ASSOCIATED STUDENTS, INC.
California State University, Los Angeles

2025 GOALS AND INITIATIVES

Working Document of Goals and Progress Toward Completion

STUDENT GOVERNMENT PROJECTS

1. Spring priorities
   a. ~~Mental health~~
   b. ~~Student life~~
   c. Outreach to students- listening tour – a few meetings were conducted
   d.
2. Advocacy Agenda
   a. Campus safety – scooter use/safety on campus
   b. Facilities
   c. Tuition increase
   d. Food insecurity- toiletry pantry
   e. Commencement
3. "Your Contribution" (Legacy) Project
   a. "Food Forward"
   b. Mural project – campus values and culture
   c. Tongva land reclamation project (work with Urban Ecology Center)
4. Spring Training and transition
   a. ~~Winter retreat planning and preparation (February 1-2, 2025)~~
   b. ~~Onboarding new student leaders~~
   c. Impact report preparation for end of year reporting
   d. Transition folders for every position, year-end reporting, recommendations
5. Reporting and assessment
   a. Analysis of ASI surveys – action plan to address issues and concerns from the student body
   b. Action items from the fall State of Affairs?
   c. Impact report for 2024-25 – summarize reports for the year, compile and consolidate into a student-friendly document that can be shared on the ASI website
   d. Reporting results to the student body on a regular basis
6. ~~Finalize draft of Student Leader Handbook~~
   a. ~~Incorporate accountability aspects- biweekly reports, GIA, removal, warnings, etc.~~
   b. ~~Meeting attendance requirements~~
   c. ~~Revise the Student Leader Agreement – fiduciary responsibilities,~~
   d. ~~Office hour / engagement hour requirements~~
7. Initial stages of strategic planning for next 3 years- Outline a calendar and procedure (Barnaby)
8. Board of Directors
   a. ~~Review and approval of the proposed 2025-26 operating budget~~
   b. ~~Policy review and approvals, revisions to the Bylaws~~
   c. ~~Presentations and conversations with university departments~~

2024-25 Goals (*as stated in the impact report from last year***)**

1. Update ASI's programming process– Implement a new program planning template this summer that includes the proposal, budget, logistics, resources, vendors/performers, and assessment after the event. The new process replaces several internal forms and procedures that could not be updated throughout the planning and implementation of the event. The new process will also enable ASI to easily assess the impact of programs and record assessment data for reporting purposes.
   a. Progress: Ashley created a new Excel-based program proposal and workbook template for all ASI events with the necessary event details.
   b. Need to update the procedure document and prepare training for new student leaders
   c. Next: work on the assessment and evaluation of ASI programs
   d. Developing ASI's own hospitality policy, which will then require updated procedures for filing paperwork and getting approvals – to be developed in summer 2025
   e.
2. Expand volunteer opportunities in ASI by creating a program board to help plan and implement a robust calendar of events that serve the needs of Cal State LA students and create a new avenue to introduce and train students for more in-depth leadership roles in ASI and on campus.
   a. Leadership for CEO has been unstable this year and volunteers were not recruited to fill the positions on the committee in the fall. New VPCE was appointed in spring, but not able to get the group functioning well enough to recruit and take on volunteers.
   b. This goal will shift to the 25-26 year.
3. Increase ASI's collaboration across campus by actively inviting departments and University leadership to ASI committees and BOD meetings to present on current issues and initiatives, as well as discuss student concerns and partner on action plans to address them. Implement the internal structural changes that were approved this year in the updated leader position descriptions to focus the purpose of ASI's standing committees.
   a. Student government position changes were implemented this year and being evaluated over the course of the year to determine if they work or if additional changes are needed
   b. List the university administrators who attended BOD meetings…
   c. Supported the Career Center with a focus group to increase participation in the career fair, which resulted in a significant increase in students to the fall fair.
   d. ASI's participation in university committees – all those that Yahir sits on and other leaders, TPE committee and proposal for the CO grant money
   e. Dean of the Library Carlos Rodriguez is interested in partnering with ASI and having more stable connection between the two.
   f.
4. Corporate policies and agreements - Work with university leadership and the Chancellor's Office to renew ASI's Operating Agreement with the CSU Board of Trustees, which expires in June 2025. Continue to revise ASI's policies including the Student Leader Handbook and Employee Handbook to bring ASI in compliance and up to industry standards for Auxiliaries in the CSU.
   a. List of the policy revisions completed this year
   b. Operating Agreement is drafted and moving through review with University and will be submitted for signature in May
   c. Student Assistant Handbook has been updated. Student Leader handbook was created. Next, the Employee Handbook will be drafted this summer.
   d.
5. Registered Student Organization Banking – Document ASI's new responsibility to manage the clubs' accounts in an MOU with the University. Establish ASI policies and procedures for the management of the accounts and develop a detailed webpage and training program for club leaders articulating how to access their funds and receive reimbursements.
   a. ASI assumed responsibility for the club banking function as of July 2024 and opened the fall with training sessions with all recognized clubs.

      b. Report on the changes seen. Evaluate and get feedback from clubs on the transition and what needs to be improved
      c. Pre-purchasing agreement created and started to be in use in Spring.
      d. Working on a RSO Banking policy, which will be finalized in summer and ready for approval.
      e. Updated the Price List and Policy 204-Funding for the coming year.
      f.

