



**EXECUTIVE COMMITTEE
MEETING AGENDA
August 16, 2019 – 8:30 am – 3:00 pm**

**Gallery Room
Hyatt Centric The Pike, Long Beach
285 Bay Street
Long Beach, CA 90802**

Teleconferencing (By Prior Arrangement only)

Dial-in Number: (844) 800-6000

Meeting ID: 543-461-758#

- A. CALL TO ORDER AND WELCOME TO LEADERSHIP ACADEMY GUESTS – *John Griffin*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 4/10/19 MEETING MINUTES (pgs. 1-17) **Action Item**
- D. PUBLIC COMMENT PERIOD
- E. OLD BUSINESS FOLLOW-UP (pgs. 18-19)
 - 1. Status Report on Pending Items – *Richard Jackson*
- F. PRESIDENT’S REPORT – *John Griffin*
 - 1. Dave Edwards’ New Role at CSU Fullerton
 - 2. AOA Leadership Academy (*with Dave Edwards*)
 - 3. CalRecycle Collaboration
 - 4. Officers Group Report
- G. SECRETARY-TREASURER’S REPORT – *Richard Jackson*
 - 1. Draft Financial Statements for FY 2018-19 (pgs. 20-23)
 - 2. YTD AOA Financial Statements (pgs. 24-25)
 - a. Transactions Report: 4/1/19 – 8/8/19 (pgs. 26-28)
- H. PRESIDENT-ELECT’S REPORT – *Kacie Flynn*
 - 1. 2020 Conference Planning Report
- I. MEMBER RESOURCES
 - 1. Executive Committee Report to the Membership (pgs. 29-30) – *Richard Jackson*
 - 2. Long Beach Website Project Update and Work Proposal for 2019-20 – *Sylvana Cicero* (pgs. 31-33)
 - 3. Website Content Manager’s Report – *Dixie Johnson*

4. Revised AORMA Employee Benefits Program Statement – *Patty Rea* (emailed)
- J. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)
1. Proposed AOA Bylaws Revision – *John Griffin* (pgs. 34-45)
 2. Revised Scholarship Policy and Procedures – *Jim Reinhart* (pgs. 46-50)
 3. Robert Griffin’s Proposed Revised Services Contract for 2019-20 – *Richard Jackson* (pgs. 51-56)
 4. Corrected Service Provider Contract for Richard Jackson for 2019-20 – *Richard Jackson* (pgs. 57-65)
 5. Report on RFP for Two Conference Support Providers – *Richard Jackson*
- K. REPORTS
1. Long Range Planning Committee – *Jim Reinhart* (pgs. 66-68)
 2. Nominations Committee – *Jim Reinhart*
 - a. EC Input on Candidates for Outstanding Accomplishment Award
 3. Human Resources Committee – *Jennifer Lakin* (pgs. 69-70)
 - a. Dynamex West Issue Brief (pgs. 71-86) and Presentation (emailed)
 4. Research Administration *Committee* – *Monica Kauppinen* (pg. 87)
 5. AS/Student Union/Recreation Committee – *Drew Wiley* (pg. 88)
 6. Commercial Services Committee – *Lorlie Leetham* (pgs. 89-91)
 7. Business and Financial Services Committee – *Jonathan Navarro* (pg. 92)
 8. Information Technology Committee – *Majid Zahedi* (pgs. 93-95)
 9. Risk Management Committee/AORMA Update – *Dwayne Brummett*
 10. Past Presidents Committee – *Dave Edwards* (pgs. 96)
 - a. Report on AOA Leadership Academy (pgs. 97)
- L. BUILDING RELATIONSHIPS AND PARTNERS
1. CABO Liaison Report – *Doug Freer*
 2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 98-99)
 - a. CABO Meeting Summaries (e-mailed)
 3. CSU Advancement Liaison Report – *Lori Redfearn* (pg. 100)
 4. CSU General Counsel Liaison Report – *Carrie Rieth* (pgs. 101-102)
- M. INFORMATION AND ANNOUNCEMENTS
- N. ADJOURNMENT

FUTURE MEETINGS

November 21, 2019 – Lowes Coronado, San Diego
 January 11, 2020 – Lowes Coronado, San Diego (AOA
 Conference 1/12/20 – 1/15/20)

SECRETARY-TREASURER:

Richard Jackson
 Auxiliary Organizations Association
 P.O. Box 2177
 Chico, CA 95927-2177

Phone: (530) 345-2009

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
Coronado, CA 92118**

April 10, 2019

<u>Officers & Representatives</u>			<u>Present</u>
John Griffin	President	San Bernardino	Yes
Jim Reinhart	Past President	Sacramento	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Kacie Flynn	Former 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	No
Patty Rea	Elected Representative	San Diego	Yes
Leslie Rohn	Elected Representative	San Jose	Yes
Heather Cairns	Elected Representative	Northridge	No
Sharleen Krater	Elected Representative	Chico	Yes
Teresa Loren	Elected Representative	San Diego	Yes
Maria Reyes	Elected Representative	Long Beach	Yes
<u>Designated Members</u>			
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	Yes
Monica Kauppinen	Chair – Research Administration	Sacramento	Yes
Dwayne Brummett	Chair – Risk Mgmt. & Insurance Programs	Cal Poly SLO	Yes
Dave Edwards	Chair – Past Presidents Committee	Fullerton	Yes
<u>Board Liaisons (Non-Voting)</u>			
Doug Freer	CABO Liaison	San Bernardino	Yes
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	No
Lori Redfearn	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	No

Guests: Robert Griffin, AOA Consultant, joined by teleconference

Agenda Item	Follow-Up Action
<p>A. CALL TO ORDER AND OPENING REMARKS</p> <p>President John Griffin called the meeting to order at 8:30 am, welcomed the new Executive Committee members, and noted Robert Griffin would join the meeting by teleconference.</p>	
<p>B. APPROVAL OF AGENDA</p> <p><i>Action Taken: The meeting's agenda was unanimously approved as presented.</i></p>	
<p>C. APPROVAL OF 1/12/19 MEETING MINUTES (Agenda, pgs. 1-8)</p> <p>Corrections to the minutes: Lori Redfearn and Leslie Rohn were both present at the January 12th meeting.</p> <p><i>Action Taken: The minutes were approved as corrected (m/ Leslie Rohn, s/ Lorlie Leetham).</i></p>	
<p>D. PUBLIC COMMENT PERIOD</p> <p>There were no public comments.</p> <p>E. OLD BUSINESS FOLLOW-UP (Agenda, pgs. 9-10)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from prior meetings.</p> <p>CSSA's status as a new auxiliary organization and the implications for its interaction with AOA remain unclear. Lori Redfearn commented that since CSSA was collecting student fee money, it could no longer be an independent association and needed to be a recognized auxiliary organization. The General Counsel's Office is helping with the legal aspects, including the problem of CSSA being an unincorporated association. They are trying to balance CSSA's independence from the CSU with the fact that its staff are state (Chancellor's Office) employees.</p> <p>Board members commented that the AOA Bylaws may need to be modified to distinguish between different kinds of AOA memberships.</p> <p>Jackson reported that the CPC discussed reducing the cancellation and substitution fees now charged on conference registration changes. The idea is to charge a fee only when there are out-of-pocket costs to AOA (as when name badges need to be reprinted,</p>	

AOA has already paid the hotel for conference meals, or it costs AOA to issue a credit card refund).

F. PRESIDENT'S REPORT

1. Leadership Roster for 2019 (Agenda, pg. 11)

Griffin presented the Executive Committee roster for 2019 and introduced Doug Freer, this year's CABO representative.

2. Plan of Action for the Year

Griffin outlined the major activities ahead for AOA in the coming months:

- The August AOA Leadership Academy under development by the Past Presidents Committee.
- Development of succession planning models by the Long-Range Planning Committee for key functions (e.g., the roles now performed by Richard Jackson and Robert Griffin).
- Revisions to the AOA Bylaws, which haven't been reviewed or modified since 2015. A discussion draft will be presented today and further discussed at the August and November meetings.
- Complete the Website Redesign. This is an important AOA resource and service, and it isn't where it needs to be.

Another Initiative: Griffin suggested inviting local auxiliary Executive Directors to attend EC meetings, such as when we meet this November in San Diego.

Griffin decided against appointing formal Task Groups due to limited EC meeting time, but suggested that AOA explore creative ways to reach out to and engage our diverse membership to get involved in AOA, its Standing Committees, the CPC, etc.

Various suggestions were made. For example, a marketing piece (similar to the Auxiliary Organization Fact Sheet) on avenues to involvement that could be used in conjunction with an Auxiliary Organizations 101 PowerPoint. Since not everyone can attend the AOA conference, individual auxiliaries can use such a tool to make their staff knowledgeable about the value of auxiliaries and AOA, AOA's on-line resources and networking opportunities, and the professional development opportunities that begin at the Standing Committee level. This could be a component of an auxiliary's new-employee orientation.

People need to know that their skills and expertise are valuable to colleagues, and that everyone benefits from networking, including those that work in areas without a formal Standing Committee (e.g., Children Centers, Recreation Centers, Aquatic Centers, Event Management, etc.).

<p>3. <u>Auxiliary Procurement Consortium Update</u> Griffin followed up with Arun Casuba on his idea to put together an Auxiliary Procurement Consortium to seek Master Pricing and Master Enabling Agreements in collaboration with CSU Procurement. There is already an extensive Excel file of CO purchasing agreements that are also available to auxiliaries, and the idea is to address other areas that are specific to auxiliaries (such as the single-use container problem, pouring rights, etc.) Arun suggested meeting with a few auxiliary folks to develop a consortium framework and action plan. Griffin asked Lorlie Leetham, as Chair of the Commercial Services Committee, if she would take the lead in putting together a small group to work with Arun. Other Executive Directors may be interested as well.</p> <p>4. <u>Officers Group Report</u> The Officers met last week to prepare for discussions on EC agenda items, including the draft Bylaws, Website Project status, and the LRP Committee’s plan to look at how AOA’s staffing needs and solutions have evolved over time, and the need take a fresh look at how to structure for the future.</p>	
<p>G. <u>SECRETARY-TREASURER’S REPORT</u> (Agenda, pgs. 12-28)</p> <p>1. <u>YTD AOA Financial Statements</u> For the benefit of new board members, Jackson reviewed AOA’s Statement of Financial Position – how our fund balance has built up over time from our accumulated annual net income, and what buckets the money is in (checking account, money due from others, prepayments to hotels, investment accounts, etc.). AOA as no significant liabilities. As of 6/30/18, AOA had \$423,023 in accumulated net assets. \$286,879 of that amount is in three reserve accounts (for Working Capital, for Conference Contingencies, and for Special Projects), and the remaining \$136,144 is available for spending on special projects (such as website improvements).</p> <p>The EC budgeted negative net income of \$14K for the FY ending June 30, 2019, but it looks like we could wind up with positive net income of some \$65K. This is due largely to the financial success of the <u>2019 Conference</u> – not only did we have a record number of Business Sponsorships, but we were able to work with the hotel to dramatically control meal and AV expenses, and to hold down other categories of conference expenditures.</p> <p>Provided for EC review was a <u>Transactions Detail Report</u>, which lists all income and expense transactions for the time period from 1/1/19 – 4/2/19.</p> <p>2. <u>Budgets for FY 2019-20</u></p>	<p>L Leetham: Work with Arun Casuba on action plan for the Auxiliary Procurement Consortium.</p>

The proposed budget for General Operations is similar to last year's, except for the addition of \$25K to cover on-going Website maintenance and updating services with a third-party provider (TBD once the design work on the new Website is completed). The figures provided for the Standing Committee budgets are only estimates, since planning their programming for the year is a work in progress at this point.

Expected Committee expenditures at the annual conference now appear as a line-item in the Conference budget. The expenses for attendance at the NACAS conference (for the purpose of recruiting additional Business Partners) were moved this year from the Special Projects budget to the Conference budget. The Special Projects budget includes \$10K for the proposed AOA Leadership Academy (should it be approved), and a \$10K placeholder for the completion of the Website design work by the Long Beach staff.

The conservative net income budgeted for 2019-20 for the combined General Operations, Conference and Sponsored Project budgets is \$11K.

Action Taken: The Board unanimously adopted the 2019-20 AOA Budget as presented (m/ Dwayne Brummett, s/ Sharleen Krater).

3. AOA Conference Hotel Contracts of 2022 and 2023

The 2019 conference at Indian Wells was one of our most successful – in terms of participant satisfaction; the commodious facility spaces available for Business Partners, for meals, and for conference sessions (the best we've had); and the extraordinary service support by the hotel staff, who worked with us on controlling expenses on meals and AV, and who offered us “run of the house” – which means we were only group using the space and the hotel rooms. For the first time in recent years, were able to accommodate most everyone with hotel guest rooms on-site. We approached the hotel to see what they would offer if we returned in 2022, and they offered the same \$199 room rate three years down the line (a remarkable rate for a premium hotel in a prime So. Cal. location). Since it was a limited-time offer, the Officers concurred that we should sign the proposed contract for 2022.

Next, we will need to consider what we want to do in 2023. The Hyatt Regency in Sacramento (who has a history of offering us our lowest guest room rates) has offered us a \$182 per night rate, has a newly remodeled Convention Center next door which can accommodate any meeting or banquet space needs that the hotel can't provide, and offered us a \$10 rebate on each room night to help pay for the Convention Center costs (a value of between \$12 - \$14K). The Sacramento Hyatt has been our most economical

<p>property and has been a good location in terms of ease of travel, good proximity to the capitol and downtown restaurants, excellent service, and willingness to discount rates for multi-year agreements.</p> <p>The question was raised whether the membership might feel we're in a rut if we return to the Hyatt again, having been there in 2016, 2018, and 2021. Others pointed out that alternative No. Cal. locations in SF, the Bay Area and Napa are very costly compared to what we've been paying, and as AOA continues to grow, the options become more limited for finding the "intimate" and accommodating hotel fit that AOA shoots for.</p> <p>The best approach is to research locations and discuss with the EC in advance the options under consideration. Then, it is important that we be transparent and communicate with our members the rationale for selecting particular conference sites.</p>	<p>R Jackson: Present options for future conference sites to the EC, followed by information to the members on the rationale for the selection.</p>
<p>H. <u>PRESIDENT-ELECT'S REPORT</u></p>	
<p>1. <u>2019 Conference Planning Report</u></p> <p>Conference Chair Kacie Flynn reported that this will be a milestone conference, as AOA will be celebrating its 50th Anniversary. The conference theme is "Celebrating AOA's Past and Promising Future," and we plan to revisit highlights of AOA's history.</p> <p>Speaker and session planning is well under way, and a call for session ideas has gone out to Business Partners and the membership. We are working toward more cross-over tracks this year to encourage a larger turnout at a fewer number of sessions. We need more feedback information on sessions – in general, only about 50% of attendees go to sessions (are they choosing to network instead?). Few people respond to electronic session evaluations, so maybe we need to return to the paper surveys and provide incentives (prize drawings?). The key is having interesting sessions – it is the role of the Session Coordinators to survey their constituency regarding desired topics and the information needed to enhance their job performance.</p>	
<p>I. <u>MEMBER RESOURCES</u></p>	
<p>1. <u>Executive Committee Report to the Membership</u></p> <p>Jackson emailed a Report to the Membership providing information on key items to be discussed or acted on in the upcoming April EC meeting, and also provided background information and context on the topics. A copy of the agenda was attached, and members were encouraged to request any materials attached to the agency they wish to review.</p>	

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. AOA Website Project Report

Sylvana Cicero was unable to attend to report on the progress made on cleaning-up and completing the new website work inherited from Three29, or to discuss a proposed timeline and budget for wrapping things up in the coming months. She sent a written proposal detailing the various website projects the Long Beach ASI will complete, and the estimated timeline and cost. After review by the Officers and people assisting with and overseeing the transition (e.g., Andrew Singletary and Dixie Johnson), an update will be provided to the EC.

AOA will need to identify a plan and third-party provider for ongoing maintenance of the Website once the development work is completed.

3. Website Content Progress Report

A written report from Dixie Johnson, the AOA Website Content Manager, was included in the agenda packet, detailing the content-posting work she has completed so far in coordination with the Long Beach ASI staff.

3. BUG Rebranding Statement

Patty Rea, former Chair of the Benefits Users Group, described the AOA Member Benefits Program, which is open to all auxiliaries and provides greater buying power for the purchase of Medical, Dental and Life/Disability insurances. With the recent change to Alliant as the broker, the program is now connected with a larger JPA to further grow and stabilize its buying power and build a true risk-sharing pool for auxiliaries at a time when it is increasingly difficult for employers to offer healthcare benefits. Whereas the former program served the smaller auxiliaries, the new program will present an attractive option to all auxiliaries.

The structural changes included in the new Program Statement were presented at a recent EC and included the appointment of three representatives to work with the Group Chair and Vice Chair in operational decisions, a delineation of member-organization responsibilities, and changes to general program policies regarding a minimum commitment level for new participants, re-entry terms, and early exit procedures.

An additional change is now proposed to change the name from the “Benefits User Group” to “CSURMA/AORMA Benefits Program.”

R Jackson: Upon review by involved parties, send information on the Long Beach ASI’s Website work completion plan and budget to the EC.

<p>This re-branding enables the program to take advantage of the credibility and marketing that already exists with the AORMA liability insurance programs offered to auxiliaries. EC members pointed out that a further update needed to be made to the Program Statement saying that the Program reports to AORMA, and no longer to the AOA EC, since AORMA now has jurisdiction. Russ Wittmeier, Chair of the Benefits Program, sits on AORMA and represents AOA and auxiliary interests there. Rea will propose additional edits to the AORMA Committee and report back to the EC in August.</p>	<p>P Rea: Present a revised AORMA Benefits Program Statement at the August EC meeting.</p>
<p>J. <u>NEW AND RETURNING BUSINESS ITEMS</u></p> <p>1. <u>Service Provider Evaluations by Officers</u> Griffin reported that in accordance with the recently approved Service Provider Guidelines, the Officers assessed the performance of Richard Jackson in his role as Secretary/Treasurer and Business Manager role using three criteria:</p> <p>They concluded that the job specification adequately captured the tasks needed by AOA, that the incumbent did a good job of performing the role, and that the fee charged was reasonable. They recommended approval of Jackson’s contract renewal.</p> <p>Robert Griffin is in the process of refining the role he performs for AOA, so his proposed contract will be considered at the next meeting.</p> <p>2. <u>Service Provider Contract for Richard Jackson for 2019-20</u> Jackson noted that he failed to use the most recent Service Provider template, which incorporated language segregating the unpaid Secretary/Treasurer (officer) role from the compensated Business Management duties. (Per employment tax law, corporate officers who are compensated are considered statutory employees.) Also, the AOA President’s signature block needs to be added to the agreement.</p> <p><i>Action Taken: With the two modifications noted above, the Board unanimously approved Jackson’s service agreement for 2019-20 (m/ Keya Allen, s/ Jennifer Lakin).</i></p> <ul style="list-style-type: none"> • <u>Long Beach ASI’s Website Project Contract for 2019-20</u> See Item I.2 above. A proposed scope of work, timeline and budget just received from the ASI at Long Beach will be reviewed and then shared with the EC. • <u>Update on RFP for Two Conference Support Providers</u> Jackson reported that we did not received any responses to the RFP for Fred Neely’s position, and the one response received for Dixie 	<p>R Jackson: Present Robert Griffin’s proposed Service Provider Agreement for 2019-20 at the August meeting.</p> <p>R Jackson: Present the revised version of his approved Service Provider contract at the August meeting.</p>

Johnson’s position did not match some of the important criteria for the position. Accordingly, we are still actively recruiting for these positions and also propose restructuring both positions to a “team” approach – that is breaking the jobs into components to utilize the specialties and expertise of different Service Providers who can also provide important back-up roles.

For example, we have approached NACAS (who already recruits some of the same business sponsors for their conferences) to do the Business Partner solicitation piece of Fred’s job. Another person (probably Fred initially) would act as intermediary between NACAS and the CPC – someone who has a working relationship with NACAS and also understands the conference and the AOA/CSU culture. The administrative parts of the job would be transferred to other conference Service Providers.

Kasey Schoen, who applied for Dixie’s position, has been a student government leader and staff employee at the Long Beach ASI, and has helped at conference registration for the last couple years. She is very capable, service-oriented, and tech savvy. With her youthful perspective, new and innovative ideas, and events planning expertise, she would be a good addition to the team. What she currently lacks is a historical understanding of the AOA/CSU culture and AOA’s conference programming needs, and has yet to build relationships with auxiliary/CSU personnel. We are in discussions with Karen Finley, who has an extensive auxiliary and AOA leadership background, about taking the lead on a team approach to providing the Administrative Support Services, working with Kasey and giving her an opportunity to further broaden her experience.

Dave Edwards commented on the evolution in the model of how AOA services get performed – moving from a volunteers-oriented organization to hiring retired auxiliary professionals as independent contractors. As that pool of interested people shrinks, we may be looking at the next natural progression – hiring full-time, benefited staff (a CEO, etc.).

5. AOA Leadership Academy Proposal and Budget

Edwards pointed out that AOA has faced increasing difficulty recruiting people for leadership positions. Not only are people already trying to balance a full work life with a personal life, but they are often hesitant because they don’t know enough about AOA, don’t know how demanding a leadership role would be, or are not confident they are equipped for the role. The Past Presidents recommend that AOA create a pilot AOA Leadership Academy that intentionally grooms and fosters a pool of future leaders (see the draft proposal attached to the agenda). The purpose of this program is not primarily to develop auxiliary leaders (we can offer other

programs for that), but to develop AOA leaders. The Past Presidents will develop the curriculum and act as faculty.

The program consists of four components. The basic training is planned for August 15-16 in conjunction with the August EC meeting in Long Beach. The first day's agenda will consist of training topics, orientation (e.g., to CO relationships, to AORMA, to how to make the time commitment manageable, etc.) and leadership skills development. The second day will be attendance at the EC meeting. The third piece is a follow-up mentoring relationship pairing each participant with a Past President between August and January. The last piece will be additional leadership sessions at January's annual Conference.

Because of the qualification criteria for AOA leadership positions, and in order to tailor the curriculum, priority should be giving to candidates who are past and current EC members. Candidates can self-nominate or be recommended by the EC, auxiliary EDs or campus VPs, and up to 20 people (deemed a manageable number for the pilot program) will be selected. The estimated budget of \$10K includes the hotel stay and meals for the selected candidates.

Action Taken: The EC unanimously approved moving ahead with the proposed Leadership Academy (m/ Sharleen Krater, s/ Patty Rea).

6. Proposed AOA Bylaws Revision

Robert Griffin, participating by teleconference, summarized the updates to the 2015 AOA Bylaws proposed for discussion. In addition to some minor changes, following are the major proposed changes:

- Article III, Section 4: Requires more advance notice to member organizations of a dues increase;
- Article V, Sections 1,5, & 6: Prohibits remuneration for Officers. In line with this, Secretary/Treasurer responsibilities are distinguished from Business Manager duties – the former clearly non-compensated.
- Article VII, Section 5, & Article VIII, Section 2: Replaces the provision that voting is by ballot with one requiring the EC to adopt a reasonable voting procedure. Eliminates election “floor nominations” as inconsistent with the advance vetting protocols historically used by the EC and set forth in the Nominations Policy.
- Article IV, Sections 4 & 7: Restates qualifications for Officers and Representatives in more specific terms, clarifying they must either be:
 - Direct member-organization management employees, or

- University management employees assigned to a member organization position on a reimbursed basis.

(Note: AOA has not defined the term “management employee,” although in a number of policies and guidelines the term “professional” is used to define the category of those eligible. AOA has traditionally deferred to the respective member-organizations to define the term.)

(Note: The proposed Section 7 qualification provision does not attempt to address State employees assigned to system-wide (as distinct from campus) member-organizations. There are now two such members, and the possibility of a third.)

