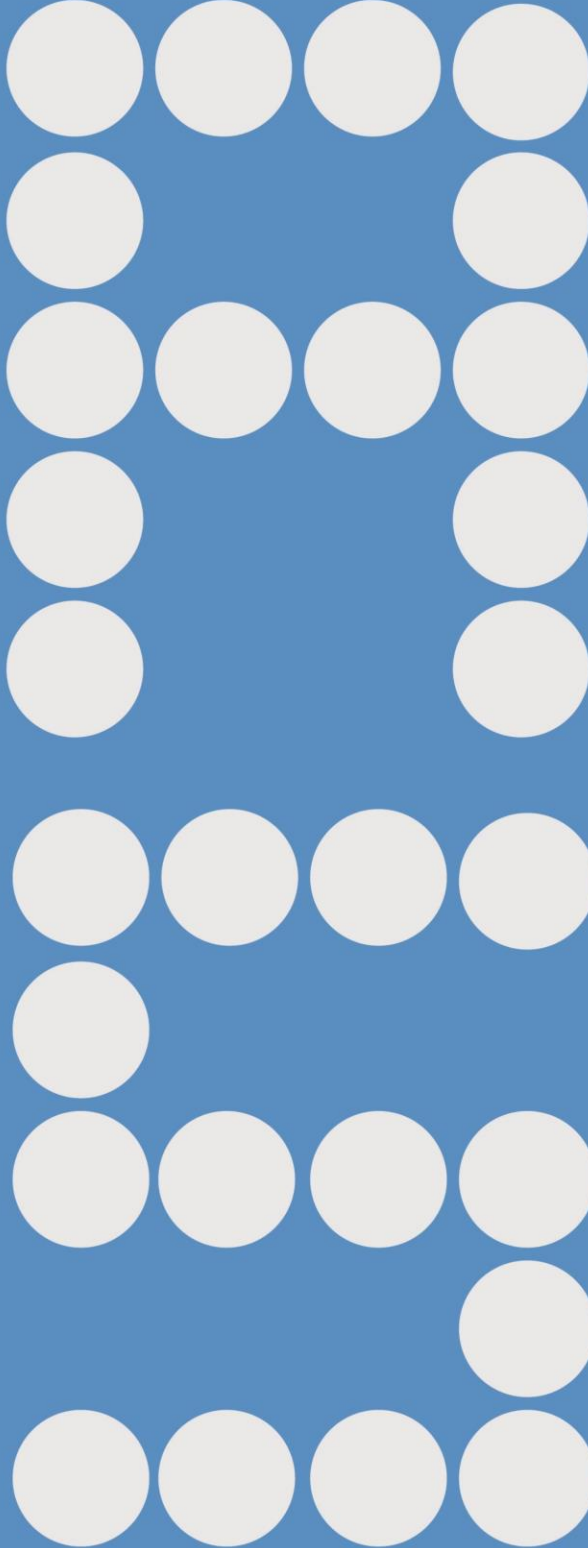


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ASI Board of Directors and Management Staff present the mission, values, long-term direction and annual priorities by department for Associated Students, Inc. at California State University, Sacramento.

# strategic goals 2022-2023



# Table of Contents

**AQUATIC CENTER.....3**

**ACCOUNTING SERVICES.....9**

**CHILDREN’S CENTER.....12**

**PEAK ADVENTURES.....18**

**STUDENT ENGAGEMENT AND OUTREACH.....26**

**STUDENT GOVERNMENT.....32**

# 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.

## ANNUAL PRIORITIES: 2022-2023

- 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
<b>1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.</b>				
Host the Inaugural "Hornet Day At The Lake" AC open house to all Sac State Students, Faculty and Staff- Highlight AC as a program of Associated Students Inc.	Director	Count # of students who attended by waiver slips,  Apply one more year to the UEI Grant	Saturday August 27, 2022, Day after housing move in day  Fall 2023	The Inaugural "Hornet Day at The Lake" was a tremendous success with nearly 600 student attendees. Providing Shuttle service to and from Sac State housing allowed new students to meet new friends in a fun recreational environment. Applied and received funding for the shuttle busses for the 2023 "Hornet Day at The Lake"
A minimum of 4 "Free Equipment Rental Days" per semester for Sacramento State Students, inform students of employment opportunities. Repetitive identity for ASI	Director  Operations Manager  Rowing Coach  Facilities Manager	Count and document # of participants, create incentive program to obtain feedback of student program wants, strive to increase participation year after year	Fall 2022  Spring 2023	Eight free dates were held:  Sept. 16  Sept. 30  October 7  October 21  March 24  April 7  April 21  May 19  Over 450 student users
Work with ASI HR to develop internal/external 1) Students 2) Community Recruiting process, Using an automated i.e. Dayforce to post job announcements.  Start recruiting announcements earlier	Associate Director  Operations Manager  Rowing Coach  Facilities Manager	Staff Positions filled to meet the demand of our customers	Fall 2022  Spring 2023	Through collaboration with HR, requisitions were posted. Earlier recruiting efforts took place Feb/March where as in years past April/May has been the concentrated efforts for recruiting. This has allowed for us to have enough staff to service

