

Associated Students Inc.



Programs Assessment

Thu Mar 28, 2024 2:30 PM - 3:45 PM PDT

1. Call to Order

Gavin Ong, Chair, called the meeting to order at 2:32 pm.

2. Roll Call

Members Present: Aquino, Ong, Rubio, Seng

Members Absent: Mansoor (E)

Liaisons Present: Fehr, Hesgard, Zavalkov,

Liaisons Absent: Zazueta (E)

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the announcement of Unfinished Business but left before the scheduled ending of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

(Aquino-m / Seng-s) The absences of members Mansoor and Zazueta were excused by unanimous consent.

3. Approval of Agenda

(Seng-m / Aquino-s) The agenda was approved by unanimous consent.

4. Approval of Minutes

None

5. Public Speakers

Members of the public may address the Programs Assessment Committee members on any item appearing on this posted agenda.

None

6. Reports

a. Chair

Ong, Chair, announced the last committee meeting in the current semester and asked members to provide feedback on the committee's performance to identify strengths and areas for improvement.

Ong reminded everyone to stay safe, emphasizing precautions such as handwashing and social distancing.

b. Director, Student Government

Hesgard, Director of Student Government, emphasized the importance of thorough engagement at the committee level before matters are escalated to the board. She highlighted the need for deep questioning and active participation in discussions.

She also reminded the members about upcoming application deadlines for appointed positions within ASI, including executive officers, commissions, and governance ambassadors. The priority deadline for chief applications is April 5th, with subsequent deadlines for other positions. Hesgard encouraged members to promote these opportunities to potential candidates.

7. Unfinished Business

a. None

8. New Business

a. Discussion: Information Services

The Committee will receive an overview of Information Services usage and improvements.

Ong yielded the floor to Stava, the TSU Director, to review the TSU's Information Services.

Information Services general summary was provided:

- * Located on the main level of the TSU building.
- * Provides various services including equipment checkout for students and organizations.
- * Offers tables, chairs, laptops, portable chargers, bean bags, and lap desks for checkout.
- * Assists with the distribution of wristbands and tickets for events like the Spring Concert and art shows.
- * Provides ticket scanners for events in the student union.
- * Manages mail distribution within the building.
- * Offers general assistance, including directions, lost and found services, and communication coordination within the building.

Stava provided details regarding mail distribution: two to three staff members handle mail distribution daily. They collect mail from the distribution center and deliver it to offices within the building. Processes are in place to manage risk, particularly with valuable items like checks.

Ong opened the floor for questions and points of discussion.

Ong asked for clarification on whether the student assistants at the information desk were the same ones who worked throughout the entire building. Stava clarified that the student assistants at the information desk were part of the Information Services department. She mentioned that this department primarily handled desk personnel, including art gallery assistants, drop-in workshop assistants, and ticket scanners. She added that other student assistants seen around the building likely included building managers and event attendants.

Ong inquired about the anticipated need for more student assistants, considering the workload for the Information Services department and the need to reach out to other departments. Stava responded that the workload for Information Services was generally manageable and fairly regimented. She stated that additional help was rarely needed, except during high-stress periods like the Spring Concert. She explained that they adjusted staffing levels accordingly, utilizing desk attendants from other areas during downtimes.

Rubio asked whether the student positions were open throughout the year or if students applied only at certain times. Stava clarified that the positions in Information Services and building management were open year-round. She mentioned that they operated whenever the building was open, ensuring continuous staffing. She noted that the workload fluctuated throughout the year, with summers typically being quieter and other times experiencing higher activity levels.

b. Discussion: ASI Pantry

The Committee will receive an overview of usage at the ASI Pantry.

Ong yielded the floor to Stava, the TSU Director, to provide a general overview and updates on the ASI Pantry.