6. Begin a comprehensive strategic planning process that identifies the current and future student needs and the opportunities presented to ASI to meet those needs. Align ASI's strategic plan with that of the University to fulfill the key role ASI has in the shared governance of the University.
   a. Stabilize ASI's financial viability – Assess student body needs and work with university and student leadership to develop a proposal to increase the ASI fee to stabilize ASI's financial base and expand the programs and services that students need and deserve.
   b. Begin the research and development of an educational program to strengthen ASI's leadership training for student officers and student employees that incorporates the essential workforce skills needed to be successful for a career after college.
   c. Develop hybrid programs and meetings that combine in-person and online components, to meet the student demands and broaden opportunities for student involvement.
   d. Progress:
      i. Have received a quote from Brailsford and Dunlavey for a comprehensive consultation that will include strategic programs and services as well as financial modeling and comparisons to stabilize ASI's fiscal standing.

7. Leadership Development focus
   a. Develop a leadership curriculum for the year for current and emerging student leaders
   b.

SPRING / SUMMER 2025 TASKS

1. Financial
   a. ~~2024-25 quarterly update~~
   b. ~~Start preparing the 2025-26 budget~~
   c. ~~Research for a fee increase proposal – consultation~~
   d. Implement the Student programs, services, fee, and experience analysis with B&D (June – December 2025)
   e.

2. Personnel
   a. ~~Review 2024 salary study and evaluate ASI staffing pay structure~~
   b. ~~Finalize and implement ASI's TIAA retirement plan~~
   c. Employee Handbook developed
   d. ADP configuration for optimized use of the system (separate task list document)
   e.

3. Policies & Governing documents
   a. ~~Student Leader Handbook finalized and prepared for BOD approval~~
   b. ~~Bylaws revision~~
   c. ~~Finalize Operating Agreement with CSU Trustees~~
   d. Conflict of interest policy updated
   e. MOU for Club banking with University
   f. RSO banking policy
   g. ASI budget policy (consolidate several existing)
   h. Non-discrimination policy updated
   i. Review and revise business continuity plan – align with USU

      j. Review campus WVPP policy and revise ASI's as needed

      k. Articles of incorporation restated (have been same since 2013)

      l.

4. Club banking procedures and policies

      a. ~~Developed a purchase agreement form~~

      b. Update the event evaluation form

      c. Conference travel report form for clubs

      d. Develop a budget template for clubs to use – will be required for all clubs with an account balance

      e. Funding workshops updated and promoted to clubs

      f. RSO banking policy and procedures, reimbursing off-campus accounts?

      g. Program evaluation form needs to be updated – use MS forms or Qualtrics to gather information

      h. Spring assessment to get feedback from clubs on the transition to working with ASI – drafted and going out to club leaders spring 2025

      i.

5. Student leader training and development

      a. ~~Winter retreat~~

      b. ~~Onboarding for new members~~

      c. ~~Career preparation session in spring – cancelled due to lack of interest from ASI students~~

      d. Lunch and learn series

      e. Recruitment of CEO and EPC membership

      f. Elections candidate briefings, new leader orientation

      g. Training curriculum for student leaders

      h. Canvas course for 2025-26 student leaders – use all year round

      i. June retreat for only Execs

      j. Weekly trainings for BOD and Exec

      k. Senator training in August

      l.

6. Marketing and outreach

      a. ~~Announce locker fee increase to student body~~

      b. ~~Graphic design for spring events~~

      c. ~~Marketing for elections and recruitment of students for leadership roles~~

      d. ~~Hiring student staff- unable to find qualified students for the marketing positions~~

      e. Graphic design work for inside the office

      f. Website updates – quotes for redesign and upgrades

      g. Interior graphics and images, Window decals

      h. Student planner inserts for next year – ask for ads from local businesses to pay for the planner

      i. Campaign to encourage safety on campus for scooters and wheeled vehicles

      j. Fall semester marketing – wrap kiosks, welcome back, events,

      k. Order merch in summer for the fall semester

      l.

7. Programming

      a. ~~Spring leadership conference- collaboration with CSI~~

      b. ~~Election 2025 – marketing, events, applications, Canvas portal developed, info sessions, email communication~~

      c. Calendar for 2025-26 programming year

      d. Inventory of supplies and storage closet

      e. Review the programming blocks of time in the academic schedule

      f. Programming Storage Checklist
- i. Sort & Label programming materials into one area in the storage room.
- ii. Update programming Items checklist that student leaders can check out for events
- iii. Create programming item checkout log for front desk to track

      g. Programming/ Event Approval Process
- i. Edits to Programing Procedure Policy
- ii. Implementation of ASI's Hospitality Policy (documentation and process flow)

      h. Combine shared list of CSI/CCC/ASI vendors to store for future programming

      i. Eddie Fest

      j. ASI year-end events –
- i. banquet for volunteers and committee members
- ii. awards banquet – maybe combine with USU?
- iii.

8. Assessment and reporting
   a. Shifted the language from State of Affairs reports to Impact Report in the bylaws and establishing a template or key questions to ask in biweekly reports to have these are a regular reporting feature rather than only once a semester
   b. Annual impact report- what assessment data do we need to collect? How do we prove we make an impact for students?
   c. Annual assessment report for DSA – "social justice"
   d.

9. Summer 2025 planning
   a. Student leader training & retreats
   b. Orientation sessions – First Flight – marketing materials and staffing
   c. Preparation for fall events
   d.

FALL 2025 PROJECTS

1. Establish a program board
2. Leadership curriculum
   a. Leadership symposium
3. Plan spring semester events
4.

2026 PRELIMINARY GOALS

1. Renewing MOU's and agreements with University – Accounting, IT, copier—several terminating June 2026

2. Strategic planning
3. Act on the results from the B&D analysis
4. Election
5.