lack of physical presence on campus.
3.4 Engage with students on activism efforts				
3.4.1 Increase awareness of racial injustices, discrimination, and white fragility.	A&L EDU SSIS VPAA HHS	Outreached and supported organizations and clubs addressing environmental racism in Sacramento by supporting and sharing resources created by Black experts on anti-racism. Hosted at least one Zoom workshop with BIPOC expert and/or student leaders where we shared resources on racial injustices, discrimination and addressing white fragility. Explored the promotion of financial opportunities to support anti-racism scholarships for BIPOC students and shared to social media.	End of Year End of Year Mid-Year End of Year	Completed. Various Board members sat on anti-racism task forces and committees. Hosted a Cultural Humility workshop with Dr. John Johnson in May 2021. SSJEC hosted two well attended forums: "The Intersection of Race and the Environment" (Spring 2021) and the "Together We Rise: Student Forum" (Fall 2020). Board created a Social Justice Scholarship in Spring 2020 with five years of funding. Board also heavily promoted ASI and campus scholarships.
3.4.2 Update existing advocacy toolkit.	PRES CSSA HHS	Hosted workshop series to review the different levels of advocacy, along with effective practices at each. Updated existing advocacy toolkit to include local, CSU System, state, and Federal Advocacy	End of Year Mid-Year End of year	Completed. CSSA partnership did not work out. A workshop series was created through a combination of recorded interviews with career professionals, and recorded responses to questions by elected and appointed professionals. Advocacy Toolkit finalized and was posted on ASI website: https://asi.csus.edu/pod/asi-student-advocacy-workshop-series
3.4.3 ZOOM meetings with alumni or specialists in advocacy careers.	PRES A&L NSM HHS	Collaborated with Colleges to host ZOOM meetings with alumni or specialists in advocacy careers. Hosted Black expert led ZOOM meetings with alumni or specialists in advocacy careers.	End of Year	Partially Completed. Some aspects of the priority fulfilled through advocacy toolkit/workshop project which partnered with alumni and advocacy specialists in creating the workshop series that was posted online on the ASI website. https://asi.csus.edu/pod/asi-student-advocacy-workshop-series

3.5 Work with campus partners to review department policies and training procedures				
3.5.1 Review campus police department procedures.	PRES SSIS VPAA HHS EDU	Met with and reviewed campus police policies and procedures. Report to the board. Worked to increase implicit and explicit bias screenings in hiring and promotion.	Mid-Year	Completed. Reviewed police department procedures; report was presented to the Board. PRES met with Police Chief Iwasa to discuss training of sworn-in officers and CSO's. Chief Iwasa is open to officers participating in trainings. PRES met with ABA for additional budgetary information. Chief Iwasa retired Spring 2020. Board member served on the Chief of Police hiring committee.
3.5.2 Review campus cost of attendance policies.	BUS VPF PRES	Collaborated with Financial Aid Office and University Administration to have reviewed campus procedures for the creation of the cost of attendance (COA) estimate.	Mid-Year	Completed. Held meetings with Dr. Ed Mills and A. Kermes Financial Aid Office to discuss cost of attendance policies. Met with CSSA and Student Aid Commission. Campus has increased the cost of living projections for Sacramento State students for Fall 2020.
3.6 Research feasibility of training module on cultural humility and ally accountability				
3.6.1 Pursue the possibility of instituting cultural humility/antiracism modules, both on the CSUS campus as well as across the CSU system.	HHS VPAA A&L CSSA	Met with campus partners, academic colleges and OGA on the process.	Mid-Year	Completed and possible work for next ASI Board to continue. Advocacy form submitted to CSSA for initiative – it was denied. Collaborated with Inclusive Excellence and Vector Solutions to roll out modules on Sacramento State campus, possible implementation fall 2021.
4.0 Increase student participation and voice				
4.1 ASI Board supports system-wide governance meetings				
4.1.1 Increase involvement with CSSA and Board of Trustee meetings.	PRES CSSA EVP	100 % of Directors attended one CSSA meeting or one Board of Trustees meeting. Supported a CSSA advocacy effort or Initiative by increasing the awareness and participation of CSSA committees among the student body.	End of Year End of Year	Completed. CSUS won the 2020-2021 CSSA Civic Challenge. ASI President won CSSA Student Advocate of the year 2020-21. All board members attended at least one CSSA or Board of Trustees meeting by the end of the Spring 2021 semester. Board members participated in civic challenges; public comment, lobby days, etc. Sticker created to promote CHESS. CSUS hosted March CSSA plenary.
4.2 Advocate for campus events for students with social justice spin				
4.2.1 Encourage BIPOC engagement with ASI Board of Directors Elections.	ECS SSIS EDU A&L EVP	Collaborated with SEO and Campus Partners to run a marketing campaign on social media.	End of Year	Completed. Encouraged BIPOC engagement with ASI Board of Directors Elections through classroom and club presentations. Election promotional material shared by the board. Board members participated in SEO marketing campaign.