- Article IV, Section 10: Expands the leader-qualification provisions for Standing Committee Chairs, specifying that they must either be:
 - Direct member-organization employees, or
 - University management employees assigned to a member organization position, or
 - A university management employee assigned to an auxiliary organization function performed directly by the university.

(Note: The Standing Committee Chair qualification options differ from those of Officers and Representatives by:

- including either management or non-management member-organization employees, thus affording auxiliary employers and employees broader opportunities for career development and Standing Committee leadership;
- accepting as Chairs the additional category of university management employees assigned to an auxiliary function performed by the university, thereby extending the committee-level leadership pool and adding broader perspective on committee-level matters. *However, a chair-person qualified under this category would not be eligible for election as a Representative or Officer.*

Some EC members expressed concern about Standing Committee Chairs who are not affiliated with an auxiliary sitting at the governing board table and making decisions about auxiliaries: they are welcome to be a Standing Committee participant, they just shouldn't be the chair and sit on the EC. It doesn't feel right that as a voting member on the EC they should have a different qualification standard than a Representative. It's a slippery slope. Maintaining the “optics” of independence from the University is important.

<p>Others felt that as the blending of (and moving between) state and auxiliary roles becomes more prevalent, we should cast a broader net and be more inclusive at the Standing Committee level – especially with the fire-wall in place preventing unqualified Chairs from becoming candidates for Representative or Officer positions. In the past the Bylaws have been silent on the issue of University employees as Committee Chairs, and it has occasionally happened in the past (for example, the RAC Chair).</p> <p>Lori Redfearn suggested considering adding to the Bylaws provisions regarding Standards of Conduct and the Removal of Directors or Officers.</p> <p>Jackson emphasized that the draft amended Bylaws are offered by the Officers for the purpose of a having a broad-based review and discussion over the coming months and at the August meeting – for example, other approaches to the leader-qualifications provisions may emerge. The goal is for a final version of the amended Bylaws to be considered at the November EC meeting and forwarded for membership approval at the 2020 annual conference.</p> <p>7. <u>2019 Orientation Handbook for New EC Members</u> Jackson reported that he had distributed an updated Orientation Handbook and enumerated the changes he made.</p> <p>8. <u>2019 AOA Policy & Practices Manual</u> Jackson reported that he had distributed an updated Policy & Practices Manual, incorporating policy changes made over the past year.</p> <p>K. <u>REPORTS</u></p>	
--	--

<p>1. <u>Long Range Planning Committee</u> Jim Reinhart reported that this year’s Committee members were the Officers plus Heather Cairns, Dave Edwards and Monica Kauppinen, with Robert Griffin calling in as needed. The Committee will convene its first meeting at the conclusion of the EC meeting and continue through dinner. Agenda topics include:</p> <ul style="list-style-type: none"> • A reconsideration of the Scholarship of Excellence to insure there is opportunity for applicants from all auxiliaries and that a sound process is in place. • A plan for the Website completion and maintenance going forward. 	
--	--

<ul style="list-style-type: none"> • Long-term Succession Planning for key Service Provider positions, including the need to consider other models as the organization evolves. • The draft Bylaws provisions. • Leadership Development programs. 	
<p>2. <u>Human Resources Committee</u> (Agenda, pgs. 63-64) Jennifer Lakin reported that Robert Griffin provided to Victoria Kuebler for Committee comment a draft Issue Brief on the Dynamex West (Independent Contractor) decision and how it affects auxiliaries. Jason Wenrick from the CO has offered to meet with the Committee with an update on Common Human Resources System (CHRS) and to listen to auxiliary needs. Larger auxiliaries have their own system, but some smaller organizations don't want to lose the State support since the applicant tracking is very useful. She also reported on the challenges with getting everyone trained on CSU Learn – Sexual Harassment Training, the revisions to the Employee Benefits Program (the former BUG), and the upcoming Committee meeting in San Diego on July 24-26.</p>	
<p>3. <u>Research Administration Committee</u> (Agenda, pg. 65) Monica Kauppinen reported on the discussion topics at the RAC meeting held at the annual conference, and on the agenda for the meeting scheduled in SLO on May 5-7 – which will include a presentation on “CSU Collaboration: Grant Proposal Mentoring, Community Building and RSCA Data;” a CO update on changes in the Bond Building reporting process; procedures for complying with NSF/NIH sexual harassment training; paying faculty from another CSU; and other compliance items. The fall meeting is scheduled for Sonoma. Other hot topics include Sponsored Programs staff recruitment and retention, as well as Stipends (employment or scholarship?) and Participant Support. Average attendance at the meetings is 21 people.</p>	
<p>4. <u>AS/Student Union/Recreation Committee</u> (Agenda, pg. 66) Drew Wiley reported on the Committee's goals: Explore early summer regional drive-in/call-in meetings, programs addressing Students' Basic Needs and Food Pantry Support, and building better connections with CSSA, Recreation Centers, and Child Care/Development Centers. He also reported on topics at the Advisors Group Meeting on March 10, including financial awards for student leaders, club funding, social media best practices, and payment cards for student organization funding. An AS/SU/Rec/CC Committee meeting is scheduled for September 19-20 in San Jose, and the Advisors Group Meeting is August 10 in conjunction with CSSA's CSUnity.</p>	
<p>5. <u>Commercial Services Committee</u> (Agenda, pgs. 67-68)</p>	

<p>Lorlie Leetham reported that at the annual conference meeting there was agreement that policy and legislative items would be best handled by different liaisons, depending on the business area affected. A list is being built of those interested in helping as policy and legislative items come before the group for feedback. Also discussed was an auxiliary collaboration with CSU Procurement. Sessions planned include integrated software and systems for commercial services with an emphasis on POS, inventory, nutrition, recipes, and ordering-waste management; alcohol on campus; optimizing consultant relationships; cost allocation methodologies, including exchange of value recognition; and new business opportunities for auxiliary services.</p> <p>Commercial Services Committee membership is intended to embrace a range of commercial business operations beyond dining and campus stores, including commercial real estate and property management, auxiliary-run student housing, faculty staff housing, licensing and facility rental, conference and event planning, contract management, public private partnerships, and radio and filming.</p>	
<p>6. <u>Business and Financial Services Committee</u> (Agenda, pgs. 69-70) Jonathan Navarro reported on the meeting held on March 14, at which the following goals were established: Complete the Committee Handbook to assist new members in understanding AOA and the Committee, educate members on how to use the new website for information and to stay connected, and plan for a Mini-Conference on October 10-11 in Irvine. The Steering Committee will meet monthly, and the larger Committee has conference calls scheduled for July and December.</p>	
<p>7. <u>Information Technology Committee</u> Majid Zahedi reported on the Committee’s spring teleconference meeting with expected participation of 15 people. Among the agenda topics: discussions of 2019 strategic goals (such as engaging non-IT professionals with IT), growing IT Committee membership and participation, conference planning, security incident response, point of sale technology, and project sharing. There was also a ITAC meeting update. IT services are increasingly moving to campus.</p>	
<p>8. <u>Risk Management Committee/AORMA Update</u> (pgs. 71-72) Dwayne Brummett presented a CSURMA/ AORMA update, including:</p> <ul style="list-style-type: none"> • The Committee revisited the maximum allowable hourly rate for legal counsel and determined that there are many well qualified attorneys on the approved legal counsel list who agree to AORMA’s current hours rates of \$225, and \$275 for specialty legal counsel. Accordingly, the Committee did not choose to 	

<p>increase its rate. The option still exists for auxiliaries to pay the difference if they choose to use other outside counsel.</p> <ul style="list-style-type: none"> • AORMA policy allows a member auxiliary to extend liability coverage to an entity it exercises substantial control over. Accordingly, the Committee agreed to extend coverage to Humboldt State University Real Estate Holdings. • The Cal Poly Pomona Philanthropic Foundation is a new CSURMA/AORMA member. • The AORMA Committee is working to expand the Workers' Compensation program to include coverage for Board members and volunteers even if the member auxiliary has no employees. 	
<p>9. <u>Past Presidents Committee</u></p> <p>Edwards already reported on the group's Leadership Academy initiative. The Past Presidents Committee initially came together in order to provide resources and assistance to campuses and auxiliaries utilizing the expertise in specialty areas of those past presidents still currently working on campuses. Three of them have experience in commercial services, five in research, three in AS/Student Unions, two in HR, and three in food service. Issues on a campus impact all auxiliaries, and we all have a stake in how it is handled.</p>	
<p>L. <u>BUILDING RELATIONSHIPS AND PARTNERSHIPS</u></p>	
<p>1. <u>CABO Liaison Report</u></p> <p>Doug Freer reported on topics of current interest at CABO, whose next meeting is in two weeks.</p> <ul style="list-style-type: none"> • With the release of the Governor's budget, there was a collective sigh of relief: the CSU's large compensation obligations will be covered with funds left over, but there is still the need to advocate for more. • The CO's Task Force on generating additional external revenue has issued RFPs to seek two consultant companies to work with the CSU and help campuses identify opportunities (such as commercialization partnerships with private industry) and help identify assets (e.g., alumni data bases, procurement leverage). This will lessen the demand on tuition and fees. • The CSU is trying to get Sacramento to invest in academic capital projects on campuses – e.g., a \$8B Education Bond on the March 2020 primary ballot, half for CSU and half for UC. • Collective Bargaining agreements expire in 2020, and funding is part of the budget request to the legislature for 20-21. • The wildfires in Sonoma, Chico, and Channel Island are a concern, including air quality. No one is immune to treats. 	

<ul style="list-style-type: none"> EO 1039 mandates Environmental Health and Safety plans for the CSU and campuses, including certified training and testing for students before they work in a lab or on a research project. 	
<p>2. <u>CSU Business & Finance Liaison Report</u> (Agenda, pg. 74) Robyn Pennington submitted a written report outlining the key Business and Finance related items on the Board of Trustees agenda for their January meeting. Her report listed key items related to auxiliaries before the Committee on Finance, the Committee on Campus Planning, Buildings and Grounds, and the Committees on Audit. The next CABO meeting is May 21-22.</p> <p>A summary of the October and January CABO meetings were attached to the agenda packets.</p>	
<p>3. <u>CSU Advancement Services Liaison Report</u> (Agenda, pg. 75) Lori Redfearn provided a report on the following:</p> <p><u>Made in the CSU</u> https://www2.calstate.edu/impact-of-the-csu/alumni/made-in-the-csu The latest edition of Made in the CSU has been posted to our website. Made in the CSU highlights successful alumni who are impacting industries and communities across California and the world. These leaders are prominently displayed outside the Governor’s Office during budget deliberations, and at alumni receptions and industry summits. Redfearn provided a handout flyer illustrating the CSU’s impact:</p> <ul style="list-style-type: none"> The CSU Alumni Community is 3.7 Million Strong One in Ten Employees in California is a CSU Graduate Nearly Half of the State’s Bachelor’s Degrees Are Awarded by the CSU One in Twenty Americans with a College Degree Earned it at the CSU <p><u>Celebration of Women Presidents</u> https://www2.calstate.edu/women-and-leadership While about one-third of U.S. colleges and universities have a woman at the helm, more than half of CSU’s campuses are led by women. The CSU has celebrated this historic milestone with video, essays and oral histories of these leaders. Chancellor Timothy White will be honored at Leadership California for his role in elevating women leaders and being a champion of inclusive excellence.</p> <p><u>College Admissions Reform</u> There are a number of federal and state legislative proposals in response to the college admissions scandal. Elements of bills include prohibition of special admission for applicants related to the</p>	

<p>institution’s donors or alumni, regulation of college admissions consultants, and possible phase out of SAT and ACT tests. A federal proposal by Senator Wyden, which endeavors to eliminate charitable tax deductions for contributions by parents of applicants or students, is not expected to move forward. Federal and state relations are monitoring bills and engaged with authors to help guide language to avoid unintended consequences. Another concern: currently GPA standards are all over the place.</p> <p><u>Excess Compensation Excise Taxes</u> IRS Section 4960 generally imposes an excise tax equal to 21% of the “remuneration” in excess of \$1 million paid by a tax-exempt organization to its five highest paid employees. In a recent speech, a senior IRS official identified wages paid by related persons, such as the university, or through deferred compensation need to be taken into account in determining if the \$1 million threshold has been met. (Source collegeuniversitytaxlaw.com). This means auxiliary and university income (and additional compensation paid through the auxiliary, such as for coaches) will be considered together.</p>	
<p>4. <u>CSU General Counsel Liaison Report</u> No Report.</p> <p>M. <u>INFORMATION/ANNOUNCEMENTS</u></p> <p>N. <u>ADJOURNMENT</u></p> <p>By acclamation, the Executive Committee was adjourned at 2:50 pm.</p> <p>Respectfully Submitted,</p> <p>_____</p> <p>Secretary/Treasurer</p>	

MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: May 30, 2019

From: Richard Jackson
 Secretary/Treasurer

File:

Subject: Follow-Up Assignments from the 4/10/19
Executive Committee Meeting

cc:

Below is a summary of items needing follow-up action, taken from the minutes of the April 10, 2019 Executive Committee Meeting, or carried over from a prior meeting. This list is intended to aid the responsible parties in their follow-up activities and their preparation of updates or agenda items for the next Executive Committee meeting on August 16, 2019.

Action	Responsible Individual	Notes on Status
Work with Arun Casuba on action plan for the Auxiliary Procurement Consortium.	Lorlie Leetham	Update at August Meeting
Discuss and evaluate the Revised Scholarship Policy.	Long Range Planning Committee	Present at August Meeting
Present options for future Conference sites to the EC, followed by information to the members on the rationale for the selection.	Richard Jackson	Present at August or November Meeting
Upon review by involved parties, send information on the Long Beach ASI's Website work completion plan and budget to the EC.	Richard Jackson	Present Updated Information at August Meeting
Present a revised AORMA Benefits Program Statement at the August EC meeting.	Patty Rea	Present at August Meeting

Present Robert Griffin's proposed Service Provider Agreement for 2019-20 at the August meeting.	Richard Jackson	Present at August Meeting
Present the revised version of Jackson's approved Service Provider contract at the August meeting.	Richard Jackson	Present at August Meeting
Establish policy guidelines for Website administration, including roles for service provider and committee chairs.	Dixie Johnson and Technology Liaison to EC Sylvana Cicero.	Pending
Review AOA investments and how they are handled, and do a presentation to the Board.	Richard Jackson	Review by Long Range Planning next cycle

Auxiliary Organizations Association (AOA)

Statement of Financial Position

Fiscal Year 2018-19
(As of 8/4/19)

	2018-19 YTD	Prior Year YTD
ASSETS		
1 Current Assets		
2 Checking/Savings		
3 10000 — Checking Account	273,779	110,976
4 10300 — Money Market Account	482	482
5 Total Checking/Money Market	274,261	111,458
6 Accounts Receivable/Prepayments		
7 11000 — AOA Dues Receivable	15,977	46,030
8 12900 — Advances/Prepayments		9,000
9 11400 — Business Partner Receivable		5,500
10 11800 — Allowance for Bad Debt	(3,000)	(3,000)
11 11900 — Other Receivable (Conference Reimbursements)		
12 12900 — S-T Deposit with Hotels/Vendors		
13 Total Accounts Receivable/Prepayments	12,977	57,530
14 Other Current Assets		
15 1499 — *Undeposited Funds		2,833
16 Total Other Current Assets		
17 Total Current Assets	287,238	171,820
18 Fixed Assets		
19 14000 — Web Developmt Depreciable Asset	79,091	79,091
20 15000 — Accumulated Depreciation	(34,091)	(34,091)
21 Total Fixed Assets	45,000	45,000
22 Other Assets		
23 12910 — Prepaid Expense (Richard Jackson, EventsAIR)	7,379	
24 12920 — Advance to Robert Griffin		
25 16000 — Vanguard Long-Term Investmts (Dec '16)	288,685	265,292
26 16200 — Vanguard Short -Term Investmts (Dec '16)	49,152	46,712
27 16500 — L-T Deposit with Hotels/Vendors (Hyatt Palm Spgs, Loews Coro)	22,500	7,500
28		
29 Total Other Assets	367,717	319,505
30 TOTAL ASSETS	699,955	536,325
31		
32 LIABILITIES & NET ASSETS		
33 Liabilities		
34 Current Liabilities		
35 Accounts Payable		
36 20900 — Other Accounts Payable (Richard Jackson)	6,274	
37 Total Accounts Payable	6,274	
38 Other Current Liabilities		
39 22000 — AOA Dues Deferred Income	117,211	111,183
40 23000 — Other Current Liability (BofA deposit error)	4,238	2,119
41 22100 — Conference Deferred Income (Registration)		
42 Total Other Current Liabilities	121,448	113,301
43 Total Current Liabilities	121,448	113,301
44 Total Liabilities	121,448	113,301
45 Net Assets		
46 35000 — Fund Balance	423,023	335,614
47 Net Income	149,209	87,409
48 Total Net Assets	572,233	423,023
49 TOTAL LIABILITIES & NET ASSETS	699,955	536,325
50		
51 NOTE: DISTRIBUTION OF NET ASSETS		
52		
53 Reserves as of 6/30/18:		
54 Working Capital Reserve	95,304	
55 Conference Contingency Reserve	141,575	
56 Special Projects/General Contingency Reserve	50,000	
57 Designated for CSUnity Conferences		
58 Total Reserves & Restricted Funds	286,879	
59		
60 Beginning Unallocated Net Assets as of 7-1-18	136,144	
61 Net Income for 2018-19 (unaudited)	149,209	
62 Projected Unallocated Net Assets as of 6-30-19	285,354	
63		
64 Total Net Assets 6/30/19 (projected)	572,233	

Auxiliary Organizations Association

General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2018-19
(As of 8/4/19)

		<u>General Operations</u>		
		<u>YE 6/30/19</u>	<u>Annual Budget</u>	<u>Preliminary Budget 2019-20</u>
1	Income			
2	40000 — AOA Dues	\$228,393	\$225,000	\$237,938
3	42000 — Financial Services Committee Income	\$2,782		
4	42400 — IT Committee Income			
5	42500 — AS/SU Committee Income			
6	42550 — CSUnity Conference			
7	42500 — AS/SU Committee Other			
8	Total 42500 — AS/SU Committee Income			
9	43000 — Scholarship Donations	\$100		
10	44000 — AORMA Dividend	\$524	\$524	\$543
11	45000 — Interest Income	\$0	\$5	\$0
12	46000 — Dividend Income	\$13,562	\$7,000	\$7,000
13	47000 — Realized Gain on Investments	\$9,371	\$5,000	\$5,000
14	48000 — Unrealized Gain on Investments	\$2,900	\$5,000	\$5,000
15	45000 — Extraordinary Income	\$400		
16	Total Income	<u>\$258,033</u>	<u>\$242,529</u>	<u>\$255,481</u>
17				
18	Expense			
19	70000 — Contracted Service – Sec/Treas	\$41,734	\$41,734	\$42,986
20	70500 — S/T Travel & AOA Office Expense	\$4,347	\$4,000	\$5,000
21	71000 — Retainer – Legislative Liaison	\$12,894	\$13,792	\$12,000
22	71500 — Legislative Liaison Travel Exp	\$1,316	\$6,000	\$1,000
23	72000 — AOA General Counsel (requested services)			
24	72500 — AOA General Counsel Expenses			
25	73000 — Retainer– HR Counsel	\$27,000	\$23,000	\$27,000
26	74000 — Advocacy/Liaison Expenses			
27	75000 — Audit/Tax Prep Expenses	\$14,800	\$14,800	\$15,300
28	75300 — Insurance Expense	\$3,072	\$3,072	\$3,444
29	75500 — COGR Dues Expense	\$5,250	\$5,250	\$5,250
30	76000 — Executive Committee Travel Exp	\$16,834	\$15,000	\$15,000
31	76500 — Executive Committee Meeting Exp	\$15,864	\$14,000	\$14,000
32	77000 — AS/SU Committee Expenses			
33	77050 — CSUnity Conference	\$0	\$2,750	
34	77000 — AS/SU Committee Other	\$1,151	\$3,150	\$6,500
35	Total 77000 — AS/SU Committee Expenses	<u>\$1,151</u>	<u>\$5,900</u>	<u>\$6,500</u>
36	77100 — Financial Services Com Expenses	\$6,654	\$4,200	\$5,000
37	77200 — HR Committee Expenses	\$6,161	\$8,200	\$9,000
38	77300 — IT Committee Expenses		\$1,500	\$2,000
39	77400 — Research Admin Com Expenses	\$5,509	\$8,460	\$7,290
40	77600 — Commercial Services Committee		\$4,100	\$2,800
41	77800 — Standing Committee Contingency		\$4,000	
42	78000 — Web Hosting/Maintenance Exp	\$9,600	\$10,000	\$25,000
43	79000 — Gifts and Awards Expense	\$977	\$600	\$1,000
44	79400 — Bad Debt Expense			
45	79500 — Miscellaneous Expenses	\$2,914	\$3,000	\$3,000
46	Total Expense	<u>\$176,076</u>	<u>\$190,608</u>	<u>\$202,570</u>
47				
48	Net Income	<u>\$81,957</u>	<u>\$51,921</u>	<u>\$52,911</u>
49				
50	<u>January Conference Summary</u>			
51				
52	Income	\$605,125	\$544,000	\$543,000
53				
54	Expense	\$490,486	\$563,395	\$534,353
55				
56	Net Income	\$114,639	-\$19,395	\$8,647
57				
58	<u>Special Projects Summary</u>			
59				
60	Income	\$0	\$0	\$0
61				
62	Expense	\$47,387	\$46,600	\$50,500
63				
64	Net Income	(\$47,387)	(\$46,600)	(\$50,500)
65				
66				
67	TOTAL AOA NET INCOME	<u><u>\$149,209</u></u>	<u><u>(\$14,074)</u></u>	<u><u>\$11,058</u></u>
68				
69	Draw on Available Programming Reserves		\$14,074	
70				
71	Net Operating Budget		\$0	

AOA Annual Conference Results

	2015	2016	2017	2018	2019	2020
Actittttr	Final	Final	Unaudited Final	Unaudited Final	Unaudited Final	Budget
INCOME:						
1 Business Partnerships	\$229,350	\$204,000	\$237,500	\$283,150	\$286,050	\$260,000
2 In-Kind BP Contributions	\$18,000	\$16,800	\$16,100	\$18,000	\$18,000	
3 Registration Fees	\$185,000	\$181,910	\$226,650	\$249,210	\$297,880	\$280,000
4 Credit Card Convenience Fee	\$2,570	\$2,805	\$3,140	\$3,668	\$3,195	\$3,000
5 Total Income:	\$434,920	\$405,515	\$483,390	\$554,028	\$605,125	\$543,000
6						
EXPENSES:						
8 Credit Card Expense	\$8,603	\$10,839	\$16,855	\$16,722	\$19,308	\$20,000
9 Contract Services	\$58,889	\$67,252	\$83,276	\$80,848	\$89,065	\$66,007
10 Gifts/Awards	\$5,123	\$4,310	\$5,084	\$5,633	\$5,404	\$5,500
11 Hotel/Meal Expense	\$353,044	\$267,709	\$304,857	\$156,956	\$263,362	\$308,195
12 Marketing/Communication	\$15,983	\$14,335	\$14,100	\$22,096	\$19,339	\$26,500
13 Meals/Meetings (Non-Hotel)	\$4,802	\$12,097	\$5,417	\$140,183	\$46,471	\$51,000
14 Pre-Planning Expenses	\$14,525	\$20,705	\$18,149	\$20,405	\$13,785	\$12,000
15 Speaker Expenses	\$22,639	\$21,551	\$13,391	\$12,958	\$10,779	\$21,000
16 Conference Website/Mobile App Tech Services	\$11,400	\$4,800	\$10,096	\$5,546	\$4,974	\$4,916
17 NACAS Cnf Bus Partner Marketing Expenses						\$9,000
18 Standing Committee Content						\$10,235
19 Donated Goods & Services	\$18,000	\$16,800	\$16,100	\$18,000	\$18,000	
20 Hotel Rebate	-\$14,565	-\$7,152		(\$9,752)	\$0	\$0
21 Allowance for Bad Debts	\$0	\$0	\$50	\$0	\$0	\$0
22 Total Expenses:	\$498,443	\$433,246	\$487,375	\$469,596	\$490,486	\$534,353
23						
24 Net Income:	-\$63,523	-\$27,731	-\$3,985	\$84,432	\$114,639	\$8,647