				the demand for Summer Camps and classes.
<p>Reassess marketing strategies post COVID restrictions for effectiveness.</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Printed Materials</li> <li>• Social media</li> <li>• Static Displays</li> <li>• In person promos</li> </ul>	AC management staff	<p>Analyze evaluation and feedback tools for desired outcomes</p> <p>Document Analytics from Social Media Mediums</p> <p>Implement Evaluate Adjust</p>	End of year	<p>Aggressive, regular Social Media announcements has been routine informing Web users of employment opportunities, Special Events, upcoming promotions, “Free Rental Days” and classes.</p> <p>First time since COVID, the Aquatic Center annual brochure was printed and distributed throughout the campus community as well as community abroad.</p> <p>Promotional events:</p> <ul style="list-style-type: none"> <li>• Folsom Easter Egg Hunt</li> <li>• ASI Day in the Quad</li> <li>• State Parks Summer Kick off Week</li> <li>• Good Day Sacramento media coverage</li> </ul>
Implement an aggressive outreach marketing campaign to schools in the Sacramento region for youth group opportunities, all while promoting youth summer camp	Associate Director	<p>Obtain a minimum of 4 School Youth Groups in Spring 2023</p> <p>150-200/wkly Summer Campers</p>	Spring early summer 2023	10 youth groups of various sizes came out for a variety of aquatic activities and boating safety. Over 200 kids in camp for weeks 2,3,4
<b>2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.</b>				
<p>Continue to identify ASI/Aquatic Center Resources:</p> <ul style="list-style-type: none"> <li>• Facilities</li> <li>• Staff</li> <li>• Equipment</li> </ul> <p>To support other ASI programs with their operations.</p>	<p>Director</p> <p>Associate Director</p> <p>Operations Manager</p> <p>Rowing Coach</p> <p>Facilities Manager</p>	Note and document, projects, events, and co-op opportunities and assign cost savings because of	<p>Fall 2022</p> <p>Spring 2023</p>	<p>Continue to support and collaborate with other ASI departments.</p> <p>Children Center- routine maintenance and minor repairs to equipment and facilities.</p>

i.e. Children's Center Peak Adventures Food Pantry		collaborative efforts.		Peak Adventures-Aquatic Center staff researched, obtained pricing, and purchased an inflatable boat and outboard along with constructing a trailer with surplus materials for a support vessel for the rafting program.  Food Pantry- Solicited our customers and patrons for food donations for the Food Pantry's Thanksgiving Food Drive.
Collaborate with ASI Marketing, SEO, Student Engagement and Outreach for student announcements; recreational, educational and employment opportunities	Director Associate Director Operations Manager Rowing Coach Facilities Manager	Direct Marketing Social Media  Student Distribution lists  Tabling	Fall 2022 Spring 2023	An aggressive social media campaign was held.
Conduct personal interviews of diverse users for social media postings	Customer Service Reps	Posting of social media interviews	Fall 2022 Spring 2023	Four interviews were conducted of students particularly on "Free Rental Days" for students.
Host at least two large Donation Drive for the ASI Food Pantry in Spring/Summer 2023	Director Coordinate with ASI Food Pantry Coordinator	Collection and Delivery of food to the ASI Food Pantry	Spring 2023	One of the two food drives was conducted during the fall of 2022 and collections given to the food pantry.
<b>3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.</b>				
Implement new point of sale " Perfect Mind" database management program for more streamlined efficient transaction processes  Implement Digital Waivers	Operations Manager	Software implemented and operational  Use of digital waivers  Increase student participation by 10%	January 2023	Perfect Mind has been launched.  Digital waivers implementation in progress.

Implement "Webform" through Aquatic Center website for program evaluations and feedback for strategic planning for future course offerings.	Operations Manager	The Webform is deployed	January 2023	An online webform was created and has been implemented for class evaluation feedback. Over 50% of student's comments reveal they have an excellent experience.
Conduct a cost feasibility to offer Sac State Students who seek Aquatic Center/Peak Adventures employment "Free First Aid/CPR/Lifeguarding  Seek possible grant opportunities	Director	Obtain cost breakdowns of onsite First Aid/CPR/Life guarding classes  Offer Subsidized Classes Spring 2023	Spring 2023	Successfully applied to Student Affairs Mini Grant, awarded \$5,000.
Facilities maintenance refurbishment 1) Install climate Controlled Kiosk 2) Internal/External Building painting 3) Replace Artificial Turf 4) Install remote access security camera system Nest, Ring, Arlo	Director  Facilities Mgr.	Obtain price quotes obtained for defined projects,  Installation of priorities items	Fall 2022  Spring 2023	Kiosk -concrete pad was poured December 2022. Crane Lifted Kiosk and set into place March 1, 2023. Cabling connected and Kiosk operational April, 20, 2023  Turf project postponed for 23-24 due to inclement weather delays.  Additional camera cabling have been installed, now waiting for camera quotes.
<b>4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.</b>				
Create and incentivize an evaluation/feedback process to obtain a sample size large enough to evaluate for future programming.	Operations Manager  AC management staff	Utilize Webform-website tool to gather analytics	January 2023	Over 95% of the feedback toward the instructors and course offerings is excellent. Many first time participants are complimentary of the quality of instructors and are enticed to try other classes, return to rent equipment and tell their family and friends.

<p>Conduct "Live" Interviews assessing value and benefit added questions about experiences</p>	<p>AC Customer Service Staff</p>	<p>10 live Interviews have been conducted</p>	<p>Spring 2023</p>	<p>Four of the ten interviews were conducted with tremendously positive results.</p> <p>This year we'd like to use the ASI marketing committee to capture student experiences at our annual "Hornet Day At The Lake" as a semester kick off to school and creating campus community.</p>
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# ASI ACCOUNTING SERVICES

## ABOUT

The ASI office of Accounting Services 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 Accounting Services department 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.

- 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
<b>1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.</b>				
New DOC Processing Implemented	Accountant I, Accountant II	Successfully transferred to each eligible Student Club account DOC funds.	Through 2022/23 Academic Year	Completed. All eligible clubs received \$600 into their club accounts.
Look at the feasibility of offering student notary training sessions working with the ASI president	Operations Manager, DFA, ASI President	Review information gathered to evaluate the process of offering notary classes to campus students	December 15, 2022	Determined not feasible.
<b>2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.</b>				
Promote & encourage Halloween contest in the department	Accounting Services, IT & Student Shop	Number of participants	October 31, 2022	Completed by due date and all ASI departments participated in this event.
Hold a department Salsa Contest	Accounting Services, IT & Student Shop	Number of participants/attendees	October 31, 2022	Completed by due date and all ASI departments participated in this event.
<b>3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.</b>				
PerfectMind POS implementation – UBIT calculation	Accounting Manager/Accountant II	Successfully generate UBIT reports from PerfectMind	December 15, 2022	Completed.
PerfectMind POS implementation – E-Waivers	IT Manager, DFA, Operations Manager	Ability to use Electronic signature for waivers	Nov 30 <sup>th</sup> 2022	In progress.
Participate in the RFP new auditor selection committee for the Campus' Auxiliaries	DFA/Accounting Manager	Successful selection of a new auditor	December 16, 2022	Completed.
The feasibility and approval for live feed cameras at the Aquatic Center	IT Manager, AC Director, AC	Provide the AC with live feed cameras and the ability to notify	December 16, 2022	After multiple meetings at the AC with campus public safety, campus IRT has currently put a hold on "live feed" cameras at this time.

