



**EXECUTIVE COMMITTEE
MEETING AGENDA
November 20, 2020 – 12 pm – 2:30 pm**

Virtual Meeting Zoom Connection:
<https://humboldtstate.zoom.us/j/95103869036>
Meeting ID: 951 0386 9036

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- A. CONVENING PROTOCOL AND CALL TO ORDER – *Kacie Flynn*
 - B. APPROVAL OF AGENDA **Action Item**
 - C. REVIEW and APPROVAL OF 8/21/20 MEETING MINUTES **Action Item** (pgs. 1-13)
 - D. OLD BUSINESS FOLLOW-UP (pg. 14)
 - 1. Status Report on Pending Items – *Richard Jackson*
 - E. PRESIDENT’S REPORT – *Kacie Flynn*
 - 1. Welcoming Vlad Marinescu, CSU Chief Audit Officer
 - 2. CABO Liaison and Revised AOA Leadership Roster (pg. 15)
 - 3. Strategic Planning Group – Planning for 2021
 - 4. Systemwide Sustainable Procurement Policy (*update*)
 - 5. Chief Procurement Officers – Auxiliary Leveraged Deals (*update*)
 - 6. Officers’ Report – Plan for Annual Business Meeting
 - F. PRESIDENT-ELECT’S REPORT – *Monica Kauppinen*
 - 1. 2021 AOA Virtual Conference Report
 - G. BUILDING RELATIONSHIPS AND PARTNERS
 - 1. CABO Liaison Report – *Jonathan Bowman* (pgs. 16-22)
 - 2. CSU Business & Finance Liaison Report – *Robyn Pennington/Robert Eaton* (pgs. 23-25)
 - a. CABO Meeting Summaries (*emailed*)
 - 3. CSU Advancement Liaison Report – *Lori Redfearn* (pg. 26)
 - 4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 27)
 - H. REPORTS
 - 1. Long Range Planning Committee – *John Griffin* (pg. 28)
 - 2. Nominations Committee’s Leadership Roster for 2021– *John Griffin* (pgs. 28-29) **Action Item**
 - 3. Human Resources Committee – *Kristen Pichler* (pg. 30)

4. Research Administration Committee – *Diane Trujillo* (pgs. 31-35)
 5. AS/Student Union/Recreation Committee – *Rasheedah Shakoor* (pg. 36)
 6. Commercial Services Committee – *Cynthia Fenimore* (pgs. 37-38)
 7. Business and Financial Services Committee – *Carlos Careaga* (pg. 39)
 8. Information Technology Committee – *Rachel Raynoha* (pgs. 40-41)
 9. Philanthropic Committee -- *Monica Alejandre* (pgs. 42-43)
 10. Past Presidents Committee – *Michele Goetz* (*No Report*)
 11. Risk Management Committee/AORMA Update – *Dwayne Brummett* (pgs. 44-52)
- I. SECRETARY-TREASURER’S REPORT – *Richard Jackson*
1. YTD AOA Financial Report (pgs. 53-55)
 - a. Transactions Report: 8/1/20 – 11/12/20 (pgs. 56-57)
- J. MEMBER RESOURCES
1. Executive Committee Report to the AOA Membership (pgs. 58-60) – *Richard Jackson*
 2. Proposed Website Management Agreement – *Richard Jackson* (pgs. 61-62) **Action Item**
 3. Website Content Manager’s Update & Group Communications – *Richard Jackson*
 4. CA Legislative Summary Update (*from Robert Griffin*) – *Kacie Flynn* (pgs. 63-65)
- K. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)
1. Conference Service Provider Contracts for Next Year – *Richard Jackson* (pgs. 66-105) **Action Item**
 2. Revised AS/SU/Rec Standing Committee Operating Guidelines – *Rasheedah Shakoor* **Action Item** (pgs. 106-109)
 3. Revised IT Committee Operating Guidelines – *Rachel Raynoha* **Action Item** (pgs. 110-111)
 4. Revised HR Committee Operating Guidelines – *Kristen Pichler* **Action Item** (pgs. 112-115)
- L. INFORMATION AND ANNOUNCEMENTS
- M. ADJOURNMENT

FUTURE MEETINGS

November 20, 2020 – 12 pm (noon)
 January 8, 2021 – No January EC meeting; Officers will meet at 11:30 am

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

**Meeting Held by Audit/Video Electronic Transmission
(There was no physical meeting location)**

August 21, 2020

<u>Officers & Representatives</u>			<u>Present</u>
Kacie Flynn	President	Humboldt	Yes
John Griffin	Past President	San Bernardino	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Monica Kauppinen	President-Elect	Sacramento	Yes
	Chair – Conference Planning Committee		
Richard Jackson	Secretary/Treasurer	AOA Headquarters	Yes
Heather Cairns	Elected Representative	Northridge	Yes
Sharleen Krater	Elected Representative	Chico	Yes
Teresa Loren	Elected Representative	San Diego	Yes
Maria Reyes	Elected Representative	Long Beach	Yes
Jonathan Navarro	Elected Representative	Northridge	Yes
Bella Newberg	Elected Representative	San Marcos	Yes
Todd Summer	Elected Representative	San Diego	Yes
Martiz Ware	Elected Representative	Long Beach	Yes
<u>Designated Members</u>			
Rasheedah Shakoor	Chair – AS/Student Union/Rec Committee	Dominguez Hills	Yes
Cynthia Fenimore	Chair – Commercial Services Committee	San Marcos	Yes
Carlos Careaga	Chair – Bus. & Financial Services Comm.	San Diego	Yes
Kristen Pichler	Chair – Human Resources Committee	Northridge	Yes
Rachel Raynoha	Chair – Information Technology	San Diego	No
Diane Trujillo	Chair – Research Administration	San Bernardino	Yes
Dwayne Brummett	Chair – Risk Mgmt. & Insurance Programs	Cal Poly SLO	Yes
Michele Goetz	Chair – Past Presidents Committee	San Diego	Yes
<u>Board Liaisons (Non-Voting)</u>			
Doug Dawes	CABO Liaison	Humboldt	No
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes
Lori Redfearn	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	Yes

Guests: Monica Alejandre, Dave Edwards, Allen Thomas

Agenda Item	Follow-Up Action
<p><u>President’s Convening Information</u> Kacie Flynn welcomed people to the second Executive Committee meeting of the 2020 year. All members and participants in the meeting are using the Zoom online platform indicated in the Agenda Packet emailed in advance of the meeting. AOA’s Bylaws authorize meetings by teleconference so long as participants can communicate concurrently with each other and participate fully in all matters.</p> <p>Flynn went over some meeting mechanics: The roll call of meeting participants and the voting on all action items will be conducted using the live “Chat” feature, which also creates a written historical record for the meeting minutes. She instructed the board in the use of the “hand-raising” feature to signal one’s desire to speak.</p> <p>A. CALL TO ORDER AND OPENING REMARKS</p> <p>Flynn called the EC meeting to order at 11:05 am, and announced that it is being held virtually as authorized by Article IX, Section 4 of the AOA Bylaws. She requested members to sign-into the meeting using Zoom’s “Chat” feature, and subsequently reported that a quorum was present.</p>	
<p>B. APPROVAL OF AGENDA</p> <p><i>Action Taken: The meeting’s agenda was approved as presented (m/ Monica Kauppinen, s/ Sharleen Krater).</i></p>	
<p>C. APPROVAL OF 6/23/20 MEETING MINUTES (Agenda, pgs. 1-12)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Martiz Ware, s/ Heather Cairns).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>E. OLD BUSINESS FOLLOW-UP (Agenda, pg. 13)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from prior meetings. We hope Long Beach will complete documentation of their Website work in the next couple months, so we can finalize a contract with our next Website Manager. The Task Force and Long-Range Planning meetings are on hold until representatives will be able to meet in person.</p>	

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E. PRESIDENT’S REPORT

1. CABO Liaison

Flynn reported that the position of CABO Liaison to the EC is currently vacant, due to the retirement of VP Doug Dawes from Humboldt State University. When a replacement is identified, an updated EC Roster will be distributed to the Board.

2. Approval for AOA to Sign Auxiliary Common Interest Agreement (Agenda, pgs. 14-20)

As the result of the COVID-19 pandemic, the CSU moved to virtual learning to protect students, staff and faculty and to ensure continuation of education services. Five class action lawsuits seeking certification were filed against the CSU alleging that students are entitled to a refund of certain fees and tuition as the result of the virtual learning platform. AOA requested that auxiliaries be consulted in the litigation because auxiliaries in receipt of fee monies are impacted by the lawsuit. CSU prepared a common interest agreement to achieve this.

Action Taken: The Board unanimously authorized President Kacie Flynn to sign the Common Interest Agreement on behalf of AOA (m/ Dwayne Brummett, s/ Todd Summer).

Flynn will appoint people interested in representing AS and auxiliary interests in consultation with the CO on this issue.

3. Systemwide Video Security Campus Policy

Auxiliaries are concerned that the new CSU policy was written without consideration of the different operational practices and needs of the campus auxiliaries (e.g., how commercial operations review surveillance videos, different standards for retention of the videos, etc.). A small group of auxiliary representatives had conversations with Mike Redmond, who felt there is more flexibility in the policy than may appear. Auxiliaries are encouraged to work with their campus Police Departments on their needs, so the PD can include auxiliary exceptions in their documentation of the campus’s implementation.

Flynn will continue to solicit questions and feedback for Redmond, who will use the information to create clarifying FAQs on the matter. Redmond is available to facilitate a discussion between an auxiliary and its campus PD.

4. Chief Procurement Officers – Auxiliary Leveraged Deals

CSU’s CPOs have formed a workgroup and various subcommittees, including an auxiliary/AOA subcommittee, to work towards

leveraging systemwide purchasing arrangements. The first task is to analyze the overall spend picture (e.g., what is being purchased and from whom) so a coordinated strategy can be developed. Unlike the campuses, auxiliaries have not usually pooled purchasing and vendor information, so the first step is a conversation on gathering data from auxiliaries. Commercial Services folks are playing an important role in surveying auxiliaries and ascertaining interest.

5. Department of Rehabilitation & Campus Vending Machines

The Business Enterprises Program (BEP) creates opportunities for qualified Department of Rehabilitation (DOR) consumers who are legally blind to become business owners in the food services industry. California Welfare and Institutions Code §19625 affords licensed blind vendors priority in the operation of vending facilities located on State property. DOR contends that campus vending machines are subject to this statute and that DOR is entitled to a commission for vending machines on CSU campuses.

CSU contests that the statute applies to its campuses and denies that commissions are due. Auxiliaries were asked to pass information on their vending programs through their CABO VP to Dawn Theodora in the Office of the General Counsel, who will be sending a coordinated, centralized response to the DOR.

F. SECRETARY-TREASURER’S REPORT (Agenda, pgs. 21-23)

Revised Budget for FY 2020-21

Due to significant changes in the expected picture for 2020-21, Jackson presented a revision to the budget approved at the June EC meeting. The major changes, resulting in increase of \$42K in projected net income, included:

- the Sacramento Hyatt agreeing to waive all penalties due for the cancellation of the 2021 in-person conference;
- a reduction of about \$40K in AOA Dues revenues, stemming from anticipated drastic reductions in the total operating expenses of auxiliary commercial operations, and from pausing the standard 3% annual dues increase;
- elimination of in-person AOA meetings and the Leadership Academy originally planned for the spring, thereby saving travel and meeting expenses;
- a provision for additional costs for requested services of a new Website Manager and Robert Griffin.

Action Taken: The Board unanimously voted to adopt the 2020-21 Revised Budget as presented (m/ Monica Kauppinen, s/ Teresa Loren).

2020-21 Year-to-Date Transactions

Provided for the Board's oversight review are the AOA transactions so far for the new fiscal year.

Three-Year Financial Forecast

At the request of the Officers, Jackson prepared a forecast of the impact on AOA finances considering the effects of the pandemic and possible scenarios for long-range succession planning for AOA service providers. The main take-aways:

- Even considering conservative projections for Dues revenues, regular AOA operations will stabilize by 2022-23, and if there are small net income losses, they are easily covered by the large pool of Unallocated Net Assets (about \$265K).
- The impact of Succession Planning model #1, wherein retired auxiliary professionals would be recruited to fill the Business Manager position and a reconfigured model used for an AOA Legal Counsel, the additional annual expenses would be about \$40K. It is possible that the AOA's current revenue and expense model could absorb these additional expenses.
- The impact of Succession Planning model #2, wherein AOA would need to hire a full-time employee with benefits in the Business Manager position, adds an estimated \$60K in on-going annual expenses. This would have an unsustainable negative net income impact on the pool of Unallocated Net Assets, and the Long Range Planning Committee would need to rebalance annual revenues and expenses going forward.
- Were AOA need to pay a hotel penalty for cancellation or modification of a future conference contract (e.g., 2022), the Conference Reserve could easily cover a one-time hit.

There was Board discussion on creating a narrative to accompany the forecast and ways to broaden the discussion on strategic planning and include more people in the LRP process. A good starting point would be to revisit AOA's mission – is it to support auxiliary organizations, provide professional development for members, etc.?

Richard Bromley's Utilization Report

Jackson reported that Bromley provides an annual report on the utilization of his services to the HR community under his contract with AOA. He listed a record of over 200 auxiliary contacts with requests for information or advice, with additional hours spent in research and presentations for HR Committee meetings and the last AOA Conference. His normal fees would have been \$62,300 for these services, and per his contract AOA paid a flat \$27,000. This means AOA received an additional value of \$35,300 due to our retainer arrangement with him.

<p>The 2020-21 year is the final year of Bromley’s current three-year contract, and the HR Committee will be offering their recommendation on whether to pursue a renewal of the contract.</p> <p><u>2023 AOA Conference Site</u> Jackson is negotiating the terms for holding the 2023 AOA Conference at the Hyatt Regency in Sacramento, which graciously didn’t charge a penalty for the cancellation of the 2021 in-person conference. He is will also negotiate with the Hyatt in Indian Wells about reducing the contracted room guarantee for the 2022 conference, since we could experience reduced in-person attendance given the COVID-19 environment and reduced travel budgets.</p>	
<p><u>G. PRESIDENT-ELECT’S REPORT</u></p> <p><u>1. 2021 AOA Virtual Conference Update</u> Conference Chair Monica Kauppinen reviewed the conference plan, including using the Zoom virtual platform for the meetings, and using the EventsAir conference software for registration as well as their new specialized platform for showcasing and interacting with business sponsors. We are engaging a specialist in virtual events management to handle the technical aspects of producing the sessions, training the session presenters and helpers, etc.</p> <p>The Conference is planned for January 11 (from 9am – 2pm), January 12 (from 8:30am – 1pm) and January 13 (from 9am – 12pm), with 90 minutes of Concurrent Sessions on each day. General Sessions will include updates on key issues from the Chancellor’s Office and perhaps a presentation on the expected changes to auxiliaries and a new vision of how they will be of service to their campuses. We hope the conference’s virtual format will offer the opportunity for more members to attend.</p> <p><u>H. MEMBER RESOURCES</u></p> <p><u>1. EC Report to the AOA Membership</u> (Agenda, pgs. 29-32) Included in the agenda packet is a copy of the traditional Report to the Membership, alerting them to key topics before the EC and offering them the opportunity to engage by providing feedback and questions.</p> <p><u>2. 2020 CA Legislative Summary Update</u> (Agenda, pgs. 27-28) Robert Griffin put together an update of major legislation impacting auxiliaries, which is included in the agenda packet.</p>	
<p><u>I. NEW AND RETURNING BUSINESS ITEMS</u></p> <p><u>1. Quick Guide to Robert’s Rules of Order</u> (Agenda, pgs. 29-32)</p>	

For use by AOA in conducting its EC and membership meetings, Robert Griffin prepared a quick and easy reference guide to the motions and procedures in Robert's Rules of Order. Perhaps this guide would also be useful to auxiliary organizations whose Bylaws, like AOA's, provide that meetings are guided by RRO.

2. New Philanthropic Standing Committee Operating Guidelines

(Agenda, pgs. 33-34)

Monica Alejandre, Chair of the group of CSU-wide Philanthropic folks who meet regularly (and who have participated in and provided content at AOA Conferences the last 5-6 years), proposed (with the encouragement of Lori Redfearn) that the group seek official status as an AOA Standing Committee.

Action Taken: The Board unanimously approved the Philanthropic Committee Operating Guidelines as presented (m/ Cynthia Fenimore, s/ Martiz Ware).

3. Proposed Revised RAC Operating Guidelines (Agenda, pgs. 35-36)

RAC Chair Diane Trujillo presented for approval revised RAC Guidelines clarifying expectations of those in committee positions, which will hopefully help in recruitments.

Action Taken: The Board unanimously approved the revisions to the RAC Operating Guidelines (m/ Maria Reyes, s/ Kristen Pichler).

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report

No report.

2. CSU Business & Finance Liaison Report (Agenda, pgs. 37-39)

Robyn Pennington provided a written report on the agenda items of various Committees of the Board of Trustees at its July meeting. In addition, she provided the following update:

COVID-19 Communications

[Calstate.edu/coronavirus](https://calstate.edu/coronavirus) has been designed to communicate with the general public and with members of the CSU family who are looking for an aggregation of information about the coronavirus. The site contains information from the Chancellor's Office, as well as links to coronavirus web sites on each campus. Links to state and federal government sites are also included. Additionally, the site invites readers to submit questions.