(Fiscal Year Presentation) (Fiscal Year Presentation) (Fiscal Year Presentation)(Fiscal Year Presentation)(Fiscal Year Presentation) (Fiscal Year Presentation)

8/4/19

Auxiliary Organizations Association

Special Projects Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2018-19

(As of 8/4/19)

		Special Projects		
		YE 6/30/19	Annual Budget 	Preliminary Budget 2019-20
1	Income			
2	60000 — Workshop Income			
3	Total Income	\$0	\$0	\$0
4				
5	Expense			
6	90000 — Salary Survey Expense	\$9,500	\$10,500	
7	92000 — Special Projects Expense			
8	AOA Scholarship Program	\$5,000	\$5,000	\$5,000
9	New Website Content Management (Dixie Johnson)	\$4,117	\$5,000	\$5,000
10	Mobile App for General (On-going) AOA			
11	Website Directory Update Project (Dixie Johnson)	\$596	\$1,000	\$500
12	Website Implementation Expense (ASI, Long Beach)	\$14,790		\$10,000
13	Conference Software Training/Implementation	\$304	\$1,600	\$2,000
14	Social Media/AOA Apps Management			
15	NACAS Conference	\$7,704	\$8,000	
16	R Griffin Documents	\$5,375	\$1,500	\$4,000
17	AOA Leadership Academy			\$10,000
18	94000 — Workshop Expenses			
19	94500 — Workshops Meetings/Travel			
20	94100 — Workshop Service Expense			
21	94000 — Workshop Expenses - Other			
22	Total 94000 — Workshop Expenses	\$0	\$0	\$0
23	96000 — Website Redesign Project (\$50K/3yrs)	\$19,031		
24	Reclass to Depreciable Asset (Balance Sheet)	-\$19,031		
25	97000 — Depreciation Expense (Website)		\$14,000	\$14,000
26	Total Expense	\$47,387	\$46,600	\$50,500
27				
28	Net Income	(\$47,387)	(\$46,600)	(\$50,500)

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
July 2019 through June 2020

Income	Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
40000 — AOA Dues												
General Journal		07/01/19	Rev/Def...		Rev 19-20 Defl ...	40000 — AOA Dues	General Op...		22000 — AOA D...	15,977.00	117,210.50	117,210.50
General Journal		07/02/19	Rev/Du...	Various	Rev Unpd Dues ...	40000 — AOA Dues	General Op...		11000 — AOA D...	15,977.00	117,210.50	101,233.50
Total 40000 — AOA Dues										15,977.00	117,210.50	101,233.50
Total Income										15,977.00	117,210.50	101,233.50
Expense												
80000 — Conference Contract Services												
80400 — Conf Contract Serv - F Neely		07/01/19	2485	Fred Neely	Fneely CPC 202 ...	80400 — Conf Contract...	January Co...		10000 — Checki...	6,000.00		6,000.00
Check										6,000.00	0.00	6,000.00
Total 80400 — Conf Contract Serv - F Neely										6,000.00	0.00	6,000.00
80300 — Conf Contract Service-Taren M		07/23/19	2493	Taren Mulhausa	2nd Qtr 2019 c...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,182.50		3,182.50
Check										3,182.50	0.00	3,182.50
Total 80300 — Conf Contract Service-Taren M										3,182.50	0.00	3,182.50
80100 — Conf Contract Service-R Jackson		07/01/19	Clr RJ ...	Richard Jackson	Clear RJ '19 Cnf ...	80100 — Conf Contract...	January Co...		20900 — Other A...	3,000.00		0.00
General Journal		07/01/19	Rev/Pre...	Richard Jackson	Rev Prepd '20 C...	80100 — Conf Contract...	January Co...		12910 — Other P...	3,000.00		3,000.00
Check										3,000.00	0.00	3,000.00
Total 80100 — Conf Contract Service-R Jackson										3,000.00	0.00	3,000.00
Total 80000 — Conference Contract Services										12,182.50	0.00	12,182.50
88000 — Web/AV Tech/ E Air Expense		07/01/19	Rev/Pre...		Rev Prepd Yr # ...	88000 — Web/AV Tech...	January Co...		12910 — Other P...	4,378.89		4,378.89
General Journal										4,378.89	0.00	4,378.89
Total 88000 — Web/AV Tech/ E Air Expense										4,378.89	0.00	4,378.89
85000 — Non-Hotel Function/Meal Exp		07/23/19	2492	Richard Jackson	Flagship Cruise ...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	10,000.00		10,000.00
Check										10,000.00	0.00	10,000.00
Total 85000 — Non-Hotel Function/Meal Exp										10,000.00	0.00	10,000.00
79500 — Miscellaneous Expenses		07/05/19	2502	Richard Jackson	FreeCr/Call fees ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	39.31		39.31
Check		07/05/19	2502	Richard Jackson	Travel fees July 2	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		59.26
Check		07/05/19	2502	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checki...	33.16		92.42
Total 79500 — Miscellaneous Expenses										92.42	0.00	92.42
78000 — Web Hosting/Maintenance Exp		07/05/19	2499	Cal Poly Corporation, Sa...	Web Serv Hostin ...	78000 — Web Hosting/...	General Op...		10000 — Checki...	800.00		800.00
Check										800.00	0.00	800.00
Total 78000 — Web Hosting/Maintenance Exp										800.00	0.00	800.00
77400 — Research Admin Com Expenses		07/05/19	2496	Double Tree Hilton Son...	Guest Room De...	77400 — Research Adm...	General Op...		10000 — Checki...	500.00		500.00
Check										500.00	0.00	500.00
Total 77400 — Research Admin Com Expenses										500.00	0.00	500.00
77200 — HR Committee Expenses		07/05/19	2495	Mark Bookman	Mark Bookman ...	77200 — HR Committee...	General Op...		10000 — Checki...	731.22		731.22
Check		07/05/19	2501	SJSU Student Union	Travel Award-D...	77200 — HR Committee...	General Op...		10000 — Checki...	500.00		1,231.22
Check		07/05/19	2502	Richard Jackson	Doublietree, MVI...	77200 — HR Committee...	General Op...		10000 — Checki...	1,243.79		2,475.01
Check		07/23/19	2492	Richard Jackson	Doublietree, MVI...	77200 — HR Committee...	General Op...		10000 — Checki...	1,995.45		4,470.46
Total 77200 — HR Committee Expenses										4,470.46	0.00	4,470.46

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
July 2019 through June 2020

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
77100 — Financial Services Com Expenses											
Check	07/23/19	2492	Richard Jackson	Marriott, Santa ...	77100 — Financial Servi...	General Op...		10000 — Checki...	2,000.00		2,000.00
Total 77100 — Financial Services Com Expenses									2,000.00	0.00	2,000.00
76000 — Executive Committee Travel Exp											
Check	07/05/19	2500	CSU Northridge Universi...	Heather Cairns ...	76000 — Executive Co...	General Op...		10000 — Checki...	254.97		254.97
Total 76000 — Executive Committee Travel Exp									254.97	0.00	254.97
75300 — Insurance Expense											
Check	07/05/19	2498	CSURMA	19-20 Liability/...	75300 — Insurance Exp...	General Op...		10000 — Checki...	3,444.00		3,444.00
Total 75300 — Insurance Expense									3,444.00	0.00	3,444.00
70500 — S/T Travel & AOA Office Expense											
Check	07/05/19	2497	AT&T	7/19/19- 8/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	171.10		171.10
Total 70500 — S/T Travel & AOA Office Expense									171.10	0.00	171.10
70000 — Contacted Service - Sec/Treas											
Check	07/05/19	2502	Richard Jackson	RJ Contract Pay J...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,582.17		3,582.17
Total 70000 — Contacted Service - Sec/Treas									3,582.17	0.00	3,582.17
Total Expense									41,876.51	0.00	41,876.51
Net Income									57,853.51	117,210.50	59,356.99

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
 April 1 through August 8, 2019

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											
52300 — In-Kind Contributions											
General Journal	06/30/19	Cnf In-...	Various	BusPart In-Kind ...	52300 — In-Kind Contri...	January Co...		89000 — Donate...		18,000.00	18,000.00
Total 52300 — In-Kind Contributions									0.00	18,000.00	18,000.00
52000 — Business Partner Income											
Sales Receipt	06/30/19	268		PayPal Deposit f...	52000 — Business Part...	January Co...		1499 — *Undepo...		4,500.00	4,500.00
Total 52000 — Business Partner Income									0.00	4,500.00	4,500.00
50000 — Conference Registration Fees											
Sales Receipt	06/30/19	268		PayPal Deposit f...	50000 — Conference R...	January Co...		1499 — *Undepo...		21,420.00	21,420.00
Total 50000 — Conference Registration Fees									0.00	21,420.00	21,420.00
48000 — Unrealized Gains on Investments											
General Journal	05/05/19	Vangd ...		Post Vangd Mar ...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		508.08	508.08
General Journal	05/05/19	Vangd ...		Post Vangd Mar ...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		20,130.92	20,639.00
General Journal	06/30/19	Vangd ...		Post Vangd Jun ...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		603.82	21,242.82
General Journal	06/30/19	Vangd ...		Post Vangd Jun ...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		8,373.59	29,616.41
Total 48000 — Unrealized Gains on Investments									0.00	29,616.41	29,616.41
46000 — Dividend Income											
General Journal	05/05/19	Vangd ...		Post Vangd Mar ...	46000 — Dividend Inco...	General Op...		-SPLIT-		268.72	268.72
General Journal	05/05/19	Vangd ...		Post Vangd Mar ...	46000 — Dividend Inco...	General Op...		46000 — Dividen...		1,544.72	1,813.44
General Journal	06/30/19	Vangd ...		Post Vangd Jun ...	46000 — Dividend Inco...	General Op...		-SPLIT-		278.15	2,091.59
General Journal	06/30/19	Vangd ...		Post Vangd Jun ...	46000 — Dividend Inco...	General Op...		46000 — Dividen...		1,787.05	3,878.64
Total 46000 — Dividend Income									0.00	3,878.64	3,878.64
45000 — Interest Income											
Deposit	04/30/19			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.01	0.01
Deposit	05/31/19			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.01	0.02
Deposit	06/30/19			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.01	0.03
Total 45000 — Interest Income									0.00	0.03	0.03
40000 — AOA Dues											
Sales Receipt	04/16/19	265		AOA Dues Depo...	40000 — AOA Dues	General Op...		1499 — *Undepo...		129,220.00	129,220.00
Sales Receipt	05/03/19	259		Dues Checks De...	40000 — AOA Dues	General Op...		1499 — *Undepo...		51,891.00	181,111.00
Sales Receipt	05/03/19	266		AOA Dues Depo...	40000 — AOA Dues	General Op...		1499 — *Undepo...	0.00		181,111.00
Sales Receipt	06/05/19	263		Dues Deposit #3	40000 — AOA Dues	General Op...		1499 — *Undepo...		37,333.00	218,444.00
Sales Receipt	06/05/19	267		AOA Dues Depo...	40000 — AOA Dues	General Op...		1499 — *Undepo...	0.00		218,444.00
General Journal	06/30/19	RecDu... Various		Unpd 2019 Due...	40000 — AOA Dues	General Op...		11000 — AOA D...		15,977.00	234,421.00
General Journal	06/30/19	DuesD... Various		Post 19-20 Def ...	40000 — AOA Dues	General Op...		22000 — AOA D...	117,210.50		117,210.50
General Journal	07/01/19	RevDef...		Rev 19-20 Def ...	40000 — AOA Dues	General Op...		22000 — AOA D...		117,210.50	234,421.00
General Journal	07/02/19	RevDu... Various		Rev Unpd Dues ...	40000 — AOA Dues	General Op...		11000 — AOA D...	15,977.00		218,444.00
Total 40000 — AOA Dues									133,187.50	351,631.50	218,444.00
Total Income									133,187.50	429,046.58	295,859.08
Expense											
89000 — Donated Goods and Services											
General Journal	06/30/19	Cnf In-...	Various	BusPart In-Kind ...	89000 — Donated Good...	January Co...		52300 — In-Kind...		18,000.00	18,000.00
Total 89000 — Donated Goods and Services									18,000.00	0.00	18,000.00
86000 — CPC Expenses											
86100 — CPC Travel Expense											
Check	05/02/19	2465	CSU, San Bernardino	Diane Turjillo A...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...		566.44	566.44
Check	05/02/19	2466	San Diego State Univ. R...	Victoria Kuebler...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...		57.22	623.66
Check	05/02/19	2471	Humboldt State Sponsor...	Kacie Flynn Apri...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...		698.23	1,321.89
Check	05/02/19	2473	Trustees, California Stat...	Lori Redfearn A...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...		428.82	1,750.71
Check	06/05/19	2482	Associated Students Inc...	Carlos Careaga ...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...		49.10	1,799.81
Total 86100 — CPC Travel Expense									1,799.81	0.00	1,799.81
86500 — CPC Meeting Expenses											
Check	05/02/19	2462	Richard Jackson	CPC meeting ex...	86500 — CPC Meeting E...	January Co...		10000 — Checki...		1,858.04	1,858.04
Total 86500 — CPC Meeting Expenses									1,858.04	0.00	1,858.04
Total 86000 — CPC Expenses											
80000 — Conference Contract Services											
80400 — Conf Contract Serv - F Neely											
Check	07/01/19	2485	Fred Neely	FNeely CPC 202...	80400 — Conf Contract...	January Co...		10000 — Checki...		6,000.00	6,000.00
Total 80400 — Conf Contract Serv - F Neely									6,000.00	0.00	6,000.00
80300 — Conf Contract Service-Taren M											
Check	04/19/19	2461	Taren Mulhouse	1st Qtr 2019 co...	80300 — Conf Contract...	January Co...		10000 — Checki...		3,182.50	3,182.50
Check	07/23/19	2493	Taren Mulhouse	2nd Qtr 2019 c...	80300 — Conf Contract...	January Co...		10000 — Checki...		3,182.50	6,365.00
Total 80300 — Conf Contract Service-Taren M									6,365.00	0.00	6,365.00
80100 — Conf Contract Service-R Jackson											
Check	06/30/19	2490	Richard Jackson	RJ Contract Cnf ...	80100 — Conf Contract...	January Co...		10000 — Checki...		3,000.00	3,000.00
General Journal	06/30/19	TnfPre...		Tranfer RJ Prepa...	80100 — Conf Contract...	January Co...		12910 — Other P...		3,000.00	0.00
General Journal	06/30/19	RJcNfPay	Richard Jackson	RJ 1/19 Cnf Pay ...	80100 — Conf Contract...	January Co...		12910 — Other P...		6,274.00	6,274.00
General Journal	07/01/19	Clr RJ ...	Richard Jackson	Clear RJ '19 Cnf ...	80100 — Conf Contract...	January Co...		20900 — Other A...		3,000.00	6,274.00
General Journal	07/01/19	RevPre...	Richard Jackson	Rev Prepd '20 C...	80100 — Conf Contract...	January Co...		12910 — Other P...		3,000.00	9,274.00
Total 80100 — Conf Contract Service-R Jackson									12,274.00	3,000.00	9,274.00
80700 — Registration Area Support											
Check	05/02/19	2469	CSU, Fresno Associated ...	Cnf hotel Demi ...	80700 — Registration A...	January Co...		10000 — Checki...		919.68	919.68
Total 80700 — Registration Area Support									919.68	0.00	919.68
80500 — Service Provider Travel Expense											
Check	04/19/19	2460	Dixie L. Johnson	D Johnson CPC ...	80500 — Service Provid...	January Co...		10000 — Checki...		1,437.14	1,437.14
Check	04/19/19	2461	Taren Mulhouse	TMulhouse Apr ...	80500 — Service Provid...	January Co...		10000 — Checki...		911.17	2,348.31
Check	05/02/19	2462	Richard Jackson	RJ CPC Travel A...	80500 — Service Provid...	January Co...		10000 — Checki...		546.30	2,894.61
Check	06/29/19	2484	Fred Neely	FNeely CPC 2/1...	80500 — Service Provid...	January Co...		10000 — Checki...		318.92	3,213.53
Check	06/29/19	2484	Fred Neely	FNeely Hotel 2/...	80500 — Service Provid...	January Co...		10000 — Checki...		461.01	3,674.54
Check	06/30/19	2489	CSU, Long Beach Associ...	Aaron E hotel Fe...	80500 — Service Provid...	January Co...		10000 — Checki...		223.97	3,898.51
Total 80500 — Service Provider Travel Expense									3,898.51	0.00	3,898.51
80200 — Conf Contract Service-D Johnson											
Check	06/05/19	2477	Dixie L. Johnson	Cnf Contract #1...	80200 — Conf Contract...	January Co...		10000 — Checki...		4,925.76	4,925.76
Total 80200 — Conf Contract Service-D Johnson									4,925.76	0.00	4,925.76

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
 April 1 through August 8, 2019

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 80000 — Conference Contract Services									34,382.95	3,000.00	31,382.95
92000 — Special Projects Expense											
Check	04/19/19	2458	Robert E. Griffin	RGriffin Bylaws/...	92000 — Special Projec...	Special Pro...		10000 — Checki...	1,500.00		1,500.00
Check	06/05/19	2477	Dixie L. Johnson	DJ Website Cont...	92000 — Special Projec...	Special Pro...		10000 — Checki...	1,859.22		3,359.22
Check	06/05/19	2477	Dixie L. Johnson	DJ Web Director...	92000 — Special Projec...	Special Pro...		10000 — Checki...	392.63		3,751.85
Check	06/30/19	2486	CSU, Long Beach Associ...	ASILB Web Desi...	92000 — Special Projec...	Special Pro...		10000 — Checki...	14,790.00		18,541.85
Check	06/30/19	2491	Robert E. Griffin	RGriffin Bylaws, ...	92000 — Special Projec...	Special Pro...		10000 — Checki...	1,325.00		19,866.85
Total 92000 — Special Projects Expense									19,866.85	0.00	19,866.85
90000 — Salary Survey Expense											
Check	04/19/19	2457	Human Resources Strat...	Final payment o...	90000 — Salary Survey ...	Special Pro...		10000 — Checki...	2,850.00		2,850.00
Total 90000 — Salary Survey Expense									2,850.00	0.00	2,850.00
88000 — Web/AV Tech/ E Air Expense											
Check	05/02/19	2462	Richard Jackson	EAir Software fe...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	8,757.78		8,757.78
General Journal	06/30/19	E Air Pr...	Various	Prepd Yr # 2 EAI...	88000 — Web/AV Tech...	January Co...		12910 — Other P...		4,378.89	4,378.89
General Journal	07/01/19	RevPre...		Rev Prep Yr # ...	88000 — Web/AV Tech...	January Co...		12910 — Other P...	4,378.89		8,757.78
Total 88000 — Web/AV Tech/ E Air Expense									13,136.67	4,378.89	8,757.78
87000 — Speaker Contract Expenses											
87500 — Speaker Travel Expenses											
Check	05/02/19	2470	Brian Mistler	Brian Mistler Pre...	87500 — Speaker Trave...	January Co...		10000 — Checki...	1,019.40		1,019.40
Total 87500 — Speaker Travel Expenses									1,019.40	0.00	1,019.40
Total 87000 — Speaker Contract Expenses											
85000 — Non-Hotel Function/Meal Exp											
Check	07/23/19	2492	Richard Jackson	Flagship Cruise ...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	10,000.00		10,000.00
Total 85000 — Non-Hotel Function/Meal Exp									10,000.00	0.00	10,000.00
84000 — Marketing/Communication Exp											
Check	04/19/19	2459	CSU Long Beach Univers...	Aaron E Cnf Soc...	84000 — Marketing/Co...	January Co...		10000 — Checki...	1,200.00		1,200.00
Total 84000 — Marketing/Communication Exp									1,200.00	0.00	1,200.00
83000 — Hotel Function & Meal Expense											
Sales Receipt	05/31/19	262		Reimburse Conf...	83000 — Hotel Functio...	General Op...		1499 — *Undepo...			0.00
Sales Receipt	06/12/19	264		Reimburse Conf...	83000 — Hotel Functio...	January Co...		1499 — *Undepo...			0.00
Total 83000 — Hotel Function & Meal Expense									0.00	0.00	0.00
80800 — Bank Credit Card Fees											
Check	04/30/19			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	31.95		31.95
Check	05/31/19			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	25.53		57.48
Check	06/30/19			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	3.95		61.43
Total 80800 — Bank Credit Card Fees									61.43	0.00	61.43
79500 — Miscellaneous Expenses											
Check	04/04/19	2456	Richard Jackson	PayPal fee for Fe...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		19.95
Check	04/04/19	2456	Richard Jackson	Amazon Cloud (...	79500 — Miscellaneous...	General Op...		10000 — Checki...	27.96		47.91
Check	04/04/19	2456	Richard Jackson	Survey Monkey ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	384.00		431.91
Check	05/02/19	2462	Richard Jackson	PayPal fee 4/2	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		451.86
Check	05/02/19	2462	Richard Jackson	Amazon Cloud (...	79500 — Miscellaneous...	General Op...		10000 — Checki...	30.95		482.81
Check	05/02/19	2462	Richard Jackson	ADA Conference...	79500 — Miscellaneous...	General Op...		10000 — Checki...	86.10		568.91
Check	05/02/19	2462	Richard Jackson	FedEx print EC ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	29.64		598.55
Check	05/02/19	2462	Richard Jackson	FedEx fax Apr F...	79500 — Miscellaneous...	General Op...		10000 — Checki...	36.64		635.19
Check	06/05/19	2475	Richard Jackson	PayPal fee 5/2	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		655.14
Check	06/05/19	2475	Richard Jackson	Amazon Cloud (...	79500 — Miscellaneous...	General Op...		10000 — Checki...	33.10		688.24
Check	06/30/19	2490	Richard Jackson	PayPal fee 6/2	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		708.19
Check	06/30/19	2490	Richard Jackson	Amazon Cloud (...	79500 — Miscellaneous...	General Op...		10000 — Checki...	34.11		742.30
Check	06/30/19	2490	Richard Jackson	Conf Call fees 6...	79500 — Miscellaneous...	General Op...		10000 — Checki...	35.55		777.85
Check	07/05/19	2502	Richard Jackson	FreeNfCall fees...	79500 — Miscellaneous...	General Op...		10000 — Checki...	39.31		817.16
Check	07/05/19	2502	Richard Jackson	PayPal fees July 2	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		837.11
Check	07/05/19	2502	Richard Jackson	Amazon Web Sr...	79500 — Miscellaneous...	General Op...		10000 — Checki...	33.16		870.27
Total 79500 — Miscellaneous Expenses									870.27	0.00	870.27
78000 — Web Hosting/Maintenance Exp											
Check	05/02/19	2463	Cal Poly Corporation, Sa...	Web Serv Hostin...	78000 — Web Hosting/...	General Op...		10000 — Checki...	800.00		800.00
Check	05/02/19	2463	Cal Poly Corporation, Sa...	Web Serv Hostin...	78000 — Web Hosting/...	General Op...		10000 — Checki...	800.00		1,600.00
Check	06/05/19	2476	Cal Poly Corporation, Sa...	Web Serv Hostin...	78000 — Web Hosting/...	General Op...		10000 — Checki...	800.00		2,400.00
Check	06/30/19	2494	Cal Poly Corporation, Sa...	Web Serv Hostin...	78000 — Web Hosting/...	General Op...		10000 — Checki...	800.00		3,200.00
Check	07/05/19	2499	Cal Poly Corporation, Sa...	Web Serv Hostin...	78000 — Web Hosting/...	General Op...		10000 — Checki...	800.00		4,000.00
Total 78000 — Web Hosting/Maintenance Exp									4,000.00	0.00	4,000.00
77400 — Research Admin Com Expenses											
Check	06/05/19	2480	CSU, Sacramento Univer...	May meeting fo...	77400 — Research Adm...	General Op...		10000 — Checki...	185.29		185.29
Check	06/05/19	2481	Humboldt State Spons...	Kacie Flynn May...	77400 — Research Adm...	General Op...		10000 — Checki...			185.29
Check	06/30/19	2487	Kacie Flynn	Reimb Spring m...	77400 — Research Adm...	General Op...		10000 — Checki...	294.30		479.59
Check	06/30/19	2488	CSU, Sacramento Univer...	May 5-7'19 foo...	77400 — Research Adm...	General Op...		10000 — Checki...	1,539.37		2,018.96
Check	07/05/19	2496	Double Tree Hilton Son...	Guest Room De...	77400 — Research Adm...	General Op...		10000 — Checki...	500.00		2,518.96
Total 77400 — Research Admin Com Expenses									2,518.96	0.00	2,518.96
77200 — HR Committee Expenses											
Check	06/05/19	2479	CSU Northridge, Univ St...	Padfolios, July ...	77200 — HR Committe...	General Op...		10000 — Checki...	450.79		450.79
Check	07/05/19	2495	Mark Bookman	Mark Bookman ...	77200 — HR Committe...	General Op...		10000 — Checki...	731.22		1,182.01
Check	07/05/19	2501	SJSU Student Union	Travel Award-D...	77200 — HR Committe...	General Op...		10000 — Checki...	500.00		1,682.01
Check	07/05/19	2502	Richard Jackson	Doubletree, MVI...	77200 — HR Committe...	General Op...		10000 — Checki...	1,243.79		2,925.80
Check	07/23/19	2492	Richard Jackson	Doubletree, MVI...	77200 — HR Committe...	General Op...		10000 — Checki...	1,995.45		4,921.25
Total 77200 — HR Committee Expenses									4,921.25	0.00	4,921.25
77100 — Financial Services Com Expenses											
Check	07/23/19	2492	Richard Jackson	Marriott, Santa ...	77100 — Financial Servi...	General Op...		10000 — Checki...	2,000.00		2,000.00
Total 77100 — Financial Services Com Expenses									2,000.00	0.00	2,000.00
76500 — Executive Committee Meeting Exp											
Check	05/02/19	2462	Richard Jackson	EC/LRP meeting...	76500 — Executive Co...	General Op...		10000 — Checki...	4,187.32		4,187.32
Check	05/02/19	2462	Richard Jackson	LRP meeting be...	76500 — Executive Co...	General Op...		10000 — Checki...	127.21		4,314.53
Check	06/05/19	2482	Associated Students Inc...	Patty Rea Januar...	76500 — Executive Co...	General Op...		10000 — Checki...	269.92		4,584.45
Total 76500 — Executive Committee Meeting Exp									4,584.45	0.00	4,584.45
76000 — Executive Committee Travel Exp											
Check	05/02/19	2467	SDSU Aztec Shops LTD	Jennifer Lakin A...	76000 — Executive Co...	General Op...		10000 — Checki...	269.56		269.56
Check	05/02/19	2468	CSU Northridge, Univ St...	Jonathan Navarr...	76000 — Executive Co...	General Op...		10000 — Checki...	391.23		660.79