- * The Food Pantry has been operational since August 2021, with prior mobile services during the pandemic.
- * Currently staffed with 16 assistants, including drivers, stockers, clerical personnel, and graduate assistants.
- * No longer has a food pantry manager; the position will soon be open for hire.
- * Available to all enrolled CSUF students without proof of financial need.
- * Recently relocated to a larger space in the mainframe lounge, doubling in size and increasing donation and storage capacity.
- * Previous location repurposed for check-in, equipment weighing, and administrative tasks.
- * Over 11,000 visits and 2,400 individual student users have been recorded. Over 280,000 pounds of food have been distributed to students so far.
- * Students are restricted to one visit per week; household members also reported for additional context.
- * Main food supplier: Second Harvest Food Bank from Orange County, managed by a CSUF alumna. Additional food sources include campus donation drives, grocery rescue from local stores, Bracken's Kitchen in Brea, CSUF Campus Garden, and the Arboretum.
- * Pantry Pop-Up events are planned for outreach and education, with the aim of moving locations for wider student accessibility.
- * Recent projects include installing a security door and panic alarms for after-hours safety, as well as ongoing collaborations with food delivery companies to streamline food acquisition and reduce staff time spent on supplementary drives.

Ong opened the floor for questions and points of discussion.

Rubio commented on the importance of reaching out to students staying on campus during breaks and suggested a collaboration to promote the Food Pantry in housing. Stava appreciated the suggestion and expressed willingness to collaborate.

Seng inquired about popular food items and whether shortages had been experienced. Stava mentioned staples like onions and potatoes being frequently depleted, along with dairy products. She also discussed a surplus of dairy donations during holiday breaks. Pasta was highlighted as another popular item while cooking supplements were identified as an area of demand.

Ong asked about scheduling issues with appointments at the Pantry. Stava explained that the main scheduling problem was students not showing up or arriving late for appointments. They elaborated on efforts to educate students about the importance of punctuality and mentioned potential changes to appointment systems in the future.

Ong sought clarification on the new security measures and voiced concerns about privacy regarding the announcement of names. Stava reassured that the new security system involved displaying student IDs, providing a minor barrier for safety. She acknowledged the system's limitations and emphasized the presence of the Pantry staff to address any privacy concerns or discomfort.

c. Discussion: All Day ASI

The Committee will discuss questions and assessment criteria of the All Day ASI Program.

Ong yielded the floor to Hesgard, Director of Student Government, to remind members of the committee's operations since the fall semester.

* Hesgard highlighted the discussion regarding the effectiveness of the "All Day ASI" program. She encouraged members to suggest programs for presentation in the upcoming spring semester, emphasizing the need to discuss concerns and ideas for staff presentations.

* Hesgard mentioned topics for discussion, including attendance at events and ideas for expansion or transition.

* Hesgard noted Ong's leadership in subsequent communication, with insights from Zavalkov, ASI Vice President.

Ong opened the floor for questions and points of discussion.

Seng inquired about previous attendance numbers and the types of events held during All Day ASI. Hesgard discussed past attendance figures and event types, including morning welcome events, daytime activities at the Titan Bowl and billiards area, evening concerts, and pool parties at the Student Recreation Center.

Zavalkov raised concerns about low attendance and suggested questions for the Assistant Director of Programs and Engagement regarding event expenses, attendee numbers, and feedback collection.

Rubio suggested enhancing marketing strategies for the event by using social media and physical flyers. Hesgard provided additional details on marketing efforts, including social media promotion and distribution of flyers during other events.

Aquino raised the importance of making the All Day ASI unique compared to other events and suggested collaboration with music and cultural clubs for performances. Rubio echoed the importance of that.

Seng asked about the timing of the All Day ASI event and suggested moving it to the spring semester for higher attendance. Hesgard explained the historical context of the All Day ASI, emphasizing its role as a comprehensive welcome event for students.

Zavalkov proposed changes to the event format, including incorporating Tuffy's Night Market, food trucks, and Basic Needs resource showcases.

Ong proposed renaming the raffle to an "opportunity drawing" for a more inclusive term.

9. Announcements/Member's Privilege

Zavalkov reminded members about upcoming scholarship grading requirement. He emphasized the importance of checking emails after spring break for details on this matter.

10. Adjournment

Ong, Chair, adjourned the meeting at 3:24 pm.