	Facilities Manager	administration when an event is currently happening		
Create a weighted average price for all stoles sold in the Student Shop	Operations Manager	Have one new generic price for all stoles and not based on the organization	October 1, 2022	Completed. Weighted average stole price computed and implemented by the due date.
<b>4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.</b>				
JotForm new Student Clubs check reimbursement workflow process	Accountant II/Accounting Manager	Number of responses by the participants	Spring 2023	Project implemented and completed by fall 2023.
Assess student satisfaction with Legal Aid	Operations Manager, Operations & Services Supervisor	Survey was done on students who sought legal aid service for at least 3 months	April 30, 2023	Due to a key employee taking maternity leave, this goal has been put on hold until the 2023/24 fiscal year. Current staff had to manage the temporary vacated supervisor position which oversees the student shop.

# 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 childcare 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.

## ANNUAL PRIORITIES: 2022-23

- 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	Responsible Party	Assessment Indicator	Time Frame	Progress Report
<b>1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.</b>				
<p>Prepare and Put on the “More Than Scribbles” Art Event at the Student Union Art Gallery in August 2023</p>	<p>Lead special event organizer from Casa 2</p> <p>Associate Director</p> <p>Center Director</p> <p>Director of the Student Union Gallery</p> <p>Classroom Teachers</p> <p>Administrative Assistant</p>	<p>Summer 2022 Classrooms create art displays.</p> <p>Coordinate event with Rebecca reviewing media, installing and removing the displays.</p> <p>Use ASI marketing to inform the campus.</p> <p>Host a reception evening with special guests and foods. Invite President Nelsen, ASI Board members, Child Development Department, students, and families.</p>	<p>July 1, 2022 – September 29, 2022</p>	<p>Completed.</p> <p>Completed – The gallery created and distributed flyers and posters. Art was installed and removed on 9/29/22.</p> <p>Completed.</p> <p>Completed – The reception night on September 1 was successful with a Zumba instructor, President Nelsen in attendance. There was plenty of foods for guests to enjoy.</p> <p>Photos: <a href="https://flic.kr/s/aHBqjA8hmx">https://flic.kr/s/aHBqjA8hmx</a></p> <p>The displays were removed on the final day of the show.</p>
<p>Deploy the Free Diaper Distribution Program in conjunction with the Sacramento Food Bank (SFB)</p>	<p>Director</p> <p>Administrative Assistant</p> <p>Office Student Staff</p> <p>Sacramento Food Bank</p>	<p>July, 2022 submit application to Sacramento Food Bank (SFB).</p> <p>Attend mandated training from SFB.</p> <p>Complete ASI and Campus trainings to use the ASI Food Pantry Van.</p> <p>Create forms for the office to</p>	<p>July 1, 2022 – June 30, 2023</p>	<p>Completed.</p> <p>Completed – Director has met all requirements to drive the ASI Food Pantry Van.</p> <p>Completed.</p> <p>Completed. Diapers were ready for distribution on September 2, 2022.</p> <p>Completed.</p> <p>Completed.</p> <p>The Diaper Distribution program will continue to operate indefinitely.</p>

		<p>track diapers that are distributed.</p> <p>Send out marketing information to the campus and the community</p> <p>Distribute Diapers monthly and submit monthly and quarterly reports</p>		
<b>2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.</b>				
Train the staff on Anti-Racism and Implicit Bias	Director Associate Director	Provide trainings to Full-Time and Part-Time staff on Implicit Bias and Anti-Racism.	September 1 – June 30, 2022	<p>Completed.</p> <p>August 25, 2022 - The Full-Time staff received this course that was purchased through the Teaching Pyramid program:</p> <p><a href="https://www.pyramidmodel.org/online-courses-epyramid/">https://www.pyramidmodel.org/online-courses-epyramid/</a></p> <p><b>Culturally Responsive Practices to Reduce Implicit Bias, Disproportionality, Suspension and Expulsion</b></p>
Schedule team building at the ASI Challenge Center and/or with the Peak Adventures staff.	Director	Schedule team building experiences with Peak Adventures to take place during in-service training dates.	<p>December 19<sup>th</sup></p> <p>December 20<sup>th</sup></p> <p>May, 26 2022</p>	Completed – Director set up a team building in-service training for the full time staff at the Peak Adventures Challenge course. It took place on December 19, 2022.
Deploy StrengthFinders assessment to all FT employees and Student Supervisors	Director	<p>Ensure all Full-Time staff have completed Strength Finders.</p> <p>Schedule time for the staff to discuss their individual</p>	October 1 – June 30, 2022	<p>Completed – All full-time staff completed Strength Finders for the ASI Retreat.</p> <p>Discussions about individual strengthfinder results took place during check-in meetings with the Director</p>

	Associate Director	<p>strengths during the core staff meetings.</p> <p>Incorporate strength finder results during the check in meetings with Director</p> <p>Have the part-time student supervisors take the strength finders assessment.</p> <p>Provide training time for the students to discuss their strengths.</p>		Completed. All part-time student supervisors took the Strengthfinder assessments and discussed them during their SAIV meetings.
<b>3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.</b>				
Obtain National Accreditation (NAEYC) re-Accreditation validation visit.	<p>Director</p> <p>Associate Director</p> <p>Operations Manager</p> <p>All Full-Time Staff</p>	<p>Confirm re-accreditation visit schedule.</p> <p>Complete revisions to the staff and parent hand book with an emphasis on the discipline and guidance policy.</p> <p>Prepare staff and classrooms for the onsite visit through observations and ongoing trainings.</p>	<p>October 1 – May 26, 2022</p>	<p>Completed. Met with NAEYC assessor on 9/23/22 and submitted the observation schedule.</p> <p>In progress- Director still needs to complete revisions to the parent and staff handbooks.</p> <p>Completed. On site NAEYC Accreditation visit took place on May 23, 2023 as was successful.</p>
Cross-Train Associate Director on Child and Adult Food Program (CACFP)	<p>Director</p> <p>Associate Director</p>	Train Associate Director on applications and reports to manage the	<p>July 1, 2022 – June 30, 2022</p>	Completed. Associate Director was trained on applications, certifications, and management of CACFP.