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
 April 1 through August 8, 2019

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	05/02/19	2471	Humboldt State Sponsor...	Kacie Flynn Apri...	76000 — Executive Co...	General Op...		10000 — Checki...	698.23		1,359.02
Check	05/02/19	2472	CSU, Chico Associated S...	Shar Krater Apri...	76000 — Executive Co...	General Op...		10000 — Checki...	499.62		1,858.64
Check	05/02/19	2466	San Diego State Univ. R...	Teresa Loren Ap...	76000 — Executive Co...	General Op...		10000 — Checki...	311.23		2,169.87
Check	05/02/19	2473	Trustees, California Stat...	Lori Redfearn A...	76000 — Executive Co...	General Op...		10000 — Checki...	428.82		2,598.69
Check	05/02/19	2474	CSU, Sacramento Univer...	Jim Reinhart Apr...	76000 — Executive Co...	General Op...		10000 — Checki...	638.59		3,237.28
Check	06/05/19	2480	CSU, Sacramento Univer...	Monica Kauppin...	76000 — Executive Co...	General Op...		10000 — Checki...	705.02		3,942.30
Check	06/05/19	2476	Cal Poly Corporation, Sa...	Lorlie Leatham ...	76000 — Executive Co...	General Op...		10000 — Checki...	1,470.54		5,412.84
Check	06/05/19	2482	Associated Students Inc...	Patty Rea April ...	76000 — Executive Co...	General Op...		10000 — Checki...	86.28		5,499.12
Check	07/05/19	2500	CSU Northridge Universi...	Heather Cairns ...	76000 — Executive Co...	General Op...		10000 — Checki...	254.97		5,754.09
Total 76000 — Executive Committee Travel Exp									5,754.09	0.00	5,754.09
75300 — Insurance Expense											
Check	07/05/19	2498	CSURMA	19-20 Liability/...	75300 — Insurance Exp...	General Op...		10000 — Checki...	3,444.00		3,444.00
Total 75300 — Insurance Expense									3,444.00	0.00	3,444.00
71000 — Retainer – Legislative Liaison											
Check	04/19/19	2458	Robert E. Griffin	Retainer 4/1 – 6...	71000 — Retainer – Leg...	General Op...		10000 — Checki...	3,000.00		3,000.00
Total 71000 — Retainer – Legislative Liaison									3,000.00	0.00	3,000.00
70500 — S/T Travel & AOA Office Expense											
Check	05/02/19	2462	Richard Jackson	RJ EC Travel Apr...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	546.31		546.31
Check	05/02/19	2464	AT&T	4/19/19– 5/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	169.69		716.00
Check	06/05/19	2478	AT&T	5/19/19– 6/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	169.75		885.75
Check	06/29/19	2483	AT&T	6/19/19– 7/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	169.75		1,055.50
Check	07/05/19	2497	AT&T	7/19/19– 8/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	171.10		1,226.60
Total 70500 — S/T Travel & AOA Office Expense									1,226.60	0.00	1,226.60
70000 — Contacted Service – Sec/Treas											
Check	04/04/19	2456	Richard Jackson	RJ Contract Mar...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,477.83		3,477.83
Check	05/02/19	2462	Richard Jackson	RJ Contract Apri...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,477.83		6,955.66
Check	06/05/19	2475	Richard Jackson	RJ Contract May...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,477.83		10,433.49
Check	06/30/19	2490	Richard Jackson	RJ Contract June...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,477.83		13,911.32
Check	07/05/19	2502	Richard Jackson	RJ Contract Pay J...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,582.17		17,493.49
Total 70000 — Contacted Service – Sec/Treas									17,493.49	0.00	17,493.49
Total Expense									153,988.26	7,378.89	146,609.37
Net Income									287,175.76	436,425.47	149,249.71

AOA Executive Committee Report to the Membership

This memo is intended to alert the membership to key discussions and actions on the agenda for the upcoming Executive Committee meeting in Long Beach on August 16. Also provided is background or context from prior meetings or recent activities.

AOA Conference Location

The EC seeks your comments and guidance regarding the site for the AOA Conference in January, 2023.

The Hyatt Regency in Sacramento (which has a history of offering us our lowest guest room rates) has offered us a \$182! rate for 2023, has a newly remodeled Convention Center next door for additional space needs, and has offered us a meeting rebate of about \$14K. The Sacramento Hyatt has been our most economical conference property (with comparatively low banquet costs) and has been a good location in terms of ease of travel, and proximity to the capitol and downtown restaurants and entertainment.

The EC wonders if it would feel “stale” to the membership to return to the Hyatt in Sacramento, having been there in 2016, 2018, and 2021 – or if people enjoy it as a conference site. Alternative Northern California locations in SF, the Bay Area and Napa are extremely costly compared to what we’ve been paying.

An alternative would be to schedule more conferences in Southern California (e.g., San Diego, Palm Springs, LA, Long Beach), instead of rotating North and South each year as AOA has tried to do in the past.

Your return comments on using the Hyatt in Sacramento for the 2023 Conference would be helpful in our planning.

AOA Leadership Academy

The inaugural AOA Leadership Academy will be held on August 15-16 in Long Beach, in coordination with the AOA Executive Committee meeting. With the specific goal of grooming and developing future leaders of AOA, applicants were solicited from auxiliary organization leadership, and 11 participants were selected to attend. The faculty will consist of AOA Past Presidents, who will provide background on the purpose, history and activities of AOA, its governance and financial structure, and how to navigate the Chancellor’s Office. An important feature of the program is a mentoring relationship for each participant with a faculty member, which will continue through the Academy’s concluding sessions at the January Conference.

Proposed AOA Bylaws Revision

The EC will further discuss proposed AOA Bylaw changes introduced at the last meeting and sent to the membership. Based on subsequent comments received and discussions, the Officers have removed the original proposed changes relating to the qualification of Standing Committee Chairs sitting on the AOA Executive Committee. A Focus Group will be appointed to have a broader discussion over the next year about how to best achieve diverse and representative Committee participation in these times of evolving campus/auxiliary structures and interactions.

The plan is for the EC, at its November meeting, to recommend adoption of a final version of the Bylaws by the membership at the January, 2020 Annual Meeting.

A redline draft of the proposed revised Bylaws to be discussed at the August meeting is available on email request.

Annual AOA Scholarship of Excellence Award

This year's Long Range Planning (LRP) Committee will propose a revised AOA Scholarship Policy and implementing Procedures for approval at the August EC meeting. The purpose of the revision is to insure there is opportunity for applicants from all campuses to apply for the award, and that a sound process is in place. Because of the growing number of applicants and the complexity of the process, it is recommended that AOA Service Providers assume responsibility for the administrative mechanics of the Scholarship process, allowing the Selection Committee to focus on evaluating candidates and selecting the Scholarship recipient.

The Agenda for the EC meeting on August 16, 2019 is attached. If anyone wishes to see any or all of the attachments to the Agenda (including a redline version of the draft amended Bylaws, or the draft minutes for the April meeting), please send an email to rtjackson@csuchico.edu.

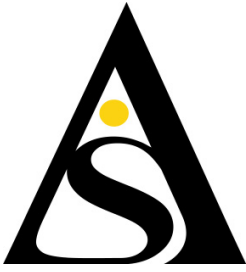
The EC welcomes input from the membership, and a roster of contact information is available to facilitate that. Members are always welcome to attend EC meetings (see the meeting schedule at the bottom of the agenda), or to participate by teleconference.

Your comments and suggestions on the format of this communication to the membership will be useful in shaping future reports.

Attachments:

AOA Executive Committee Agenda for August 16, 2019

8/8/19



Section 1. Background

In 2017, the AOA Executive Committee (EC) contracted Three29 to complete a build a website to their specifications. Long Beach State ASI Communications (ASI Comm) agreed to maintain the site once it was completed. When Three29 and AOA were nearing the end of their contract in early-fall 2018, ASI Comm noted that various integral elements of the website, and many minor but important aesthetic features, were not completed. Since taking over as the website manager in November 2018 (at the time AOA completed its contract with Three29) ASI Comm has launched the website and completed 14 projects/tasks as requested by AOA. Please see Supplement 1 for the full list.

Even with these improvements and fixes, many issues still remain. This proposal covers the costs and timeline associated with getting the AOA website functioning as initially intended.

Section 2. Outstanding Major Projects by Priority

These are major projects that need to be undertaken. The deadlines to complete these projects are detailed in the timeline in Section 5.

A - Committee Communication/BuddyPress – The version of BuddyPress (a module configured to allow the communication features in the website) used by Three29 to develop the initial website is outdated and has not been upgraded since 2017. Spammers were able to exploit the messaging feature and as a result it had to be disabled. Upgrading and reconfiguring BuddyPress is the next project ASI Comm will be tackling.

B - Member Registration Levels & Integration – The registration form on the website was built in a way that does not tie back to the BuddyPress groups. This project is dependent on reconfiguring BuddyPress as noted above. Completion of this project will allow new registrants to be added, with admin approval, to groups without having to be manually sorted. Before taking on this project, ASI Comm will need a firm sign-up and member approval process. A draft version of this registration process is located under Supplement 2 for the EC’s review.

C - Listserv Management – This is dependent on the previous two projects. Please review Supplement 3 for draft breakdown of listserv permissions.

D - Admin Training Manuals – This should have been delivered by Three29 to web admins. This has been requested to be delivered by ASI Comm. We can accommodate this request, only after completing the various other outstanding projects.

Section 3. Outstanding Minor Projects

These are minor projects that need to be undertaken. Most are not included in the timeline since they will be worked on throughout the next several months.

- Post conference presentations under the Resource section of the website
- Change the member directory to display in alpha order by last name
- Make the calendar only visible to logged in members only (need additional direction)

Section 4. Timeline

Target Deadlines	New Deadlines	Project	Description (as needed)
April 12	COMPLETE	Jobs Page	
April 19		Conference Presentations Posted	Will reside on the Resources page and be organized by presentation track/category
May 1	June 14	BuddyPress Upgrade Completed	
May 14 - 24	June 17	Test Committee Communication	Notify EC to begin to test sending messages via the group and one-to-one messaging systems.
May 31	June 24	Fully Operational BuddyPress Messaging System/Re-announce Website to Membership	Completes Issues A, B & C
NA	Early July	Adjust news page so it doesn't directly connect to the calendar items	
NA	End of July	Publish Nomination Forms/Applications (70% complete)	
June 17		Restyle EC & Standing Committee Structure Page	
NA	August		
NA	August	Display assessment data	
July 1	COMPLETE	Complete Redesign of Conference Page	
Sept. 13		Complete Training Manuals	
Sept. 30		Complete Agreement with ASI Comm	

Section 5. Proposed Costs for 2018/2019

Professional Management Costs to Date: \$5,000 (\$2,500 per semester)

Student Assistant Costs to Date: \$9,600 (1 student at \$20 per hour, 15 hours a week, at 32 weeks)

Plug-in Expenses: \$350

Total Cost (Fall 2018 – Spring 2019): 14,790

A full breakdown is located under Supplement 4.

Supplement 1. Completed Tasks/Projects

1. Revise and update auxiliary list our of Connect, keep in General Info
2. Merged email list of AOA contacts for mass message to members
3. Revise auto email for “Friend” message requests
4. Updated Committee Page and Information
5. Revise registration form – separated aux. and university affiliation
6. Revise header on Registration Page – required new code since it broke from the pages style
7. Update conference page with 2020 info
8. Revise how sponsors were displayed and arrow navigation
9. Minor text edits throughout the support services page
10. Change and update quick links in the footer
11. Revised the news display and maintained and updated all items as requested
12. Complete Jobs page update
13. Redesign of conference page
14. Update BuddyPress, still testing internally before opening up

Supplement 2. New Member Registration Process (for EC review)

1. New user registers on website
2. New account is limited (cannot access BuddyPress features) until member is confirmed by site Administrators
 - a. Review by Site Administrator (Dixie)
 - i. Checks for .edu email address compliance
 - ii. Contacts Auxiliary administrator to confirm new member
 - iii. Auxiliary administrator confirms or denies member
 - iv. Dixie confirms or denies member on site
3. Once member is confirmed, member can access all BuddyPress features

Supplement 3. Listserv Permissions (for EC review)

- **Ability to send to all members** – This is reserved for admin level staff and for when posting a new job on the jobs board.
- **Individual Committee Lists** – Anyone on a specific group can send a message to the entire group at any time.
- **One to One Communication** – Allowed to message anyone that is your “Friend” on the platform. Currently disabled until BuddyPress is reconfigured.

AMENDED BYLAWS OF THE
AUXILIARY ORGANIZATIONS ASSOCIATION,
a California Public Benefit Corporation

ARTICLE I
Name

Section 1. The name of this corporation is Auxiliary Organizations Association.

ARTICLE II
Nature and Purposes

Section 1. This corporation is organized under the California Nonprofit Public Benefit Corporation Law for public purposes.

Section 2. The purpose of this corporation shall be to support and enhance the educational mission of its member ~~auxiliary~~ organizations by providing the resources and services to enable them to be more effective. ~~However, t~~This corporation is not an auxiliary organization as defined by California Education Code Section 89901.

ARTICLE III
Membership

Section 1. Membership in the corporation shall be open to any auxiliary organization as defined by California Education Code Section 89901 and operating in good standing within the California State University.

Section 2. The Executive Committee, as defined herein, may, by resolution, confer affiliated membership upon persons or organizations. Affiliated members shall not have any right to vote, but shall have such other rights, privileges, preferences, restrictions, and conditions as the Executive Committee may determine.

Section 3. Each member ~~auxiliary~~ organization shall have one vote on each matter submitted to a vote of the ~~members~~membership in accordance with the Articles of Incorporation, these Bylaws, and as required by law. Notwithstanding the foregoing, any member ~~auxiliary~~ organization that has not paid its annual dues as set forth herein shall have their right to vote suspended until their annual dues are paid and current as determined by the Executive Committee in consultation with the corporation's Treasurer. Such action to suspend a member organization shall be in accordance with the procedures established by the Executive Committee consistent with Section 5341 of the California Corporations Code.

Section 4. The corporation's dues for member ~~auxiliary~~ organizations shall be established by the Executive Committee pursuant to this section. The Executive Committee shall have the power to establish the amount of the annual dues and may

REVIEW DRAFT ONLY

increase the dues a maximum of ten (10) percent per calendar year for the next calendar year as may be necessary to sustain the financial stability of the corporation and to maintain the level of service to its members. Member-~~auxiliary~~ organizations shall be notified of any dues increase ~~by a minimum of 30 days prior to January 31~~ by a minimum of 30 days prior to January 31 of the ~~prior~~ fiscal year prior to the one in which the increase ~~occurs~~ is effective. The member-~~auxiliary~~ organizations shall be invoiced each calendar year on or by April 1st for their annual dues. The dues shall be payable within thirty (30) days of being invoiced.

Section 5. In addition to a member-~~auxiliary~~ organization being subject to suspension of their right to vote for failure to pay their annual dues as set forth herein, the Executive Committee may establish, in writing, any other grounds for the suspension or termination of ~~a member auxiliary organization's~~ membership consistent with the requirements of Section 5341 of the California Corporations Code.

Section 6. No membership or right arising from membership in this corporation may be transferred to any other auxiliary organization or person. All membership rights shall cease on the dissolution or removal from good standing of a member-~~auxiliary~~ organization.

ARTICLE IV Governance

Section 1. Subject to limitations imposed in the Articles of Incorporation, these Bylaws, the Nonprofit Public Benefit Corporation Law and any other applicable laws, the activities and affairs of this corporation shall be managed and all corporate powers exercised by or under the direction of the Executive Committee. The Executive Committee shall be this corporation's governing body. The Executive Committee shall set the policies and oversee strategic direction and operations of the corporation. The Executive Committee may delegate the management of the activities of the corporation to any person or persons, including service-providers, provided that the activities and affairs of this corporation shall be managed and all corporate powers shall be exercised under the ultimate direction and authority of its governing body.

Pursuant to California Corporations Code Section 5140 subdivision (n), the Executive Committee may take appropriate actions in anticipation of or during an emergency.

Section 2. Executive Committee ~~members~~ representatives shall be elected at the corporation's ~~regular~~ membership meeting conducted at its annual conference and shall serve staggered two-year terms. Standing Committee Chairs serve on the Executive Committee ~~and~~, and shall be selected and serve until succeeded, in accordance with the respective Standing Committee Operating Guidelines approved by the Executive Committee. The President, ~~and~~ President-Elect and Immediate Past President shall

REVIEW DRAFT ONLY

each be elected at the corporation's ~~annual conference~~ membership meeting. The President, President-Elect, Immediate Past President and Executive Committee members shall assume their respective office or position upon conclusion of each annual conference and their term shall continue throughout the subsequent annual conference ~~until its conclusion~~ or until otherwise succeeded.

In the event the President is unable to complete the term of office, the Executive Committee shall appoint a member of the Executive Committee to serve as President for the unexpired term of office, or until succeeded. In the event the President-Elect is unable to complete a term of Office, the Executive Committee shall appoint a member of the Executive Committee to serve as President-Elect for the remainder of the term, or until succeeded. In the event the Immediate Past President is unable to complete a term of Office, the Executive Committee shall appoint a past president to complete the term, or until succeeded.

Section 3. The officers of the corporation shall be subject to the direction of the Executive Committee and the membership of the corporation voting at a duly held meeting.

Section 4. The Executive Committee shall consist of the following ~~members~~: the President, the President-Elect, the Secretary, the Treasurer, the Immediate Past President, the standing committee chairpersons, and at least six, but not more than ten, ~~management employees of member organizations~~ representatives. To the extent practical, Executive Committee representatives ~~membership~~ shall be reflective of corporation's constituent interests. The standing committees of the corporation shall be established by the Executive Committee.

Section 5. Formal actions of the Executive Committee shall be reported to the Membership in a timely fashion.

Section 6. Unless otherwise provided in these Bylaws, a vacancy on the Executive Committee shall be filled by appointment by the President.

Section 7. Executive Committee representatives ~~members~~ and officers, except for the Secretary and Treasurer, must be either direct member-organization management employees, or university management employees assigned to a member-organization position on a ~~classified as direct, assigned, or reimbursed~~ basis.

Section 8. Each Executive Committee member shall have one vote on each matter presented to the Executive Committee for action. No Executive Committee member may vote by proxy.

Section 9. Any action required or permitted to be taken by the Executive Committee

may be taken without a meeting, if all members of the Executive Committee, individually or collectively, consent in writing to the action. For the purposes of this section only, "all members of the Executive Committee" shall not include any "interested director" as defined in Section 5233 of the California Corporations Code. Such written consent shall have the same force and effect as a unanimous vote of the Executive Committee taken at a meeting. Such written consent or consents shall be filed with the minutes of the proceedings of the Executive Committee. Written consent may be transmitted by first-class mail, messenger, courier, facsimile, e-mail or any other reasonable method satisfactory to the President.

Section 10. The Executive Committee may create standing or other committees through written operating guidelines for each committee. ~~No~~ committee may do the following:

- (a) Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members hip;
- (b) Fill vacancies on the Executive Committee or any other committee;
- (c) Fix compensation of the Executive Committee member for serving on the Executive Committee or on any committee;
- (d) Amend or repeal bylaws or adopt new bylaws;
- (e) Amend or repeal any resolution of the Executive Committee that by its express terms is not so amendable or repealable;
- (f) Create any other committees or appoint the members of other committees; or
- (g) Expend corporation funds to support a nominee for Executive Committee membership if more have been nominated for a position than can be elected.

ARTICLE V Officers

Section 1. The officers of the corporation shall be the President, the President-Elect, the Immediate Past President, the Secretary, and the Treasurer. The Executive Committee may combine the Secretary and Treasurer into one position. Officers shall not receive nor be entitled to receive, directly or indirectly, any remuneration for the performance of their duties as specified in these Bylaws.

Section 2. ~~The President shall preside at all meetings of the corporation.~~ The President shall have the power to call and conduct preside at the annual conference and

REVIEW DRAFT ONLY

~~regular meetings~~ of the members~~hip~~, meetings of the Executive Committee, and special meetings of the corporation, including the Officers Group. The President or a designee shall have the authority to establish ad hoc committees and appoint committee members and chairpersons thereto.

The President shall represent the corporation before all boards, commissions, and other policy-making committees or groups of the California State University, the State of California and other entities as appropriate. The President shall consult with the Executive Committee as appropriate to the circumstances of such representation.

Section 3. The President-Elect shall serve as a member of the Executive Committee, assist the President, preside and act in the absence of the President, oversee planning for the annual conference, and succeed to the office of President ~~at the conclusion of the annual conference~~upon election.

