

**NOTE TO MINUTES:** *The materials and reports briefly referenced in the following minutes are included in the meeting's Agenda Packet, available on the AOA website at the indicated page numbers.*

**AUXILIARY ORGANIZATIONS ASSOCIATION  
OF THE  
CALIFORNIA STATE UNIVERSITY**

**Draft Minutes of the Executive Committee**

**Loews Coronado Bay Resort  
4000 Coronado Bay Road, Coronado, CA**

**January 11, 2020**

<b><u>Officers &amp; Representatives</u></b>			<b><u>Present</u></b>
John Griffin	President	San Bernardino	Yes
Jim Reinhart	Past President	Sacramento	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Kacie Flynn	President-Elect	Humboldt	Yes
	Chair – Conference Planning Committee		
Richard Jackson	Secretary/Treasurer	AOA Headquarters	Yes
Keya Allen	Elected Representative	Fullerton	Yes
Sylvana Cicero	Elected Representative	Long Beach	Yes
Patty Rea	Elected Representative	San Diego	Yes
Leslie Rohn	Elected Representative	San Jose	Yes
Heather Cairns	Elected Representative	Northridge	Yes
Sharleen Krater	Elected Representative	Chico	Yes
Teresa Loren	Elected Representative	San Diego	Yes
Maria Reyes	Elected Representative	Long Beach	Yes
<b><u>Designated Members</u></b>			
Drew Wiley	Chair – AS/Student Union/Rec Committee	Fullerton	Yes
Lorlie Leethan	Chair – Commercial Services Committee	Cal Poly SLO	Yes
Jonathan Navarro	Chair – Bus. & Financial Services Comm.	Northridge	Yes
Jennifer Lakin	Chair – Human Resources Committee	San Diego	Yes
Majid Zahedi	Chair – Information Technology	Long Beach	No
Monica Kauppinen	Chair – Research Administration	Sacramento	Yes
Dwayne Brummett	Chair – Risk Mgmt. & Insurance Programs	Cal Poly SLO	No
Dave Edwards	Chair – Past Presidents Committee	Fullerton	Yes
<b><u>Board Liaisons (Non-Voting)</u></b>			
Doug Freer	CABO Liaison	San Bernardino	Yes
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes
Lori Redfearn	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	No

**Guests:** Karen Finley (Back-up Service Provider to Richard Jackson for AOA Business Office services).

Agenda Item	Follow-Up Action
<p><b>A. CALL TO ORDER AND OPENING REMARKS</b></p> <p>President John Griffin called the meeting to order at 2:00 pm.</p> <p>Richard Jackson introduced guest Karen Finley, whom AOA has for some years appointed as the volunteer emergency back-up to Richard Jackson for the handling of critical AOA business services. Finley is the former Executive Director of the CSU Chico Research Foundation, has a long history of AOA conference leadership, served as AOA President, and is a recipient of the Lifetime Honorary AOA Member Award. She is being recruited to work in partnership with Kasey Schoen in filling the Conference Service Provider role currently performed by Dixie Johnson.</p>	
<p><b>B. APPROVAL OF AGENDA</b></p> <p><i>Action Taken: The meeting's agenda was approved as presented (m/ Leslie Rohn, s/ Sylvana Cicero).</i></p>	
<p><b>C. APPROVAL OF 11/21/19 MEETING MINUTES</b> (Agenda, pgs. 1-17)</p> <p>Corrections to the minutes: Kacie Flynn was erroneously listed on the attendance roster as "Former President Elect" – it should read "President Elect.</p> <p><i>Action Taken: The minutes were approved as corrected (m/ Lorlie Leetham, s/ Heather Cairns).</i></p>	
<p><b>D. PUBLIC COMMENT PERIOD</b></p> <p>There were no public comments.</p> <p><b>E. OLD BUSINESS FOLLOW-UP</b> (Agenda, pgs. 20)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from prior meetings. Most items were on the day's agenda for discussion.</p> <p>Lorlie Leetham presented an update on the auxiliary Centers of Excellence initiative working with CSU procurement officers. Auxiliaries have the opportunity to gather data and jointly pursue in coordination with the CSU leveraged procurement initiatives. Multi-campus pouring rights and food procurement are examples of areas where master contracts are being pursued at the system-wide level. We need to get more auxiliary leaders involved in this initiative.</p>	

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## **F. PRESIDENT'S REPORT**

### **1. Report on Officers Group Acceptance of AOA Tax Returns**

Griffin reported that the Officers had reviewed the Federal 990, State 199 and Attorney General RRF-1 forms prepared by the AOA auditors (emailed to EC members) and authorized their submission.