CSU Policy Library

A reminder that a new CSU Policy Library went live last fall. The library provides a comprehensive way to quickly find CSU systemwide policies and is available at <https://www2.calstate.edu/policies>. This library

replaces former Executive Orders, ICSUAM, SUAM, and Coded Memoranda repositories and lists.

To receive notifications from our CSU Policy Library listserv whenever policies are created, revised, or retired, just send an email to subscribe-csupolicylibrary@lists.calstate.edu to be added to the listserv.

Pennington noted that CSU's HR policies are not in the library. We need to go to the HR website (a link is in the Policy Library).

Key Systemwide Policies and Guidance

The following policies were recently issued in the context of COVID-19: Systemwide Meetings, Conferences and Travel

- Audit and Advisory Services
- 2020-21 Academic Planning
- Research, Scholarship and Creative Activities
- Experiential Learning
- Fiscal Resources for Campus Development (Capital Outlay)
- Campus Administration of Cash Management
- Video Security Cameras
- Travel and Business Expense Reimbursement

Highlights from the July CABO Meeting

- Interim Chief Audit Officer introduction: Vlad Marinescu, newly appointed Interim Chief Audit Officer shared his vision for the Office of Audit & Advisory Services (AAS) division at the Chancellor's Office.
- Best practices and initiatives used to help with COVID-19 challenges: Discussion of good practices that have been developed during this challenging time that have been helpful and possibly could continue or be expanded, as well as areas where campuses could collaborate.
- Budget update: Refer to Board of Trustees 2020-21 Final Budget item. State tax receipts through June came in higher than anticipated. There is a possibility of receiving additional funding from the state in October, contingent on additional funds from the federal government to the states.
- Financing and reserves: CARES grants have two reporting due dates, 1) by when expense must be incurred and 2) by when the expense must be submitted for reimbursement. Both dates can be found on the CARES Grant Portal by looking up your campus grant. Reporting of CARES grant is required to be on a campus web page accessible by all. Additionally, the [CSU Financial Transparency Portal](#) has been updated with campus data for 2019-20. In terms of meeting debt service obligations, it was re-emphasized that campuses may use available revenues and reserves across programs—including operating reserves—which is allowed

for debt service. Restructuring debt is not likely an option at this time. A bond sale is anticipated to occur in August.

- Hazard and vulnerability risk assessment grant: Jenny Novak, newly appointed Director of Systemwide Emergency Management and Continuity, discussed a grant to conduct campus hazard and vulnerability risk assessments. Campuses will be asked to consider potential hazards and mitigations. Campus emergency managers and some facilities professionals participated in the grant kickoff meeting on August 13.

3. CSU Advancement Liaison Report (Agenda, pg. 40)

Lori Redfearn provided the following Advancement update:

AOA Philanthropy Committee

The Philanthropy Committee is being chaired by Monica Alejandre, Associate Vice President for Operations, CSU San Bernardino. The committee has been meeting remotely and addressing topics such as underwater endowments, spending distributions, socially responsible investing, and board relations. The Philanthropy Committee will be seeking approval as a standing committee of AOA.

Proposition 16: A return to affirmative action

On the November 2020 ballot, Proposition 16 would repeal Proposition 209 and amend the California Constitution permitting consideration of race, ethnicity, and gender in awarding contracts and admission to the state's colleges and universities. From an advancement perspective, approval would allow donors to fund scholarships that provide preference for students based on these demographics.

The CSU Board of Trustees may consider support of the ballot measure at its September meeting. Only after an action by the CSU Board of Trustees may an auxiliary organization endorse or financially support a ballot measure.

Blackbaud Data Breach

On July 16, multiple CSU campuses were notified by third-party technology provider Blackbaud, that between February and May 2020 hackers breached its network and unsuccessfully attempted to install ransomware to lock customers out of their data and servers. Since getting that notification, the CSU has been doing everything that it can to determine the details of this security incident and Blackbaud's proposed remediation plans. Blackbaud asserts that no credit card data was compromised and that all sensitive information like social security numbers are encrypted.

Blackbaud provides technology solutions for donor database management (Raisers Edge), financial accounting (Financial Edge), and scholarship management (Blackbaud Award, formerly Academic Works).

Export Control

Information from the CO Federal Relations team is that Chinese investments included in the University Endowment are on the export control list for human rights violations.

4. CSU General Counsel Liaison Report (Agenda, pg. 41)

Carrie Rieth made the following report:

5 Student Class Actions re: Fees/Tuition Refund—Auxiliary Common Interest Agreement

As the result of the COVID-19 pandemic, the CSU moved to virtual learning to protect students, staff and faculty and to ensure continuation of education services. Five class action lawsuits seeking class certification were filed against the CSU alleging that students are entitled to a refund of certain fees and tuition as the result of the virtual learning platform.

AOA requested that auxiliaries be consulted in the litigation because auxiliaries in receipt of fee monies are impacted by the lawsuit. CSU prepared a common interest agreement to achieve this.

COVID-19

CDPH issued [COVID-19 Guidance for Institutions of Higher Education](#). Election activities are exempt from the guidance limiting the number of people on campus. There are guidelines on how to vote safely.

Title IX

CSU updated its policy and procedures prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties ([EO 1096](#)) and against students ([EO 1097](#)) on August 14, 2020. Changes are consistent with the Final Rule under Title IX released by the Department of Education. While the new DOE rules go into effect on August 14, 2020. The new hearing process only applies to incidents that occur after August 14, 2020.

DACA

There have been two significant developments regarding DACA. First, The United States Supreme Court ruled in *Department of Homeland Security v. Regents of the University of California* held that the rescission of DACA was improper because the administration failed to comply with the Administrative Procedures Act in rescinding the program. One month later, DHS issued a memorandum limiting the DACA program in three ways: (1) no new applications would be accepted; (2) advanced parole would be severely limited; and (3) DACA status would last for one year instead of two.

Public Records Request

The CO has received a union (CSEU) request for financial information on reserves and reserves policies for the CO, campuses and auxiliaries. Rieth noted that the Audit and Advisory Services will work with auxiliaries on reserve policies. Lori Redfearn suggested adding a note about reserves in the auxiliary financial statements regarding reserves, and when asked the auxiliary can refer requestors to their website and the audited financial statements.

Viewpoint Neutral Policy

A training session on this issue is being prepared for availability at the end of September, to be delivered via Skillport.

K. REPORTS

1. Long Range Planning Committee/Nominations Committee

(Agenda, pgs. 42-44)

Chair John Griffin reported that the call for Nominations for EC representatives and President-Elect have been sent to the membership, and the Committee will present its recommendations at the November meeting. The Lifetime Honorary Member Award, Outstanding Accomplishment Award, and the Scholarship of Excellence Award will be put on hold this year, because they are more appropriate and impactful awarded at an in-person meeting, and when students return to employment more of them will be eligible to apply for the scholarship. Long-Range Planning is postponed until the Committee can meet in person and we have a better idea how the pandemic has impacted the financial resources of AOA.

2. Human Resources Committee (Agenda, pgs. 45-46)

Chair Kristen Pichler noted that the Committee holds on-line Zoom meetings every other week (which includes information from Richard Bromley and Alliant), which are recorded for reference, with various information and resources available to download to Google Docs.

3. Research Administration Committee (Agenda, pgs. 47-54)

Chair Diane Trujillo reported that RAC-CHAT meetings were held in April and June (with guest speakers), and a virtual meeting is scheduled for October 5-6. They are developing an Internal Leadership Handbook which will provide guidance in leadership transitions.

4. AS/Student Union/Recreation Committee (Agenda, pg. 55)

Chair Rasheedah Shakoor reported on two Zoom meetings of the Committee and two of the Advisors Group. Topics included AS elections best practices, virtual office hours, engagement of students off-campus, Black Lives Matter discussions, and student emergency loans. The Committee is keeping its eye on developments with the Security Camera and Viewpoint Neutral policies.

5. Commercial Services Committee (Agenda, pgs. 56-59)

Chair Cynthia Fenimore noted that the Committee's leadership is participating in system-level discussions on leveraged purchasing, and will send out a survey about participating in a spend analysis (e.g., food and supplies, janitorial supplies and services, fleets, beverage pour agreements). Commercial service operations have been drastically impacted by the pandemic.

6. Business and Financial Services Committee (Agenda, pgs. 60-61)

Chair Carlos Careaga reported that meeting calls were held in July and are scheduled for August, September and October. A mini-conference is planned for October 6-8, and topics include keeping virtual teams accountable and managing internal control/fraud/risk protections in a virtual environment.

7. Information Technology Committee (Agenda, pgs. 62-63)

Chair Rachel Raynoha talked about the special meeting in August, with discussion around the challenges and lessons learned in the quick transition campuses needed to make, repopulation efforts, supporting telework longer-term, and planning for post pandemic's new normal. Areas of focus include: Partnerships with services like GrubHub, including integration with meal plans and campus payment systems; Custom apps for touchless dining services during COVID; Managing risk with a remote workforce; Identifying ways to deal with revenue and budget challenges, etc. The Committee is teaming up with Business & Financial Services on a fall workshop, and has developed a list of topics for the January conference from participants.

8. Past Presidents Committee

Chair Michele Goetz had no report for this meeting.

9. Risk Management Committee/AORMA Update (Agenda, pgs. 64-66)

Chair Dwayne Brummett's referred to the report included in the agenda packet. The liability insurance market has hardened due to the large number of claims, but the Workers' Compensation area has had good claims experience that will translate to reduced rates. Due to COVID-19, an organic pathogens exclusion will now be part of all reinsurance and excess insurance policies.

L. INFORMATION/ANNOUNCEMENTS

Flynn announced the scheduled dates for upcoming EC meetings, and said that the times would be finalized via a Doodle survey.

M. ADJOURNMENT

By acclamation, the Executive Committee was adjourned at 1:30 pm.

Respectfully Submitted,

<hr/> Secretary/Treasurer	
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MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: August 10, 2020

From: Richard Jackson
 Secretary/Treasurer

File:

Subject: Follow-Up Assignments from the June 23, 2020
Executive Committee Meeting **cc:**

Below is a summary of items needing follow-up action, taken from the minutes of the August 21, 2020 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 November 20, 2020.

Action	Responsible Individual	Notes on Status
Present a contract proposal for post-Long Beach Website maintenance and management.	Richard Jackson	On the November meeting agenda
Present policy guidelines for Website administration, including roles for service provider and committee chairs.	Website Content Coordinator Dixie Johnson	Pending. Will be drafted in coordination with new Website Manager.
Meeting of Focus Group to consider Bylaws issue of Standing Committee representation on EC, and other proposed Bylaws revisions.	John Griffin	Task Force appointed, but in-person meeting on hold.
Develop a succession plan and financial model for AOA Executive Director/Business Manager and other Service Providers, and a strategic plan for the use of unallocated net assets.	Long Range Planning Committee	In-person LRP meeting on hold. In interim, a three-year Financial Forecast was prepared.



2020 AOA EXECUTIVE COMMITTEE ROSTER

ELECTED OFFICERS ¹

Kacie Flynn	President	SP Foundation, Humboldt State University
John Griffin	Past President	Univ. Enterprises Corp., CSU San Bernardino
Monica Kauppinen	President Elect	University Enterprises, CSU Sacramento

APPOINTED OFFICER ²

Richard Jackson	Secretary/Treasurer	AOA Executive Office
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ELECTED REPRESENTATIVES ³

Heather Cairns	Term expires 1/21	University Corporation, CSU Northridge
Sharleen Krater	Term expires 1/21	Associated Students, CSU Chico
Teresa Loren	Term expires 1/21	Research Foundation, San Diego State
Maria Reyes	Term expires 1/21	Research Foundation, CSU Long Beach
Jonathan Navarro	Term expires 1/22	University Student Union, CSU Northridge
Bella Newberg	Term expires 1/22	CSUSM Corporation, CSU San Marcos
Todd Summer	Term expires 1/22	Aztec Shops, San Diego State
Martiz Ware	Term expires 1/22	Associated Students, CSU Long Beach

STANDING COMMITTEE CHAIRS ⁴

Rasheedah Shakoor	AS/Student Union/Rec	Associated Students, Dominguez Hills
Cynthia Fenimore	Commercial Services	CSUSM Corporation, CSU, San Marcos
Carlos Careaga	Business & Financial Services	Associated Students, San Diego State
Kristen Pichler	Human Resources	University Student Union, CSU Northridge
Rachel Raynoha	Information Technology	Research Foundation, San Diego State
John Griffin	Long Range Planning	Univ. Enterprises Corp., CSU San Bernardino
	Nominations	
Diane Trujillo	Research Administration	Sponsored Pgms. Admin., CSU San Bernardino
Dwayne Brummett ^{1/20-6/22}	Risk Management &	Associated Students, Cal Poly SLO
	Insurance Programs	
Michele Goetz	Past Presidents	Research Foundation, San Diego State

DESIGNATED LIAISONS ⁵

Jonathan Bowman	CABO Liaison	CSU Sacramento
Robyn Pennington	Business & Finance Liaison	CSU Chancellor's Office
Lori Redfearn	Advancement Services Liaison	CSU Chancellor's Office
Carrie Rieth	General Counsel Liaison	CSU Chancellor's Office

- 1) Elected by membership to one-year terms.
- 2) Appointed by Executive Committee to one-year term.
- 3) Elected by membership to staggered two-year terms.
- 4 Standing Committees are represented on the Executive Committee by the committee chairs who are appointed by their respective committees and are designated voting members of the Executive Committee.
- 5) Appointed by Executive Committee, these are designated liaisons and standing attendees, and are non-voting.

CABO Update to AOA

- Received update on 23C Procurement initiative which prioritizes and aligns four strategic directions across the CSU (see attached PowerPoint). The 23C Plan has tracked, over the last three years, a savings/benefits of \$99 million where the original three year goal was \$65 million. CABO, in support of the 23C program is focused on supporting the integration of CSUBUY, the development of strategic partnerships, and supporting professional certification of procurement personnel
- Audit and Advisory Services is expanding Data Analytics (DA) Program. The first phase of this program was launched in 2018 where software was used to review/mine through credit card/procurement card data. The DA program is expanding to review HR/Payroll and expenditure analytics. One campus will serve as a pilot in 2020 with additional campuses being reviewed in 2021.
- Spring 2021 in-person activity plans are being submitted to the CO and as of 11/5/2020 the percentage of in-person course sections, students, faculty/staff, and student housing are tracking similarly to fall 2020 numbers (with five campuses reporting)
- Systemwide budget reduction methodology: The state budget for 2020-21 is reducing ongoing support of the California State University (CSU) by \$299 million; legislature required that the CSU mitigate disproportionate negative impacts to low-income students, students from underrepresented minority groups, and other disadvantaged students. Further explanation and the level of reduction by campus is available in the CSU's 2020-21 Final Allocation Memo at the two below links.
 - https://www2.calstate.edu/csu-system/about-the-csu/budget/Documents/fy-budget-coded-memos/B_2020-01_Final_Budget_Allocations_Memo.pdf
 - https://www2.calstate.edu/csu-system/about-the-csu/budget/Documents/fy-budget-coded-memos/B_2020-01_Final-Budget-Allocations_Attachments.pdf
- CABO continues to navigate the interpretation of how institutional CARES funding can be spent down; different campuses are utilizing different methodologies

CSURMA Updates (as reported from the CSURMA liaison)

- CSURMA Executive Committee approved Risk Management Innovation grant for a systemwide student training management platform; this will allow campuses to track student training for risk management purposes.