Gavin Ong (May 1, 2024 12:58 PDT)

Gavin Ong, Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

03/28/2024 PROGRAM ASSESSMENT Committee Roll Call

Attendance	Board Members			
			Present	Absent
CHAIR/ COMM	ONG	GAVIN	1	
ARTS	AQUINO	RAMON	1	
CBE	MANSOOR	SHAWAN		1
NSM	RUBIO	BRIAN	1	
ECS	SENG	ANTHONY	1	
			Present	Absent
			4	1

Attendance	Liaisons			
			Present	Absent
PRESIDENT DES*	ZAVALKOV	MARK	1	
ADVISOR	HESGARD	REBECCA	1	
CHAIR	ZAZUETA	ASHLEY		1
			Present	Absent
			2	1

*Recording Secretary: Erika Perret-Martinez

QUORUM 4











prog_2024_03_28_min

Final Audit Report

2024-05-03

Created:	2024-04-29
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA11VLY-rN69EcMw37vEPDbuf08ybmRZJC

"prog_2024_03_28_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)
2024-04-29 - 7:26:14 PM GMT- IP address: 137.151.113.4
-  Document emailed to asboardsecretary@fullerton.edu for signature
2024-04-29 - 7:26:44 PM GMT
-  Email viewed by asboardsecretary@fullerton.edu
2024-05-01 - 7:57:20 PM GMT- IP address: 137.151.175.192
-  Signer asboardsecretary@fullerton.edu entered name at signing as Gavin Ong
2024-05-01 - 7:58:42 PM GMT- IP address: 137.151.175.192
-  Gavin Ong (asboardsecretary@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton
2024-05-01 - 7:58:44 PM GMT- IP address: 137.151.175.192
-  Document e-signed by Gavin Ong (asboardsecretary@fullerton.edu)
Signature Date: 2024-05-01 - 7:58:44 PM GMT - Time Source: server- IP address: 137.151.175.192
-  Document emailed to Erika Perret-Martinez (eriperret-martinez@fullerton.edu) for signature
2024-05-01 - 7:58:45 PM GMT
-  Email viewed by Erika Perret-Martinez (eriperret-martinez@fullerton.edu)
2024-05-01 - 8:14:59 PM GMT- IP address: 104.47.55.126
-  Erika Perret-Martinez (eriperret-martinez@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton
2024-05-03 - 3:46:42 PM GMT- IP address: 137.151.113.82
-  Document e-signed by Erika Perret-Martinez (eriperret-martinez@fullerton.edu)
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✔ Agreement completed.

2024-05-03 - 3:46:42 PM GMT

Information and Services

TSU MAIN LEVEL



Check Out Equipment for Students and Organizations

- ❖ Tables
- ❖ Chairs
- ❖ Laptops
- ❖ Portable Chargers
- ❖ Beanbags
- ❖ Lap desks



Spring Concert

- ❖ Distribute 8,000 Wristbands
 - Student
 - Duo
 - Trio
 - Alumni + guest



Art Show Assistance

- ❖ Collect art work
- ❖ Distribute art work



Ticket Scanners

Fall Semester

8 Events

\$20945.89 Ticket Sales

Spring Semester

4 Events

\$28,785.79



Mail Distribution

Deliver and process mail for the Titan Student Union

Fall Semester we stamped over 1,600 envelopes.

Spring Semester we stamped over 700 envelopes thus far.

The image shows a vertical strip of eight 'Funds Report' forms, each with handwritten initials and dates, and printed financial data. The forms are arranged vertically, with each form slightly overlapping the one below it. The data on each form is as follows:

Initials	Date	Used	Available	Total Pieces	Control Sum	Batch Count	Batch Value	PBP Serial Number	Date
JV	2/13 AM	\$2667.840	\$295.080	4358	\$2983.000	4099	\$2546.940	0945023	FEB 23, 2024 10:18A
EC	2/29/24 AM	\$2729.540	\$253.480	4401	\$2983.000	4164	\$2588.540	0945023	FEB 29, 2024 10:18A
LG	3/1/24 AM	\$2730.160	\$252.620	4402	\$2983.000	4165	\$2589.160	0945023	MAR 01, 2024 9:17A
JV	3/6/24 AM	\$2746.840	\$237.460	4426	\$2983.000	4189	\$2604.540	0945023	MAR 06, 2024 9:35A
JB	3/8/24 AM	\$2764.740	\$218.200	4450	\$2983.000	4210	\$2623.740	0945023	MAR 08, 2024 9:41A
LG	3/12/24 AM	\$2788.980	\$214.420	4402	\$2983.000	4229	\$2623.980	0945023	MAR 12, 2024 9:58A
JV	3/13 AM	\$2798.980	\$186.900	4505	\$2983.000	4268	\$2655.180	0645023	MAR 13, 2024 8:16A

