

February 14, 2024

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

### **ADMINISTRATION & DEPARTMENTS**

#### ▪ **Department Highlights**

##### ○ **Business & Administration –**

- ASI department directors are in the process of drafting their 2024 – 2025 budgets; first draft budgets are due to Director of Finance Hoan Nguyen, by February 23, 2023. Second draft is due March 1<sup>st</sup>. Final Program Budgets are due on March 22<sup>nd</sup>.
- We met with the Benefits broker Gallagher for the Pre-Renewal Meeting on January 25<sup>th</sup>– to begin discussion on the renewal of the employee’s health, dental, vision and life insurance vendors. The rates are tentative at this point, will share more as the health care rate hikes are formalized. Have been given a heads-up that Kaiser healthcare rates may be as high as 20% for this coming year.
- The Director of Finance is working through a comprehensive review of ASI Financial Policies and will be presenting some recommended edits at future meetings.

##### ○ **Government Department –**

- Held successful ASI Board Mid-Year Retreat on Friday, January 19<sup>th</sup> - welcomed and swore-in new Vice President of University Affairs, Gabriel Conejo Gallegos
- I held orientations for both Director for Arts and Letters, Jennie Escalante and Vice President of University Affairs, Gabriel Conejo Gallegos
- Launched the 2024-25 ASI Student Government Elections Process, held first two mandatory workshops on 2/16 and 2/20.
- **Last workshop is today**, at 5pm in UU Pacific Suite
- **BINGO WITH THE BOARD** was held on 2/14 at 5:30pm

##### ○ **Student Engagement and Outreach**

- Food Pantry has acquired a new storage space in the Library. It has received its first Food Bank Delivery earlier in January.
- [ASI + Start Up Challenge Sponsorship Form](#). ASI is sponsoring 6 Sac State students to join the [Carlsen Center's Start Up Challenge Weekend](#), March 1-March 3<sup>rd</sup>. This team will work together to generate a business plan and potentially launch a student-led marketing agency on campus. Please fill out the sponsorship form by Friday, February 23<sup>rd</sup> EOD and we will email you notice if you were selected the following week. MUST be able to attend the entire weekend to be eligible. Students selected will be notified by email and phone. Registration will be pre-paid by ASI Student Engagement & Outreach

- Great Resource can be found on the ASI Webpage, the ASI Food Pantry Recipe Book:
        - [https://asi.csus.edu/sites/main/files/file-attachments/asi\\_food\\_pantry\\_recipe\\_book\\_22-23.pdf?1652914948](https://asi.csus.edu/sites/main/files/file-attachments/asi_food_pantry_recipe_book_22-23.pdf?1652914948)
    - Hours are:
      - Monday – 11:30-2pm
      - Tuesday – 11:30-3:30pm
      - Wednesday- 10:30-6pm
      - Thursday- 11:30-3:30pm
      - Friday- 11:30-2pm
  - The Fresh Produce Pop-Up Pantry has released their Spring Schedule – mark your calendars!
    - Five Free Groceries Pop Ups are scheduled for Spring 2024 in the Library Quad:
      - February 5th
      - February 12th
      - March 4th
      - March 11th
      - April 8<sup>th</sup>
- **Children’s Center –**
  - The monthly Parent Advisory Committee Meetings continues to be held on the second Monday of the month at the Children’s Center. All are welcome to attend!
- **Peak Adventures**
  - Please spread the word about Peak Adventures – Outdoor Trips are selling out, Bike Shop and Summer Camps!
  - Relaunching the Alternative Transportation Fund discount (pending Board approval).
  - Looking to replace two vans to comply with California commercial license requirements limiting capacity to 10 seats per vehicle.
- **Aquatic Center**
  - **SUMMER Hiring! Hiring! Hiring!**
    - Summer Camp Counselors! Spread the word!!
    - Customer Service Front Office, Youth Instructors, Dock Masters!
    - No Experience Needed – we will pay for you to certify as a life guard!
  - We opened registration for Summer Camps on Tuesday, February 13 and received **1,024 registrations** that same day!
  - **SAVE THE DATE!** Free Student Rental Days:
    - March 15
    - March 22
    - April 12

April 19

May 10

May 17

#### **UNIVERSITY & ASI EVENTS**

- Attended AOA Conference, January 6<sup>th</sup>-9<sup>th</sup>
- Lunch with the EDs and Chancellor's Office, January 7<sup>th</sup>
- Sac State Concerted Activities Meetings, Various (daily during the wk of January 22<sup>nd</sup>)
- ASI Midyear Retreat, January 19<sup>th</sup>
- Aquatic Center Tour with VPSA Mitchell, February 7<sup>th</sup>
- Quarter 2 Meeting with Campus, February 15<sup>th</sup>
- Bi-monthly ASSUREC Directors Subcommittee meeting, twice monthly
- VPSA bi-weekly checking – bi-weekly
- Student Affairs Leadership Council (SALC) – bi-weekly
- Student Affairs Managers Meeting – monthly
- Management Work Team (MWT)- bi-weekly
- Campus Grants Follow-Up Meeting, February 16
- ASI Day on the Quad, February

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

- **ASI Internal Committees & Task Forces**
  - **Election Planning Group** – bi-weekly
  - **Parent Advisory Committee**--- meet monthly
  - **Finance & Budget Committee** – Meetings are held every Tuesday, 3:00 – 5:00pm
  - **Executive Committee** – Meetings are scheduled after regular board meetings, time permitting
- **University Committees**
  - **President's Administrative Council** –