Section 4. The Immediate Past President shall serve as a member of the Executive Committee, chair the Long Range Planning Committee and the Nominations Committee, ~~and is responsible for monitoring the special projects committee~~, and perform other duties as requested.

Section 5. The Secretary shall be responsible for ~~recording and disseminating~~ Executive Committee and member business meeting minutes~~proceedings~~, retention of the corporation's records, administration of elections, and the signing of any corporate documents requiring corporate attestation~~publication of the corporation's policy statements, and updating the corporation's policy manual and other publications, monitoring of special projects, and assignments as mutually agreed upon~~. The Secretary, if a member-organization employee, shall be an Executive Committee member. If the Secretary is not a member-organization employee, this officer position shall serve in an management administrative service-provider role to the Executive Committee.

Section 6. The Treasurer shall be responsible for ~~the collection of dues~~ collection and other income receipts; the ~~review and~~ payment of bills and other forms of indebtedness, the preparation of appropriate tax reports, ~~the preparation and distribution to the Executive Committee of the~~ quarterly reports of all income and expenses; and the preparation of an annual report of income and expenses and a statement of financial condition for each fiscal year ending June 30 for presentation to the corporation's membership at its annual business meeting. ~~The Treasurer shall present a budget to the Executive Committee for its approval no later than the June~~April meeting for the corporation's succeeding year of operations. -The Treasurer, if a member-organization employee, shall be an Executive Committee member. If the Treasurer is not a member-organization employee, this officer position shall serve in an management administrative service-provider role to the Executive Committee.

Section 7. The term of office of the President, President-Elect, and Immediate Past President shall be one (1) year and their terms shall be as set forth in Section 2 of Article IV. The Secretary and Treasurer shall be appointed by the Executive Committee for a one-year term, or until succeeded, and shall be appointed at the first Executive Committee meeting conducted following the annual conference as described herein.

ARTICLE VI Standards of Conduct

Section 1. Each Executive Committee member shall perform the duties of their respective office or position in good faith, in a manner that the member believes to be in the best interest of the corporation, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.

Section 2. Any transactions of the corporation involving any self-dealing on the part of an Executive Committee member shall be subject to the provisions of Section 5233 of the California Corporations Code.

ARTICLE VII Annual Conference and Meetings

Section 1. The corporation shall hold an annual conference of the membership. The site of future conferences shall be determined each year by the Executive Committee. The Executive Committee shall also determine the dates when the annual conference shall be held, but will use their best efforts to conduct the conference in the month of January. At the annual conference, there will be a regular meeting of the membership.

Section 2. The President may call special meetings upon reasonable notice. ~~Reasonable notice of special meetings must be given to the members.~~

Section 3. At the ~~regular membership~~ meeting conducted at the annual conference, the nominated Officers and ~~other~~ Executive Committee representatives ~~members~~ shall be elected by vote of the corporation's members organizations present. Each member auxiliary organization is entitled to one vote on all business ~~conducted at the regular meeting~~.

Section 4. A majority of the member ~~auxiliary~~ organizations present shall constitute a quorum for the transaction of business at any meeting of the members.

Except as otherwise required by law, the Articles, or these Bylaws, the member organizations present at a duly called or held meeting at which a quorum is present may

REVIEW DRAFT ONLY

continue to transact business until adjournment, even if enough member organizations have withdrawn to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members hip required to constitute a quorum.

Section 5. Subject to the California Nonprofit Public Benefit Corporation Law, member organizations in good standing on the day of a membership meeting shall be entitled to vote at such meeting. Voting shall be by a reasonable written procedure adopted by the written ballot, except that any election of an officer and/or Executive Committee member may be by voice if there is only one nominee for any position. Proxy voting shall not be permitted.

Section 6. The authority and requirements for conducting a membership meeting, in whole or in part, by any electronic transmission shall conform to the requirements in California Corporations Code Section 5510.

ARTICLE VIII Elections

Section 1. An election will be held at the annual conference membership meeting at which time officers and positions on the Executive Committee whose terms are expiring will be elected by a vote of the members organizations present. Nominations shall be submitted by the Executive Committee to the membership.

Section 2. ~~When a membership meeting is held for the election of officers or Executive Committee positions, any member auxiliary organization present at the meeting may place names in nomination.~~

The Executive Committee may formulate procedures that allow a reasonable opportunity for a nominee to communicate to the membership the nominee's qualifications and the reasons for the nominee's candidacy, ~~and a reasonable opportunity for all members to choose among the nominees.~~

ARTICLE IX Conduct of Meetings

Section 1. The Executive Committee meetings, annual regular membership business meeting, and special meetings and official proceedings of the corporation shall be guided/governed by Robert's Rules of Order. Minutes of these meetings shall be distributed to the membership.

Section 2, All meetings of the corporation shall be open to member organizations of the corporation and guests of the member organizations of the corporation. The Executive Committee may adopt public reporting and transparency policies and practices

consistent with the intent of these Bylaws.

Section 3. The Executive Committee meetings, the ~~annual membership~~ regular meeting of the corporation, and any special meetings may be conducted in closed sessions to deliberate and act upon matters of a strict confidential or proprietary nature.

Section 4. Corporation meetings may be held by conference telephone, video screen communication, or other communications equipment. Participation in a meeting under this Section shall constitute presence in person at the meeting if both of the following apply:

(a) Each member ~~participating~~ in the meeting can communicate concurrently with all other member ~~participants~~.

(b) Each member ~~participant~~ is provided the means of participating in all ~~meeting~~ matters ~~before the board~~, including the capacity to propose, or to interpose an objection to, a specific action to be taken.

Section 5. A majority of the authorized number of the Executive Committee membership then in office shall constitute a quorum for the transaction of any business except adjournment. Every action taken or decision made by a majority of the Executive Committee present at a duly held meeting at which a quorum is present shall be an act of the board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, the provisions on (a) approval of contracts or transactions between this corporation and one or more Executive Committee members or between this corporation and any entity in which an Executive Committee member has a material financial interest, (b) creation of and appointments to committees of the Executive Committee, and (c) indemnification of Executive Committee members. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some Executive Committee members, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Section 6. Notice of a meeting need not be given to any Executive Committee member who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any Executive Committee member who attends the meeting and who, before or at the beginning of the meeting, does not protest the lack of notice.

Section 7. A majority of the Executive Committee members present, whether or not a quorum is present, may adjourn any meeting to another time and place.

Notice of the time and place of holding an adjourned meeting need not be given unless the original meeting is adjourned for more than 24 hours. If the original meeting is adjourned for more than 24 hours, notice of any adjournment to another time and place shall be given, before the time of the adjourned meeting, to the directors who were not present at the time of the adjournment.

Section 8. This Article is not intended to limit the authority of the Executive Committee to take action in conformity to Article IV Section 9.

ARTICLE X General Provisions

Section 1. The corporation's Fiscal Year shall begin on the first day of July and end on the last day of June.

Section 2. The corporation shall keep at its principal office for the transaction of business the original copy of its Bylaws, as amended or otherwise altered to date and certified by the Secretary of the corporation, which shall be open to inspection by all officers, Executive Committee members, and member ~~auxiliary~~ organizations at all reasonable times during office hours. Officers, Executive Committee members, and member ~~auxiliary~~ organizations shall have the absolute right, at any reasonable time, to inspect all books, records, documents, of all and every kind and description, and the physical properties of the corporation.

Section 3. No loan shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Executive Committee.

Section 4. The corporation shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be audited by an independent certified public accountant, in conformity with generally accepted accounting standards. The corporation shall be required to review annually a report of the business affairs of this corporation, which shall include the financial statements indicating the financial condition of the corporation, the funds managed by the corporation and the results of the operations for the fiscal year then ended.

Section 5. The corporation shall have power to purchase and maintain insurance to the fullest extent permitted by law against any liability asserted against the corporation.

Section 6. To the fullest extent permitted by law, the corporation shall indemnify its Officers, Executive Committee members, employees, and other persons described as agents in § Section 5238, subdivision (a) of the California Corporations Code.

Section 7. The investment of corporation assets shall conform to applicable provisions of Section 5240 of the California Corporations Code.

Section 8. The corporation shall keep the following:

- (a) Adequate and correct books and records of account, contracts and transactions;
- (b) Minutes of the proceedings of ~~the its~~ membership and of the Executive Committee, and summary proceedings of its committees;
- (c) A record of each member ~~auxiliary organization's~~ and each affiliated member's name and address; and
- (d) Any corporate seal and the originals of any official logos or other corporation symbols.

The minutes and other books and records shall be kept either in written form or in any other form capable of being converted into clearly legible tangible form or in any combination of the two.

ARTICLE XI **Bylaws Adoption and Amendment**

Bylaws for this corporation may be adopted or amended by a majority vote of the ~~members~~ship ~~auxiliary organizations~~ at the ~~annual regular~~membership meeting, at a special meeting, or by teleconference or mail poll.

The above amended and expanded Bylaws were approved by a majority of the corporation membership at their meeting on ~~February 7, 2015~~ [month, day, year].

Richard Jackson
Secretary/Treasurer

The original Bylaws were adopted by the mMembership in January 1986, and are archived in the Association's corporate records.

HISTORY OF AMENDMENTS:

January 15, 1988 – Updated statutory references and other minor changes.

January 8, 1990 – Refined definition of member-organization qualifications (Article I, Section 1); authorized Executive Committee to confer affiliated membership under stated limitations (Article I, Section 2).

January 15, 1993 – Several corrections and cosmetic changes; added immediate Past President to Executive Committee membership; separated Secretary and Treasurer positions, but authorized Executive Committee to combine these positions; expanded and refined stated duties of Secretary; President Elect assumes presidency at end of annual conference; and deleted authority of Executive Committee to amend Bylaws by a 2/3 vote.

July 15, 1998 – [mail ballot] Changed Secretary and Treasurer positions to *ad hoc nonvoting* member of Executive Committee appointed each year by the Executive Committee (Article II, Sections 5, 6 and 7).

January 15, 2002 – Added Standing Committee chairpersons to Executive Committee as *ex-officio voting* members (Article II, Section 9); and added limited delegated authority to Executive Committee to adjust membership dues (Article VI).

June 20, 2003 – [mail ballot] Change Association operating year from calendar (January through December) to fiscal (July through June) in Article II, Section 6, and in Article VI.

January 14, 2003 – Deleted obsolete provisions concerning Workers Compensation Insurance Group Plan (Article VI, Special Programs) and renumber articles.

January 13, 2004 – Added delegated authority to Executive Committee to review and adopt annual budget (Article II, Section 6).

January 14, 2009 – Added Past President as officer with one-year term (Article II, Sections 1 and 7).

November 19, 2010 – Secretary and Treasurer were each made “a designated voting member” of the Executive Committee (Article II, Sections 5 and 6).

June 17, 2011 – Eliminated the designation of Northern and Southern members so that, in addition to Officers, the Executive Committee consists of six, but not more than ten,

members from across the California State University (Article II, Section 9).

June 20, 2014 – Stipulated that Executive Committee members and officers, except for the Secretary and Treasurer, shall be Association member employees (direct, assigned or reimbursed). Stipulated that if the Immediate Past President is unable to complete a term of office, the Executive Committee shall appoint a past president to complete the term. Clarified that the President-Elect shall preside in the absence of the President, and succeed to the office of President at the conclusion of the annual conference.

February 7, 2015 – Added numerous provisions that express or summarize statutory requirements, or that state requirements, if not included, would otherwise fall to “default” statutory requirements. Provided that the Secretary/Treasurer, if a member employee, shall be an Executive Committee member. If the Secretary/Treasurer is not a member employee, this officer position shall serve in a management role to the Executive Committee.

[January xx, 2020 \[Summarize Adopted Amendments\]](#)

AOA

Scholarship of Excellence Policy

Purpose

The purpose of the AOA Scholarship of Excellence is to recognize California State University (CSU) students with scholarship funds to support academic and academic-related expenses. The basis for scholarship awards shall be a combination of academic excellence and service to the campus or community, particularly to a CSU auxiliary or a nonprofit organization.

Ideal candidates should be able to demonstrate a history of service to auxiliary organizations at their campus of origin or throughout the California State University system. Examples include but are not limited to, serving as a member of an auxiliary organization governing board, volunteering time for a child development center or community service nonprofit organization, conducting scholarly research on an externally awarded contract or grant, promoting the mission of an auxiliary organization through committee or volunteer work, or by serving as an elected or appointed student leader.

Funding Source

The Auxiliary Organizations Association (AOA) on an annual basis shall fund the scholarship. The AOA Secretary-Treasurer shall include a recommended appropriation in the annual budget to fund the scholarship in advance of the ensuing scholarship award cycle, for review and approval by the Executive Committee.

Timeline

Announcement of the annual Scholarship of Excellence awardee shall be made at the regularly scheduled annual AOA conference typically held in January. As stipulated in the application procedure, an application announcement and specific deadline shall be established annually. The application announcement will typically be made in the fall semester and awards will be made the following spring.

Required Award Eligibility Criteria

The ideal student candidate must meet the following eligibility criteria:

- Be a full time CSU student (sophomore or junior at time of application);
- Possess a minimum 3.0 grade point average (GPA);
- Be in good standing with the student's university;
- Be able to demonstrate service to a CSU auxiliary or nonprofit organization.

Selection

A scholarship selection committee shall be created annually. The Chair of the Nominations Committee will assist by selecting a Chair from the Executive Committee membership. AOA service providers will be responsible for the overall coordination of the application process. In addition to the Chair, committee membership shall comprise of the following:

- The Executive Director of the California State Students Association (CSSA)
- The Chair of the AOA Associated Students/Student Union/Recreation Center Standing Committee
- Four additional members of the AOA Executive Committee

Upon announcement of the annual scholarship, the scholarship selection committee shall review all applications, as provided by each applicant, and then select the award recipient from among eligible applicants.

Applications will be accepted from each of the California State University (CSU) Auxiliary member organizations. Student applicants may self-nominate themselves. A letter of reference/endorsement from a CSU Auxiliary Organization employee(s) must accompany all applications. Student applicants are expected to apply directly to the AOA business office, by the established deadline.

Award

The Scholarship of Excellence award will be allocated to the student awardee via their campus financial aid account, by their Financial Aid Office. Scholarships are disbursed in equal amounts for each academic year term (quarter or semester) of full-time enrollment. This timeline reflects the scholarship awarding cycle and typical operating procedure. In accordance with Federal regulations governing over-awards (34 CFR 673.5), recipients of need-based aid shall have resources coordinated regardless if need is an eligibility requirement.

Use of Award

The AOA Scholarship of Excellence award may be used for qualified or non-qualified educational expenses. The following define those uses:

Scholarship: An amount provided to an undergraduate student to aid them in pursuit of their studies.

- a. **Qualified Scholarship:** A scholarship for tuition and fees, books, supplies and equipment *required* for coursework. These are typically non-taxable to the student.
- b. **Non-Qualified Scholarship:** A scholarship for room, board, or other living costs that does not meet the qualified scholarship criteria. These are typically taxable to the student.

AOA

Scholarship of Excellence

Application Procedure and Schedule

Application Procedure for AOA Scholarship of Excellence

Eligible student applicants shall apply for the AOA Scholarship of Excellence by completing the following:

1. Determine if the student applicant meets the required award eligibility criteria.
2. Complete the AOA Scholarship of Excellence Application/Verification of Nomination Form.
3. Submit a resume. The resume shall include all relevant auxiliary or nonprofit organization volunteer, paid or other work; campus, CSU system and community service; current grade point average (GPA); major; class and class standing.
4. Submit a written essay, of no more than 500 words, that describes how the student applicant has contributed to, been involved with, or served the mission of an auxiliary organization(s) at their campus of origin or within the CSU system. This essay should articulate the student applicant's qualifications for receiving the award.
5. Submit a copy of all college coursework transcripts.
6. Submit a letter(s) of reference/endorsement from a CSU auxiliary organization employee(s).

Award Schedule for AOA Scholarship of Excellence

Early Summer (June/July)

- Chair of the Nominations Committee shall:
 - ✓ Identify and select a Chair of the Scholarship Selection Committee
 - ✓ Notify the Executive Director of the California State Students Association (CSSA) and the Chair of the AOA Associated Students/Student Union/Recreation Center Standing Committee and request their participation in the Scholarship Selection Committee
- Chair of the Scholarship Selection Committee with assistance from the Chair of the Nominations Committee shall identify and select no more than four additional AOA Executive Committee members
- AOA service provider to provide the Chair of the Scholarship Selection Committee with:
 - ✓ Electronic copies of Scholarship of Excellence policy and procedures
 - ✓ Electronic copies of application instructions
 - ✓ Electronic copies of AOA Scholarship of Excellence Application/Verification of Nomination Form
 - ✓ Electronic copies of AOA Scholarship of Excellence scoring sheets
 - ✓ Call for applications – member communications and website content

Chair of the Selection Committee shall review these documents and update as necessary

Early August

AOA service provider to finalize updates to:

- Application instructions
- Application/Verification of Nomination Forms
- Scoring sheets
- Call for applications – member communications and website content
- Applicant contact templates

Mid-Late August

- AOA service provider will electronically mail to the AOA membership the call for applications and post website content

September-October

- AOA service provider to:
 - ✓ Receive and date stamp all application documents
 - ✓ Record applicant contact data in contact template
 - ✓ Post documents electronically to an appropriate and secure electronic file system, such as Google Docs, AOA website, etc.
 - ✓ Provide chair and members of the Scholarship Selection Committee with access/copies of all application documents as they are received
- Scholarship Selection Committee members to:
 - ✓ Review all applications as they are received
 - ✓ Complete scoring sheets.
 - ✓ Forward completed and signed scoring sheets to the Chair of the Scholarship Selection Committee as soon as the application documents have been reviewed

Last Week in October

- Chair of the Scholarship Selection Committee to:
 - ✓ Review scoring sheets and determine finalist(s)
 - ✓ Meet with members of the Selection Committee and discuss/select awardee(s)

First Week in November

- Chair of the Scholarship Selection Committee to:
 - ✓ Prepare a letter of recommendation and submit to the AOA Secretary/Treasurer for approval by the AOA Executive Committee at the November meeting
 - ✓ Forward to AOA service provider copies of all scoring sheets
- Executive Committee to:
 - ✓ Discuss/approve awardee(s)
 - ✓ Provide AOA service provider with the name of awardee(s)

Mid-Late November

- AOA service provider to:
 - ✓ Prepare and mail letters of award notification to awardee(s) and mail acknowledgment letters to those student applicants that did not receive an award
 - ✓ Contact the CSU auxiliary organization employee(s) that provided the letter of reference/endorsement for the awardee(s). Notify them of the award, and request assistance (if necessary) from their auxiliary business office in coordinating the awardee(s) travel logistics (travel and per diem)
 - ✓ Contact awardee(s) and provide information regarding travel logistics, complimentary hotel accommodations, and presentation details
 - ✓ Order awards, organize delivery to conference site

January-February

AOA Secretary/Treasurer to disburse award to awardee(s) Financial Aid Office

DRAFT

SUPPORT SERVICE-PROVIDER AGREEMENT

This Support Service-Provider Agreement ("Agreement" or "SSA") is made effective this 1st day of July, 2019 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and ROBERT E. GRIFFIN, the Service-Provider ("CONSULTANT"). AOA and CONSULTANT each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

Explanatory and Operative Statements

The AOA is composed exclusively of its members – the separate auxiliary organizations that support and enhance the educational mission of the California State University (CSU) system and each of its campuses. The AOA mission is to offer professional development, issue collaboration, represent common interests, and assist new or evolving member-organizations.

The resource and policy constraints upon member-organizations require AOA to rely heavily upon the members to carry out its mission. AOA must seek and obtain needed internal business and program support from member-organizations, a few qualified firms, but particularly from experienced individuals on a service-provider basis. These internal functions and tasks have included compliance advice, corporate secretary and governing board support, administrative, treasury and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

CONSULTANT under this agreement is a member-organization executive-retiree and former AOA leader, willing and able to independently dedicate a reasonable amount of business time as an AOA service-provider. The semi-retired status of CONSULTANT requires him to limit or foreclose any other customary business engagements with service-recipients.

Terms and Conditions

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following terms and conditions:

1. Services to be Provided

On or before the Effective Date of this Agreement, or as soon as practicable, the CONSULTANT shall commence the support services specified in the *Scope of Work* (SoW) Statement, **EXHIBIT A** (contents of which are incorporated herein by reference). The CONSULTANT shall exercise the same timeliness and due diligence customary under industry standards in carrying out the work specified in this Agreement. CONSULTANT under this Agreement shall act as an independent contractor in close collaboration with AOA leadership and the Executive Committee. An employer-employee relationship is not implied or intended, and shall not be practiced by the Parties,

The CONSULTANT may from time to time offer or be requested to provide support to AOA outside the SoW Statement under this Agreement, with or without the expectation of additional charge to AOA associated with that support. Any ambiguity over such circumstances shall be clarified and resolved in advance by the AOA President and the Secretary/Treasurer, and, where appropriate, documented by the Parties in accordance with Section 5. The AOA President shall recommend to the AOA governing board any budget supplements for services of the CONSULTANT that may involve additional fees to CONSULTANT in such circumstances.

2. Term of Agreement

The term of this Agreement shall be July 1, 2019, ending June 30, 2020. The Parties may extend the term by written amendments to this Agreement.

3. Service Fee and other Charges

In full consideration of the services satisfactorily performed by CONSULTANT under this Agreement, AOA shall pay to CONSULTANT as follows:

Service Fee: \$150/hour (*Authorized Hourly Rate*)

CONSULTANT will be compensated for authorized out-of-pocket expenses and related charges incurred during the performance of the contracted support services.

4. Status of Parties

During the term of this Agreement or any extension thereof, CONSULTANT represents that the consulting (“Work”) specified in the SoW are all within CONSULTANT’s professional capability to provide on a timely basis, and working in close cooperation with the Officers Group, the Long Range Planning Group, and the Executive Committee. It is mutually understood and accepted that:

- a). the CONSULTANT is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact; *and*
- b). the CONSULTANT performs the Work that is outside the usual course of AOA business; *and*
- c). the CONSULTANT is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

5. Scope of Work Modification

The Parties may modify the terms and conditions of this relationship by an amended SoW, signed and dated by the Parties and appended to the SSA, or by an amended SSA.

6. Termination of Services

Either party may terminate this agreement for good cause upon a 90-day written notice to the other party.

7. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and there are no inducements, representations, warranties, or understandings that do not appear within the terms and provisions of this Agreement. Only a writing signed by both Parties may modify this Agreement. The laws of the State of California shall govern the interpretation of this Agreement.

8. Authorization

Each individual signing this Agreement warrants and represents that he has the full authority and is duly authorized and empowered to execute this Agreement on behalf of the Party for which he signs.

9. Choice of Law

The provisions of this Agreement and its interpretation shall be governed by the laws of the State of California, including any action arising out of this Agreement.

10. Severability and Construction

If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. This Agreement has been negotiated by the Parties and their respective counsel and shall be interpreted fairly in accordance with its terms and without any strict construction in favor of or against either Party.

11. Counterparts

This Agreement will be executed by the Parties on or before the Effective Date and may be executed in one or more counterparts, each of which when so executed and delivered shall be deemed to be an original, but all of which taken together form but one and the same instrument.

12. Binding Effect

This Agreement shall be binding on the Parties, their successors in interest, and present and future subsidiaries, assignees or acquirers, including any acquirer of substantially all of the assets of a Party.

IN WITNESS HEREOF, AOA and CONSULTANT have caused their duly authorized signatories to execute this Agreement to be effective as of the above Effective Date.