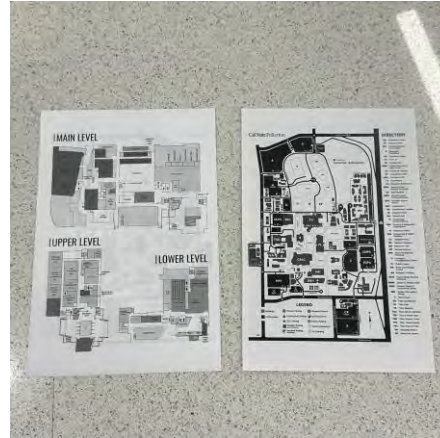
Provide Assistance

- Wireless Printer
- Charging Lockers



Provide Assistance

Directions: TSU and Campus Maps
Process Lost & Found items



Miscellaneous

- ❖ Communicate with Building Managers and Porters for any facility or event issues
- ❖ Monitor main and upper level expansion space
- ❖ Navigate students to campus resources outside of ASI





The ASI Food Pantry

Programs and Assessment Committee

March 28th, 2024

About The Pantry

The Pantry is a service provided by Associated Students Inc. (ASI) that distributes free food to CSUF students.

- Opened in August 2021.
- Currently employs 16 food pantry assistants and 2 graduate assistant.
- Serves all enrolled and matriculated CSUF students with no financial information needed.



Food Pantry Relocation

- Relocated to TSU 129 in October 2023.
- The expansion helped us serve:
 - 850 students a week.
 - Doubled in size; increased donation/storage unit capacity.
 - Kept old space for processing and storage.



ASI Food Pantry Team

Kirsten Stava

Director, Titan
Student Union



Cristina Truong

Assistant Director



**Durga Deepak
Varma Penmathsa**

Graduate Assistant



**Jennifer Ramirez
Guardian**

Graduate Assistant



2023-24 Pantry Use Overview

- **11,783** Student Visits
 - 2,499 Individual Student Users
- **30,253** Total Household Members Served
- **286,293** pounds of food has been distributed to students



Our Food Supply

Our main food supplier is Second Harvest Food Bank.

- Delivers 3,000 to 8,000 lbs. of food each week.
- Includes produce, dairy, eggs, and dry goods.

Additional Food Sources:

- Individual and organization donations
- Donation Drives
- Grocery Rescue
- Bracken's Kitchen
- CSUF Campus Garden
- CSUF Arboretum





Increased Access to Produce

- **32,151** pounds of produce has been distributed to students
- **1,561** pounds of produce has been received by pantry from CSUF Arboretum
- **20,419** pounds of produce has been received by pantry from Second Harvest



Pantry Programs

Grocery Rescue Aug. 2023-current

- Offered by Second Harvest Food Bank
- Receive food and non-food items from Ralphs, Sam's Club, Northgate, and Sprouts
- Reduces grocery store food waste and helps us remain stocked throughout the week

Pantry Programs

CSUF Arboretum Harvest Project

- Collaboration began in February 2022.
- The Pantry provides old produce to be composted.
- The Arboretum provides organic produce harvested from their land.





Pantry Programs

Bracken's Kitchen

- Collaboration began in February 2023
- Bracken's Kitchen collaborates with community organizations and colleges/universities to provide free, frozen prepared foods
- Pantry receives frozen soups and single-serve meals

Pantry Programs

CSUF Campus Garden

- Began in March 2023.
- Partnered with Fullerton Arboretum and Urban Agriculture Community-based Research Experience.
- The Pantry receives seasonal donations.
 - E.g., Cilantro, parsley, sorrel



Pantry Programs

CAP OC Diaper Bank Collaboration

- Began in March 2022
- Partnered with the ASI Children's Center
- Pantry processes and delivers free diapers on a monthly basis

Total Distributed= **24,555 diapers**



CPFM Donation Drive



Pantry Pop-Up





Recent and Upcoming Projects

- Security door installed
- Painting the new space during spring break
- Working on collaboration with Sysco and Ingardia Bro's