		<p>Child and Adult Food Program</p> <p>Associate Director will observe every classroom to ensure they meet the CACFP requirements.</p> <p>Associate Director will embed CACFP trainings for both the Full-Time and Part-Time staff ensuring the Center has met the Civil Rights and mandatory trainings.</p>		<p>Completed. Associate Director observed meal service in the classrooms to ensure the staff were following regulations.</p> <p>Completed. Associate Director ensured CACFP trainings were imbedded into the monthly staff meetings and all staff received the annual Civil Rights Training.</p>
<p>CDE and CDSS State Contracts</p> <p>Monitor regulatory changes with both State Subsidized contracts ensuring compliance to meet contract guidelines.</p>	<p>Director</p> <p>Operations Manager</p>	<p>Monitor funds monthly</p> <p>Submit application for continued funding.</p> <p>Apply for additional funds if available.</p>	<p>July 1 - June 20, 2023</p>	<p>Completed. Every month, both Director and Operations Manager attend weekly and monthly webinars.</p> <p>Completed. implemented most recent CDE change of a 24 month family certification with CDSS maintaining a 12 month certification and submitted applications for continued funding.</p> <p>Completed. Submitted an application for additional funding and received an additional \$517,000 for CCTR to be used in the 23/24 year.</p>
<p>McCarty Renovation funds for playgrounds</p> <p>Create a comprehensive playground renovation plan.</p>	<p>Director</p>	<p>Obtain bids to determine the amount of funds needed.</p>	<p>July 1 – June 30, 2024</p>	<p>Completed. Director worked with campus facilities management. Director interviewed 3 Outdoor playground consulting companies. Lionakis Architects were hired with Nature Explorer to create the conceptual design. Next steps is to work with consultants to create the</p>



				design and secure more funding.
<b>4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.</b>				
Continue Implementing the CLASS Classroom Assessments with scores for improvements.	<p>Director</p> <p>Bambini 2 Head Teacher</p> <p>Bambini 3 Head Teacher</p> <p>Raising Quality Together Coach</p>	<p>Have Mariah and Madalyn Smith re-certified</p> <p>Certified assessors will observe classrooms and deliver scores</p>	July 1 –June 30, 2022	<p>Completed. Two Head Teachers were recertified in July 2022.</p> <p>Completed. Classrooms were assessed in the fall and spring semesters with teachers reviewing the results.</p> <p>RQT coach (Megan Berridge) included this goal into the 2022/2023 Raising Quality Together Quality Improvement Plan and provided support to teachers in the spring 2023 semester.</p>
Complete and implement Environmental Ratings (ESR) on classrooms	<p>Director</p> <p>Head Teachers</p>	<p>Mentor Teacher will conduct assessments</p> <p>Director will deliver the scores to the classrooms.</p> <p>Head Teachers will develop a plan of action to increase ratings and provide evidence when completed.</p>	September 2022	<p>Completed. September 2022.</p> <p>Completed. Director and teachers reviewed results, created action plans, completed action plans with evidence. Results of the ratings and action plans was included in the annual self-review that was submitted to CDE and CDSS.</p>

# 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"

## DEPARTMENT MISSION:

Our mission is to enrich the Sacramento State learning experience through adventure education and leadership development.

## ANNUAL PRIORITIES- 2022-23

- 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
<b>1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.</b>				
Host Film By Bike film festival	Bike Shop Manager and Marketing/Outreach Specialist	Event is marketed and executed.	May 2023	Completed.
Become a Bicycle Friendly Business as recognized by the League of American Bicyclists.	Bike Shop Manager	Take steps to qualify and apply.	Apply by June 2023	Completed (and awarded).
Increase sales of private outdoor trips by 40%	Sales Specialist, Outdoor Adventure Manager, and Marketing/Outreach Specialist	Sell 10 private trips	May 2023	Completed.
Partner with The Well Climbing staff to create shared training opportunities for student staff	Outdoor Adventure Manager	Host two combined trainings	May 2023	Partial Completion. MOU has been created and signed. One training completed.
Partner with UC Davis to provide Wilderness First Aid Training to allow for reduced prices for staff and collaboration with another college outdoor program	Outdoor Adventure Manager	Host training	Oct 2022	Completed.
Work with an outside vendor to provide low-cost Swift Water Rescue training for staff	Outdoor Adventure Manager	Host Training	May 2023	Completed.
Host Harvest Festival	Challenge Center Program Coordinator, Marketing and Outreach Specialist, (SEO, KSSU?)	Market and execute event  Also, gather data and statistics for next year's planning (and growth)	October 2022	Completed. First PA event using EAB to swipe in student attendees. 65+ students attended.
Take campus group photos at Sac State Challenge Center event for future marketing.	Challenge Center Program Coordinator	Photos taken from 30 CSUS groups	May 2023	Completed.