AUXILIARY ORGANIZATIONS
ASSOCIATION

CONSULTANT

Richard Jackson, Secretary/Treasurer

Robert E. Griffin, INDIVIDUAL

Signature

Signature

Date

Date

Scope of Work

A. Support Services. This support element will provide the following services:

1. *Current Compliance Developments*. Keep current on relevant major compliance issues, Federal and California legislation, CSU regulations, and system-wide policy developments (including Executive Orders and coded memoranda) affecting AOA member-organizations. Significant issues that come to the attention of Consultant or Business Manager shall be analyzed, summarized and provided to the member-organizations. [*No Charge*]
2. *AOA Leadership Consultation*. As requested, comment on and advise the AOA leadership and Business Manager on governance, compliance, policy development, legislative matters and business transactions. [*No Charge for meetings, email or telephone conversations; research/analysis at Authorized Hourly Rate*]
3. *Member-Organization Initial Consultation*. Provide *initial consultation* with member-organization executives on legislative or oversight issues, governance, compliance, policy development and management practices, exemption status, corporate formation, restructurings and dissolution, and related matters. This service element contemplates up to a one-hour limit per matter, and is intended to complement and support the AOA *Leadership Academy*. [*No Charge*]

B. Special Project Services. As assigned and authorized by the Business Manager, provide extended consultation, and/or author, update, and/or edit professional papers, analytical reports or research, on subjects relating to the oversight, governance, compliance, policy development and management, exemption status, corporate formation, restructuring and dissolution, and management and related matters of auxiliary organizations. [*Authorized Hourly Rate*]

This service element will also be available by direct engagement with member-organizations at the *Authorized Hourly Rate* beyond any *Initial Consultation* provided under (A)(3) above.

SUPPORT SERVICE-PROVIDER AGREEMENT

This SUPPORT SERVICE-PROVIDER Agreement ("Agreement") is made effective this 10th day of April, 2019 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit public benefit corporation ("AOA"), and RICHARD JACKSON, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each may also be referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

Explanatory and Operative Statements

The AOA is composed exclusively of its members – the separate auxiliary organizations that support and enhance the educational mission of the California State University (CSU) system and each of its campuses. The AOA mission is to offer professional development, issue collaboration, represent common interests, and assist new or evolving member-organizations.

The resource and policy constraints upon member-organizations require AOA to rely heavily upon the members to carry out its mission. AOA must seek and obtain needed internal business and program support from member-organizations, a few qualified firms, but particularly from experienced individuals on a service-provider basis. These internal functions and tasks include providing support to the corporate secretary and treasurer duties specified in the Bylaws, general governing board support, administrative and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

CONTRACTOR is not compensated for performing the official duties of the corporate secretary or treasurer (CFO).

In February 2011, upon the termination of the agreement with the CSU, Chico Research Foundation to provide Secretary/Treasurer support services to AOA, the Executive Committee entered into an agreement with the CONTRACTOR to provide those services as an Independent Contractor. Since that time, the scope of the services has increased to include additional roles, including Conference Support Services.

CONTRACTOR under this agreement is a member-organization executive-retiree and former AOA leader, willing and able to independently dedicate a reasonable amount of business time as an AOA service provider. The semi-retirement status of CONTRACTOR requires him to limit or foreclose his other customary business engagements with service-recipients.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following terms and conditions:

Terms and Conditions

1. Services to be Provided

On the Effective Date of this Agreement, or as soon as practicable thereafter, the CONTRACTOR shall commence and complete the internal business and program support services specified in **EXHIBIT A** (contents of which are incorporated herein by reference) on a timely basis. The CONTRACTOR shall exercise due diligence consistent with compliance standards and applicable professional business practices in carrying out the functions and tasks specified in this Agreement. CONTRACTOR services under this Agreement shall be performed in full collaboration with the AOA governing board and officers, while specific task-work is free from AOA control or direction. An employer-employee relationship is not intended or implied and shall not be practiced by the Parties.

CONTRACTOR may from time to time offer or be requested to provide support services to AOA outside the scope of the specified services under this Agreement, with or without the expectation of reimbursement of costs associated with that support. Any ambiguity over such circumstances shall be clarified and resolved in advance by the AOA President, and, where appropriate, documented by the Parties. The AOA President shall recommend to the AOA governing board any budget supplements for CONTRACTOR services involving cost reimbursement in such circumstances.

2. Term of Agreement

The term of this Agreement shall be for the fiscal year July 1, 2019 through June 30, 2020. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

3. Service Fees

In full consideration of the services performed by CONTRACTOR under this Agreement, AOA shall pay to CONTRACTOR the service fees specified in **EXHIBIT B**.

Contractor will be compensated for approved out-of-pocket expenses incurred during the performance of the contracted support services.

4. Status of Parties

During the term of this Agreement or any extension thereof, CONTRACTOR represents that the functions and tasks specified in **EXHIBIT A** are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in full collaboration with the Officers, Executive Committee, and Conference Planning Committee. The Parties shall be strictly governed in accordance with its Articles of Incorporation and shall maintain a collaborative relationship with the CSU Office of the Chancellor. It is mutually understood and accepted that:

- a). CONTRACTOR is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact; *and*
- b). CONTRACTOR performs the Work that is outside the usual course of AOA business; *and*
- c). CONTRACTOR is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

5. Extension of Service

At the January meeting of the AOA governing board, the service-provider relationship between the Parties under this Agreement shall be reviewed with the CONTRACTOR to judge whether the Parties wish to renew the relationship, and on what basis. Any renewal shall be by written amendment to this Agreement, or by a new agreement, to be effective at the beginning of the fiscal year.

6. Termination of Services

Either party may terminate this agreement for good cause upon a 90-day written notice to the other party.

7. Assignment

The Parties understand that this Agreement represents a contract for work that is personal to CONTRACTOR. Accordingly, neither this Agreement, nor any duties or obligations under this Agreement may be assigned by CONTRACTOR without the prior written consent of AOA, which consent AOA may grant or deny in its sole discretion.

8. Notices

Any notices required to be given under this Agreement by either Party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested.

Notices shall be deemed provided upon personal delivery, or two (2) days after deposit with a nationally- reputable overnight carrier with postage prepaid, or five (5) days after deposit in the US mail, postage prepaid and registered or certified with return receipt requested.

9. Confidentiality

CONTRACTOR agrees that it will keep in the strictest confidence, all proprietary or confidential AOA information to which CONTRACTOR becomes exposed during the term of this Agreement, and that it will not disclose any such information to anyone except with the advance written consent of AOA. CONTRACTOR shall not utilize for pecuniary gain not contemplated by the terms of this agreement any information not a matter of public record which CONTRACTOR receives by reason of this agreement, regardless of whether the CONTRACTOR is under contract at the time such gain would be realized.

10. Tax Responsibility

CONTRACTOR is responsible for paying when due all income taxes, including estimated taxes, incurred or falling due as a result of the compensation paid by AOA to CONTRACTOR for the work to be performed hereunder. If CONTRACTOR is an individual who is a nonresident of California, CONTRACTOR understands that compensation paid to CONTRACTOR hereunder may be subject to withholding for California state income tax in accordance with California Revenue and Taxation Code Section 18662 and Title 18 of the California Code of Regulations, Section 18662-4(a).

11. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and there are no inducements, representations, warranties, or understandings that do not appear within the terms and provisions of this Agreement. Only a writing signed by both Parties may modify this Agreement. The laws of the State of California shall govern the interpretation of this Agreement.

12. Authorization

Each individual signing this Agreement warrants and represents that he has the full authority and is duly authorized and empowered to execute this Agreement on behalf of the Party for which he signs.

13. Choice of Law, Jurisdiction and Venue

The provisions of this Agreement and its interpretation shall be governed by the laws of the State of California, excluding its choice of law provisions. , Each Party hereto irrevocably consents to

the jurisdiction of the federal and state courts located in Butte County and agree that with respect to the litigation of any disputes growing out of this Agreement, jurisdiction and venue for such litigation shall be exclusively proper in the federal and state courts located in Butte County, California. The parties hereto agree that with respect to any litigation arising out of or in connection with this Agreement, the prevailing party shall be entitled to an award of its attorneys' fees and costs. Each party hereto waives any claim of forum non conveniens or any other defense or allegation contending that the forum is inconvenient.

14. Severability and Construction

If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. This Agreement has been negotiated by the Parties and their respective counsel and shall be interpreted fairly in accordance with its terms and without any strict construction in favor of or against either Party.

15. Counterparts

This Agreement will be executed by the Parties on or before the Effective Date and may be executed in one or more counterparts, each of which when so executed and delivered shall be deemed to be an original, but all of which taken together form but one and the same instrument.

16. Binding Effect

This Agreement shall be binding on the Parties, their successors in interest, and present and future subsidiaries, assignees or acquirers, including any acquirer of substantially all of the assets of a Party.

IN WITNESS HEREOF, AOA and CONTRACTOR have caused their duly authorized signatories to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS
ASSOCIATION

CONTRACTOR

_____, President

Richard Jackson

Signature

Signature

Date

Date

EXHIBIT A

Service Provider Internal Function and Task Specifications: Richard Jackson and Karen Finley (as Contingent Agent)

Corporate Secretary and Treasurer Official Duties

The following specific official responsibilities of the Secretary and Treasurer are performed without compensation (See Bylaws Article V);

- Executive Committee and Member Business Meeting Minutes.
- Retention of Corporate Records.
- Administration of Elections.
- Signing of Documents requiring Corporate Attestation.
- Collection of Membership Dues & Other Income.
- Payment of Bills & Other Indebtedness.
- Preparation of Tax Reports.
- Quarterly Income & Expenses Reports
- Preparation of Annual Report to Membership

Administrative & Conferencing Function:

Support Tasks

1. Corporate Administration

- ✓ Establish and maintain an overall organization administrative function
- ✓ Conduct the day-to-day business activity of the Association (e.g., contracts, RFP's, administration of special projects and training programs, correspondence)
- ✓ Record and disseminate minutes of Executive Committee and the annual business meeting
- ✓ Record and communicate the business proceedings of the Executive Committee and the Association
- ✓ Prepare policy statements for board action, and update AOA policy and procedures manual annually
- ✓ Retain Association records and files

2. Executive Committee Support

- ✓ Arrange for meeting locations and hotel accommodations
- ✓ Assist President and other Officers in preparation and distribution of meeting agendas and associated supporting materials
- ✓ Present quarterly management report to the Executive Committee
- ✓ Provide support to Standing Committee Chairs in development of meeting sites, hotel contracts, food and beverage arrangements, and budget development
- ✓ Research site locations for the annual conferences, and negotiate contracts and subsequent revisions as necessary

3. Resource Support to Membership

- ✓ Work with Committee Chairs to annually update AOA Website Directory
- ✓ Provide orientation and resource materials on AOA website
- ✓ Report significant information, news alerts, and AOA activity; respond to membership inquiries
- ✓ Assist in designing and managing AOA training materials and orientations for new auxiliary employees
- ✓ Coordinate required AOA website updates with the IT Service Provider

4. Conference Support Provider

- ✓ Administer the on-line annual conference registration process and fee collection

- ✓ Acts as liaison and contact person with the conference hotel and is responsible for conference hotel logistics, including food and beverage menus, and on-site coordination and liaison with the hotel during the conference
- ✓ Assist the Conference Chair in the preparation of a detailed conference budget, and other conference support as requested by the Conference Chair and other delegated related-subtasks.

Financial Function:

Support Tasks

5. Financial Accounting

- ✓ Process and post all financial transactions (e.g., deposits, disbursements, receivables, invoices, journal entries, banking, hotel bonus points)
- ✓ Conduct business in accordance with the Accounting and Administrative Policy guidelines and internal controls adopted by the Executive Committee
- ✓ Provide accounting support for the annual conference
- ✓ Collect annual dues from the AOA membership
- ✓ Provide support for Standing Committee Chairs
- ✓ Manage investment accounts per Investment Policy

6. Financial Reports

- ✓ Generate quarterly reports for Executive Committee (i.e., statement of income and expense, balance sheet, outstanding receivables, return on investment, reserves), encompassing General Operations, Annual Conference, and Special Projects
- ✓ Provide to the AOA President (monthly) and Executive Committee (quarterly) a listing of all financial transactions
- ✓ Prepare an annual report of income and expenses and a statement of financial condition for AOA's annual business meeting

7. Annual Budgets

- ✓ Prepare a consolidated annual budget, in conjunction with AOA Officers and Standing Committee Chairs for approval by the Executive Committee
- ✓ Prepare multi-year financial forecasts including projections of income, expenses, and reserves

8. Audit/Tax Returns

- ✓ Prepare working papers for the annual external audit and present the CPA's audit to the Executive Committee for approval
- ✓ Work with the external CPA on the preparation of annual tax returns (Form 990) as required for review and approval by the Executive Committee

Contingent Agent:

9. Karen Finley has agreed to serve as a contingent agent for Richard Jackson to assist with required short-term back-up support service-provider tasks as needed for Richard Jackson.

EXHIBIT B

Service Fees

There are two components to the scope of services relating to fees:

1. Administrative & Financial Support Services

Contractor shall perform these services for a flat annual fee amount of \$41,734, payable in monthly installments in arrears. This fee will be charged to the General Operations Budget.

2. Conference Support Services

Contractor shall perform these services for a flat annual fee amount of \$9,274, payable in two installments: \$3,000 in June and \$6,274 in January. The fee will be charged to the Annual Conference Budget.

3. Corporate Secretary and Treasurer Official Duties

No remuneration.

TOTAL COMPENSATION: \$51,008

AOA Long Range Planning Committee Minutes

April 10, 2019 – 3:00 p.m. to 7:30 p.m.

Loews Coronado Bay Resort

Members: Heather Cairns, Dave Edwards, Kacie Flynn, John Griffin, Richard Jackson, Monica Kauppinen, Jim Reinhart (Robert Griffin on phone)

The Committee discussed the following items:

I. AOA Scholarship of Excellence

The committee recommends accepting Dixie's suggestion that the AOA service providers assume responsibility for administering the scholarship announcement and selection process. Dixie will work with Kacie Schoen on developing the program and process. A small contract for Kacie (June-November 2019) will be authorized for her time working on this project.

The following should be developed/created:

- a. Process based on AOA's pre-2018 policy
- b. Timeline should mirror & compliment conference planning deadlines
- c. Distribution/announcement of scholarship program: Communicate to all membership and update AOA website.
- d. Selection criteria for the student based on the existing policy: service to the auxiliary (define), academic excellence (define).
- e. Committee criteria. Determine the number of readers required. Chair of nominations committee would assist in selecting the committee. Plan for number of applications. Recommend that we don't allow only one reader per application; need multiple scores.
- f. Define the weighting of scores and have them written (instructions for reviewers)
- g. Self-nomination - student applies. [Suggest the student include a reference letter or statement from their auxiliary supervisor or auxiliary director? That would help include the employer and validate their work?]
- h. Investigate ways to collect applications and score

II. AOA Leadership Academy

1. Who to nominate/invite and how?
 - a. Start with the EDs for nominations, and,
 - b. Self-nominate from current and prior Executive Committee as a target or should we open it up?

2. Four or Five faculty for 15-20 attendees
 - a. Each person does a presentation – meet as a small group with the mentor
 - b. Adjust curriculum as the President’s sees the make-up of the group
 - c. Use CABO, CO, and others to participate in the content in addition to past presidents
3. Evaluate – is it something to do each year? Maybe every other year? How do you determine success?
4. Use some of the content from the Academy in the Newcomers session at the annual conference. And on the flip side use some of the Newcomers information as the opening for the Academy.
5. The purpose/focus is to develop future AOA Leadership (chair, EC, President-Elect)
6. Make sure if someone self-nominates that they get their ED approval
7. Include in the curriculum something about how someone manages his/her time and resources as President
8. Create a celebration for the cohort – maybe at the Annual Conference?
9. Survey the participants on the content prior to the start
10. Who is responsible to keep the Academy going? Dave is doing it because he wants to develop it. Jim doesn’t want it to be the responsibility of the current president. It should be the responsibility of the past presidents committee but maybe not the chair.
11. Two past presidents – Richard and John -- said this is a good idea.

III. Bylaws Revision

The draft was sent to membership. Now collecting feedback from everyone. Revisit at the August EC meeting.

IV. Service Provider Succession Planning

1. Current Plan – immediate plans for Dixie and Fred next year (1-3 plan)
 - a. Karen Finley backing up Richard and she might do something more in the future....
 - b. Dixie Johnson with the recent graduate
 - c. Fred (would keep relationships with NACAS and AOA) but we would get someone to do Admin work who would serve as a liaison
 - d. Robert – he proposed that he not have a formal role on EC, developing a blog type idea (revising and “cleaning up” his function to AOA not “stepping back.”) Change in the legislative and compliance role is what is in discussion. Perhaps he does an issue brief and not a blog.

2. Part Two is the longer plan that includes the “business manager” and how that reduces/changes the service provider functions. Continue with status quo until Richard indicates a desire to scale back.
 - a. Consider AOA strategic planning for full-time CEO or Exec. Dir. model like NACAS (we don’t have the same money) or CSSA
 - b. Why has this come up? Evolution of the AOA leadership. Service Providers to help with conference planning to assist the President-Elect. What if people can’t make the 3-year commitment. What about institutional history?
 - c. Administrative Duties – interface with CO
 - d. Maybe the title isn’t ED it is more like a Manager.

V. Website

- Long Beach contract – Provide them with additional resources if needed, including augmentation of staff.

VI. Other

- Stay with Checks for paying dues (not credit cards – AOA would be paying about \$7K in fees if we allow credit cards)



Auxiliary Organizations
Association

**HR COMMITTEE
MEETING AGENDA**

San Diego
July 24, 2019 – July 26, 2019

DAY ONE – Wednesday July 24, 2019– Doubletree Hotel Hazard Center, Meeting Room: Courtyard 2

1:00 – 1:30	Introductions / Housekeeping Items
1:30 – 3:30	Jennifer Jacobus, SDEA, Leaves of Absence Overview
3:30 – 3:45	Snack Break / Opportunity Drawing
3:45 – 5:00	Tom Quirk & Alliant Group Benefits Update
5:15 -- 7:00	Optional Networking Event – Alliant Hosted Happy Hour

DAY TWO – Thursday July 25, 2019 – SDSU Campus – Templor Mayor Student Union, 2nd Floor

7:30 – 8:00	Breakfast
8:30 – 10:00	Mark Bookman, Dynamex Update
10:00 - 1015	Snack Break / Opportunity Drawing
10:15 – 12:00	Richard Bromley Part 1
12:00 – 1:00	Lunch Inside Templor Mayor
1:00 – 2:00	Richard Bromley Part 2
2:00 – 3:30	Kristen Pichler, Roundtable topic discussion
3:30- 345	Snack break
3:45 – 4:30	Kristen Pichler, Roundtable Topic discussion
5:00	Dinner on your own

DAY THREE – Friday July 26, 2019 – Doubletree Hotel Hazard Center, Meeting Room: Courtyard 2

8:30 to 9:00	Breakfast
9:00 to 1015	Victoria Kuebler and Deb Naylor, SDSU Research Foundation, Mentorship programs
10:15 to 10:30	Break / Opportunity Drawing
10:30 to 12	Chris Fondacaro, CSU Learn Update
12:00	Adjourn

Human Resources Standing Committee Report

Submitted By: Jennifer Lakin, Chair

August 2, 2019

1. **Annual HR Conference, San Diego**

The annual HR conference was held July 24-July 26 in San Diego at the Doubletree Hazard Center Hotel. The agenda is included in this report, but overall, there were sessions on legal updates, independent contractor status ruling (Dynamex), mentorship programs, leave of absence administration, and a session with Chris Fondacaro from the Chancellor's Office regarding CSU Learn – Sum Total.

2. **Dynamex**

Over the course of the last few months, the committee has been working on reviewing position statements and documents from Robert Griffin and Mark Bookman regarding the Dynamex case. The case pertains to independent contractor status and what the implications of the ruling would mean for auxiliaries. During the HR Summer Conference, it was discussed that dialogue needs to happen with the Chancellor's Office, but prior to that, the RAC team needs to be included in the discussions. Therefore, Victor Kuebler will coordinate a session with Mark Bookman for the January 2020 AOA Conference. The need for a sub group is a possibility. See additional documentation

3. **CSU Learn – Sum Total – Target Solutions**

The HR Committee is very concerned about the functionality of CSU Learn/Sum Total and getting courses assigned and the overall performance of the system. Chris Fondacaro explained several items regarding the system and is working diligently on fixing the system to meet the requirements of the campuses, but also the auxiliaries. One of the major concerns was that the courses are not applicable to auxiliaries and suggestions were made to modify course content to meet those needs. Additionally, the group is very concerned that the harassment modules are not meeting the needs to be in compliance with AB 1343 and AB 1825. Target Solutions is still available for use until June 2021, but some auxiliaries have moved over to CSU Learn, only to find it problematic. Patty Rea suggested a training sub committee and the HR Committee will look into forming a group to discuss the ongoing training needs and challenges.

4. **Attracting Talent**

The committee discussed at length ideas to attract and retain employees who are not motivated by retirement or by health benefits, as they might still be on their parent's insurance. The group discussed popular benefit options like stipends or student loan forgiveness/student loan repayment options for employers. Victoria Kuebler is working on a session for the annual conference to address student loan forgiveness and repayment options.

COMPLIANCE ISSUE BRIEF

The *Dynamex* Opinion: Restricting the Independent Contractor Classification

Robert E. Griffin

ABSTRACT

The 2018 California Supreme Court landmark *Dynamex West* opinion burdens hiring entities with classifying workers as *independent contractors* **only** if a three-part “ABC test” is met: a) the work is free -- under contract and in practice -- from entity control and direction of work performed; b) work performed is outside usual course of entity’s business; and c) worker is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the entity. While this new standard applies only to IWC Work Order classifications, the opinion leaves open the prospective of a broader application.

This *Compliance Issue Brief* summarizes the decision, analyzes the three-part test in relation to common auxiliary organization functions, considers further developments, and includes a compliance approach checklist.

Some Perspective

A host of fast-moving laws (California and federal) play out over the use of an independent contractor (IC) rather than an employee. Most are framed by defining the nature and scope of the employment relationship, pay, insurance and benefits coverage, fair labor practices, and where the status *presumption* resides.¹ The *employee/IC* issue is commonly understood by auxiliary organization human resource professionals, but the various tests and fact-sensitive factors across these laws are frequently not viewed accurately in other departments with considerable decision-making authority.

¹ See *California Employment Law: The Complete Survival Guide for Doing Business In California*, D. J. Farmer, 2nd Ed., Employment Law Publishers, LLC, Table 1, starting on page 9.

Sorting through and applying these factors is a challenge best understood and faced in each specific work relationship well before the relationship is struck. Unfortunately, misclassification disputes all too frequently occur well into the relationship. Applicable standards, however, prevail irrespective of worker preference or agreements to the contrary.

This *Issue Brief* sets out a focused analysis of the *Dynamex West* (Dynamex) opinion; it is, however, not legal advice. *Employee/IC* issues are notoriously fact-sensitive. Qualified legal counsel should be sought early in the development of policy and practices, and particularly ahead of any relationship that raises *employee/IC* issues.

Case-in-Brief

The *Dynamex West* case² arose out of extended litigation alleging misclassification of a delivery company's drivers in violation of a California transportation industry wage order and several Labor Code provisions, resulting in unfair and unlawful business practices.³ In granting review on appeal, the Court set out to clarify what classification standard should be followed in wage order disputes over employee or contractor status.

In framing its analysis, the Court acknowledged the harmful, unfair and burdensome consequences to workers, honest competitors, and the general public from misclassifications. The Opinion, with unanimous concurrence, jettisoned the *Borello* test⁴ and dealt extensively and carefully with relevant case lineage. The analysis of prior holding tests, definitions and standards resulted in the adoption of the "ABC test"⁵ in a wage order context.

² *Dynamex Operations West, Inc. v. The Superior Court of Los Angeles County* (2018) 4 Cal.5th 903. This opinion can be found at: <https://scocal.stanford.edu/opinion/dynamex-operations-west-inc-v-superior-court-34584> and footnote references to the opinion below are to this document, not to case reporters.