### **2. Annual Business Meeting Agenda (emailed)**

Griffin discussed the agenda for the annual AOA membership meeting on 1/14, which will include brief oral reports by Standing Committee Chairs showcasing the valuable work of the Committees over the past year. The proposed revised Bylaws approved at the November meeting will be recommended for adoption by the AOA membership at the meeting. The membership will also vote on the recommended 2020 AOA Leadership Roster.

### **3. Task Group Report**

Griffin announced the membership of the Task Group who will consider possible further changes to the AOA Bylaws: Past Presidents Michele Goetz and Keith Kompsi, Leadership Academy graduates Martiz Ware and Rasheeda Shakoor, and AOA Officers Kacie Flynn and John Griffin. The Task Group will meet this spring, and provide an update at the April meeting.

The original proposed changes to Article IV, Sections 7 and 10 concerning the qualifications of Standing Committee Chairs sitting on the EC, which generated much conversation and differing viewpoints on the issue of state vs. auxiliary employment, were removed from version of the revised Bylaws to be presented to the membership at the annual meeting. The Task Group will have a higher-level discussion on this issue, among others, over the next year.

### **4. Officers Group Report**

Griffin relayed that the Officers group met immediately prior to this EC meeting to discuss hot topics affecting auxiliaries, such as the lawsuit brought against the ASI at San Marcos regarding the allocation of collected student fee funds, and the need for criteria and processes that are viewpoint neutral. Carrie Rieth, along with outside counsel on the lawsuit, will present an update at the AS/SU/Rec Committee meeting on Sunday afternoon.

The Board discussed the need for seasoned people in AOA and AORMA to be advised of problem issues sooner rather than later, especially issues that could impact other auxiliaries, so they can brainstorm and provide perspective on the framing of issues in

collaboration with General Counsel before matters get out of control.

**G. SECRETARY-TREASURER'S REPORT** (Agenda, pgs. 33-39)

**1. YTD AOA Financial Statements**

Jackson noted the strong financial position, including the decline in expenses so far this year compared to budget. Business Partner income is a record high at about \$315K, and Business Partners will be providing in-kind donations of their sample products for the conference breaks, resulting in savings to food costs. But be advised that the net income figure YTD is distorted due to the large amount of conference expenses yet to be recorded. Investment income is up significantly over the prior year.

About half of the accumulated Net Assets have been designated as safety net reserves, and the remainder is undesignated and available for spending on AOA member-benefit initiatives.

Jackson will be preparing a revised budget for this year, given the increase in Service Provider contract amounts and projected Leadership Academy expenses. He will also prepare projected revenue/cost scenarios (and projected surplus build-up) for the next three years for use by LRP in their strategic discussions this year. This discussion is important as it impacts the amounts auxiliaries pay for dues and conference registration fees (which we want to keep low to encourage participation).

Provided for EC review was a **Transactions Detail Report**, which lists all income and expense transactions for the time period from 11/1/19 – 1/5/20.

**Segregation of Duties Issue**

Jackson followed up on the discussion at the last meeting on the auditors' comments regarding the lack of segregation of duties. There are controls and checks in place to address and attenuate the fact that only one person is conducting financial affairs (e.g., the President's oversight of bank reconciliations and transactions, and approval of all payments to the Business Manager; the Business Manager does not accept cash – only checks and credit cards).

As discussed with the auditors, other important controls are the sub-systems independent of the Quickbooks general ledger maintained by the Business Manager: i.e., the AOA dues spreadsheet tracking individual transactions (which are posted in bulk to the GL), the roster of individual Business Partner payments maintained in the separate conference software (and posted in bulk to the GL), and the roster of individual Conference Registrations maintained in the conference software (and posted in bulk to the GL). Fred Neely

and Dixie Johnson oversee the conference software transactions, and the auditors check the subsystems against the GL to make sure they all tie out.

**2. Richard Bromley’s Utilization Report for FY 2018-19**

Each year Bromley provides a summary of the (up to) one-hour free consultations he had with auxiliaries (which AOA pays for per the contract with Bromley). Bromley reported about 150 interactions (in addition to the extensive research and reports provided for the HR Committee meetings and conference sessions) which involved individual work with about one-third of the auxiliaries. The dollar value of the various consultations was \$44,380, and the contract with AOA was for a flat \$27K – resulting in a savings to AOA of \$17,380.

**H. PRESIDENT-ELECT’S REPORT**

**1. 2020 Conference Planning Report**

Conference Chair Kacie Flynn highlighted some of the features of the San Diego conference, including: the Tuesday night dinner cruise on the bay; the expanded footprint for the Business Partner vendor area and record BP sponsorship income; the Business Partner food samples that will cover food at the breaks and provide breakfast and lunch for registrants as they arrive on Sunday; the meals and General Sessions that will all be held in the Pavilion tent to control costs; the additional viewing screens added for these sessions along with live captioning; the 39 planned concurrent sessions (with no more than 7-8 per time block so as to not dilute attendance); and the different scheduling for the distribution of the raffle gifts.