Plan Challenge Center event for local HS students utilizing Anchor Initiative funding from 21/22 ASI Board of Directors.	Director ASI Board Members	Event is executed.	November 2023	In Progress. Initial event was postponed, twice. Make up event scheduled for September 29, 2023.
Book 4 events (Challenge Center or Private Trip) for Puente Programs in the GSR	Sales Specialist	Events are booked	Jan 2023	In progress/Partial Completion.  Yuba Puente attended in Nov 2022.  CRC Puente took a long time to get approval. The event is scheduled for August 25, 2023.  Sac City Puente is schedule for September 2023.  Need one more booking for completion.
Update list of resources of funding sources (grants, crowdfunding, etc.) to support title 1 schools participating in our events.	Sales Specialist	Current list is updated and more prominently displayed on our website.	Jan 2023	Incomplete. Did not happen with the loss of our Sales Specialist.
Continue to outreach and educate to the student community on ASI and Peak Adventures.	Marketing & Outreach Specialist	Attend 30 promo booths and attend 50 class visits	May 2023	Completed. 62 promo booths and 52 class visits
Increase our visibility online by growing our Instagram following.	Marketing & Outreach Specialist	Grow our Instagram following by 1,000	May 2023	Completed.
Reach a wider audience for our scholarships.	Marketing & Outreach Specialist	List our Scholarships on the ASI scholarship page; Post in three new locations	March 2023	Completed.
<b>2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.</b>				

Expand awareness of our job opportunities to a wider net of students.	Bike Shop, Marketing/Outreach Specialist, Director	Visit and present our job opportunities to 5 clubs/centers on campus that we previously have not directly marketed too.	May 2023	Completed.
Create a free rental package for organizations that are introducing historically underrepresented groups to the outdoors	Outdoor Adventure Manager	Provide free rental package to three organizations	May 2023	Partial completion.  Package with eligibility considerations has been completed.  Free rentals have been issued for 1 group so far: Chicano/Latino Faculty and Staff Association.
Create Free Rental Weekends for ASI staff	Outdoor Adventure Manager	Two weekends each semester will be marketed to ASI staff.	May 2023	Free paddleboard rentals are scheduled: June 23, June 26 and August 11 and August 14 <sup>th</sup> .
Host Challenge Center End of Year Debrief Meeting/Celebration	Challenge Center Program Manager	Schedule and host meeting	December 2022	Completed. Event occurred December 9 <sup>th</sup> .
Implement Quarterly Team Lead Meetings	Challenge Center Program Manager	Schedule and host meetings	May 2023	Completed.
Build Peak Adventures relationships with other departments on campus	Director	Meet with one manager/ coordinator/ director from an organization a month.  Develop one collaborative event/ opportunity from ideas cultivated from these new relationship for a total of 10 visits with campus professionals.	May 2023	Completed. Met with 10 campus professionals.  Held Dream Gathering event for students from the Dreamers Resource Center on Friday, May 12 <sup>th</sup> .

ASI Department Tours for new sales and customer service student staff to meet other ASI staff and learn about their offices and roles.	Sales Specialist	Take new staff on ASI tour within 30 days of hire.	As needed, when new team members are hired.	Completed and on-going.
Create a DEI workgroup to advise Peak Adventures on best practices and special projects	Marketing and Outreach Specialist	Create workgroup, meet, host 1 initiative.	May 2023	In progress, gathered contact info of over 100 students who are interested in meeting in the fall.
<b>3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.</b>				
Increase variety of options for rentals	Outdoor Adventure Manager	Introduce one new piece of winter equipment and one new piece of spring/summer equipment in to rental inventor	May 2023	Completed. Introduced Inflatable Tubes into our rental options. The heavy duty tubes are great for summer or winter use.
Survey part-time staff on their opinions on how our program can grow	Outdoor Adventure Manager	Survey staff and implement 3 suggestions  “Grow” means to implement either: a new process to streamline trip logistics, a new trip location/idea, or new piece of rental equipment.	January 2023	Completed. Many new trips have been added to our fall offerings based on feedback from staff.
Address rising overhead cost while keeping student fees low	Bike Shop Manager	Assess current General Public pricing against other bike shops in the area. Make adjustments as necessary.	January 2023	Completed and ongoing. PerfectMind has naturally lead to this b/c students now have a % discount, not a separate price. Using REI as a comparison.

Create standard itinerary for mobile teambuilding events.	Challenge Center Program Coordinator	Itinerary created and Team Leads trained to use it.	January 2023	Completed.
Implement yearly Challenge Center training calendar for part-time staff	Challenge Center Program Coordinator	Calendar created.	March 2023	Completed.
Apply for 3 grants that will subsidize programming and program supplies for Peak Adventures, Sac State students, and the greater Sacramento community	Director, Marketing and Outreach Manager	Grants are researched and submitted	May 2023	Completed. Three Grants have been applied for. UEI-Denied Student Affairs – Granted People for Bikes - Denied
New POS system is fully utilized and optimized for front desk, program registrations, and equipment rentals	Sales Specialist, Outdoor Adventure Manager	POS system is full integrated into applicable areas: registrations, contact, rentals, etc.	Spring 2023	Completed.
New POS system is fully utilized by Bike Shop	Bike Shop Manager	POS system is integrated into Bike Shop operations	Spring 2023	Completed.
Research the feasibility of a “Summer Camp” for Sac State Students	Outdoor Adventure Manager	Research feasibility, interest and make a decision to move forward or not.	May 2023	Completed. Initial research has been conducted into finding a suitable location for an adult (CSUS student) Summer Camp.  After initial research, no CSUS Student Summer camp will be introduced this year. We will potentially revisit the idea for next year.
Request Alternative Transportation Funds from ASI Board to subsidize the cost Jamis bikes (not e-bikes) for students.	Bike Shop Manager	Present request to the board.	December 2022	Completed.
Create “pivot” plans for outdoor trips to prevent cancellations, when possible.	Outdoor Adventure Manager, Director	Pivot plans created for each trip during planning process.	Jan 2023	Completed. Pivot plans have been created for smoke, weather, high water etc.