CSU The California State University

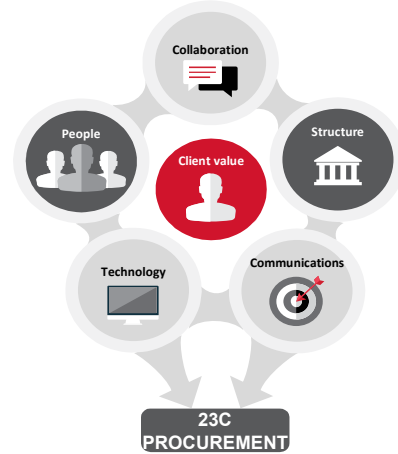
23C Year Two Impact Report
Sara Rumiano, Tawny Fleming, Brian Cotham, & Arun Casuba

Agenda

- 23C Plan Overview – Year 2 of 3
- 23C Plan Year 2 Impact Report
- 23C Plan – Year 3 Goals
- Strategic Partnerships
- 23C Beyond Year 3
- Recommendations

23C Plan Overview – Year 2 of 3

23C Website:
<https://www2.calstate.edu/csu-system/doing-business-with-the-csu/contract-services-and-procurement/23C-procurement/Pages/default.aspx>



Collaboration

- \$20m benefit target
- Centers of Excellence (IT, Construction, Facilities, Sustainability, Auxiliary)
- Revenue generation focus & target

People

- Change in procurement professionals
- Additional procurement certifications

Structure

- Client based models
- Classification update

Communications & Marketing

- 23C Plan & Annual report
- Presentations

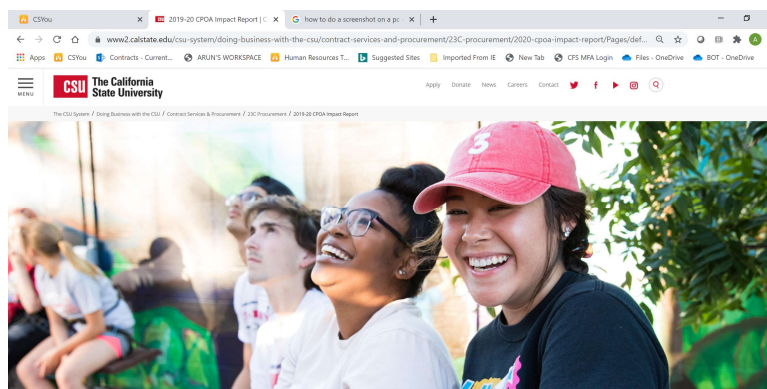
Technology

- P2P

3

23C Plan Year 2 Impact Report

23C Impact Report Website:

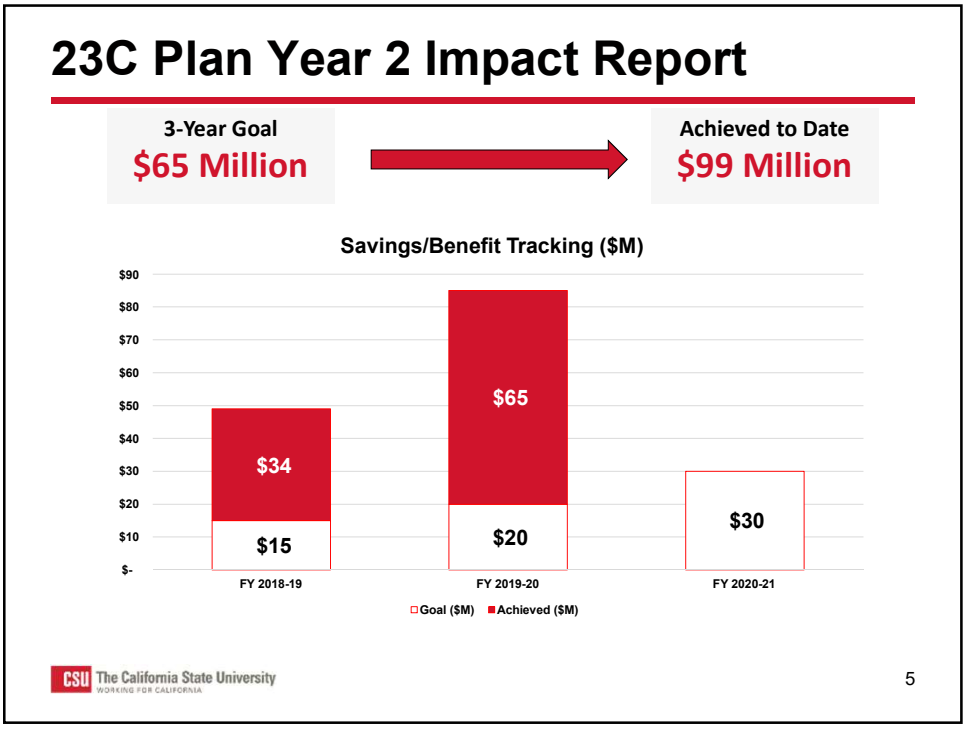


2019-20 CPOA IMPACT REPORT

Each fiscal year, nearly \$2 billion is spent with the sole purpose of ensuring that every student throughout the California State University system is equipped to succeed on campus today so they can become the thought leaders of tomorrow. CSU Procurement, and our small team of professionals spread throughout the 23 campuses and the Chancellor's Office, strategically work, research, negotiate and partner

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23C Plan Year 2 Impact Report

Campus Benefit Summary

Campus	Benefit	Target	Campus	Benefit	Target
Bakersfield	\$1,134,000	\$450,000	Northridge	\$758,000	\$650,000
Channel Islands	\$1,186,000	\$400,000	Pomona	\$1,825,000	\$1,060,000
Chico	\$1,206,000	\$550,000	Sacramento	\$725,000	\$1,420,000
Dominguez Hills	\$1,292,000	\$370,000	San Bernardino	\$943,000	\$1,260,000
East Bay	\$10,270,000	\$500,000	San Diego	\$339,000	\$1,910,000
Fresno	\$816,000	\$640,000	San Francisco	\$4,618,000	\$1,090,000
Fullerton	\$1,540,000	\$800,000	San José	\$4,367,000	\$1,640,000
Humboldt	\$1,138,000	\$260,000	San Luis Obispo	\$19,566,000	\$1,830,000
Long Beach	\$214,000	\$1,090,000	San Marcos	\$249,000	\$400,000
Los Angeles	\$2,134,000	\$850,000	Sonoma	\$1,236,000	\$400,000
Cal Maritime	\$123,000	\$160,000	Stanislaus	\$2,083,000	\$250,000
Monterey Bay	\$1,316,000	\$840,000	CO	\$5,552,000	\$1,180,000

The California State University
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23C Plan – Year 3 Goals

Collaboration

- \$30m benefit target
- Expand Centers of Excellence to include Business Services and Life Science & Pharma
- Pipeline of leveraged deals
- Focus on revenue generation with strategic partnerships

People

- Focus on procurement certifications

Structure

- Classification update

Communications & Marketing

- Revision of 23C Plan with revised goals

Technology

- CSUBUY integration



Strategic Partnerships

- Organizational Structure Challenges
 - Business reviews
 - Relationship management
 - Asset valuation
- Needed Executive Sponsorship
 - Support of program/partner
- Allocation of Revenue
 - Developing model currently

CABO Priorities



*Pollev.com/BeBold or
Text BEBOLD to 37607*



On which CABO priorities should procurement focus their efforts over the next three years?

On which CABO priorities should procurement focus their efforts over the next three years?

Recommendations

- 1 Support the integration of CSUBUY
- 2 Support the development of strategic partnerships
- 3 Support the professional certification of procurement personnel

November 2020 - Business and Finance Liaison Report

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

Board of Trustees – November 17-18 (Virtual Meeting) – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- Fullerton Arboretum Joint Powers Authority Dissolution
- Approval of the 2021-2022 through 2025-2026 Multi-Year Capital Plan
- California State University, Chico Master Plan Revision, Final Environmental Impact Report, and Enrollment Ceiling Increase
- San Francisco State University Science Replacement Building

Committee on Finance

- Lottery Budget and Report
- San Diego State University Conceptual Approval of Public Private Partnerships for the Development of SDSU Mission Valley
- California State University Annual Investment Report
- Annual Systemwide Report on Hate Incidents on Campus
- Approval of the 2021-2022 Operating Budget Request
- California State University, Fresno – Update on a Public-Private Partnership for the Central Utility Plant Replacement Project

Joint Committee on Finance and Campus Planning, Buildings and Grounds

- San José State University Spartan Athletics Center – Approval to Amend the 2020-2021 Capital Outlay Program, Schematic Design, and Issuance of Trustees of the California State University Systemwide Revenue Bonds and Related Debt Instruments

Joint Committee on Finance and Organization and Rules

- Approval of Proposed Revision of Standing Orders – Delegation of Financing Approval for Auxiliary Liquidity Loans

Board of Trustees – September 20-23 (Virtual Meeting) – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- California State University, San Bernardino, College of Arts and Letters/Theater Building Renovation and Addition
- Preliminary Multi-Year Capital Program

Committee on Finance

- California State University Quarterly Investment Report
- Planning for the 2021-2022 Operating Budget

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

CSU Policy Library

A reminder that a new CSU Policy Library went live last fall. The library provides a comprehensive way to quickly find CSU systemwide policies and is available at <https://www2.calstate.edu/policies>. This library replaces former Executive Orders, ICSUAM, SUAM, and Coded Memorandum repositories and lists.

To receive notifications from our CSU Policy Library listserv whenever policies are created, revised, or retired, send an email to subscribe-csupolicylibrary@lists.calstate.edu to be added to the listserv.

Policies/Guidance Recently Issued/Revised (Partial List):

[Debit/Credit Card Payments](#)

This policy has been updated with technical changes and revised formatting and is available in the CSU Policy Library.

[Educational Broadband Service Contracts](#)

This policy has been revised and is available in the CSU Policy Library. This policy applies systemwide to the sale or lease of educational broadband service (EBS) spectrum and has been revised in response to rule changes issued by the Federal Communications Commission (FCC) regarding the lease and sale of EBS spectrum.

[Fiscal Resources for Campus Development](#)

This policy has been updated and the language regarding capital administrative fees has been clarified. This policy is now available in the CSU Policy Library. This policy describes the process for obtaining and encumbering funding for capital outlay. The process for obtaining support funds for new space is also described.

[Occupational Therapy Doctorate Degree Programs](#)

This new policy is now available in the CSU Policy Library. This policy establishes minimum requirements, policies and procedures that shall apply to all Occupational Therapy Doctorate (OTD) degree programs offered solely by the CSU; however, this policy does not address requirements of OTD programs offered jointly with other institutions. Campuses may establish policies in addition to those stated herein.

[Professional Services for Campus Development](#)

This policy has been updated and is available in the CSU Policy Library. Under the authority given the trustees in the Education Code and the Public Contract Code, authority has been delegated to the campuses to develop and administer service agreements in connection with public works projects, provided that such agreements, regardless of cost and source of funding, are reviewed and approved by the Office of General Counsel.

[Real Estate Service](#)

This policy has been updated and is available in the CSU Policy Library. Campus presidents are responsible for the planning and execution of all matters related to real property development

projects on their respective campuses. The Executive Vice Chancellor and Chief Financial Officer is responsible to assist campuses in planning projects and to provide staff review and analysis prior to action by the Board of Trustees. The Chancellor and the Executive Vice Chancellor and Chief Financial Officer shall make a determination as to the applicability of the policy to a specific project.

[Security of Cash and Cash Equivalents](#)

This policy has been updated with technical revisions and is available in the CSU Policy Library. The Chief Financial Officer (CFO) of each campus or designee shall ensure the physical security of cash and cash equivalents, maximize the use of funds, accurately record receipts, ensure the reliability of financial data, and authorize employees to handle incoming cash and cash equivalents.

[The Collection and Reporting of Data on Student Ethnicity](#)

This policy has been updated with technical adjustments to reflect existing practices and is available in the CSU Policy Library. It is the policy of the CSU to collect and report data on student ethnicity to comply with state and federal reporting requirements and to assist in campus planning.

COVID-19 Communications

[Calstate.edu/coronavirus](https://calstate.edu/coronavirus) has been designed to communicate with the general public and with members of the CSU family who are looking for an aggregation of information about the coronavirus. The site contains information from the Chancellor's Office, as well as links to coronavirus web sites on each campus. Links to state and federal government sites are also included. Additionally, the site invites readers to submit questions.

CABO

Recent and Upcoming CABO Meeting Dates:

- July 30 (Virtual)
- September 29 (Virtual)
- November 5 (Virtual)
- February 17 (Virtual)

Advancement Report

Philanthropy

The CSU had a record-breaking fundraising year. Gift commitments exceeded \$640 million and gift receipts exceeded \$400 million, both record achievements. Campuses in campaign were largely responsible for the forward momentum which overcame the challenges of a final quarter that suspended call centers and required donor visits to be virtual.

The November Board of Trustees meeting celebrated donors with the approval of seven naming recognitions. The most ever presented in a single meeting and representing nearly 70 million in gifts to the university.

Chancellor Transition

With a new chancellor comes an opportunity to restructure the Public Affairs and Communication team to address CSU's needs and challenges in an ever-changing world.

Public Affairs will move from the Communications Department to become its own department titled "Strategic Communications and Public Affairs." Patti Waid, currently director of university communications at Fresno State, will lead this department in the newly created role of assistant vice chancellor. Mike Uhlenkamp will continue in his role as senior director of public affairs.

Patti's arrival and the subsequent restructuring will ensure our ability to plan and execute an external communications effort to support Chancellor-select Castro, assist Advocacy and State Relations in its advocacy for our state budget and legislation, and coordinate messaging with campuses.

The Communications Department will be renamed "Marketing Communications" to better reflect its role and the priority placed on providing high-quality marketing and branding materials, videos and websites to support the CSU. Mark Woodland will continue as assistant vice chancellor for this department.

Lori Redfearn

I. Student Class Actions re: Fees/Tuition Refund Update

CSU continues to vigorously defend against` multiple lawsuits seeking to recover a refund of tuition and fees because of the system's move to virtual learning to protect students, staff and faculty and to ensure continuation of education services in the face of the Covid-19 pandemic. Auxiliaries are assisting by providing necessary information to our outside counsel. OGC litigators will attend the November monthly meeting of the Associated Students and Student Union Directors to discuss the litigation.

II. New Administration—What to Expect?

The Trump administration issued several Executive Orders and agency guidance rules, including [EO to Combating Race and Sex Stereotyping](#) and the Department of Education's [Rule on Free Speech and Religious Liberty](#). Higher education associations are opining on the what to expect from a Biden administration with respect to these orders and others impacting institutions of higher education.

III. Foreign Source Reporting

The Department of Education issued a Notice of Interpretation regarding Section 117 of the Higher Education Act, which requires institutions to report gifts from and contracts with a foreign source valued at \$250,000 or more. The Department also issued a report discussing violations by various universities, including the failure to report gifts and contracts entered into by affiliated non-profit auxiliary organizations.

The next foreign source report will be due on January 31, 2021.

Date: November 20, 2020

To: AOA Executive Committee

From: John Griffin, AOA Immediate Past-President

Re: Nominations & Long-Range Planning Committee Reports

Nominations Committee –

The Nominations Committee met in October to review and discuss the submitted nominations for the four (4) Elected Representative positions and the President Elect position. The Nominations Committee is pleased to present the following people for Elected Representative -

Rasheedah Shakoor, CSUDH, Associated Students Incorporated

Sharleen Krater, CSU Chico, Associated Students

Teresa Loren, SDSU Research Foundation

Jimmy Francis, CSUN, University Student Union

For the President Elect position, the Nominations Committee is very pleased to present –

Martiz Ware, CSU Long Beach, Associated Students

Annual AOA Awards -

As noted in my previous report to the EC on August 21st, the Officers believe it would be best to postpone the three annual AOA awards for this year due the COVID-19 pandemic and the significant impact to all auxiliaries. The three annual awards are:

- Outstanding Accomplishment Award
- Lifetime Honorary Member Award
- Scholarship of Excellence Award

Long-Range Planning Committee –

As noted in my previous report to the EC on August 21st, the Long-Range Planning Committee was postponed this year until the landscape provides more clarity and we have a better idea of how the pandemic has impacted the financial resources of AOA and our member organizations.



PROPOSED 2021 AOA EXECUTIVE COMMITTEE ROSTER

ELECTED OFFICERS ¹

Monica Kauppinen	President	FOR ELECTION	University Enterprises, CSU Sacramento
Kacie Flynn	Past President	FOR ELECTION	SP Foundation, Humboldt State University
Martiz Ware	President Elect	FOR ELECTION	Associated Students, CSU Long Beach

APPOINTED OFFICER ²

Richard Jackson	Secretary/Treasurer	AOA Executive Office
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ELECTED REPRESENTATIVES ³

Jonathan Navarro	Term expires 1/22		University Student Union, CSU Northridge
Bella Newberg	Term expires 1/22		CSUSM Corporation, CSU San Marcos
Todd Summer	Term expires 1/22		Aztec Shops, San Diego State
TBD	Term expires 1/22		
Jimmy Francis	Term expires 1/23	FOR ELECTION	University Student Union, CSU Northridge
Sharleen Krater	Term expires 1/23	FOR ELECTION	Associated Students, CSU Chico
Teresa Loren	Term expires 1/23	FOR ELECTION	Research Foundation, San Diego State
Rasheedah Shakoor	Term expires 1/23	FOR ELECTION	Associated Students, CSU Dominguez Hills

STANDING COMMITTEE CHAIRS ⁴

	AS/Student Union/Rec Commercial Services Business & Financial Services Human Resources Information Technology	
Kacie Flynn	Long Range Planning Nominations Research Administration	SP Foundation, Humboldt State University
Dwayne Brummett ^{1/20-6/22}	Risk Management & Insurance Programs Past Presidents	Associated Students, Cal Poly SLO

DESIGNATED LIAISONS ⁵

Jonathan Bowman	CABO Liaison	CSU Sacramento
Robyn Pennington	Business & Finance Liaison	CSU Chancellor's Office
Lori Redfearn	Advancement Services Liaison	CSU Chancellor's Office
Carrie Rieth	General Counsel Liaison	CSU Chancellor's Office

- 1) Elected by membership to one-year terms.
- 2) Appointed by Executive Committee to one-year term.
- 3) Elected by membership to staggered two-year terms.
- 4 Standing Committees are represented on the Executive Committee by the committee chairs who are appointed by their respective committees and are designated voting members of the Executive Committee.
- 5) Appointed by Executive Committee, these are designated liaisons and standing attendees, and are non-voting.