³ California *Business and Professions Code* §17200 provides, in relevant part: "...unfair competition shall mean and include any unlawful, unfair or fraudulent business act or practice and unfair, deceptive, untrue or misleading advertising and any act prohibited by Chapter 1 (commencing with Section 17500) of Part 3 of Division 7 of the Business and Professions Code."

⁴ *S. G. Borello & Sons, Inc. v. Department of Industrial Relations* (1989) 48 Cal.3d 341, established a multifactor standard to distinguishing employees and independent contractors.

⁵ Under this 3-prong test (all of which must be satisfied), a worker is deemed to have been "suffered or permitted to work," and thereby classified as an employee unless the putative employer establishes that each prong has been met.

The ABC Test

*(W)e conclude it is appropriate, and most consistent with the history and purpose of the suffer or permit to work standard in California’s wage orders, to interpret that standard as: (1) placing the burden on the hiring entity to establish that the worker is an independent contractor who was not intended to be included within the wage order’s coverage; and (2) requiring the hiring entity, in order to meet this burden, to establish each of the three factors embodied in the ABC test...*⁶

While the Opinion discusses each factor of the ABC test and its relationship to the suffer or permit to work definition,⁷ it is critical to point out that the court’s holding clearly places the burden on the hiring entity to meet each ABC test factor in establishing a contractor relationship. This burden should serve as a predicate for an employee-relationship policy in doubtful compliance situations. Here is a summary and analysis of the ABC test:

Part A Factor

*Is the worker free from the control and direction of the hiring entity in the performance of the work, both under the contract for the performance of the work and in fact?*⁸

Part A has two sub-factors, both of which must be satisfied: 1) the contract must state that the worker is free from the control or direction of the hiring entity; and 2) actual performance under the contract must evidence such freedom.

The Part A standard is somewhat a restatement of the type and degree of control test under *Borello* and can be established by a variety of practices -- starting with specific contract representations and the scope-of-work statement, and including work-related resources provided by the worker, coupled with actual work performance closely holding to the arrangements.⁹

⁶ *Dynamex, supra*, at page 66.

⁷ *Dynamex, supra*, at page 4 and beginning on page 37. In *Martinez v. Combs* [(2010), 49 Cal 4th, 35, 64], the court identified three alternative wage order “to employ” definitions: a) to exercise control over the wages, hours, or working conditions; b) to suffer or permit to work; or c) to engage, thereby creating a common law employment relationship.

⁸ *Dynamex, supra*, at page 68.

⁹ See *California Employment Law: The Complete Survival Guide for Doing Business In California*, D. J. Farmer, 2nd Ed., Employment Law Publishers, LLC, at page 35. HR departments should have a copy!

Part B Factor

*Does the worker perform work that is outside the usual course of the hiring entity's business?*¹⁰

Compared to the Part A and C factors, the Opinion struggles in explaining how the Part B factor would work.¹¹ The examples offered from other cases and by footnotes are more helpful for a single-purpose, for-profit business (but for nonprofits, not so much). Plainly, the court's Part B analysis assumes a singular purpose for each business.

Auxiliary organizations are structured around twelve enumerated *broad* functions authorized by the CSU Trustees¹² – all in exclusive support of the educational mission of the host university. While a few auxiliary organizations are authorized to perform more than one function, most provide the University with support services within a single enumerated service function.

But, is even a single broad service-support function equivalent to an “entity business” as contemplated under the Part B standard? Example: Trustee regulations authorize the auxiliary organization function: *Externally Funded Projects Including Research, Workshops, Conferences, and Institutes*.¹³ At what level should an entity performing this function be held in determining its “usual course of business?” Should Part B’s application be pared down to each enumerated function-type or even to each project? Or, should the focus be scaled up in recognition of the related purpose of the entity in support of the broad educational mission of the institution?¹⁴

An answer -- as a reasonable interpretive view -- is the latter rather than the former based principally upon the accepted, diverse nature of and customs associated with institutional research and related educational endeavors. The “usual course of business” in these instances makes practical sense only at the level of the organization’s corporate purpose(s) expressed in its articles of incorporation, coupled with its authorized auxiliary function set out in the operating agreement between the auxiliary and the CSU. One distinction to which the Opinion gives some credence is

¹⁰ *Dynamex, supra*, at page 69.

¹¹ The Part A factor was explained in a page; Part B in four pages; and Part C in two. *Opinion*, pages 68-75.

¹² California Code of Regulations (CCR) Title 5, § 42500(a).

¹³ *Ibid* at § 42500(a)(7).

¹⁴ A “scale up” might apply to a single-function auxiliary, such as a philanthropic foundation or housing corporation.

between work deemed an “integral part” of a business rather than “incidental” to it. Thus, in the above case, research project work outsourced to a specialist-individual meeting the Part A and C factors might be *integral* to that project, but *incidental* to the employer-entity as a whole, in satisfaction of Part B.¹⁵

Another example may serve the point: The annual AOA conference is an important activity of the association, but AOA is not in the conferencing business. Out-sourcing services in support of a once-a-year conference to individuals (assuming Wage Order applicability) meeting Parts A and C would also meet the Part B test as “not within the usual course of [AOA] business.”

Appendix A lists hypothetical examples of worker relationships that *illustrate* application of the Dynamex ABC factors (or other concomitant legal standards) to auxiliary functional activities.

Common with the for-profit sector, nonprofits have long moved to outsource support services (e.g., legal, audit, architects, construction, maintenance, custodial) and Dynamex left this trend untouched.

Fact-based analysis and supporting documentation should accompany out-sourced relationships that present Part B test issues.

The Part C Factor

*Is the worker customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the hiring entity?*¹⁶

The Opinion expresses a mild distain for evasive and unilateral labelling of “independent contractor” absent any evidence that an individual has *independently* chosen the burdens and benefits of self-employment and gone into business for himself or herself. The obvious public policy objective of the *suffer or permit to work* standard, as expressed in the Opinion, is “to preclude a business from evading the prohibitions or responsibilities embodied in the relevant

¹⁵ *Dynamex*, supra, at pages 72 and 73, footnote 29, in *McPherson Timberlands v. Unemployment Ins. Commission*, a Maine unemployment insurance case.

¹⁶ *Dynamex*, supra, at page 73.

wage orders directly or indirectly – through indifference, negligence, intentional subterfuge, or misclassification.”¹⁷ What beyond simple credence will satisfy the Part C factor?

The C test has three elements. The worker must have: 1) made an independent decision to engage in an established business, trade or occupation; in which 2) he/she is customarily engaged; and 3) that the hiring entity can prove.

The following steps taken *independently* by an individual into a business, trade or occupation include:

- Forming a company (e.g., as a sole proprietor, in partnership, or by incorporation or LLC);
- Obtaining and maintaining required licensure;¹⁸
- Advertising or promoting the business (e.g., website, resume, brochure);
- Maintaining a list of recent clients or customers; and
- Routinely offering services to known or new customers.

Hiring retired or seasonal individuals can raise Part C factual issues: What if the contractor only hires out periodically or to only one or two entities? The hiring entity should closely document any special circumstances of the worker to satisfy this factor.

It is possible to have a contract relationship with an individual who has otherwise met each part of the ABC standard and who is also an employee of another entity performing duties that relate or are parallel to the services sought from the worker by a hiring entity, if arguably: 1) the contracted work is outside the duties owed to the employer-entity; 2) the employer-entity is aware of the worker’s outside business; 3) the worker’s outside business is consistent with the policy of the employer-entity; 4) no resources of the employer-entity are involved with the worker’s outside business; and 5) the worker has disclosed the employment relationship and documented satisfaction of the above conditions to the hiring entity as part of the independent contractor relationship. *Proviso* cautions:

¹⁷ *Dynamex, supra*, at page 73.

¹⁸ Some professions or trades are regulated by governmental agencies, or have certifications; and cities may require a business license, but a city business license is a revenue device, not a regulatory regimen.

- The Opinion only applies to workers hired within the 17 classifications of California Industrial Commission (IWC) Wage Orders. Auxiliary organization work commonly centers on Work Order No. 4, January 1, 2017.¹⁹ See <https://www.dir.ca.gov/iwc/wageorderindustriesprior.htm>
- Each ABC standard-factor must be established by the hiring entity to exclude the worker from employee status.
- Each proposed project should include documentation that addresses (by narrative and costs) the ABC-standard for any work to be undertaken by independent contractor.
- Actual performance under the IC relationship should comport closely with documentation.

Joint Employment

Joint employment compliance standards into 2019 remain a moving target, post-Dynamex. Joint employment may appear as a concomitant issue with IC/employee relationships for auxiliary organizations.

Wage Order Employees. Dynamex appeared to reset the three alternative joint employer tests²⁰ as applied to wage order employees: 1) employer exercises control over the worker's wages, hours or working conditions; or 2) employer suffers or permits the work (*now using the ABC test*); or 3) a common-law employer-employee relationship is created.

However, in *Curry v. Equilon Enterprises, LLC* (2018),²¹ a California Court of Appeal clarified the scope of the ABC test used in Dynamex. The *Curry* court concluded that the high court's policy reasons for selecting the ABC test were uniquely relevant to the issue of allegedly misclassified independent contractors, and thus, does not appear to apply in the joint employer context.

¹⁹ For auxiliary organizations, the impact of Dynamex is likely limited to those performing in non-exempt positions. But, pending 2019-20 or later legislation or future case law may well expand application of the ABC test. This issue "has legs" requiring ongoing awareness and evaluation by HR professionals.

²⁰ See *Martinez v. Combs* (2010) 49 Cal.4th at p. 64; *Dynamex, supra*, at p. 48.

²¹ 23 Cal.App.5th 289.

NRLA & FLSA. An expansive “economic realities” standard has generally been used to determine whether an individual may be in a joint employment relationship (“vertical” or “horizontal”) under present federal wage and hour law.²² This standard involved an analysis of multiple factors.²³

For labor practices²⁴, a “right to direct and immediate control” test is applied. How much exercised control is a long, convoluted issue beyond the scope of this paper.²⁵

But Wait. On April 1, 2019, the U.S. Department of Labor released new proposed regulations²⁶ that introduce a “four-factor balancing test” to assess if an alleged joint employer: 1) hires or fires the employee; 2) supervises and controls the employee’s work or employment conditions; 3) determines the employee’s rate and method of payment; and 4) maintains the employee’s employment records. These proposed rules would be a major step back from the controversial and since-rescinded 2015 guidance that leaned toward an economic realities test.²⁷

ABC Test Compliance Checklist

Appendix B is an abbreviated checklist approach to ABC Test compliance.

²² Federal Fair Labor Standards Act (FLSA) and implementing regulations. DOL guidance also recognizes both “vertical” and “horizontal” joint employment relationships using distinct tests.

²³ The seven factors: Does the alleged joint employer have the right to control how the work is performed? Does the alleged joint employer provide the tools? Is the work being performed at the worksite of the alleged joint employer? Does the alleged joint employer provide employee benefits? Does the alleged joint employer have the right to assign additional work? Does the alleged joint employer have discretion over when and how long the workers work? Is the work being performed a part of the alleged joint employer’s regular business?

²⁴ National Labor Relations Act (NLRA).

²⁵ A recent U.S. Court of Appeals, D.C. Circuit panel decision has ruled that, since the NLRA does not define “employer,” the common law of agency controls who is a joint employer. See: *Browning-Ferris Industries of California Inc. v. NLRB* (December 28, 2018) No.16-1028. Note: The NLRB has ruled that Uber drivers are not employees for collective bargaining purposes. Even if these workers are classified under California law as employees, there is no concomitant state law affording them collective bargaining rights.

²⁶ See: <https://www.dol.gov/whd/flsa/jointemployment2019/>

²⁷ Trump Administration efforts to set a higher bar for joint employment will surely be challenged, so making quick employment policy changes would probably be premature.

Further Developments

The Dynamex decision is certainly final and conclusive as to the parties. However, the rather expansive new law stemming that judgement has yet to unfold.

ABC Test Expansion and other Open Questions The court's ruling in Dynamex specifically applies to claims under California IWC Wage Orders. The narrowness of the opinion certainly fits the case at hand, but the breadth of the court's analysis leaves open whether the ABC standard will be more widely applied (i.e., claims for failure to pay workers' business expenses).²⁸ See below.

Legislation. Promptly after the Dynamex decision, the California Chamber of Commerce and a wide cross-section of the business community expressed strong concern over the April 30, 2018 ruling in a June 20, 2018 letter urging legislative, not court-made workforce policy.

In the 2017-18 California Legislative Session, that policy approach took flight (perhaps not in the direction hoped for by the "gig" industry). Assembly Bill 2496 would have codified²⁹ the ABC standard as applied to janitorial service employers. AB 2496 received an emphatic veto by the Governor arguing prematurity.

The 2019-20 Session includes more far-reaching codifications of the Dynamex approach. Senate Bill 238 (Grove) would create an employee-status rebuttable presumption for an individual performing services for which a license is required, or working for a person required to be licensed, under the California State License Law.³⁰ AB 5 (Gonzalez), if enacted, would go further.³¹ AB 71 (Melendez) would codify the *Borello* test for determining a worker's classification as an independent contractor or employee.

²⁸ *Cal Labor Code* § 2802.

²⁹ The bill would have amended, *inter alia*, *Cal Labor Code* § 2750.5 by creating rebuttable presumption affecting the burden of proof that a worker is performing services for a licensed property-service employer.

³⁰ *Cal Business & Professions Code*, Chapter 9, Division 3 (commencing with § 7000).

³¹ This bill (as amended on July 11, 2019 in the Senate) would amend the *Cal Business & Professions, Labor, and Unemployment Insurance Codes* to codify the *Dynamex* decision's application, expand its scope to areas of labor law beyond IWC wage orders, and provide narrow exemptions therefrom – placing them instead under the broader *Borello* test. If enacted, AB-5 would be effective January 1, 2020, but may still be retroactive with respect to IWC wage order cases.

Retroactivity. The Dynamex opinion did not express whether the ABC standard should be applied prospectively or retroactively.³² The general rule (with exceptions) is that judicial decisions are given retroactive effect, and the Supreme Court could have, but chose not to, state that the opinion applied only prospectively. This issue has been subject to a rehearing petition (denied) and more recent litigation,³³ all upholding the general retroactive-effect rule. This question remains alive and the consequences are significant. While justice would seem to require wage repayments and penalties for the unlawful misclassification of employees, punishing compliant employers with retroactive standards hardly seems just – a certain due process issue. Watch for the retroactivity issue to emerge in legislation. See above.

DOL Opinion Letter. On April 29, 2019, the federal Wage and Hour Division issued a new opinion letter³⁴ that bears upon the employee-versus-contractor issue, and appears to signal the approach the current administration intends to take. The broadly expressed opinion – applicable just to an unidentified company whose workers clean residences – held that the workers were contractors, not employees.³⁵

NLRB Advice Memorandum (13-CA-163062, ET). An April 16, 2019 National Labor Relations Board General Counsel opinion (released May 14, 2019) determined that Uber drivers (potentially other “gig economy workers” also?) are independent contractors, not statutory employees.³⁶

Reconciliation of Standards. The policy development and compliance practices continuum will likely face a dilemma: how to reconcile and apply federal and California standards.

California relies on primary tests applied to specific statutes and regulations to distinguish employment from independent contractor status:

³² Even the extent of retroactive application could be an issue for final court or legislative determination: 1) only cases on pending review; 2) exclude cases in which the trial has already started; or 3) applicable only to the parties before the court and not to other past actions.

³³ Examples: Garcia v. Border Transp. Grp., LLC, Cal. App. 5th 558 (2018); Johnson v. VCG-IS, LLC, No. 30-2015-00802813, 2018 WL 3953771 (Cal. Super. Ct. July 2018); and Vazquez v. Jan-Pro Franchising International, U.S. Court of Appeals, Ninth Circuit, No. 17-16096 (May 2, 2019).

³⁴ An opinion letter is an official, written agency opinion on how a particular law applies in specific circumstances presented by the individual person or entity that requested the letter.

³⁵ DOL announcement and opinion letter at: <https://www.dol.gov/newsroom/releases/whd/whd20190429>

³⁶ NLRB advice memorandum at: <https://www.nlr.gov/news-publications/nlr-memoranda/advice-memos>

- The common law test:
- The EDD control test:
- The *Borello* case test:
- The *Dynamex* case test.

For California employers, the following federal tests are primarily used in making this distinction for corresponding statutes and regulations:

- The common law test;
- The “economic realities” test;
- The “hybrid” common law and economic realities test:
- The IRS “20 Factor” control test (plus IRS refinements thereto);
- The EEOC test;
- The DOL test.

Tests correspond to specific statutes or regulations. So, the reconciliation process involves:

- 1) Identifying which law is at issue;
- 2) Understanding the purpose of the law; and
- 3) Applying the proper test (and any inherent factors within the test).

The most significant common feature with these various tests is the extent of *control over the manner and means of accomplishing the work*.³⁷

To judge whether a worker has been properly classified as an independent contractor for purposes of a specific law, consider:

- 1) A definition of “employee” in the law to be applied, if any;
- 2) A definition of “independent contractor” in the law to be applied, if any;
- 3) Any legal “test” for employment of independent contractor status developed by the courts or administrative agencies for application of the specific law; or
- 4) Any statutory “employees” identified in the law which establishes a conclusive status.

³⁷ *California Employment Law*, footnote 1, *supra*, at pages 8-15.

What if a test for one law (and purpose) does not satisfy the test for another law, while both are deemed applicable to an employment/independent contractor status issue at hand? The employer should consider cross-walking to a compliance standard which meets the more restrictive test for independent contractor status.

REG/7/19 v7

APPENDIX A

WORKER-RELATIONSHIP EXAMPLES

The following hypothetical worker-relationship examples *illustrate* application of the key factors devolving from *Dynamex* (or other concomitant legal standards, such as the Borello test). It is assumed that the factual analysis required in each case follows the applicable legal standards outlined in the *Issue Brief*.

Example 1. Research Project Principal Investigator

The university has been awarded a public agency research multi-year project to be administered by the research auxiliary. The award included a budget and supporting narrative for hiring a specific member of the university's faculty, but did not state if the individual should be hired as auxiliary employee or independent contractor. The project PI would be engaged concurrent with her university position duties.

In this example, the project principal investigator should be hired as an auxiliary employee under the "horizontal" joint employment test and likely campus additional employment policy.

Example 2. Clinical Trial Participants

The university's research auxiliary is seeking qualified individual volunteers to participate in a series of clinical trials for an externally sponsored project headed by a team of faculty members. Prospective participants are screened under specific criteria relating to the trial criteria. Approved participants agree to a *Statement of Trial Performance* (STP) requiring each of them to abide by testing steps over a six-month period involving both home and university laboratory activities, closely supervised by the Project team. Each participant is compensated after completing each phase of the trial.

The clinical trial participants are not under IWC Work Orders and therefore the ABC Test does not apply. STP documentation should state other applicable standards under which participant-volunteers are compensated as independent contractors.

Example 3. Research Report Evaluator (Critique)

The Principal Investigator of an externally sponsored research project is required under terms of the agreement between the research auxiliary and the external sponsor to engage a qualified, independent evaluator to critique the project's final draft report prior to submission to the sponsor. The Project documents, including the proposal, budget or agreement, do not specify how the engagement should be handled.

The position would likely be work order exempt. The Borello test should be considered and satisfied, and a determination documented in Project files and summarized in the IC agreement recitals.

Example 4. Institute Conference Speaker

A university educational institute is administered by a campus auxiliary organization. The Institute convenes an annual symposium that includes invited speakers with expertise relating to the Institute's purpose. The auxiliary supports the university through several major functions unrelated to the Institute and has adopted the ABC test as a policy for evaluating all independent contract arrangements. The individual speakers have been paid on an independent contract basis. Each

APPENDIX A

contract includes representations about presenter experiences, professional qualifications and scope and duration of work.

The speaker arrangements likely meet each of the ABC standard factors to remove the speakers from an employment relationship. The speaker contracts would need to state that the purpose of the institute and the symposium is education, not hiring speakers.

Example 5. Bookstore Security Systems Installation Consultant

The university's auxiliary operates the campus bookstore. All bookstore staff are auxiliary employees. An updated security system has been ordered, but a qualified installer is needed to oversee the installation by the system's firm. The auxiliary is not authorized to function as a security system provider, although it functions in several other enterprise areas in support of the university. The Installer is needed for a six-month period, and has had extensive experience in such an assignment, and holds himself out as a professional installation consultant using his personal equipment. He will report to the Bookstore Manager. Should the installer be hired as an employee or independent contractor?

This hiring would likely be subject to IWC Work Order 4. An independent contract could be framed to meet the ABC standard factors. The scope-of-work statement would need to be clear about the degree of oversight control of the installation exercised by the Bookstore Manager.

Example 6. Fundraising Counsel

The university is planning a major fundraising campaign to be administered through the auxiliary organization charged with donor development and endowment management. The campaign plan calls for hiring a qualified fundraising counsel for advice on campaign strategy and implementation. A formal screening and selection process has identified an experienced individual who happens to be a retired university executive. How should the engagement be handled?

In this example, the position would likely be work order exempt, bringing the Borello test into play. That evaluation should be documented and if a contractor-relationship is determined, the agreement should recite the facts associated with each of the applicable factors supporting the determination.

Example 7. Investment Performance Evaluator

The university's philanthropic foundation (an auxiliary organization) outsources to a well-regarded firm management of the endowment portfolio under an investment policy approved by the board of directors. The policy calls for a periodic, independent evaluation of the firm's performance, but does not state how the evaluator shall be selected and engaged.

The professional status of such a position would likely be work order exempt and the Borello test would apply. If a contractor-relationship is determined from application of the test factors, the factual basis for that evaluation should be documented and summarized in the IC agreement recitals.

Example 8. Off-site Data Compiler

The university seeks additional information on its donors using a qualified data compiler/analyst. The donor database is held by the university's fundraising auxiliary organization, which plans to engage a qualified individual located in a nearby state to undertake the short-term effort by accessing the database remotely.

APPENDIX A

A work order evaluation is called for to first judge if this position is exempt or not. If under a work order, the ABC test would apply, and if an evaluation determines that a contractor-relationship is appropriate, document that analysis and summarize the factual circumstances in the IC agreement recitals.

Example 9. Camp/Clinic Sports Coach

Each summer the auxiliary organization hires part-time individuals to coach sports clinics. These seasonal workers are either retired, or employed elsewhere during the year. Should they be employees or contractors?

Written coach duties will reveal if any industrial work orders apply. If so, a close analysis and documentation of the ABC test factors should be undertaken that will lead to an appropriate relationship determination. If exempt, Borello test factors should be applied.

Example 10. Intramural/Sport Club Coach

A student body organization hires experienced part-time individuals to coach student intramural and student sport clubs during their respective seasons of the academic year. These hires may be on-campus staff, faculty, or students, or those from the community. They may or may not be employees elsewhere. Are they employees, or would an independent contractor status apply?

Written coach duties should reveal if any industrial work orders apply. If so, a close analysis and documentation of the satisfaction of ABC test factors should be undertaken that will lead to an appropriate relationship determination. If exempt, Borello test factors should be applied to make a documented determination.

Example 11. Ad/Marketing Campaign Designer

A campus auxiliary organization provides a wide set of support services to the students, faculty, staff and the community. An experienced marketing designer is needed to advise department heads on an integrated ad campaign plan to be implemented by existing staff. Is a contractor-relationship appropriate?

Written specifications for the designer position would lead to a determination whether an IWC work order would apply. If exempt, then the Borello test would apply likely. The determination analysis should be documented and summarized in agreement recitals.

Example 12. Sponsored Project Training Instructor

Research auxiliary organization (grantee) manages training grants that require hiring experienced, commonly professional individuals as training instructors on a part-time basis, class-term basis. The grant agreement specifies the instructor qualifications in general terms, but does not state the relationship requirement with the grantee. Individuals hired may be employed elsewhere or retired,

Written specifications for each category of instructor position should be developed and would lead to a determination whether an IWC work order would apply (by category). If exempt, and no grant terms require an employment relationship, then the Borello test would likely apply. The determination analysis should be documented and summarized in agreement recitals.