**4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.**

Update post-outdoor trip survey to include questions geared towards participants who have little to no previous experience in the outdoors.	Outdoor Adventure Manager	Update survey and evaluate data	May 2023	Survey has been updated, but not implemented until fall 2024 trips.
Create short rental equipment survey for students evaluating the need and accessibility of Peak Adventures rental gear.	Outdoor Adventure Manager	Create survey and evaluate data	May 2023	Survey creation in progress, implementing fall 2024.
Encourage more programs to write a Google Review of their day at the Challenge Center	Challenge Center Program Coordinator	Receive 5 Challenge Center reviews from customers	May 2023	Completed.
Create a logic model that outlines/tracks First Year Experience students that attend the Challenge Center. Use EAB to track their retention and other relevant data.	Director	Create Logic Model.	May 2023	Logic model completed.  Will need to wait until next fall (and following years) to capture EAB freshman who attend the Challenge Center.
Share stories on social media from our Adventure Scholarship winners	Marketing and Outreach Specialist	Highlight three winners on social media	May 2023	Only one testimonial was collected. Other winners did not respond to request for their story. Starting next year, it will be a clear expectation that all winners must provide testimonial after their event with us.
Increase Challenge Center sales	Sales Specialist	Increase revenue by 15%	May 2023	Completed. 23% increase from 2021-22.
Survey our Challenge Center clients to receive feedback on our sales process	Sales Specialist	Create and send survey to recent Challenge Center clients. Incentivize to receive at least 15 responses and analyze the data.	May 2023	Not completed. We lost our Sales Specialist in December and this goal was postponed to 23-24.





# 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.

## ANNUAL PRIORITIES: 2022-2023

- 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

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
<b>1.0 Create an ASI identity that is recognized by the Sacramento State community and the greater Sacramento region.</b>				
1.1 Revising ASI identity guide and present to BOD and department directors	Marketing Coordinator  Marketing and Outreach Manager	An updated working identity guide that can serve as references for marketing and promotion of ASI programs.	Dec. 2022	Completed. Identity guide has been presented and voted on by the Marketing Committee for changes.
<del>1.2 Hosting a media training for SEO staff on best practices on working with various media outlets.</del>	<del>Marketing and Outreach Manager</del>	<del>Partner with University Communication to provide one PR training for SEO staff to handle media inquiries/interview requests.</del>	<del>Jun. 2023</del>	<del>N/A Removed as a result of responsible party went on leave.</del>
<del>1.3 Setting up a five-year (2022-2027) "One ASI" marketing campaign.</del>	<del>Marketing and Outreach Manager</del>	<del>Create an annual schedule that outline each year's marketing focus.</del>	<del>Jun. 2023</del>	<del>N/A Removed as a result of responsible party went on leave.</del>
1.4 Developing Food Pantry recipes and usage guides based on the products available in the pantry.	Food Pantry Coordinator	Publish student-centered resource guides on how to utilize food pantry ingredients on the food pantry website.	May 2023	Completed. 4 cooking demos were hosted across Fall 2022 and Spring 2023 at the Cove Teaching Kitchen in collaboration with Health and Wellness Promotion where student-created recipes and workshop materials were featured.
1.5 Launching "Feed the Hives" social media and podcast campaign to educate the students about food security in partnership with other campus departments.	Marketing Coordinator  Student Services Coordinator	Three in-person outreach events. Survey tabling participants on their understanding of food security.  Three podcast/short programs on KSSU produced	May 2023	Completed three in-person outreach events. Survey tabling during Free Grocery pop-up in both fall and spring semester.  In Fall 2022, live audio programs were performed on KSSU's broadcast sharing recipes that were easy for students to make at home. Recipes were provided in collaboration with Student Health & Counseling Services. In addition, as Feed

		in the Fall 2022 semester.		The Hive social media posts were launched, KSSU performed on air announcements to encourage students to check out the initiative online.
1.6 Creating different learning opportunities and professional development for students within different ASI programs.	Director Marketing and Outreach Manager Food Pantry Coordinator	Host two student internships.  Emphasize different learning outcomes within the program and student employment/internship experiences.	May 2023	Completed- Started the SEO internship in January 2023. Produced an intern syllabus, assigned two projects to help the Event Intern complete 400 internship hours and produce a final project in conjunction with the RPTA(Recreation, Parks, & Tourism Administration) department.  Hosted 3 Community Nutrition interns who fulfilled over 45 hours each of food safety and produce inspection, leadership training, and program operations at the ASI Food Pantry. Capstone projects included USDA guideline-centered inventory catalogue, new student employee training materials, and after-hours locker research summary.
<b>2.0 Intentionally integrate a cohesive ASI culture for all employees to foster a sense of community and oneness.</b>				
2.1 Producing services and supports guidebook for BOD on how to collaborate and best utilize SEO services	Marketing and Outreach Manager, Marketing Coordinator	BOD developed a stronger understanding of the programs and services provide by SEO and how to best access these resources/services.	Oct. 2022	Completed. Presented to the BOD Fall Semester 9/21/22.
2.2 Implementing five inter department events per academic year	Marketing and Outreach Manager	Completed the five inter-department events (ASI and campus departments).	Dec. 2022	Completed. Partnered on events/tabling with Pride Center (Pride Fair), Student Health & Counseling, Serna Center (Snacks w/Serna), Peak Adventures (Harvest

		Administer a short post-event survey for the department event coordinator.		Festival) and Student Health & Counseling (FGF Kick off)
2.3 Promoting less known ASI programs and services: KSSU; Student Shop; Student Gov't	Marketing Coordinator	Produce 3 video social media postings. One per program area.	May 2023	Completed. Produced five video clips. 1/31 featured Peak Adventures; 2/28 featured Student Shop; 4/4 featured Student Gov't; 5/1 featured KSSU
2.4 Developing two new donation revenue streams for food pantry: employee payroll deduction and legacy giving	Director	Make new donation methods available to donors by summer 2023.	Jun. 2023	Completed. Offered donors the legacy giving donation option in Fall 2023. Working with University Advancement to launch the State employee payroll deduction program in the next fiscal year.
<b>3.0 Create sustainable organization for the future through the optimization of ASI business processes and through innovative programming.</b>				
3.1 Expanding HEAT volunteer sign-up; consolidate with KSSU/food pantry volunteers recognition event.  Implement revised volunteer training program.	Marketing and Outreach Manager  Food Pantry Coordinator  Student Services Coordinator	Reach 500 sign-ups for the year.  Retain at least 25 volunteers for the following year.	May 2023	Completed. 198 HEAT volunteer sign-ups as of 6/1/23.  In May 2023, KSSU, Food Pantry and SEO planned and hosted a combined volunteer appreciation event to celebrate the contributions from the volunteer groups KSSU, HEAT and Food Pantry maintains. KSSU is on track as of May 2023 to maintain at least 25 volunteers for the next academic year.
3.2 Refreshing ASI website with new photos and information	Marketing Coordinator  Marketing and Outreach Manager	New look for the homepage.	Feb. 2023	Completed. Most images have been updated but the website needs a catered photoshoot to replace some images that are better suited for the web space we have for them.
3.3 Staying up-to-date on best practices in the industry by participating in CSU system-wide; national wide conferences.  Arranging visits to peer institution to observe and	Food Pantry Coordinator  Student Services Coordinator	Share conference findings/learning with BOD and Advisory Board.	May 2023	Completed. Hosted a trip to Food Pantry, Basic Needs Center, and Student Farm at UC Davis in November 2022 with student staff, interns, and volunteers. Staff learned about bulk produce storage practices and the local community supported