AOA
HUMAN RESOURCES COMMITTEE REPORT
NOVEMBER, 2020

SUMMARY

The Human Resources Committee has continued to engage in bi-weekly Zoom meet-ups to offer a forum for members to ask questions, share resources, and provide colleagues with much needed moral support. A wide variety of topics have been discussed since our last committee report in August, including but not limited to: new FFCRA regulations for employers with 500+ employees; the President's Payroll Tax Deferral Order; internet and expense reimbursement for employees who are teleworking; the challenges some auxiliaries are experiencing in relation to the migration from Target Solutions to Sum Total; cyber liability; SB 1159 (expanded presumption of workers' compensation liability for COVID-19 illness claims); AB 5 (independent contractors); 3rd party recruitment; severance packages; and remote I-9 verifications. Guest speakers have included Mimi Long, Vice President JPA Program Administration at Alliant Insurance Services, Doug Bermudez and Erin Hall from Strategic Retirement Services, and Peter Dunn (Pete the Planner), who was a session presenter at AOA's annual conference last January. It was suggested that there might be value in having a subcommittee for those who are responsible for the payroll functions at their respective auxiliaries. This idea was shared with the Chair of the Finance Committee and has been forwarded to Richard Jackson and the Executive Committee for consideration.

In conjunction with Zoom meet-ups, a continually updated Google Doc has been developed and is being used to store recordings of all HR Committee Zoom meetings, COVID-19 resources, job descriptions, and other HR-related information of interest to HR committee members. General information is also communicated to members via the AOA website.

CONFERENCE PLANNING

Three HR-oriented workshops have been scheduled as part of the annual conference in January. These include a legal update for 2021; a benefit update from Alliant Insurance; and an antiracist leadership training for HR professionals and other interested auxiliary leaders.

COMMITTEE LEADERSHIP, 2021

HR Committee Officers for 2021 include the following:

- CHAIR: John Doebler, Human Resources Manager, Associated Students, CSU Northridge
- CHAIR-ELECT: Rosa Hernandez, Director of Human Resources/Director of Communications, Forty-Niner Shops, CSU Long Beach
- SECRETARY: Kristopher Disharoon, Associate Director, Associated Students, CSU East Bay
- ANNUAL CONFERENCE HR SESSION PLANNER: Kristen Pichler, Associate Director, Human Resources & Professional Development, CSU Northridge

Respectfully submitted:

Kristen Pichler

Chair, AOA HR Committee
Associate Director, Human Resources & Professional Development
University Student Union
California State University, Northridge

Research Administration Committee (RAC) Report
AOA Executive Committee Mtg – November 2020

Research Administration Committee (RAC) Operating Guidelines revisions still in progress –

Prior to COVID-19 campus closures I had discussion with outgoing 2019 RAC Chair Monica Kauppinen regarding some minor updates to the RAC operating guidelines. The edits would better clarify roles and add in the role of Secretary. Also added language that changes must be forwarded to EC for approval. Seeking approval and/or additional edits by EC.

Proposed edits were request for the June 2020 EC meeting but time constraints required we move to the August 2020 meeting. Thus far the suggested edits have to be approved.

Meetings:

The Research Administration Committee (RAC) hosted their Fall 2020 virtually last on October 5th and October 6th, 2020 from 9 -12 each day.

Speakers/presentations included: a welcome from the CSUSB Associate Provost for Research and Dean of Graduate Studies, Dr. Dorota Huizinga, CO updates by Melissa Mullen, AOA update by Jennifer Sneed, Research Opportunity update by Leslie Ponciano and a RAC Chair report by Diane Trujillo.

Topics and discussions included: Effort Reporting, Draft Sustainability Procurement Policy, AOA website, fringe benefit rates, human subjects/research participant incentives, DOE Foreign Source reporting, Cayuse SP Mini Demo and discussion, and NACUBO/program codes.

Topics led to detailed discussions and some may be carried over in the Spring 2021 meeting.

See attached agenda.

Elections:

Elections for 2021 Vice Chair and Secretary Positions – Poll went out to RAC membership on November 13th 2020. Results of the election will be announced to membership in December 2020. The 2020 Vice Chair Jennifer Sneed automatically assumes the 2021 Chair position.

Internal RAC Leadership handbook – continuing

Discussions with Vice Chair and Secretary revealed a need to develop a handbook for RAC leadership to guide them through the transition and detail some of their duties. Suggested format is like an FAQ, how to guide, and or parting notes from prior RAC leadership. This is still a work in progress and may only have draft before current term end.

Respectfully Submitted by RAC Chair,

Diane Trujillo, Director, Sponsored Programs Administration
California State University San Bernardino
University Enterprises Corporation at CSUSB
Email: dianet@csusb.edu



RESEARCH ADMINISTRATION COMMITTEE FALL 2020 Meeting

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO



Research Administration Committee

Fall 2020 Meeting Agenda

Virtual Host: Cal State San Bernardino

October 5 - 6, 2020

9:00 am – 12:00 pm

Monday, October 5, 2020 – Day 1

Zoom: <https://csusb.zoom.us/j/83244385836?pwd=RzNzMDVodXBpK2hsanpHb2M0bXRLdz09>

Password: RAC\$\$\$

Or Telephone: Dial: +1 213 338 8477 (US Toll) 83244385836# Meeting will be recorded

- 9:00 am **Call to order** (*Diane Trujillo*, Director, Sponsored Programs Administration, San Bernardino)
- Introductions
 - Organizational Announcements
 - Welcome New Members
 - Housekeeping Items
- 9:05 am **Welcome Address** (*Dr. Dorota Huizinga* – Associate Provost for Research and Dean of Graduate Studies, California State University San Bernardino)
- 9:15 am **Campus Updates** (One per campus for pre- and post-award)
- 10:15 am **BREAK** (5 min)
- 10:20 am **Chancellor's Office Sponsored Programs Update** (*Melissa Mullen*, Director, Sponsored Programs)
- 10:45 am **AOA Update** (*Jenny Sneed*, Associate Director, Sponsored Programs Administration, San Diego State)
- 10:55 am **Research Opportunities** (*Leslie Ponciano*, Director of Research Opportunities, Chancellor's Office)
- 11:25 am **Roundtable Discussion on Effort Reporting** (*Michelle Hense*, Channel Islands)
- 11:40 am **Draft Sustainability Procurement Policy** (*Kacie Flynn*, Humboldt)
- 11:45 am **Closing** (*Diane Trujillo*, Director, Sponsored Programs Administration, San Bernardino)
- 12:00 pm **Adjourn**



Research Administration Committee

Fall 2020 Meeting Agenda

Virtual Host: Cal State San Bernardino

October 5 - 6, 2020

9:00 am – 12:00 pm

Tuesday, October 6, 2020 – Day 2

Zoom: <https://csusb.zoom.us/j/86104712936?pwd=KzJBZ3VyZHA0RmZ5Ti9wTC9MUWZRUT09>

Password: RAC\$\$\$

Or Telephone: Dial: +1 213 338 8477 (US Toll) 86104712936#

Meeting will be recorded

- 9:00 am **Welcome** (*Diane Trujillo, Director, Sponsored Programs Administration, San Bernardino*)
- 9:05 am **RAC Chair Report** (*Diane Trujillo, Director, Sponsored Programs Administration, San Bernardino*)
1. RAC Prior Action Items Review (other than CO items)
 - a. RAC Chats
 - b. RAC nominations for November election
 - Nominees will have a few words for members
 - c. AOA Executive Committee items
 - d. AOA Website (www.csuaoa.org)
- 9:25 am **Fringe Benefits Rates** (*Diane Trujillo, San Bernardino*)
- 9:45 am **Human Subjects/Research Participant Incentives** (*Julie Wessel – San Bernardino and Trina Beckwith – San Marcos*)
- 10:00 am **DOE Foreign Source Reporting Discussion** (*Sandra Nordahl, Director, Compliance, San Diego State University*)
- 10:25 am **BREAK (5 min)**
- 10:30 am **SPA Policies...where are we and where are we going?** (15 min)
Financial Activity Update (15 min) (*Melissa Mullen, Director, Sponsored Programs, Chancellor's Office*)
- 11:00 am **Cayuse SP Mini-Demo and Discussion** (*Sherrie Hixon, Northridge and Nora Momoli, Long Beach*)
- 11:30 am **NACUBO Codes/Program Codes** (*Sherry Pickering, Chancellor's Office*)
- 11:45 am **Open Discussion/HOT Topics**

11:55 am **Closing** (*Diane Trujillo*, Director, Sponsored Programs Administration, San Bernardino)
12:00 pm **Adjourn**

Auxiliary Organization Association
Associated Students/Student Unions/Recreation/Childcare Centers Committee Report
November 2020

Committee Leadership

Chair – Rasheedah Shakoor, Associated Students Inc., CSUDH
Vice Chair – Iraida Venegas , Associated Students Inc., CSULB
Conference Planning – Alfredo Jesus Barcenas, Associated Students Inc., CSUSB

Meetings

Since the Annual Conference/January 2020, our committee and sub-group, the Advisors Group, had six meetings. At each meeting, the committee or Advisors Group met to have roundtable discussion about relevant topics. The meetings and discussions topics are summarized below. Meeting minutes are available upon request.

March 8, 2020 CHESS Advisors Meeting (Sacramento)

March 30, 2020 COVID-19 Zoom Meeting

May 8, 2020 COVID -19 Zoom Meeting

August 7, 2020 CSSA Advisors Meeting

September 24, 2020 AS/SU/REC/CC Fall Meeting

ASSUREC Committee Structure – Rasheedah/Miles - Action Item

CSSA representative from AOA (AS) - Patrick

Conference Sessions - Alfredo

Vice-Chair 2021 - Action Item

Secretary Recorder 2021- Action Item

CO Policy Input Process – Dave/Debra

Security Camera Policy – Debra/Sylvana

Viewpoint Neutrality Policy - Time certain 1:45pm Carrie Reith and Darryl Hamm

Student Fee reduction conversations/ /student fees PR management - Patrick/Sylvana

COVID challenges -Sylvana

Layoffs or work force reductions/redirects - Patrick

Elections- student signatures, application security - Rasheedah

Shared documents

Email list

Use of AOA website

AOA COMMERCIAL SERVICES STANDING COMMITTEE

Activity Report

November 2020 update

Commercial Services (CS) has been active with the following:

- 1) Surveys to membership – Member engagement
 - a. completed Survey #9
 - b. All survey responses can be found on the CS webpages of the AOA website
- 2) AOA website leverage – Member engagement
 - a. Surveys published
 - b. Members have the ability to post questions and receive responses
- 3) Center of Excellence/Procurement

A State and Auxiliary Procurement leverage effort – both Cynthia Fenimore (Chair CS) and Aaron Neilson (Vice-Chair CS) are participating.

A systemwide multi-year strategic partnership with one of the primary food service companies (Aramark, Sodexo, Chartwells, etc.) is being explored by the Chief Procurement Officers Association (CPOA). With Auxiliaries being one of the CPOA's Centers of Excellence, they have asked CS and other willing Auxiliary and non-Auxiliary participants to assist in project development, research, and the RFP development/review. Benefits to the CSU and its Auxiliaries might include: competitive pricing and service terms, financial investment, support of CSU's food pantries, opportunities to engage alumni business owners, alignment with sustainability and diversity initiatives, and providing students with employment opportunities. In return, this partner might have rights to CSU marks and logos, opportunities to host alumni business leaders, opportunities to showcase corporate social responsibility practices, and featured content on websites and social channels. The team, currently consists of representatives from Humboldt, Cal Poly Pomona, Cal Poly SLO, San Marcos, Dominguez Hills, Fullerton, Monterey Bay, Bakersfield, Chancellor's Office, and consultants representing ADC/Superlative.

- 4) AOA 2021 Conference
 - a. Session #1 Center of Excellence/Procurement, primary presenter is Cody VanDorn

Membership will be provided with an overview of the 23C Procurement initiative designed to drive value for the CSU and harness the collective power of the 23 campuses. We will discuss a number of initiatives and strategic partnerships in the works related to the CS group. Following this session, members will be provided with procurement resources available to the Auxiliaries through the Chancellors Office and the UC.
 - b. Session #2 Foodservice Innovation, primary presenters are Sodexo, Aramark, and Chartwells

Panelists from the self-op and contracting world will provide high level presentations touching on relevant topics such as rapid and innovative development of ghost kitchens, mobile ordering, food delivery, quarantine feeding programs, and revenue generating ideas. Attendees will then select a breakout session of their choosing hosted by one of our panelists.

- c. Session #3 Bookstore Innovation, primary presenters Barnes & Noble, Follett, and Cal Poly Pomona self-operated

A presentation from various perspectives on the dramatic shift from in-store to online sales from self-op and contracted bookstores. Includes a discussion on the current best-practices on course material delivery systems.

Respectfully Submitted,

Cynthia Fenimore

2020 Chair, AOA Commercial Services Standing Committee

Aaron Neilson

2020 Vice-Chair, AOA Commercial Services Standing Committee

Report to AOA executive Committee
Business and Financial Services Subcommittee

November 11, 2020

Business and Financial Services Subcommittee conference calls were held:

- August 20, 2020 – Steering committee
- September 17, 2020 - Steering Committee
- October 22, 2020 – Steering Committee

Primary topic of the September 17, 2020 meeting was a vote by the subcommittee to cancel the October mini-conference that was to be held in conjunction with the IT subcommittee. The decision to cancel the mini-conference was based on the need for committee members to meet required deadlines for Children’s Center Audits, and Tax fillings. Committee members decided that available bandwidth among the members was not sufficient to identify speakers, square away logistics and publicize the event.

The committee has put their support behind Vice-Chair Djeneba Ahouansou and helping her identify speakers for the January conference. On November 6, 2020, Vice-Chair Ahouansou and Chair Careaga had a 30 minute conversation with Interim Chief Audit Officer of the California State University, Vlad Marinescu. The discussion focused on providing Mr. Marinescu an overview of the annual AOA conference, and what a presentation from his division at the conference would consist of. It is the committees desire to have a comprehensive overview of what pandemic and post-pandemic audit and advisory services to the Auxiliaries would look like. Tentatively this presentation is scheduled for Wednesday January 13, 2021 during the AOA conference.

Committee members continue to share information regarding campus facility closures, tactics for responding to the pandemic, campus re-populations and budgeting strategies.

The next meeting of the committee will a Business and Financial Services membership meeting on November 19, 2020. At this meeting the 2021 Chair and Vice-chair will be elected.

Carlos F. Careaga, Chair
2020 AOA Business and Financial Services Subcommittee

AOA IT Committee Report

November 2020

Overview

The IT committee had our regularly scheduled meeting to conduct committee business and discuss emerging issues and challenges related to the pandemic and ongoing operations. All auxiliaries still have some level of IT personnel designated as essential personnel that are working on site continuously, or on an as needed basis.

We had also been planning for a joint workshop with finance in October, but there was consensus to cancel this year. COVID fatigue is real, and between audit deadlines and the pandemic, it was simply too much for many this year.

Our committee's membership is growing, we had 18 members participate at our November meeting. Additionally, more members are expressing an interest and willingness to serve.

Election of 2021 Officers

We selected our 2021 officers. Steve DeLuca, Technology Coordinator and Systems Administrator Associated Students California State University Northridge is the current Vice Chair and will become Chair. Mathew Sparks, Information Technology Services Manager at Union WELL Inc. at Sacramento State was selected as 2021 Vice Chair.

IT Operating Committee Guidelines Updated

We reviewed and updated our IT Committee operating guidelines this year to better reflect our membership and roles. The committee reviewed and approved at our recent meeting and they are submitted to the AOA Executive Committee for review and approval at the November meeting. Highlights of the revisions include clarifying language on membership requirements to be more inclusive, updating the roles and responsibilities for Chair and Vice Chair positions, and scheduling election of Chair and Vice Chair in the fall instead of at January annual conference.

Hot Topics Roundtable

Shared updated memo from Chancellor's Office on draft Sustainable Procurement Policy and potential impact for IT. IT teams are encouraged to engage with their procurement teams to submit comments before November 20.

Some campuses and auxiliaries are reviewing IT governance and services.

Many auxiliaries leverage similar systems, e.g. various Kronos services and there is interest in re-exploring options for a master agreement for auxiliaries.

A few days before our meeting, California voters approved Proposition 24 – California Privacy Rights Act (CPRA), which is scheduled to go into effect January 2023. IT teams will be reviewing the new privacy requirements, the potential impact and next steps. This was identified as an item that would be a good topic for the Chancellor's Office panel at the January conference.

Shared information on the Higher Education Community Vendor Assessment Toolkit (HECVAT) Resources. The HECVAT is a questionnaire framework specifically designed for higher education to measure vendor risk. The toolkit has been expanded to include additional tools for cloud vendor assessments and on-premise systems.

We also had a presentation by the CEO from Privva, Inc. on managing third party risk, how to manage and how 3rd party tools and services could help streamline. Managing 3rd party risk is critical as more and more services and data are shared externally. Risk management starts in the vendor selection process and needs to extend to periodic reviews and monitoring.

AOA Website

Making significant progress on outreach and goals to fully transition to the AOA website for all communications by the end of 2020.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'Rachel Raynoha', written in a cursive style.

Rachel Raynoha
AOA IT Committee Chair &
Associate Executive Director Information Systems
SDSU Research Foundation

Philanthropy Committee Report Fall 2020

Status of the Philanthropy Committee

Monica Alejandre (CSUSB) and Lori Redfearn (CO) presented to the AOA Executive Board on August 21st to propose establishing the Philanthropy Committee as an official committee within AOA. The AOA Executive Board agreed to establish the Philanthropy Committee.