APPENDIX B

IC COMPLIANCE CHECKLIST APPROACH

- Is the worker to be hired an individual? If YES,*

- Is the work under an IWC Wage Order? If YES,*

- Apply, document and follow the ABC Test factors (all must be satisfied) –
 - ✓ *Worker is free from hiring entity work performance control (per contract and in fact);*
 - ✓ *Worker performs work outside hiring entity’s usual course of business; and*
 - ✓ *Worker is customarily engaged in an independently established trade, occupation, or business.*

- If worker is not under a Wage Order: apply, document and follow other applicable standards or entity policy to determine if worker may be hired as an independent contractor. **

*For example: California *Borello* test or applicable federal law standards.

Research Administration Committee
Report to AOA Executive Committee
August 2019

Recent Activity

The Research Administration Committee (RAC) met at Cal Poly San Luis Obispo May 5-7, 2019. More than 50 people attended representing 21 campuses.

Upcoming Meetings & Events

The Fall 2019 RAC meeting is planned for Sonoma State (Rohnert Park) 9/30/19 – 10/2/19. The Chancellor's Office will provide a training on completing the HERD survey. The last day will be a joint session with the CSU Chief Research Officers (CCRO) and RAC.

We are offering the "AOA Subcommittee Travel Awards" for the meeting in Sonoma to encourage broader participation in AOA Subcommittee meetings by new members who may not otherwise be able to attend.

Priority Issues for Members

1. Sponsored Programs Users Group (SPUG) – originally formed as part of FOA, this group is for all campuses using PeopleSoft for sponsored program tracking. Discussion on purpose of group and if it should continue under RAC; should it be expanded to discuss data in general.
2. New Sponsored Program Staff Classification request to Chancellor's Office. This stems from an ongoing and growing concern regarding hiring staff and retention of staff.
3. CSU CO audits (pre and post-award, auxiliary) and common issues
4. Tracking student engagement with research (funded and not funded)

Other Active Issues for Members

- Paying Faculty for participation versus providing a service; establishing a de minimus amount that doesn't have to go through payroll
- Compliance issues such as Responsible Conduct in Research and Export Controls
- Effort Reporting & Compensation Verification and the new Uniform Guidance rules for payroll certification
- Participant Support – campuses are having problems issuing stipends to students due to financial aid restrictions.
- Data Metrics – creating common definitions; can data be pulled from across the system that is meaningful
- California Model Agreement (AB20) and increase in IDC from 25% to 30%
- Independent Consultant CSU HR Memo (Dynamex case implications)
- Sexual Harassment (AB 2192) reporting rules from NSF and NIH
- Foreign Influence
- 2018 Farm Bill and change in federal policy regarding industrial hemp
- Budgeting issues: vacation/sick accruals, pooled benefit rates, gift card and incentive payments.
- CSU campus to campus issuance of subagreements and monitoring: standardizing and finding a way to be efficient.
- Sponsored Research and Tax-Exempt Bond financed facilities.
- Cost recovery and IDC share between auxiliaries and campus and even when both are on state side how is the ORSP funded.
- Data security for sponsored projects – who is responsible and how to ensure

AOA Associated Students/Student Unions/Recreation/Children's Center Committee Report
August 2019

2019 Committee Leadership:

Chair: Drew Wiley, Director, Leader and Program Development, ASI-CSU Fullerton

Vice Chair: Rasheedah Shakoor, Executive Director, ASI-CSU Dominguez Hills

Recorder/Secretary: Barnaby Peake, Director, Bronco Student Center, ASI-Cal Poly Pomona

Conference Session Coordinator: Tara Powers-Mead, Director of Operations, ASI-CSU Fresno

CSUnity and Advisors Group Meeting—Sunday and Monday, August 10-12, Fullerton:

- CSU Fullerton hosting CSSA's CSUnity Conference
- The Advisors' Group is meeting on Saturday, August 10

Fall AS/SU/Rec/CC Committee Meeting—Thursday and Friday, September 19-20, San Jose:

- Encouraged attendance from Recreation and Child Care Facility members
- Hoping to have enough attendees to include break out time for discussions in functional areas
- Planning for facility tour of new Spartan Recreation and Aquatic Center

CSU Student Organizations Audit Workgroup:

- Drew Wiley and another representative from our committee will join the group

Conference Sessions:

- Political Speech In The Workplace
- Assessing Student Communication Preferences (joint with Marketing Committee)
- Partners For Success: Leveraging Campus Relationships
- CSSA Updates, Schedule, and Legislative Updates
- Union WELL Expansion at Sacramento State

2019 AOA COMMERCIAL SERVICES STANDING COMMITTEE

Committee Chair Report

August 8, 2019

Prepared by: Lorie Leetham

Committee Meetings: The Commercial Services (CSC) committee did not hold group meetings or group conference calls during the second quarter of 2019.

Legislation and policy activity: CSC feedback was that policy and legislative items might best be handled by different liaisons, depending on the business area affected. A tentative list was built for those who would be interested in helping as policy and legislative items come before the group for feedback but the roles have not yet been implemented.

SB 1335: Solid waste: food service packaging: state agencies, facilities, and property. (2017-2018)

The bill was passed with a target implementation in 2021 and directs CalRecycle to do the following before that date:

1. Establish a process, and develop criteria, for determining types of food service packaging that is reusable, recyclable, or compostable
2. Consulting with stakeholders the department may request information in developing regulations.
3. Develop a list of approved types of food service packaging that may be used by food service facilities and publish the list on its Internet Web site within 90 days of approved adopted regulations
4. Evaluate the list of approved types of food service packaging no less than once every five years.

CalRecycle drafted definitions and process for Food Service Packaging Used at State Facilities, and hosted a public workshop and webinar. The information was circulated to campus procurement officers, sustainability contacts and others but unfortunately was not brought to the attention of AOA until Cynthia Fenimore from San Marcos, CSC vice chair, brought it to our attention. There was a short timeframe to respond so we worked through AOA President John Griffin to find out status of auxiliary comment. John contacted Tamara Wallace, LEED Green Associate and Sustainability Programs Manager, Energy and Sustainability at the Chancellor's Office. John confirmed that the CO would respond on behalf of the CSU and AOA with comments about the proposed language and definitions that were included in the handout and was hoping AOA can supply some comments since we conduct the food operations on campus and will be directly impacted by the new regulations.

A power point with information needed to review proposed definitions was sent to CSC reps on June 18, soliciting comments and suggested edits to the draft. Feedback was compiled and sent to John. There was generally uncertainty as to how the process would play out and be applied and some confusion in

the messaging, unfortunately. As a result, much of the feedback was focused on how the bill and the CalRecycle definitions and processes might impact the auxiliaries rather than trying to affect change in the definitions in order to add clarity or reduce operational costs or other impact. Our internal communication could have been better but more importantly is the AOA wasn't on the notification list so there wasn't adequate time to prepare and gather input from auxiliary experts at the AOA level. Hopefully this took place in a more robust manner at the campus level, with individual procurement and sustainability officers reaching out to their commercial service auxiliary food operators.

Centers of Excellence concept: This concept is part of the 23C collaborative presented by the CSU Chief Procurement Officers at the business meeting. Names were taken for later follow-up to further explore the idea of an auxiliary center of excellence. In addition, an email was sent out asking for others who may want to participate.

Since last meeting, there has been an initial test case for this with a multi-campus Pouring Rights RFP underway. Cal Poly entered into a Request for Proposal for pouring rights with two other campuses, CSU Stanislaus and East Bay also participating. Cal Poly Pomona has indicated an interest in joining as of the date of this report. The contract is close to being signed and the process revealed a number of things that will be worth a thorough discussion at the CSC business meeting at the AOA conference in January. The process was complex and certainly lessons were learned. As of today the effort is expected to result in a multi-campus sponsorship agreement (master contract) with individual participation agreements for campuses electing to become a party. Most details are in the participation piece of the agreement to allow individual campuses to focus on their priorities and needs.

AOA Conference Planning: The past few months CSC has been focused on developing business meeting areas of interest and conference session planning. Work has begun via email to gather information on session ideas, and to build a small group of those willing to help with session planning.

Current proposals include a joint session with marketing on digital services transformation, a food procurement strategy session, innovations in point of sale, reshaping auxiliary roles with campus and P3 relationships, and a collaborative zero waste session.

Other activity: Solicited interest for vice chair for 2020 and others who may be interested in being more active on committee. Electronic survey for election of vice chair is being developed and will be sent out in late August/early September.

Committee Challenge:

Commercial Services committee membership is intended to be inclusive of managers and staff from all commercial type/operational business operations, including but not limited to the following:

- Dining Services
- Campus Stores
- Commercial Real Estate/ Property Management
- Auxiliary run student housing
- Faculty staff housing
- Licensing and facility rental

- Conference & Event Planning
- Contract Management/oversight
- Public Private Partnerships (P3's)
- Radio and Filming

Due to the broad interest areas, cross functional commercial services specific topics and educational opportunities are challenging to find, but are also important in order to ensure health and engagement of the group. There is also a natural cross over with many of the auxiliary support functions and some managers oversee a combination of operations and business support. There is a desire for subjects that engage at a more complex or broader level and require thought and discussion with policy makers and innovators.

Goals for 2019

2019 goals are to increase engagement and identify potential new leaders for the committee and for AOA involvement.

We will continue to focus efforts on opportunities for this diverse group of professionals to share information and expertise, solve common problems and bring innovative methods and services to our students, staff and faculty.

Respectfully submitted,

Lorlie Leetham

2019 Chair, AOA Commercial Services Standing Committee

**AOA
Business & Financial Services Committee
July 19, 2019
MINUTES**

1. CALL TO ORDER 11:05
2. APPROVAL OF AGENDA Carlos/Idris Motion Passes by general Conesus
3. AOA OCTOBER CONFERENCE UPDATES
 - a. Hotel & Registration –Dena F. New location Courtyard Marriott 2 miles from John Wayne Airport. No registration fee but possibly cancelation fee. Room \$149 and parking \$7. Meals include hot breakfast, lunch on Thursday and Friday. Complete registration form and sent to Dena. Registration form due by 9/20, room block closes a week before registration form.
 - b. Tentative Sessions- Carlos C. discussed the session for both AOA Annual Conference and for the Mini-Conference in October.
 - c. Possible sessions for the 2019 Business and Financial Services committee meeting:

Session #	Session Idea	Status	Spearhead
1	CSU Auditors on a	Ongoing - Careaga to contact CSU auditors	Carlos Careaga
2	IDEA audit Softwa	Ongoing - Software does periodic audits on system data, checking for duplicate vendors - need to contact vendor	Djeneba M. Ahou
3	Fraud Deterrence	Someone from law firm or FBI	Dena Florez
4	Engaging Actuari	SDSU Research Foundation and AS recently performed RFP's for new firms	TBD
5	P2 or P3 Partnerships		TBD
6	Board Governanc	How do we deal with our boards - Careaga thinking of switching this presentation from Jan to October	Carlos Careaga
7	US bank Pcard	Mary Carrillo says there are changes occurring to program - could she update the team	Dena Florez

4. RECENT CSU Chancellor's Audit: CSU AS Fullerton will be having an internal audit. No cash audit mostly on procedures. Please contact Lionel Lawrence with any questions.
5. AUDIT UPDATES-This is a busy time for all of the auxiliaries because of year-end closing and financial audits.
6. HOT TOPICS- Mainly discussed the internal audits.
7. ANNOUNCEMENTS-Sign up for the conference.
8. ADJOURNMENT 11:57



Meeting Information

Meeting Title: AOA IT Committee Meeting	Date: 8/5/2019
Location: Zoom Meeting https://csulb.zoom.us/j/707202211	Time: 2:00 p.m.
Dial In #: +1 669 900 6833 US (San Jose) / Meeting ID: 707-202-211	
Meeting Called By: Majid Zehedi	Purpose: Quarterly Committee Meeting

Agenda

#	Agenda Topic	Led By	Time Allotted
1.	Welcome and Roll Call	Majid Zahedi	5 minutes
2.	Set 2019 Strategic Goals <i>2018 goals:</i> <ul style="list-style-type: none"> Feedback and progress Increase membership / communication 	Majid Zahedi	10 minutes
3.	2019 IT Committee Meeting Schedule <ul style="list-style-type: none"> October DD, 2019 – Zoom Meeting January 2020 – In person/San Diego, AOA conference 	Majid Zahedi	5 minutes
4.	Growing IT Committee membership / participation <ul style="list-style-type: none"> Membership Sub-Committee? IT Security sub- Committee Find more information to have a site ISAC meeting 	Majid Zahedi Steve Deluca	10 minutes
5.	Cloud File and storage solution	Steve Deluca	10 Minutes
6.	2020 Conference Planning “Celebrating AOA’s Past and Promising Future” 50 yrs.	Rachel Raynoha	10 minutes
7.	Future IT and the direction Management moving services to cloud and campus. <ol style="list-style-type: none"> <i>Moving resources to campus network services Pro and Cons</i> <i>What are our rolls in future by combining resources with campus</i> <i>Pro and Con</i> <i>Is it cost effective?</i> <i>Do we get the same services to our customer as we do now?</i> 	Majid	10 Minutes



AOA IT Committee Meeting

Agenda

#	Agenda Topic	Led By	Time Allotted
8.	Point of Sale Discussion 49er Shops , progress with symphony	Majid Zahedi	10 minutes
9.			
10.	Adjournment	Majid Zahedi	



	First name	Last name	Title	Auxiliary
	Alex	Sonerui	Technology Assistant	Loker Student Union
	Alexander	Gonzales	IT Manager	University Student Union
	Andrew	Singletary	Information Technology Services Manager	University Union
	Andrew	Miller	Systems Analyst	Associated Students Inc.
	Andy	L		
	Ben	Moxley	Systems Analyst	Associated Students Inc.
	Darren	McClellan	Software Systems Analyst	Cal Poly Corporation
	Ernest	Arreola	IT Manager	Associated Students Inc.
	Eumi	Sprague	Director, Information Technology	Cal Poly Corporation
	Gerald	Tubo	IT Manager	Associated Students Of California State University, Sacramento
	Greg	Raitz	Associate Director of Information Systems	Research Foundation
	Ignacio	Barragan	Programmer Analyst	Research Foundation
	Jahan	Jamshidi	IT Director	Aztec Shops, Ltd.
	Janet	Harry	Sponsored Research Systems Manager	Research Foundation
	Jerry	Darrell	Information Technology Supervisor	Student Union
	Majid	Zehedi	IT Manager	49er Shops
	Mark	Plattner	Director, Auxiliary Information Technology	Association
	Michael	Ricci	Technology Manager	CSU Dominguez Hills Foundation
	Mike	Marcinkevicz	ASC Director, IT	CSU Fullerton Auxiliary Services Corporation (CSUFASC)
	Peter	Delaney	Network & Operations Lead/Systems Administrator	Research Foundation
	Rachel	Raynoha	Director of Computing Services	Research Foundation
	Randall	Townsend	Director of Information Techno	Cal Poly Pomona Foundation, Inc.
	Richard	Strawter	Computer Technician	Santos Manuel Student Union
	Sandy	Xiao	Systems Analyst/Data Admin	San Jose State University Research Foundation
	Steven	DeLuca	Technology Coordinator & Systems Administrator	Associated Students Inc.
	Yusef	Andrews	Project Specialist, Technology and Communications	California State University, Dominguez Hills Foundation

AOA Past Presidents Committee

Chair Report

August Executive Committee Meeting

Submitted by Dave Edwards

The inaugural AOA Leadership Academy will occur August 15-16 in Long Beach, CA. With eleven participants in the first cohort, the Leadership Academy should help develop the leadership skills and knowledge of future AOA leaders. Four AOA Past Presidents are serving as the faculty for this Leadership Academy: Christina Baker, Michele Goetz, John Griffin, and Keith Kompsi. Lori Redfearn from the Chancellor's Office is also presenting a session. Big thanks to all of these individuals for their help in planning this first-ever leadership program. Additional recognition should go to Kayleigh Bates from CSUF, who helped organize, plan, and develop all the behind-the-scenes administrative aspects of this event. Richard Jackson and Dixie Johnson for all their typical exceptional support in planning and executing this event. The event will culminate with some Leadership Academy specific sessions at the Annual Conference in January.

The AOA Past Presidents Committee will convene over a breakfast at the Annual Conference to discuss current issues and how the past presidents can assist the AOA in the upcoming year.



WEDNESDAY, AUGUST 14

Welcome Dinner..... 6:30 PM
Location and address

THURSDAY, AUGUST 15

Breakfast 7:30 AM
 Welcome 8:30 AM
Dr. Dave Edwards, Associate Vice President CSU Fullerton
 Mentor and Mentees Meeting 9 AM
Mentors and Mentees pairing and introductions
 Break..... 9:40 AM
 Purpose and History of Auxiliary Organizations & AOA 9:50 AM
John Griffin, Executive Director, University Enterprises Corporation
 Navigating the Chancellor's Office 10:40 AM
Lori Redfearn, Assistant Vice Chancellor, Systemwide Advancement
 Break..... 11:30 AM
 AOA Governance, Structure, Policies & Budget..... 11:40 AM
Keith Kompsi, Director, Fresno State Foundation
 Lunch 12:30 PM
 Break..... 1:30 PM
 Advocacy in Legislation & Auxiliaries 1:45 PM
Christina Brown, Executive Director, Associated Students SDSU
 Pathways to Engagement..... 2:35 PM
Michele Goetz, Associate Vice President and Executive Director, SDSU Research Foundation
 Break..... 3:25 PM
 Round Table Discussion 3:40 PM
Facilitated by Dave Edwards, Associate Vice President CSU Fullerton
 Break..... 4:30 PM
 Mentor and Mentees Dinner 6:30 PM
Location and address

FRIDAY, AUGUST 16

Breakfast 7:30 AM
 AOA Executive Committee 8:30 AM
 Lunch 12 PM
*Debrief about the AOA Executive Committee Meeting.
 Excused after lunch.*

August 2019 - Business and Finance Liaison Report

Submitted by Robyn Pennington, Chief of Staff, Business & Finance, Chancellor's Office

Board of Trustees – May 21 & 22 – Key Agenda Items

Committee on Finance

1. California State University Quarterly Investment Report
2. Approval to Issue Trustees of the California State University Systemwide Revenue Bonds and Related Debt Instruments for Projects at California State University, San Bernardino and California Polytechnic State University, San Luis Obispo
3. California State University, Fresno - Conceptual Approval of a Public-Private Partnership for the Central Utility Plant Replacement Project
4. 2019-2020 Operating Budget Update
5. Admission Application Fee Proposal
6. CSU Financial Transparency Portal

Committee on Campus Planning, Buildings and Grounds

1. San Diego State Aztec Recreation Center Expansion

Committee on Audit

1. Status Report on Corrective Actions for the Findings in the California State University and Auxiliary Organizations Audit Reports for the Fiscal Year Ended June 30, 2018
2. Individual Consequences for Intentional Fiscal Improprieties at the CSU

Board of Trustees – July 23 & 24 – Key Agenda Items

Committee on Finance

1. Appointment of the California State University Investment Advisory Committee Chair
2. Approval to Issue Systemwide Revenue Bonds for a Housing Project at California State University, Long Beach and Recreation Center Expansion at San Diego State University Discussion
3. Admission Application Fee Proposal and Title 5 Revision
4. 2019-2020 Final Budget

Committee on Campus Planning, Buildings and Grounds

1. California State University, Long Beach Housing Expansion Phase 1 – Parkside North
2. Progress on Tracking Environmental Sustainability Goals
3. Overview of Capital Project Approval Process

Committee on Audit

1. Status of California State Auditor Report 2018-127 Regarding Financial Accounts Invested Outside the State Treasury and Campus Parking Programs

Committee on Educational Policy

1. Amendment to Title 5 Regarding Student Organizations

The full agendas and item write-ups can be found at: www.calstate.edu/bot

The next Board of Trustees meeting is September 24 & 25

Student Organizations Audit Workgroup

A Student Organizations Audit Workgroup has been formed to review the systemwide audit report on student organizations and make recommendations on the findings. The findings include defining the relationship between the university and the student organizations, and the role of the advisor. Part of this work likely includes updating EO 1068 to allow auxiliary employees to serve as student organization advisors.

For reference, the audit report can be viewed at <https://www2.calstate.edu/csusystem/transparency-accountability/audit-reports/Documents/student-organizations/2017/17130StudentOrganizationsSystemwide.pdf>

The group has started its work and it is anticipated that the work will come to a close in November. Questions or comments can be directed to Ray Murillo (rmurillo@calstate.edu).

Recent and Upcoming CABO Meeting Dates:

- February 12-13
- April 24-25 (in conjunction with the CSU Business Conference)
- June 25-26
- August 27-28
- October 22-23
- January 15 (in conjunction with the AOA Conference)

ADVANCEMENT REPORT

Fundraising data for the annual donor report to the Board of Trustees will be due October 4 and submission of the NACUBO endowment data is due November 1. The Chancellor's Office reviews fundraising data fields for any changes that are more than 25% in either direction and provides campuses with a review sheet by October 15 for sign-off by October 29. Overall charitable giving across the nation declined by 6% in 2018, which was the greatest decline since the Great Recession. Changes in tax policy and a volatile stock market are among the factors influencing the decline. Despite this national trend, some campuses report having their best fundraising year ever.

The S. D. Bechtel Foundation has been a significant partner with the CSU funding more than \$20 million in grants across the system. It will be closing operations in 2020 and as a parting gift designated \$3 million to teacher residency scholarships at \$10,000 each. The Chancellor's Office has enlisted the help of members of the CSU Emeritus Retired Faculty and Staff Association to review applications to award the 300 scholarships.

Presidents have nominated students for the CSU Trustees Award for Outstanding Achievement and a recipient from each campus will be honored at the September Board of Trustees meeting. These students have excellent academic and community service credentials and have overcome tremendous obstacles to pursue a college degree. Each student receives \$6,000 with the top scholar receiving \$15,000.

Lori Redfearn
Assistant Vice Chancellor, Advancement Services

August 2019

OGC Liaison Report

I. Updates to Important Systemwide Policies

As previously noted, two important executive orders were updated in late March 2019 and are posted at <http://www.calstate.edu/eo/>. The revised procedures required under these policies will be discussed.

- EO 1096 Revised March 29, 2019
Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties
- EO 1097 Revised March 29, 2019
Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students

II. Foreign Source Reporting

The Department of Education recently clarified that the obligation of universities to report all monies to/from foreign sources in excess of \$250,000 applies to auxiliary organizations. Campuses have been asked to coordinate with auxiliary organizations to review financial records dating back to 2012 and retroactively report any qualifying gifts or contracts. Reports are filed by the campus financial aid director.

III. Accessible Technology Initiative

CSU campuses and auxiliaries must work to make their websites and webpages accessible to users. Each campus has been asked to assemble a workgroup and develop a plan toward compliance. The Office of Civil Rights at the Department of Education is currently investigating compliance at four campuses and private lawsuits are on the rise.

Auxiliaries play a critical role in achieving compliance. If you are not already involved with your campus ATI efforts, reach out and get involved. Our greatest vulnerability involves public-facing, student-focused, and frequently visited webpages.

IV. CSSA Operating Agreement

CSSA recently entered into an auxiliary operating agreement with the CSU. You may recall that Education Code §89300 was revised to authorize the Trustees to fix a fee for voluntary membership in the CSSA. This fee is referred to as SIRF, the Student Involvement and Representation Fee.

As a result of this change in legislation, CSSA now meets the definition of “auxiliary organization” under Education Code §89901. Like other auxiliary organizations, CSSA executed an operating agreement with the CSU. However, to maintain the independence of the CSSA, the CSU has exempted CSSA from the list of auxiliaries in good standing.