An Orientation Breakfast on the last day of the conference will be held for incoming Standing Committee Chairs and Conference Planners.

**I. MEMBER RESOURCES**

**1. Executive Committee Report to the AOA Membership**

(Agenda, pgs. 40-41)

Jackson emailed a Report to the Membership providing information on key items to be discussed or acted on in the upcoming November EC meeting, and also provided background information and context on the topics. A copy of the meeting agenda and prior meeting draft minutes were attached, and members were encouraged to request any materials attached to the agenda they wish to review.

This new report template is intended to increase transparency and communication with the members, affording them the opportunity

to weigh in with EC members on issues, and to attend or call into the EC meetings if they wish. Feedback from members has been positive.

## **2. Long Beach Website Project Update**

Sylvana Cicero provided an update on Long Beach's de-bugging of the website development work done by Three29 and, in coordination with Dixie Johnson, completion of the additional basic features we need for the Auxiliary Administrators and the Executive Directors groups. Staff has almost completed work on the instruction manuals on posting content, documenting changes made to the back-end software and mapping information that the next website manager will need.

Sacramento State is providing an ATI (accessibility) compliance audit on the site conducted at that campus, and upon analyzing the information report that we are 69% accessibility compliant due to non-compliant PDF's, the link to the EventsAir platform, and the calendar. They will make fixes to bring compliance to the minimum 75%, but further changes will require the attention of the third-party website manager to be hired.

Standing Committee Chairs have scheduled a time at their Sunday afternoon meetings for the LB staff to offer a demo on the use of website features, such as Group Messaging and the sharing of documents, and to assist committee members get signed up as AOA members on the new website.

## **3. Website Maintenance Proposals and Website Accessibility Update**

AOA has begun exploring possible third-party providers for ongoing management/maintenance of the website once Long Beach's development work is completed. We had conference calls with Academic Technology Services at the CO, and well as with the Dent Agency (an outside service provider the CO uses) to alert them to our needs and answer their questions about the website structure. We received a preliminary proposal from Dent in the \$36K range, and key LB and AOA folks will follow up with proposed refinements to the proposal, and negotiate for a reduced cost for the basic update work and a separate hourly rate for any website enhancement work we might request, including the accessibility improvements.

## **4. Robert Griffin's Draft Issue Briefs to Officers**

Per his contract, Robert Griffin has been providing draft issue briefs to the Officers Group on timely matters – the CSSA/CSU relationship, Managing Closed Board Sessions, and the student fee allocation (viewpoint neutral) matter – as reflected the Special Projects payments made to Robert.

Robert has been tracking Legislative activity and providing alerts on the major issues affecting auxiliaries. But given that he has been gradually scaling back the substantive legislative tracking he has provided for many years, the Board discussed the need to plan for a Legislative Resource person going forward. In addition, Dave Edwards opined that it was important to have someone present at meetings as a resource for the EC.

Lori Redfearn noted the annotated resource on the Advocacy and State Relations page of the CSU website, which tracks both Assembly and Senate bills with key-word searching capability. But the CO's focus is not on auxiliary matters – and it takes someone with specific knowledge of auxiliary operations to be able to spot legislation impacting them. The Sacramento Office is more looped in and this is part of their work. She suggested inviting Andrew Martinez, CSU's Senior Legislative Advocate, to attend the next EC meeting in Sacramento.

**J. NEW AND RETURNING BUSINESS ITEMS**

**1. Submission of Completed Conflict of Interest Forms** (Agenda, pg. 42)

Jackson requested that EC members complete and submit the annual COI forms required by AOA policy.

**K. REPORTS**

There were no standard Standing Committee Reports at this abbreviated meeting. Standing Committee Chairs will present reports on 2019 Committee accomplishments to the membership at the 2020 Annual Business Meeting held during the Conference.

Robert Griffin's Annual Legislative & Compliance Update will be posted to the Conference presentations website and the AOA website.

CABO representative Doug Freer commented on the disappointing allocation for CSU in the Governor's budget (\$199M as opposed to the \$597M requested), which didn't include funds to support the Graduation Initiative, capital development or deferred maintenance. We will need to have discussions on how we meet additional revenue needs.

**L. BUILDING RELATIONSHIPS AND PARTNERS**

1. No standard Liaison Reports at this abbreviated meeting.

**M. INFORMATION/ANNOUNCEMENTS**

**N. ADJOURNMENT**

By acclamation, the Executive Committee was adjourned at 3:45 pm.

Respectfully Submitted,

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Secretary/Treasurer