Summer 2020 Meeting

The AOA Philanthropy Committee met on Wednesday, June 24. Individuals from several CSU's representing University Advancement, Financial Services and Philanthropic Foundations attended. The following topics were discussed:

1. ACA 5
 - Lori Redfearn provided an update on Assembly Constitutional Amendment 5 which proposes to revoke Prop 209 language.
2. Reporting Gifts from Foreign Sources
 - Lori Redfearn indicated that the Department of Education has a new online survey tool for foreign source reporting. Recommended to campuses to look at tool and guidelines before entering data.
3. Endowment Investments – Social Justice SRI
 - Discussion regarding socially responsible investing as it relates to issues of social justice. Both CSU Sacramento and San Jose State were reviewing policies. Recommendation to review the Intentional Endowment network for updates on SRI.
4. Hot topics:
 - a. Endowment Accounting Software – Ira Unterman (CSUN) discussed benefits of endowment accounting and the ability to allow campuses to account for endowment unitization as well as input different spending policies.
 - b. Board Engagement – Monica Alejandre (CSUSB) asked campuses how they are conducting board meetings and engaging board members. All campuses moved to virtual board meetings however have noticed an increase in board member attendance. Some campuses have had leadership conduct social distanced visits with board members which was received positively.
 - c. Foundation policies – Venesia Thompson (SFSU) brought up the topic of cost allocation policies and how campuses address old policies. Several campuses weighed in on the topic and their approach to how cost allocation works between different campus entities.

Fall 2020 Meeting

The next meeting of the AOA Philanthropy Committee was originally scheduled for Tuesday, November 17 however since that date conflicted with the Board of Trustees meeting, a new date is being scheduled for December. Proposed agenda topics are:

1. Stewardship of donor funds, with a focus on scholarship funds.
2. Engagement of Foundation board members during virtual times.
3. Foundation board assessment
4. Strategic Planning for Philanthropic Foundations

September 17, 2020

To: CSURMA AORMA Members

From: Dwayne Brummett, 
CSURMA AORMA Chair

Re: CSURMA AORMA Update – Including Initial FY 21/22 Insurance Cost Preliminary Budget Information

This letter provides a detailed update to the membership regarding the program funding for FY 21/22, the dividends to be paid in July 2021, and the long range goals for the upcoming year. Each member organization will receive its annual AORMA insurance budgeting letter in January 2021 which will include premiums specific to its organization based on exposures and claims history. Included here, in the table below, is a summary of the funding and dividend information within this memorandum.

TABLE 1				
Total Funding Comparison				
Program	FY 20/21	FY 21/22	% Chg	\$ Chg
Unemployment Insurance	1,329,575	3,080,700	132%	1,751,125
Liability	4,722,018	6,107,408	29%	1,385,390
Workers' Compensation	3,232,512	3,617,060	12%	384,548
Property	2,847,678	3,735,954	31%	888,276
Crime	238,287	343,561	44%	105,274
Dividend Comparison				
Program	July, 2020	July, 2021	% Chg	\$ Chg
Liability	782,985	963,144	23%	180,159
Workers' Compensation	544,190	455,528	-16%	-88,662

The above information provides a basic summary of the decisions made by the AORMA Committee at its September meeting. Please see the information below for additional details.

A. FY 21/22 Unemployment Insurance Program

The AORMA Unemployment Insurance Program (UIP) member allocation uses three factors - paid claims, administrative costs, and fund balance deficit – in order to calculate each member’s annual deposit. Fortunately, the Members’ UI losses at 3/31 and 6/30 did receive the 50% Cares Act Credit which provided some much needed financial relief. However, even with the 50% credit, UI losses increased from \$989,390 in FY 18/19 to \$4,207,378 in FY 19/20.

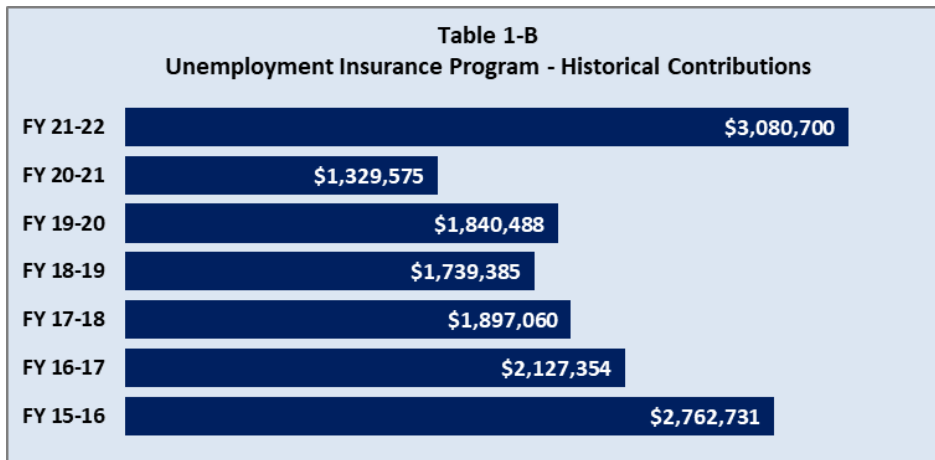
See Table 1-A below for the Historical Claims Payments.

TABLE 1-A
AORMA Unemployment Insurance Program - Historical Claim Payments

Fiscal Period	30-Sep	31-Dec	31-Mar	30-Jun	Total	5-Yr Avg #2
FY 15/16	288,803	242,910	242,829	230,622	1,005,164	2,077,155
FY 16/17	285,623	271,990	328,168	244,524	1,130,305	1,774,262
FY 17/18	376,649	318,249	303,086	215,664	1,213,648	1,556,316
FY 18/19	255,275	249,982	261,707	222,426	989,390	1,228,448
FY 19/20	346,524	298,563	254,768	3,307,523	4,207,378	1,095,509
FY 20/21 #3	346,524	298,563	254,768	3,307,523	4,207,378	1,709,177
FY 21/22						2,349,620
Average #1	435,020	415,145	405,026	549,629	1,804,821	

#1 The Quarterly Average is based on actual claims; estimates are not included.
#2 The Five-Year Average is based on the previous five-years. Example, the FY 21/22 rating will use the average from FY 16/17 to FY 20/21 and will include estimates for the current year.
#3 The FY 20/21 claims are estimates; the actual claims for the quarter ending 9/30/20 will be included in the final UI rating for FY 21/22.

The overall estimated costs for the FY 21/22 UI Program is \$3,080,700. The deposit premium is increasing because the five-year paid claims average increased, but also because the required minimum fund balance will need to be replenished. At June 30, 2020, the UIP has a fund balance of \$2,071,014. At June 30, 2021, the estimated fund balance is expected to be -\$1,548,763 (assuming claims continue to trend up.) The final costs for the FY 21/22 UIP will not be approved until December 2020, but the estimated cost is shown below in table 1-B along with the Program’s historical costs.



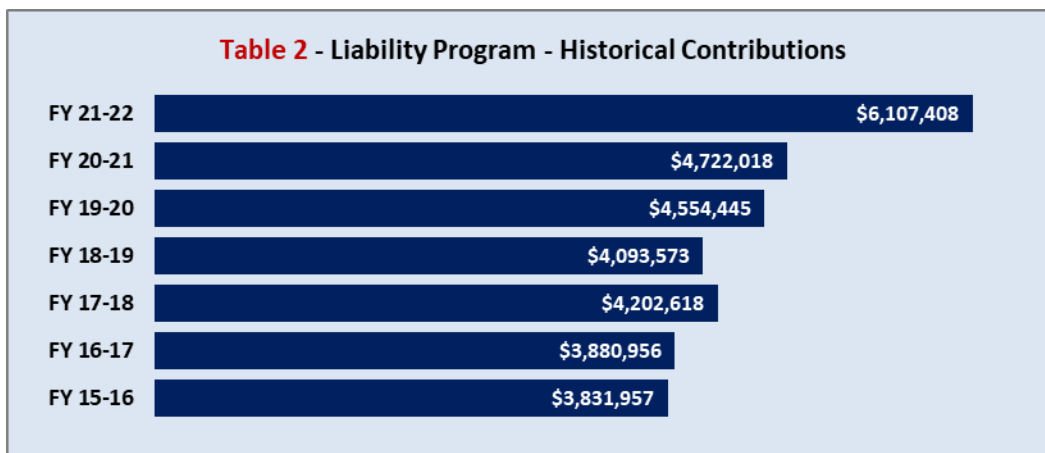
Those Members in the UIP will receive separate notification of their fund balance or deficit as show on the Member Fund Balance Report at June 30, 2020.

B. FY 21/22 Liability Program Total Funding

The AORMA Liability Program has a self-insured layer of \$500,000. This means that all costs up to \$500,000 per claim are self-insured through CSURMA AORMA. The claim costs in excess of \$500,000 are insured through reinsurance and excess insurance. The AORMA Committee approved the FY 21/22 Liability Program total costs of \$6,107,408 which is a 29% increase compared to the contributions paid into the Liability Program for FY 20/21. The self-insured layer continues to be conservatively funded. To protect against a potential funding shortfall, the AORMA Committee maintains adequate retained funds

within the program for those years when the funding for the self-insured layer is not sufficient to pay losses incurred within that funding period. The Liability Program funding includes costs for the Trustees Errors & Omissions Liability, Terrorism Liability, Fiduciary Liability, Drone Insurance Program and the Deadly Weapons Response Program as well.

The self-insured layer funding (\$500,000 per occurrence) did not increase; it actually decreased by 9%. The increase in program costs is due solely to the increase in the reinsurance and excess insurance costs, which between FY 19/20 and FY 20/21, increased 239%. And, for FY 21/22, an additional 20% increase is budgeted. The table below compares the Liability Program’s Historical Contributions.



The entire reinsurance and excess insurers layered tower has been rebuilt due to underwriters withdrawing, and/or reducing limits or coverage. Broad form public entity liability including general, auto, professional, law enforcement and public officials’ liability now tops out at \$50 million, down from \$100 million. Sexual abuse and molestation coverage, and concussive injury to athletic participants are maintained to \$50 million. Annual aggregate limits now apply excess of \$15 million. The excess liability insurance market is expected to remain firm for California public entities and higher education, due to the effects of catastrophic jury verdicts, settlements, police misconduct, sexual abuse claims, and the uncertainty of COVID-19. Shown below is the Historical Excess Insurance Costs broken down by type.

**Table 3 - Liability Program
Historical Excess Insurance Costs**

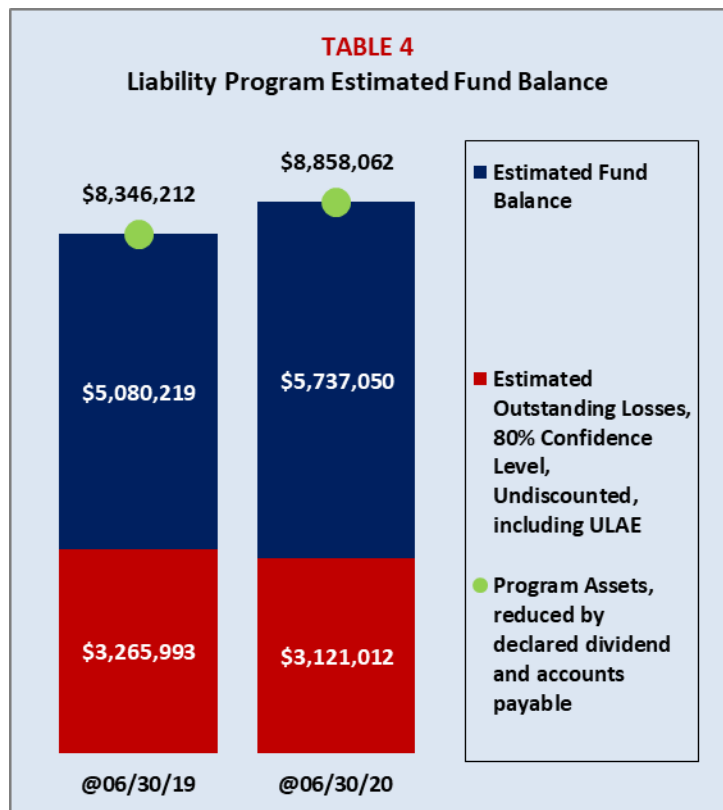
Coverage Costs	Actual 19/20	Actual 20/21	% Change 19/20 v. 20/21	Budgeted 21/22	% Change 20/21 v. 21/22
Reinsurance (\$4.5 xs \$500,000)	1,208,966	1,375,442	14%	1,650,530	20%
Excess Insurance	434,504	1,413,624	225%	1,696,349	20%
Trustees E&O	3,932	3,934	0%	4,131	5%
Terrorism Liability	N/A	12,906	New	13,552	5%
Fiduciary Liability	38,236	38,254	0%	40,167	5%
Drone Insurance Program	52,800	52,800	0%	55,440	5%
Deadly Weapon Response Program	12,742	12,982	2%	13,631	5%
Total	1,751,180	2,909,942	66%	3,473,799	19%

Table 4 compares the Liability Program’s retained funds (in blue) to the estimated outstanding liabilities (in red). The AORMA Committee keeps a close watch on the trend of the retained funds in the self-insured layer, and the Liability Program remains financially very healthy.

Due to COVID-19, effective July 1, 2020, the AORMA memorandum of coverage (MOC) will be revised to limit coverage for injuries or damages arising from Organic Pathogens to \$250,000 per occurrence. The revised MOC will be posted on the CSURMA website once finalized.

C. FY 21/22 Workers’ Compensation Program Total Funding

All workers’ compensation claims costs up to \$750,000 continue to be reinsured through PRISM (formerly called CSAC EIA) and claim cost excess of \$750,000 are insured through commercial excess insurance.



As shown in Table 5, the AORMA Committee approved the FY 21/22 Workers’ Compensation Program total costs of \$3,617,060, which is a 12% increase compared to FY 20/21. These cost are expected to change once payroll estimates for FY 21/22 are finalized.

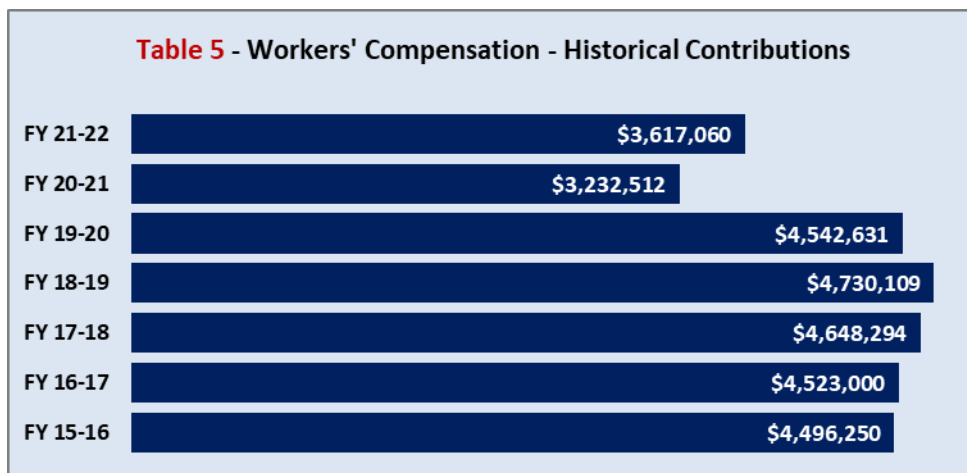
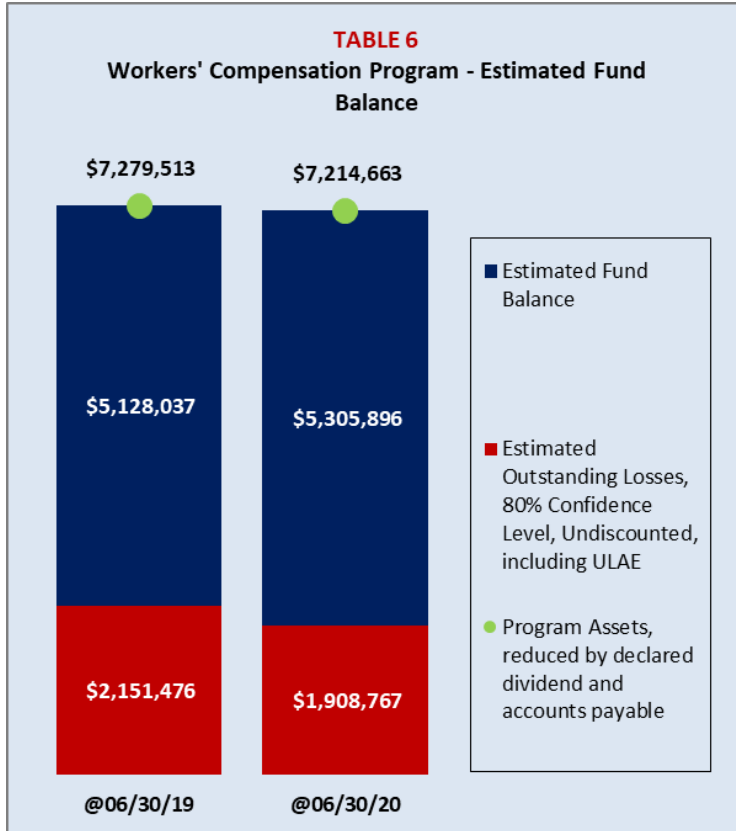


Table 6 shows a comparison of the Workers’ Compensation Program’s retained funds (in blue) and the estimated outstanding liabilities (in red). Included in the estimated outstanding liabilities are the anticipated costs of all open and future self-insured claims. The estimated outstanding liabilities at June

30, 2020 decreased primarily due to the reinsurance agreement with PRISM which became effective January 1, 2015. The Workers' Compensation Program is not accumulating additional outstanding liabilities as those claims are reinsured by PRISM.