learn from the host institution's service programs.		<p>Apply findings in program operations.</p> <p>KSSU returned to CBI. Visit one local college radio station to build networking relationship.</p> <p>Food Pantry staff visit one local college food pantry to build networking relationship.</p>		<p>agriculture benefiting on-campus food distribution sites. Final debrief notes were shared with CSUS Basic Needs partners.</p> <p>Due to unexpected travel and accommodation costs, KSSU cancelled plans to attend the annual CBI convention. In Spring 2023, KSSU developed connections with Bonnevill International and KDVS staff to visit their local Sacramento area studios. Due to low availability with the external entities, a visit was unable to occur in Spring. KSSU plans to reconnect with these two entities to plan a visit in the 2023-2024 academic year</p>
3.4 Building a Food Pantry online inventory and shopping catalogue.	Food Pantry Coordinator	Draft prototype and launch pilot program.	May 2023	In-progress. Created list of shopping catalogue parameters and technical requirements in Spring 2023 and met with pro-bono higher ed consultant on risk and liability considerations. RFP document in progress. Prototype/pilot program is set to launch in new academic year.
3.5 Developing a Food Pantry equipment/maintenance inventory list.	Food Pantry Coordinator	Inventory equipment and draft priorities matrix for needs and wants.	Jan 2023	Completed. Created a list for operations supplies and equipment in preparation for temporary move to Children's Center, La Casita #3, and modified list after the move back to the Union. List is being modified due to the recent purchase and installation of additional shelving units and add-on accessories for the new dry storage room.
3.6 Developing a KSSU app to create an additional way of accessing the program.	Student Service Coordinator	Submit a grant to secure funding for the app development	May 2023	Submitted 2 grant applications (Student Affairs and UEI campus grants) in Fall 2022. Both applications were declined. In response, developed a t-shirt fundraiser campaign to raise funds for the KSSU mobile app. To better capture student attention, t-shirt fundraiser is planned to launch in Fall 2023.
3.7 Build a kitchenette for SEO staff to prepare lunch.	Director	Break ground on the SEO	Jun. 2023	Completed. Experienced multiple delays with contractors and Union facility

<p>The food pantry staff will share the kitchenette to process fresh produce.</p> <p>Build a new mop closet for food pantry staff to maintain food safety standard in the pantry.</p>		<p>kitchenette; produce/mop sink project.</p>		<p>team. The renovation is set to completed by the end of the summer.</p>
<p><b>4.0 Identify and implement assessment strategies for ASI programs and services to analyze and articulate their value and benefits.</b></p>				
<p>4.1 Administer ONE survey to collect data on student experiences with ASI programs and services.</p>	<p>Marketing and Outreach Manager</p>	<p>150 survey submissions</p> <p>Share the survey results with each program supervisor.</p>	<p>May 2023</p>	<p>Completed. Will synthesize survey results and share with program supervisor.</p>
<p>4.2 Utilizing EAB data to compile reports and findings on seniors standing students and end of degree experiences in accessing food pantry services.</p>	<p>Food Pantry Coordinator</p>	<p>Collect two semesters of data from EAB, draft findings report and present to CSUS Basic Needs Initiative workgroup.</p>	<p>May 2023</p>	<p>Completed. Cleaned and summarized Fall 2022 data for Food Pantry Advisory Committee and ASI Food Pantry SWOT Analysis Workgroup. Full academic year data is being cleaned and summarized for presentation to CSUS Basic Needs partners. In collaboration with campus partners, post-grad exit survey is being developed to assess alumni experiences and needs.</p>
<p>4.3 Build in a program survey on Jotform in the Safe Rides reimbursement form; increase ASI newsletter sign-up by giving the program users an option to subscribe to ASI newsletter.</p>	<p>Student Services Coordinator</p>	<p>Boost newsletter sign-up and connect students to other ASI programs.</p> <p>Survey is active and connected to Jotform.</p>	<p>Dec. 2022</p>	<p>Completed. As of January, 2023, 51 students were connected to ASI newsletter via Safe Rides Jotform.</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 MISSION:

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

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

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

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

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

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

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

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

## ACTION PLAN

- 1.0 Support Personal and Professional Development
- 2.0 Foster a Healthy Community
- 3.0 Support ASI and Campus Initiatives

Action Plan	Responsible Party	Assessment Indicator	Time Frame	Progress Report
1.0 Support Personal & Professional Development				



1.1 Promote Professional Development in Collaboration with Campus Partners				
1.1.1 Support Dreamer Students Incentives Grant and College Corp.	VPUA, EDU	Meet with program coordinators to discuss need.	October 1 <sup>st</sup>	Completed.
	VPUA, EDU	Identify at least 2 ASI volunteer opportunities	End of year	Completed.
1.1.2 Explore on a professional clothing drive	PRES, EVP, VPUA, SSIS,GRAD	Hold meeting with partners on campus (CARES, Career Center) to discuss feasibility on professional clothing drive establishment.	End of Fall Semester	Completed.
	PRES, EVP, VPUA, SSIS,GRAD	Execute clothing drive	End of Spring Semester	Completed.
1.2 Speed Networking with Alumni center				
1.2.1 Collaborate with Alumni Center/Association and other campus partners on speed networking event for students	PRES, EVP, ECS, UND, BUS	Hold one in person event per semester in partnership with Alumni Center/Association and campus partners (such as the career center)	End of Fall Semester	<b>Not complete.</b> [Strategic priority members did not meet at all in the Fall semester to complete this priority, reconvened in the Spring to plan for an event in collaboration with the Alumni center and career center]
			End of Spring Semester	Completed.
1.3 Collaborate with Carlsen Center for Entrepreneurs				