4.2.2 Publicize awareness of safe zone and ally trainings.	HHS EVP	Collaborated with PRIDE Center and Dreamer Resource Center to publicize trainings.	Mid-Year End of year	Completed. HHS Director met with PRIDE Center Coordinator Melissa Muganzo Murphy and Erik Ramirez, Coordinator of the Dreamer Resource Center to discuss trainings and publicizing of them. Shared information with classmates and posted widely on social media accounts.
4.3 Collaborate with campus partners to support student interests				
4.3.1 Incorporate ASI representation through requirements in Student Employment Grant applications.	BUS EVP	Created a requirement for Student Employment Grant recipients to promote ASI support throughout their program, in order to receive funding.	Mid-Year	Completed. The Finance & Budget committee approved the Student Employment Grant (SEG) and incorporated edits that require SEG recipients to partner with ASI to advertise the ASI candidacy and elections.
4.4 Bridge communication between administration and students				
4.4.1 Investigate the creation of a student briefing newsletter or other forms of communication to disseminate information.	SSIS GRAD A&L BUS EVP	Worked with campus partners and resources to assess the feasibility of a student briefing newsletter or other forms of communication to disseminate information.	Mid-Year	Completed. Worked with campus partners to assess feasibility. Student Engagement & Outreach sends out the Work Learn Play newsletter via Sac Send each month and determined that Board should communicate through that route.
4.4.2 Continue the ASI KSSU podcast.	GRAD A&L ECS EVP	Worked with SEO to record and post the podcast to the KSSU website and other locations.	Mid-Year	Removed. Board members leading this priority did not return for Spring 2021 semester.
4.5 ASI presentation to RHA for ASI information gathering				
4.5.1 Collaborate with RHA and campus housing to investigate feasibility of ASI presentations.	BUS PRES	Investigated the feasibility of adding an ASI presentation to RA and DA training by collaborating with RHA.	Mid-Year	Completed. Plan shared with Board for changes to be made in 2021-22.
4.6 Increase voter participation in ASI elections				
4.6.1 Incorporate ASI representation through requirements in Student Employment Grant applications.	BUS	Requirement to advertise the ASI Election has been added to the Student Employment Grant application.	Mid-Year	Completed. This new language was incorporated into the ASI Student Engagement Grant (SEG) application and will be a requirement for campus partners that are funded to publicize the ASI Elections. Language was approved by the ASI Board of Directors in Fall 2020.
4.6.2 Sponsor a challenge to promote Elections for student participation.	PRES	Collaborated with SEO to have sponsored a challenge to promote Elections for student participation.	End of Year	Completed. Funding allocated through strategic priorities and partnered with SEO on social media challenge to promote ASI Elections. Successfully completed in Spring 2021. Graphic created, encouraging students to tag friends and enter in challenge.

4.7 Increase attendance to Board meetings				
4.7.1 Increase student attendance at ASI Board meetings.	GRAD VPF	Created incentives to encourage social media postings aimed at increasing student attendance at Board meetings.	October 31, 2020	Completed. In Fall 2020, the ASI Board approved legislation for funding incentives for those that attend board meetings. Provided funding for 10 incentives. Continued to provide Leadership Initiative credit for all ASI Board and Internal Committee meetings.
4.8 Further understand the student's experience satisfaction/wellbeing/problems and how to alleviate such issues				
4.8.1 Conduct an in-depth polling/survey of the student body to garner a better understanding of issues at hand.	HHS VPF VPUA	The ASI Student Marketing and Outreach committee sent a survey to the student body. Reviewed results and presented to Board of Directors.	Mid-Year End of Year	Completed. The ASI Student Marketing and Outreach committee created and released the Productivity and Social Connections Survey. All questions were drafted by the committee and the platform used to host the survey was Qualtrics. Student had a chance to enter a giveaway for a pair of Air Pods Pros. Survey promoted through social media and via Sac Send . Survey results presented to ASI Board.