D. FY 21/22 Property Program Total Funding

As shown in Table 7, the AORMA Committee approved the FY 21/22 Property Program total costs of \$3,735,954 which is a 31% increase as compared to the contributions paid into the property program for FY 20/21. The Property Program funding includes costs for Cyber Liability, Pollution Liability and Limited Earthquake insurance.

Property premiums are expected to continue to rise due to California's "new normal" catastrophic wildfires and intensified winter storms, which impacts the entire property insurance market, as well as the uncertainty regarding COVID-19.

Table 7 below compares the Property Program's Historical Contributions.

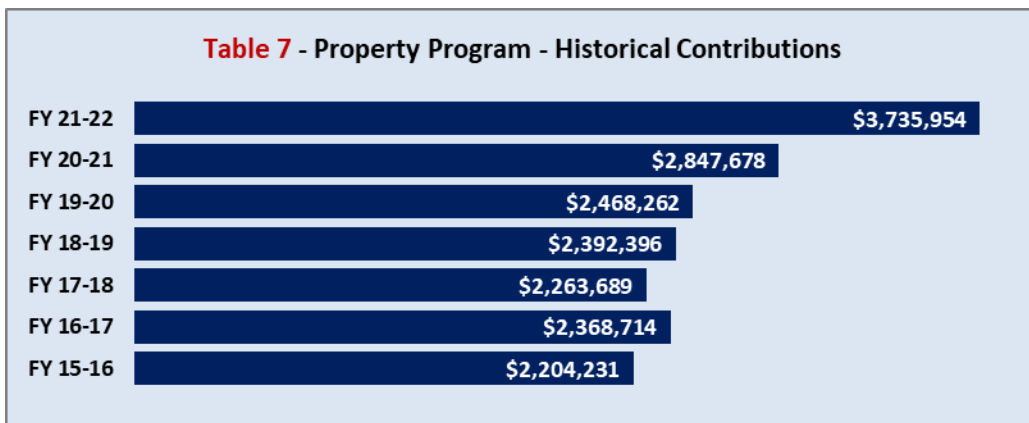
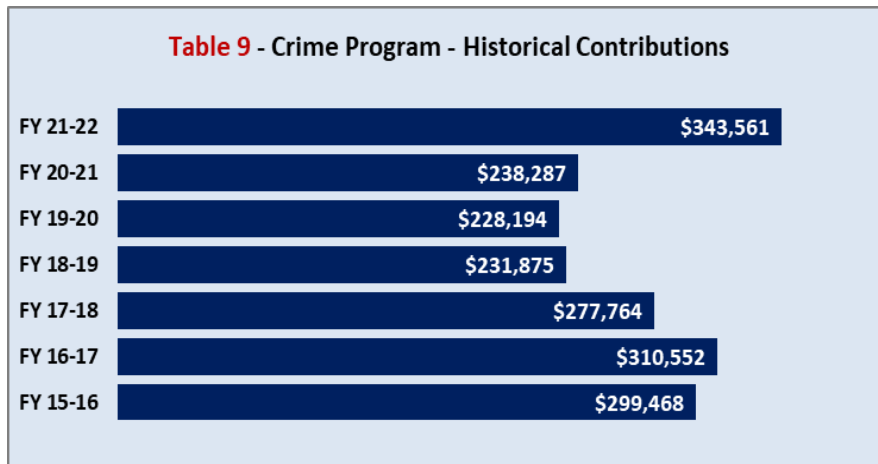


Table 8 details the Historical Excess Insurance Costs broken down by type. As noted below, the Cyber Liability program was enhanced with an additional \$3,000,000 in coverage as well as a reduction in the member deductible from \$25,000 to \$15,000 per occurrence.

Table 8 - Property Program Historical Excess Insurance Costs					
Coverage Costs	Actual 19/20	Actual 20/21	% Change 19/20 v. 20/21	Budgeted 21/22	% Change 20/21 v. 21/22
Property Insurance (APIP)	1,860,989	2,445,205	31%	2,934,246	20%
Cyber (CEO)	27,018	24,646	-9%	29,575	20%
Cyber Excess (\$10M xs \$2M)	7,700	8,085	5%	9,702	20%
Cyber Excess (\$5M xs \$12M)	5,625	5,900	5%	7,080	20%
Cyber Excess (\$3M xs \$17M)	N/A	3,655	New	4,386	20%
Cyber (Retention Buy-Down)	N/A	25,812	New	30,974	20%
EQ	127,968	127,968	0%	128,030	0%
Excess Pollution	No Charge	No Charge	No Charge	No Charge	No Charge
Total	2,029,299	2,641,271	30%	3,143,994	19%

E. FY 21/22 Crime Program Total Funding

As shown in Table 9, the AORMA Committee approved the FY 21/22 Crime Program total contributions of crime program total costs of \$343,561, which is a 44% increase as compared to FY 20/21.

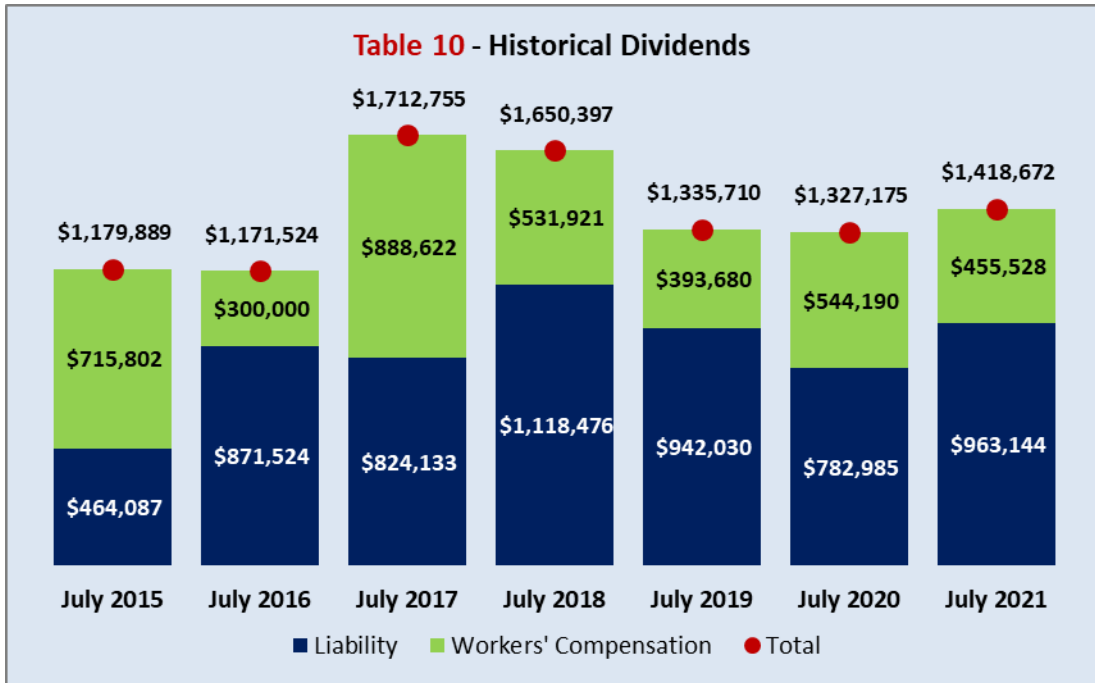


Due to claims activity within the Crime Program, effective July 1, 2020, the minimum deductible offered by the excess insurer is \$50,000 with a \$200,000 annual aggregate. Therefore, AORMA had to increase the Self-Insured Layer from \$25,000 per occurrence to \$50,000 per occurrence and to increase its aggregate Self-Insured Layer from

\$100,000 to \$200,000. (The member deductible of \$5,000 will not change.) Because the Self-Insured Layer increased, additional funding of \$50,000 is required to maintain an adequate fund balance and is included in the total contribution for FY 21/22.

F. Dividend Payable in July, 2021

The AORMA Committee follows Policy and Procedure Nos. A-3 and A-4 in evaluating whether to declare a dividend. These policies and procedures apply insurance industry funding measures to indicate whether a dividend or assessment is appropriate. The AORMA Committee approved a Liability Program dividend of \$963,144 and Workers' Compensation Program dividend of \$455,528. AORMA's historical dividends are shown below.



The AORMA Committee has maintained the practice of conservative funding and dividend distribution to preserve retained funds in the programs in order to reduce the possibility of assessments. The AORMA Committee annually evaluates its adopted retained funds ratio guidelines when deciding on the appropriate dividend to declare. These guidelines create benchmarks that measure the Programs' financial stability compared to industry standards and past experience, as well as expose deteriorating experience before it has an adverse impact on the Programs. Both the Workers' Compensation and Liability Programs are in a very positive financial position. However, because of the nature of self-insured pools, a few consecutive bad years could reduce retained funds by several million dollars. In response, the AORMA Committee plans for possible volatility in the future and always maintains positive surplus ratios.

G. Rating Plans Task Group

Policy and Procedure No. A-5, requires AORMA to review every coverage program with a self-insured layer at least every three years in order to verify that the allocation formulas are still fair and equitable. The AORMA Chair appointed members to serve on the Rating Plans Task Group (RPTG). The RPTG, along with Staff, reviewed all of the rating plans and came up with several refinements for the good of the AORMA Members. AORMA's policies and procedures have been updated accordingly and are posted on the CSURMA website. The revised allocation formulas will be utilized when calculating the FY 21/22 program contributions.

H. FY 20/21 Long Range Action Plan

The AORMA Committee approved the following long range action plan items for FY 20/21:



- Resource Guide – Risk Management Considerations for Accepting Gifts
- Resource Guide – Acceptance, Evaluation and Storage of Waivers
- Resource Guide – Indemnification Language and Insurance Requirements for Subcontractors (including a review checklist)
- Resource Guide – How to Analyze Certificates of Insurance and Endorsements
- Presentation – New Realities of Insurance Post COVID-19 and Catastrophic California Wildfires

I. AORMA Committee Succession Planning

To fill a vacancy on the AORMA Committee, Starr Lee has been appointed to serve as the Committee’s First Vice-Chair and Chuck Kissel has been appointed to serve as the Committee’s Second Vice-Chair. The AORMA Committee currently has one open at-large seat.

J. CSURMA AORMA Committee Meeting Calendar

The AORMA Committee adopted the following AORMA Committee meeting dates for 2020, 2021 and 2022:

- October 23, 2020 CSURMA Board of Directors
- December 3, 2020 AORMA Committee
- May 6, 2021 AORMA Committee
- May 7, 2021 CSURMA Board of Directors
- July 2021 AORMA Officers Retreat
- September 8 and 9, 2021 AORMA Committee
- October 29, 2021 CSURMA Board of Directors
- December 2, 2021 AORMA Committee
- May 5, 2022 AORMA Committee
- May 6, 2022 CSURMA Board of Directors

Thank you for your continued support of the CSURMA AORMA. If you have any questions, please do not hesitate to contact me, one of the AORMA Committee Members, or Mimi Long (milong@alliant.com, 415-403-1423).

**CSURMA AORMA Committee Member
July 1, 2020 to June 30, 2021**

Dwayne Brummett	Associate Executive Director	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
Starr Lee	Associate Executive Director	The University Corporation at Monterey Bay	stlee@csumb.edu	831-582-3000
Chuck Kissel	Executive Director	CSU Fullerton Auxiliary Services Corporation	ckissel@fullerton.edu	657-278-4101



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

Bella Newberg	Associate Vice President, Business Development & Executive Director	California State University San Marcos Corporation	newberg@csusm.edu	760-750-4700
Open Seat				
Cecilia Ortiz	Director	Loker Student Union	cortiz@csudh.edu	310-243-3854
Raven Tyson	Human Resources Assistant Director	Associated Students, San Diego State University	rtyson@sdsu.edu	619-594-3760
Trina Knight	Human Resources Director	University Enterprises, Inc., CSU Sacramento	trinak@csus.edu	916-278-7003
Leslie Levinson	Chief Financial Officer	San Diego State University Research Foundation	llevinson@sdsu.edu	619-594-1076
Bill Olmsted	Executive Director	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-2242

Auxiliary Organizations Association (AOA)

Statement of Financial Position

Fiscal Year 2020-21
(As of 11/12/20)

	2020-21 YTD	Prior Year YTD
ASSETS		
<i>1</i> Current Assets		
<i>2</i> Checking/Savings		
<i>3</i> 10000 — Checking Account	222,250	403,764
<i>4</i> 10300 — Money Market Account	482	482
<i>5</i> Total Checking/Money Market	222,732	404,246
<i>6</i> Accounts Receivable		
<i>7</i> 11000 — AOA Dues Receivable		
<i>8</i> 11200 — Conference Reg. Fee Receivable		
<i>9</i> 11500 — COGR Reimbursement by CO	5,250	
<i>10</i> 11800 — Allowance for Bad Debt	(3,000)	(3,000)
<i>11</i> 11900 — Other Receivable (Conference reimbursement)	2,784	
<i>12</i> 12200 — S-T Deposit with Hotels/Vendors		
<i>13</i> Total Accounts Receivable	5,034	(3,000)
<i>14</i> Other Current Assets		
<i>15</i> 1499 — *Undeposited Funds	37,016	
<i>16</i> Total Other Current Assets		
<i>17</i> Total Current Assets	264,782	401,246
<i>18</i> Fixed Assets		
<i>19</i> 14000 — Web Developmt Depreciable Asset	59,790	59,790
<i>20</i> 15000 — Accumulated Depreciation	(29,895)	(9,965)
<i>21</i> Total Fixed Assets	29,895	49,825
<i>22</i> Other Assets		
<i>23</i> 12921 — Other Prepaid Expense	3,000	
<i>24</i> 12920 — Advance to Robert Griffin		
<i>25</i> 16000 — Vanguard Long-Term Investmts	319,520	295,528
<i>26</i> 16200 — Vanguard Short -Term Investmts	51,989	49,619
<i>27</i> 16500 — L-T Deposit with Hotels/Vendors (Hyatt Palm Spgs, Loews C	15,000	20,000
<i>28</i>		
<i>29</i> Total Other Assets	389,509	365,147
<i>30</i> TOTAL ASSETS	684,186	816,218
<i>31</i>		
<i>32</i> LIABILITIES & NET ASSETS		
<i>33</i> Liabilities		
<i>34</i> Current Liabilities		
<i>35</i> Accounts Payable		
<i>36</i> 20000 — Richard Bromley Account Payable		
<i>37</i> Total Accounts Payable		
<i>38</i> Other Current Liabilities		
<i>39</i> 22000 — AOA Dues Deferred Income		
<i>40</i> 22100 — Conference Deferred Income (Registration)		
<i>41</i> 23000 — Erroneous SSA Deposits to Bank Account	4,238	4,238
<i>42</i> Total Other Current Liabilities	4,238	4,238
<i>43</i> Total Current Liabilities	4,238	4,238
<i>44</i> Total Liabilities	4,238	4,238
<i>45</i> Net Assets		
<i>46</i> 35000 — Fund Balance	625,328	546,652
<i>47</i> Net Income	54,621	265,328
<i>48</i> Total Net Assets	679,949	811,980
<i>49</i> TOTAL LIABILITIES & NET ASSETS	684,186	816,218

Auxiliary Organizations Association

General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2020-21
(As of 11/12/20)