1.3.1 Explore the opportunity to provide a matching Student Entrepreneur Growth Grant (SEGG)	VPF, NSM,UND, BUS	Meet with campus partners and explore the opportunity to create a Student Entrepreneur Growth Grant (SEGG) ([2] \$250-\$500 grants) to support student entrepreneurs.	Hold meeting no later than October 27 <sup>th</sup>	Completed.
	VPF, NSM,UND, BUS	Determine feasibility, logistics and criteria to awarding the (SEGG) grant.	Mid-Year	

## 2.0 Foster a healthy community

### 2.1 Engage in the Wellness Campaign

2.1.1 Engage in wellness activities/sponsorships/partnerships with the Board	PRES,VPUA, A&L, HHS, NSM	Meet with Wellness Campaign Coordinators to discuss partnership on events, to engage with students and promote wellness.	Meet and discuss no later than October 15 <sup>th</sup>	Completed.
	PRES,VPUA, A&L, HHS, NSM	Attend at least 2 events per semester put up by Wellness Campaign Coordinators to show support of fostering a healthy campus community.	End of year	Completed.
2.1.2 Promote the Wellness Campaign Initiatives	NSM	Explore the possibility to do Social Media Takeovers	Mid-year	Completed.
	ALL BOARD	Repost Wellness Campaign events and updates on positional accounts	End of year	Completed.
2.1.3 Promote healthy living through an incentive-based activity/game	EVP, VPF, HHS	Develop the activity to engage students.	End of October	<b>Not completed.</b> <b>[Fall not completed due to inability to finalized bingo board idea from dir. of HHS]</b>
	EVP, VPF, HHS	Complete activity and incentive 1 time per semester	End of year	Completed.

2.1.4 Working with campus partners (Inclusive Excellence, The PRIDE center, SHAC, etc.) to discuss safety and educate about continued COVID-19 and Monkey pox safety	PRES, HHS	Identify and meet with campus partners to discuss and develop the possibility of an education /information campaign	End of Fall Semester	Completed.
<b>2.2 Support Basic Needs Initiatives</b>				
2.2.1 Support campus partners on the basic needs resource fair	VPF, A&L, UND, GRAD	Meet to explore the collaboration with campus partners (CARES, Career Center) for the basic needs resource fair	September 15 <sup>th</sup>	Completed.
	VPF, A&L, UND, GRAD	Execute any appropriate deliverables identified during the September 15 <sup>th</sup> meeting	September 27 <sup>th</sup>	Completed.
2.2.2 Explore placing a permanent link on Portal (My Sac State) for basic needs	VPAA, A&L, BUS, EDU, ECS, NSM, SSIS	Meet with IRT to explore feasibility on placing a permanent link on My Sac State Portal	Hold meeting no later than the last week of September.	Completed.
2.2.3 Advocating to enhance the basic needs website	VPAA, VPUA	Meet with CARES to determine the feasibility of enhancing the website	By November 30 <sup>th</sup>	Completed.
	VPAA, VPUA	Provide feedback to CARES on how to enhance the website	End of year	Completed.

<b>3.0 Support ASI and Campus Initiatives</b>
<b>3.1 Believing in an Inclusive campus</b>

3.1.1 Support the Antiracism and Inclusion Campus Action Plan (AICAP) in concert with Inclusive Excellence (IE)	ALL BOARD	Post, repost, and attend at least 1 event each semester in support of the (AICAP)	Complete for fall.  End of year	Completed.  Completed.
3.1.2 Collaborate on a Cultural Celebration	EVP, EDU, SSIS  ALL BOARD	Meet with campus partners to explore the collaboration of partnering in cultural events. Post and repost on social media and bulletin boards	End of year  End of year	Completed.  Completed.
<b>3.2 Participate in Civic Engagement</b>				
3.2.1 Support Sacramento's States participation in the California State Student Association (CSSA)	ALL BOARD  OGA	Attend at least one CSSA meeting for a minimum of 3 hours	End of year	Not completed. [VPUA did not attend.]

3.2.2. Support the Office of Governmental Affairs (OGA) with active participation in events and initiatives	ALL BOARD  OGA	Attend at least 1 OGA event per semester (must stay at least an hour) Attend at least 2 tabling events per semester (must stay at least an hour) Support and attend the get out the vote activities Promote the Ballot Bowl challenge to get 2000 new registrations	End of year  By November 8 <sup>th</sup>	Completed.  <b>Not completed. BOD (PREZ, VPUA, VPAA, BUS, EDU, HHS, NSM, SSIS, GRAD) did not fully complete tabling for two events. Majority of the tabling events happened in the Fall, there was few events scheduled in Spring to table.</b>  Completed. As of November 8 <sup>th</sup> : 346 As of 05/12/23: 395
<b>3.3 Promote ASI</b>				
3.3.1 Promote Board Meetings	ALL BOARD	Engage with constituents through social media/bulletin boards and campus events (such as ASI tabling)	End of year	Completed.
3.3.2 Collaborate with Student Affairs Podcast to promote ASI	A&L  A&L	Meet and explore the possibility of doing 1 giveaway per semester with "Mic'd up"  Promote and execute giveaway	Meet no later than the first week of October  1 per semester	Completed.
3.3.3 Explore Portal information for ASI Board & Program	VPAA, SSIS, EDU	Meet with IRT to explore feasibility on placing a permanent link on My Sac State Portal	Hold meeting no later than the last week of September	Completed.
3.3.4 Connections with commuters	VPAA, BUS, ECS, SSIS, GRAD	Connect with student commuters by providing them with doughnuts and coffee	Once per semester	Completed.