		<u>General Operations</u>		
		YTD	2020-21 Budget	% of Budget
1	Income			
2	40000 — AOA Dues	\$50,558	\$200,000	25%
3	42000 — Standing Committee Income			
4	43000 — Scholarship Donations			
5	44000 — AORMA Dividend	\$444	\$444	100%
6	45000 — Interest Income			
7	46000 — Dividend Income	\$1,668	\$10,000	17%
8	47000 — Realized Gain on Investments		\$3,000	0%
9	48000 — Unrealized Gain on Investments	\$14,804	\$5,000	296%
10	45000 — Extraordinary Income			
11	Total Income	<u>\$67,474</u>	<u>\$218,444</u>	31%
12				
13	Expense			
14	70000 — Contracted Service - Business Manager	\$14,759	\$44,276	33%
15	70500 — Sec/Treas Travel & AOA Office Expense	\$597	\$2,500	24%
16	Compliance Consultant Analyses/Monographs	\$2,025	\$9,500	21%
17	71500 — Legislative Liaison Travel Exp			
18	72000 — AOA Legal Counsel (requested services)	\$110		
19	73000 — Retainer- HR Legal Counsel		\$27,000	0%
20	73500 — AOA HR Legal Counsel Expenses		\$4,000	0%
21	74000 — Advocacy/Liaison Expenses			
22	75000 — Audit/Tax Prep Expenses		\$15,800	0%
23	75300 — Insurance Expense	\$3,679	\$3,863	95%
24	75500 — COGR Dues Expense	\$5,250	\$5,250	100%
25	76000 — Executive Committee Travel Exp			
26	76500 — Executive Committee Meeting Exp			
27	AOA Leadership Academy			
28	77000 — AS/SU Committee Expenses			
29	77100 — Financial Services Com Expenses			
30	77200 — HR Committee Expenses			
31	AOA Biennial Salary Survey			
32	77300 — IT Committee Expenses			
33	77400 — Research Admin Com Expenses	\$231		
34	77600 — Commercial Services Committee			
35	77800 — Standing Committee Meeting/Programs		\$25,000	0%
36	97000 — Website Depreciation Expense		\$19,930	0%
37	78000 — Web Hosting/Maintenance Exp		\$35,000	0%
38	78500 — Website Content/AOA Directory Updates	\$981	\$8,000	12%
39	AOA Scholarship Program		\$5,000	0%
40	79000 — Gifts and Awards Expense		\$500	0%
41	79400 — Bad Debt Expense			
42	Special Projects (Website Implementation)		\$5,000	0%
43	79500 — Miscellaneous Expenses	\$272	\$2,500	11%
44	Total Expense	<u>\$27,903</u>	<u>\$213,119</u>	13%
45				
46	Net Income	<u>\$39,570</u>	<u>\$5,326</u>	743%
47				
48	January Conference Summary			
49				
50	Income	\$41,300	\$112,500	37%
52	Expense	\$26,250	\$172,839	15%
54	Net Income	<u>\$15,050</u>	<u>-\$60,339</u>	-25%
55				
56	Special Projects Summary			
57				
58	No Activity			
59				
60	TOTAL AOA NET INCOME	<u><u>\$54,621</u></u>	<u><u>(\$55,014)</u></u>	-99%
61				
62				
63	Projected AOA Net Assets as of 6/30/21			
64				
65	Reserves:			
66	Working Capital		\$101,285	
67	Conference Contingency		\$140,775	
68	Special Projects/General Contingency		\$50,000	
69	Total Reserves		<u>\$292,060</u>	
70				
71	Unallocated Net Assets:			
72	Beginning Balance 7-1-20		\$333,409	
73	Add: Projected FY 20/21 income	\$	(\$5,014)	
74	Total Projected Unallocated Net Assets at 6/30/21		<u>\$278,395</u>	
75				
76	Total AOA Net Assets Projected as of 6/30/21		<u><u>\$570,455</u></u>	

Auxiliary Organizations Association

Profit and Loss Budget vs. Actual – January Conference

Fiscal Year 2020-21
(As of 11/12/20)

		<u>January Conference</u>		
		FY 2020-21	2021 Conference :	Updated
		YTD	Budget :	Projection
1	Income			
2	50000 — Conference Registration Fees	\$10,800	\$37,500	
3	52000 — Business Partner Income			
4	52100 — Business Partner Reg Fee			
5	59000 — Other Conference Income (credit card fees)			
6	52000 — Business Partner Income - Other	\$30,500	\$75,000	\$150,000
7	Total 52000 — Business Partner Income	\$30,500	\$75,000	
8	52300 — In-Kind Contributions			
9	Total Income	\$41,300	\$112,500	
10				
11	Expense			
12	80000 — Conference Services			
13	80200 — Conf Contract Service	\$26,250	\$106,839	
14	80500 — Service Provider Travel Expense			
15	80700 — Registration Area Support			
16	80000 — Conference Contract Services - Other			
17	Total 80000 — Conference Services	\$26,250	\$106,839	
18	80800 — Bank Credit Card Fees		\$2,500	
19	82000 — Cnf Gifts and Awards Expense		\$2,000	
20	83000 — Hotel Function & Meal Expense			
21	83500 — Hotel Credit on Expenses			
22	83000 — Hotel Function & Meal Expense - Other			
23	Total 83000 — Hotel Function & Meal Expense		\$0	
24	84000 — Marketing/Communication Exp		\$5,000	
25	85000 — Non-Hotel Function/Meal Exp			
26	86000 — CPC Expenses			
27	86100 — CPC Travel Expense		\$2,000	
28	86500 — CPC Meeting Expenses		\$3,000	
29	86000 — CPC Expenses - Other			
30	Total 86000 — CPC Expenses	\$0	\$5,000	
31	87000 — Speaker Contract Expenses		\$25,000	
32	88000 — Web/AV Tech Expense		\$15,500	\$75,500
33	NACAS Conference Bus Partner Marketing Expenses		\$1,000	
34	Standing Committee Session Content		\$10,000	
35	89000 — Donated Goods and Services			
36	89400 — Conference Bad Debt Expense		\$0	
37	Total Expense	\$26,250	\$172,839	
38				
37	Net Income	\$15,050	\$ (60,339)	\$ (45,339)

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
August 2020 through June 2021

Income	Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
52000 — Business Partner Income												
Sales Receipt		10/31/20	305		PayPal Deposit f...	52000 — Business Part...	January Co...		1499 — *Undepo...		8,750.00	8,750.00
Sales Receipt		11/09/20	303		Deposit 2 checks	52000 — Business Part...	January Co...		1499 — *Undepo...		21,750.00	30,500.00
Total 52000 — Business Partner Income										0.00	30,500.00	30,500.00
50000 — Conference Registration Fees												
Sales Receipt		10/31/20	305		PayPal Deposit f...	50000 — Conference R...	January Co...		1499 — *Undepo...		10,800.00	10,800.00
Total 50000 — Conference Registration Fees										0.00	10,800.00	10,800.00
48000 — Unrealized Gains on Investments												
General Journal		09/30/20	Vngd 9...		Post Vangd Sept...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	47.86	14,851.74	-47.86
General Journal		09/30/20	Vngd 9...		Post Vangd Sept...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	47.86	14,851.74	14,803.88
Total 48000 — Unrealized Gains on Investments										47.86	14,851.74	14,803.88
46000 — Dividend Income												
General Journal		09/30/20	Vngd 9...		Post Vangd Sept...	46000 — Dividend Inco...	General Op...		-SPLIT-		217.90	217.90
General Journal		09/30/20	Vngd 9...		Post Vangd Sept...	46000 — Dividend Inco...	General Op...		46000 — Dividen...	0.00	1,449.96	1,667.86
Total 46000 — Dividend Income										0.00	1,667.86	1,667.86
45000 — Interest Income												
Deposit		08/31/20			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.02
Deposit		09/30/20			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.04
Deposit		10/31/20			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.06
Total 45000 — Interest Income										0.00	0.06	0.06
44000 — AORMA Dividend												
Sales Receipt		11/09/20	304		Liability Insuran...	44000 — AORMA Divide...	General Op...		1499 — *Undepo...		444.00	444.00
Total 44000 — AORMA Dividend										0.00	444.00	444.00
40000 — AOA Dues												
Sales Receipt		11/09/20	303		Deposit 4 Checks	40000 — AOA Dues	January Co...		1499 — *Undepo...	14,822.00	14,822.00	14,822.00
General Journal		11/09/20	Crt cla...		Crt deposit class	40000 — AOA Dues	January Co...		40000 — AOA D...	14,822.00	14,822.00	0.00
General Journal		11/09/20	Crt cla...		Crt deposit class	40000 — AOA Dues	General Op...		40000 — AOA D...	14,822.00	29,644.00	14,822.00
Total 40000 — AOA Dues										14,869.86	87,907.66	73,037.80
Total Income												
Expense												
78500 — Website Content/Dir Management DJ												
Check		09/02/20	2619	Dixie L. Johnson	DJ -Website Con...	78500 — Website Conte...	General Op...		10000 — Checki...	670.35		670.35
Check		09/02/20	2619	Dixie L. Johnson	DJ - Web Direct...	78500 — Website Conte...	General Op...		10000 — Checki...	310.58		980.93
Total 78500 — Website Content/Dir Management DJ										980.93	0.00	980.93
80000 — Conference Contract Services												
80450 — Cnf Contract Srv-Lorlie Leetham												
Check		10/05/20	2624	Lorlie Leetham	1st payment of \$1...	80450 — Cnf Contract S...	January Co...		10000 — Checki...	13,500.00		13,500.00
Total 80450 — Cnf Contract Srv-Lorlie Leetham										13,500.00	0.00	13,500.00
80300 — Conf Contract Service-Taren M												
Check		10/16/20	2626	Taren Mulhause	3rd Qtr contract...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,750.00		3,750.00
Total 80300 — Conf Contract Service-Taren M										3,750.00	0.00	3,750.00
80200 — Conf Contract Service-D Johnson												

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
August 2020 through June 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	09/02/20	2619	Dixie L. Johnson	City Invoice, Se...	80200 - Conf Contract...	January Co...		10000 - Checki...	5,250.00		5,250.00
Total 80200 - Conf Contract Service-D Johnson									5,250.00	0.00	5,250.00
Total 80000 - Conference Contract Services									22,500.00	0.00	22,500.00
79500 - Miscellaneous Expenses											
Check	08/03/20	2613	Richard Jackson	FreeCr/Call fee, ...	79500 - Miscellaneous...	General Op...		10000 - Checki...	36.67		36.67
Check	08/03/20	2613	Richard Jackson	PayPal fee, 7/2 1...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		56.62
Check	08/03/20	2613	Richard Jackson	AWS Website fee...	79500 - Miscellaneous...	General Op...		10000 - Checki...	33.37		89.99
Check	09/02/20	2618	Richard Jackson	PayPal fee, 8/2 1...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		109.94
Check	09/02/20	2618	Richard Jackson	AWS Website fee...	79500 - Miscellaneous...	General Op...		10000 - Checki...	34.26		144.20
Check	10/02/20	2623	Richard Jackson	FreeCr/Call, 9/1 1...	79500 - Miscellaneous...	General Op...		10000 - Checki...	0.80		145.00
Check	10/02/20	2623	Richard Jackson	PayPal fee, 9/2 1...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		164.95
Check	10/02/20	2623	Richard Jackson	AWS Website fee...	79500 - Miscellaneous...	General Op...		10000 - Checki...	34.98		199.93
Check	11/03/20	2628	Richard Jackson	AOA annual Stat...	79500 - Miscellaneous...	General Op...		10000 - Checki...	20.00		219.93
Check	11/03/20	2628	Richard Jackson	PayPal fee, 9/3 1...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		239.88
Check	11/03/20	2628	Richard Jackson	AWS Website fee...	79500 - Miscellaneous...	General Op...		10000 - Checki...	32.22		272.10
Total 79500 - Miscellaneous Expenses									272.10	0.00	272.10
77400 - Research Admin Com Expenses											
Check	10/02/20	2620	CSU, Sacramento Univer...	RAC Fall 2019 n...	77400 - Research Adm...	General Op...		10000 - Checki...	230.51		230.51
Total 77400 - Research Admin Com Expenses									230.51	0.00	230.51
75500 - COGR Dues Expense											
Check	10/05/20	2625	Council On Government...	Dues 8/1/20 - ...	75500 - COGR Dues E...	General Op...		10000 - Checki...	10,500.00		10,500.00
Invoice	11/09/20	COGR ...	CSU Chancellor's Office	One half of am...	75500 - COGR Dues E...	General Op...		11500 - COGR R...	5,250.00	5,250.00	5,250.00
Total 75500 - COGR Dues Expense									10,500.00	5,250.00	5,250.00
75300 - Insurance Expense											
Check	08/03/20	2615	CSUMMA	20-21 Liability/...	75300 - Insurance Exp...	General Op...		10000 - Checki...	3,679.00		3,679.00
Total 75300 - Insurance Expense									3,679.00	0.00	3,679.00
72000 - Retainer - AOA General Counsel											
Check	08/30/20	2616	Thomas Law Firm Incor...	Common Intere...	72000 - Retainer - AO...	General Op...		10000 - Checki...	110.00		110.00
Total 72000 - Retainer - AOA General Counsel									110.00	0.00	110.00
71000 - Retainer - Legislative Liaison											
Check	10/02/20	2622	Robert E. Griffin	RGriffin Leaders...	71000 - Retainer - Leg...	General Op...		10000 - Checki...	1,575.00		1,575.00
Check	10/02/20	2622	Robert E. Griffin	RGriffin Roberts...	71000 - Retainer - Leg...	General Op...		10000 - Checki...	450.00		2,025.00
Total 71000 - Retainer - Legislative Liaison									2,025.00	0.00	2,025.00
70500 - S/T Travel & AOA Office Expense											
Check	08/03/20	2614	AT&T	7/19/20- 8/18...	70500 - S/T Travel & A...	General Op...		10000 - Checki...	205.68		205.68
Check	08/30/20	2617	AT&T	8/19/20- 9/18...	70500 - S/T Travel & A...	General Op...		10000 - Checki...	195.88		401.56
Check	10/02/20	2621	AT&T	9/19/20- 10/1...	70500 - S/T Travel & A...	General Op...		10000 - Checki...	195.53		597.09
Total 70500 - S/T Travel & AOA Office Expense									597.09	0.00	597.09
70000 - Contacted Service - Sec/Treas											
Check	08/03/20	2613	Richard Jackson	Contract pay, Ju...	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,689.67		3,689.67
Check	09/02/20	2618	Richard Jackson	Contract pay, A...	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,689.67		7,379.34
Check	10/02/20	2623	Richard Jackson	Contract pay, Se...	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,689.67		11,069.01
Check	11/03/20	2628	Richard Jackson	Contract pay, O...	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,689.67		14,758.68
Total 70000 - Contacted Service - Sec/Treas									14,758.68	0.00	14,758.68

Executive Committee Report to the AOA Membership

This brief report alerts the membership to key discussions and actions at the last Executive Committee meeting on August 21, as well as matters on the agenda for the upcoming EC meeting to be held virtually on November 20.

2021 Virtual AOA Conference

Registration is open for the virtual conference in January at <https://csuaoa.org>. The Conference is planned for January 11 (from 9am – 3pm), January 12 (from 9am – 2:30pm) and January 13 (from 9am – 12pm), with 90 minutes of Concurrent Sessions on each day, Business Partner Showcases and Social Networking hours. General Sessions will include updates on key issues from the Chancellor's Office and perhaps a presentation on the expected changes to auxiliaries and a new vision of how they will be of service to their campuses. We hope the conference's virtual format will offer the opportunity for more members to attend.

AOA Updates

The pandemic has modified AOA's activities and put some plans on hold:

- The Annual Business Meeting of the AOA membership, normally held at the AOA Conference, will not occur this year. The election of next year's officers and Executive Committee representatives will be conducted by electronic balloting.
- AOA will not be awarding a student Scholarship or making its usual annual awards (the Lifetime Honorary Member Award, the Outstanding Accomplishment Award) this January.
- The scheduled 2021 increase in AOA dues for member organizations will be put on hold.

Three-Year Financial Forecast

At its August EC meeting, the Board reviewed a forecast of the financial impact on AOA of the pandemic and plans to replace AOA service providers as needed in the future. Regular AOA operations are expected to stabilize by 2022-23, and if there are small net income losses along the way, they are easily covered by the pool of Unallocated Net Assets (about \$265K).

To plan for future contingencies, two Succession Planning models were presented for AOA's Business Manager position. If a retired auxiliary professional (Independent Contractor) could again be recruited to fill the Business Manager position, it is likely that AOA's current revenue and expense model could absorb the additional expenses. If AOA needed to hire a full-time employee with benefits for the position, it would have an unsustainable negative impact on net income and Unallocated Net Assets. AOA's Long Range Planning (LRP) Committee would need to rebalance annual revenues and expenses going forward.

At the November meeting, a Strategic Planning Group will be formed to work with the LRP Committee on developing a plan and accompanying narrative for the future.

Available Services to Auxiliaries from Robert Griffin

AOA's contract with its Compliance Consultant, Robert Griffin, provides for an initial free hour of consultation to auxiliary executives on a range of subject matter: legislative or oversight issues, governance, compliance, policy development, management practices, etc. If an auxiliary should need assistance beyond that first hour, it would directly engage Griffin at a rate of \$150/hour. This is similar to the arrangement AOA has with Richard Bromley for HR issues. Robert's email address is grifr@aol.com.

Griffin's updated summary of major California Legislative activity affecting auxiliaries is available on the AOA website.

Chief Procurement Officers – Auxiliary Leveraged Deals

CSU's CPOs have formed workgroups, including an auxiliary/AOA subcommittee, to work towards leveraging systemwide purchasing arrangements. The first task is to analyze the overall spend picture (e.g., what is being purchased and from whom) so a coordinated strategy can be developed. Unlike the campuses, auxiliaries have not usually shared purchasing and vendor information, so the first step is a conversation on gathering data from auxiliaries. AOA's Commercial Services Committee will play an important role.

Lawsuits Regarding Refund of Student Fees

As the result of the COVID-19 pandemic, the CSU moved to virtual learning to protect students, staff and faculty and to ensure continuation of education services. Five class action lawsuits seeking class certification were filed against the CSU alleging that students are entitled to a refund of certain fees and tuition as the result of the virtual learning platform.

AOA requested that auxiliaries be consulted in the litigation because member organizations reliant on student fee revenues are impacted by the lawsuit. CSU prepared a Common Interest Agreement to efficiently achieve this goal, which AOA signed on behalf of member organizations.

The Agenda for the EC meeting on November 20, 2020 is attached. If anyone wishes to see any or all of the attachments to the Agenda, please send an email to rtjackson@csuchico.edu.

The EC welcomes input from the AOA membership, and a roster of contact information is available to facilitate that. If a member wishes to address the EC at the November meeting, please send an email to rtjackson@csuchico.edu.

Attachments:

AOA Executive Committee Agenda for November 20, 2020
Draft Minutes of the August 21, 2020 Executive Committee meeting

11/12/20



November 10, 2020

Mr. Richard T. Jackson
Secretary/Treasurer
AOA Executive Office
Research Foundation, CSU, Chico
PO Box 2177
Chico, CA 95927

PROPOSAL & LETTER OF AGREEMENT CSUAOA.ORG WEBSITE MANAGEMENT

Dear Richard:

Here is Dent Agency LLC's (Dent) proposal for the Auxillary Organizations Association (AOA) website management (maintenance/updates) for December 1, 2020 through November 30, 2021. This will also serve as the Letter of Agreement, which upon approval will enable Dent to commence work and billing on this project.

BACKGROUND & OBJECTIVES

AOA is transitioning the management of its website to a new team. The site was built with WordPress and is hosted on AWS, which will not change as part of this transition. AOA is looking for a firm to maintain and update the site and its content and has asked Dent for a proposal.

BUDGET \$3,096.60/MONTH

INCLUDES:

- 15 hours/month website support – maintenance and updates
- Monthly OS patching and backups
- Monthly WordPress and plugins updates
- 24/7 uptime monitoring
- Weekly security scanning for vulnerabilities
- Weekly verification for all internal/external links

SUCURI SECURITY MONITORING \$300.00/YEAR

No agency mark-up or additional charges beyond the subscription cost.

TO BE DETERMINED

Accessibility (ATI, ADA) compliance remediation is not included and would require a site analysis and budget proposal. Design work can be provided at a blended rate of \$95/hour and includes creative direction, strategy and design time..

Agency travel expenses not included. We will adhere to Cal State's travel policies. All travel expenses to be preapproved by AOA. But we do not anticipate any travel expenses. Other typical business expenses will be paid by Agency.

BILLING

Dent will invoice AOA at the beginning of each month with payments due 30 days from the date of the invoice. Upon agreement, Dent can provide banking information for ACH payments. Paper checks are also acceptable.

SENIOR STAFF COMMITMENT

As always with Dent, you will have senior-level attention throughout, with Mike Parise and Steve Fanizza as your key contacts for the duration this contract.

NEXT STEPS

With your approval, Dent can commence work immediately. We can adjust the contract date to match whatever start date works best for AOA. We very much appreciate this opportunity to work with AOA!

Sincerely,

Michael Parise
Managing Partner

APPROVALS

Michael Parise, Dent

Date

AOA

Date

2019-20 CALIFORNIA LEGISLATIVE SESSION END: SUMMARY UPDATE

2020 Bills of Interest to Auxiliary Organizations

November 20, 2020

Context: The 2020 pandemic thwarted the second year of the 2019-20 Legislative Session (adjourns *sine die* on November 30), leaving a backlog of pending bills. Very few of the bills tracked by this *Update* reached the Governor's desk. Watch for reintroductions in the 2021-22 Session.

Assembly:

AB 1248 (Garcia) -- require all California state-owned or state-run institutions, including public universities and colleges and school districts, that purchase agricultural products to only purchase an agricultural product grown in California unless the agricultural product is not available from an in-state source or is not grown in the state. Hijacked bill, amended in Senate (6/29); passed Assembly; in Senate Government Operations Committee (7/2); will need to return to Assembly if passed in Senate. Application to auxiliary organizations in question. **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml?bill_id=201920200AB1248

AB 1436 (Chu) – would set a protective framework for tenants during the Covid-19 emergency. Status: Hijacked bill, amended in Senate (6/28); passed Assembly; in Senate Rules Committee; will return to Assembly if passed in Senate. **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB1436

AB 1850 (Gonzalez) – would amend (and slightly expand) specific independent contractor exemptions from the statutory 3-tier ABC test. Status: Amended (5/12). Passed Assembly; in Senate LPE&R Committee (7/1). **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB1850

AB 1952 (Stone) – would require a one-year pilot program to assess the efficacy of microfiber filtration systems in removing microfiber from state-owned laundry facility waste wash-water. Status: introduced as proscriptive, but amended to study only (2/24). In Assembly A&AR Committee (2/25). **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB1952

AB 2017 (Mullin) – Existing law requires an employer who provides sick leave for employees to permit an employee to use the employee’s accrued and available sick leave entitlement to attend to the illness of a family member and prohibits an employer from denying an employee the right to use sick leave or taking specific discriminatory action against an employee for using, or attempting to exercise the right to use, sick leave to attend to such an illness. This bill provides that the designation of the sick leave taken under these provisions is at the sole discretion of the employee. **Enacted**. Effective January 1, 2021. See: <https://legiscan.com/CA/text/AB2017/id/2210609/California-2019-AB2017-Chaptered.html>

AB 2208 (Irwin) – would expand regulatory reach of the *Supervision of Trustees and Fundraisers for Charitable Purposes Act* to charitable fundraising platforms and platform charities. This bill has no opposition presently, and is favored by charitable organizations too often victimized by unregulated online platforms. Status: amended in Senate (7/2). In Senate Appropriations Committee (8/13). **Adjourned Sine Die** See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2208

AB 2257 (Gonzalez) – Extends and recasts professional service exemptions to the ABC test for determining independent contractor status. **Enacted**. Urgency measure, effective September 4, 2020. See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2257

AB 2496 (Choi) – would allow corporate and personal tax credit equal to 2020 COVID-19 cleaning and sanitizing supply business expenses. Status: amended by author (5/4). In Assembly R&T Committee. **Adjourned Sine Die** See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2496

AB 2967 (O’Donnell) – Generally prohibits exclusions of groups of employees from being made by amendment of a public agency contract with PERS, except as provided. The bill would apply these provisions to contracts entered into, amended, or extended on and after January 1, 2021. **Enacted**. See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2967

AB 2992 (Weber) – Expands existing law to prohibit an employer from discharging, or discriminating or retaliating against, an employee who is a victim of crime or abuse for taking time off from work to obtain or attempt to obtain relief, as prescribed. The bill would also prohibit an employer from taking action against an employee, when an unscheduled absence occurs, if the employee victim of crime or abuse provides certification that they were receiving services for certain injuries, or if the documentation is from a victim advocate. **Enacted**. Effective January 1, 2021. See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2992

AB 3336 (Carrillo) -- requires ready-to-eat food delivered through a third-party food delivery platform, as defined, to be transported in a manner in which the ready-to-eat food is protected from contamination, as specified, and would require all bags or containers in which ready-to-eat foods are being transported or delivered from a food facility to a customer through a third-party food delivery platform to be closed by the food facility with a tamper-evident method prior to the food deliverer taking possession of the food. The bill exempts charitable feeding programs and food that is being donated to a food bank. **Enacted**. Effective January 1, 2021. See: <https://legiscan.com/CA/text/AB3336/id/2209154/California-2019-AB3336-Chaptered.html>

Senate:

SB 217 (Portantino) -- would require an organized camp and a recreational camp to obtain a license from the local agency of the jurisdiction where the camp is located before operating a camp. Bill establishes procedure license application and fee to a local agency. The bill would require the local agency to inspect a camp for compliance with these provisions before issuing a license to operate. Hijacked bill; passed Senate, amended in Assembly on June 23. In Assembly Health Committee (8/4 hearing cancelled at author's request). Application to auxiliary organizations is doubtful. **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml?bill_id=201920200SB217

SB 522 (Hertzberg) – Eliminates exception to misleading nonprofit corporation names filings. Prior law allowed a name that is substantially the same as a specified existing domestic or foreign corporation, upon proof of consent by that corporation and a finding by the secretary that the public, under the circumstances, is unlikely to be misled. **Enacted**. Effective January 1, 2021. See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB522

SB 540 (Jones) -- Allows nonprofit corporations to offer director or officer split-dollar life insurance policies as compensation when secured by the cash value or death benefit, instead of both the cash value and death benefit. **Enacted**. Effective January 1, 2021. See: http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB540

SB 729 (Portantino) – would 1) require a food employee working in any food facility to be permitted to wash their hands every 30 minutes and additionally as needed; and 2) establish COVID-19 supplemental paid sick leave regime for food sector workers for the duration of any local emergency or state of emergency duly proclaimed under the California Emergency Services Act. A hijacked bill amended in Assembly June 25. In Assembly Appropriations Committee suspense file (8/11). **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB729

SB 850 (Leyva) – would establish a “fair work-scheduling” and pay modification regime for “just-in-time” grocery store, restaurant, or retail store employees. Status: As introduced, this bill was referred to the Judicial Committee, but that action rescinded due to shortened legislative session. Bill DEAD (missed the deadline). **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB850

SB 1219 (Borgeas) -- Existing statutory law generally regulates raffles conducted by eligible organizations for beneficial or charitable purposes. Existing statutory law requires the Department of Justice to administer and enforce those provisions. This bill would make technical, non-substantive changes to those provisions. In Senate Rules Committee and not moving. **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml?bill_id=201920200SB1219

SB 1383 (Jackson) – Expands the California Family Rights Act (CFRA) to allow employees to use unpaid job protected leave to care for a domestic partner, grandparent, grandchild, sibling, or parent-in-law who has a serious health condition. **Enacted**. Effective January 1, 2021. See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB1383

SB 1444 (Durazo) – would require auxiliary organization operating agreements (and derivative out-sourced contracts) to include food service and hotel labor peace agreement provisions. Status: amended. In Senate Education Committee (3/12). **Adjourned Sine Die** See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB1444

SUPPORT SERVICES AGREEMENT

This Support Services Agreement (the "Agreement") is made effective this 21st day of February, 2019 (the "Effective Date"), by and between the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and LORLIE LEETHAM ("CONTRACTOR"), an independent contractor. AOA and CONTRACTOR 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 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 providing corporate secretary and governing board support, administrative, treasury and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

In January 2008, the AOA issued a Request for Proposals to its member organizations seeking interest in providing specified conference support services. While an auxiliary employee, CONTRACTOR provided Business Partner Support services beginning in 2009 in a volunteer capacity, and continued in that role through the 2012 conference. Beginning in 2013, AOA contracted with CONTRACTOR to provide Business Partner Support as an independent contractor.

In November, 2018 a Request for Proposal (RFP) for conference business sponsor support services was approved by the Executive Committee, and sent to auxiliary Executive Directors and the general membership. In August, 2019 members of the Executive Committee were provided with a report on the result of the RPF process.

CONTRACTOR is an independent contractor, with decades of management, conference support and fund-raising experience in California auxiliary operations and working within the California

State University System. The AOA is composed of separate auxiliary organizations that support and enhance the educational mission of each of the campuses within the California State University (CSU) system.

CONTRACTOR under this agreement is a former member-organization employee and willing and able to independently dedicate a reasonable amount of business time as an AOA service-provider.

Terms and Conditions

1. Services to be Provided

On the Effective Date of this Agreement, or as soon as practicable thereafter, CONTRACTOR shall commence the support services specified in **EXHIBIT A** (contents of which are incorporated herein by reference). CONTRACTOR shall exercise the same timeliness and due diligence customary to the conference support industry in carrying out the duties and functions specified in this Agreement. CONTRACTOR under this Agreement shall act as an independent contractor in close collaboration with AOA leadership, the Executive Committee, and Conference Planning Committee, and an employer-employee relationship is not implied or intended, and shall not be practiced by the Parties.

As an AOA independent contractor, CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the scope of the 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 the Secretary/Treasurer, and, where appropriate, documented to the Parties. The AOA President shall recommend to the AOA governing board any budget supplements for services of CONTRACTOR involving reimbursement of its costs in such circumstances.

2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2022. The Parties may extend or shorten the term 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 annual sum of Eighteen Thousand dollars (\$18,000.00) for 2020-2021 and Thirty-Six thousand dollars (\$36,000.00) for 2021-2022 payable in quarterly installments as detailed 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 tasks, activities, projects or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in close cooperation with [Examples: Executive Committee, Conference Planning Committee, Officers Group]. 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 and Scope of Work Modification

At the January 2021 meeting of the AOA governing board, the service bureau relationship between the Parties under this Agreement shall be reviewed with CONTRACTOR to judge whether the Parties wish to renew the relationship for the 2021-2022 conference year, and on what basis. Renewal for 2021-2022 if unchanged shall be governed by the current contract. Any changes to the contract shall be by written amendment to this Agreement, or by a new agreement, to be effective on February 1, 2021.

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 Agreement, or by an amended Agreement.

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 representatives to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS

CONSULTANT

ASSOCIATION

Richard Jackson, Secretary/Treasurer

Lorlie Leetham
Independent Contractor

Signature

Date

Signature

Date

EXHIBIT A

Business Partner facilitation, CPC and Annual Conference support

1. Maintain past, current and prospective Business Partner data, facilitate BP recruitment and follow up and provide support to the AOA CPC and annual conference throughout the year. Approximately 960 working hours throughout the February 2020 – January 2021 conference year
 - A. Attendance at approximately five (5) one-day Conference Planning Committee (CPC) Meetings throughout the year (February, March, June, August and November)
 - B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the weeks preceding the conference (April, May, July, September, October, and December)
 - C. Attendance at annual conference in January including pre-meetings and wrap-up session for a total of six days
 - D. Provide on-site conference support with the AOA Conference Support Team as requested by the CPC Chair
 - E. Coordination of AOA's booth, representation, attendance and recruitment of past, current and future AOA Business Partners at the NACAS annual conference each year. Up to six days for conference and travel. Also includes coordination of booth registration, set-up, staffing and marketing materials and other associated NACAS conference needs
 - F. Set-up Sponsorship module in on-line conference website software for conference each year. Support other service providers in setting up overall conference site.
2. Provide Business Partner and CPC support to the AOA Conference Planning Committee throughout the year
 - A. Prepare past, potential and current business partner worksheets for review and discussion
 - B. Solicit CPC members for potential future business partners
 - C. Provide CPC members communication tools to solicit past, potential business partners
 - D. Participate as an active contributing member of the Conference Planning Committee
 - E. Prepare and facilitate Newcomers and Business Partner orientation and breakfast at annual conference
 - F. Provide additional CPC support as assigned by the current CPC Chair
3. Communication with AOA Business Partners
 - A. Update and schedule promotional notices to be distributed to AOA past, potential and current business partners promoting conference participation. This to include Business Partner Conference Packet review and editing
 - B. Update and schedule and coordinate business partner follow up communications to include reminders, acknowledgement and thank you letters
 - C. Update, schedule and coordinate pre-conference business partner communications including business partner orientation information
 - D. E-mail appropriate version of conference attendee list to business partners based on sponsorship level
 - E. Update communication plan to keep business partners engaged with AOA year round
 - F. Update business partner conference welcome instructions to be provided at conference registration

4. Communication with AOA Business Partners
 - A. Communicate to Business Partners respective sponsorships they are entitled to
 - B. Ensure Business Partners receive all associated benefits their respective sponsorships are entitled to
 - C. Coordinate and monitor Business Partner website logo benefits with AOA web support

5. Monitoring and maintenance of Business Partner registration and Business Partner attendee databases
 - A. Build/Maintain/Update AOA conference EventsAir Sponsorship website in coordination with other AOA contract service providers yearly.
 - B. Monitor Business Partner registration database verify and confirm Business Partner sponsorships.
 - C. Verify Business Partner attendees.
 - D. Verify and upload Business Partner current logo(s).
 - E. Follow up on any delinquent business partner sponsorship payments.

6. Coordination of Business Partner Lunch and Gifts
 - A. Identify Business Partners amounts and gifts to be purchased based on sponsorship levels.
 - B. Coordinate Business Partner gift purchases.
 - C. Coordinate Business Partner lunch program with Conference Support Team and CPC liaison(s).
 - D. Coordinate Business Partner table signage including printing and placement.
 - E. Facilitate distribution of Business Partner gifts and Business Partner Recognition during lunch program(s).

7. Coordination of Business Partner registration process & table assignments prior to and during the conference
 - A. Coordinate Business Partner registration process and check-in with Conference Support Team and CPC liaison(s).
 - B. Greet and welcome all Business Partner attendees.
 - C. Coordinate with hotel logistics and CPC liaison setup of Business Partner display area.
 - D. Attach special identifying ribbons (speakers, exhibitors, etc.) to name badges.
 - E. Facilitate the development of Business Partner evaluation instrument prior to conference, coordinate distribution and collection of evaluation forms during the conference in partnership with the Conference Support Team and a CPC liaison(s).
 - F. Coordinate and approve Business Partner Showcase hotel floor plans with hotel staff and assign Business Partner table locations.

8. Conference follow-up and other miscellaneous services

- A. In coordination with the Conference Support Team order all conference materials, supplies and equipment for next conference.
 - B. Prepare final report for AOA CPC Chair and Secretary/Treasurer of final Business Partner sponsorships.
 - C. Prepare and send thank you letters to Business Partners to include "Save the Date" information for next year's conference.
9. Potential New Business Partner Opportunities for AOA and Committees
- A. Attend NACAS Annual Conference and staff AOA booth to promote AOA and recruit potential Business Partners and follow-up with current and past sponsors for AOA's annual conference. Event held in October or November each year typically 4-5 days depending on location.
 - B. Coordinate with other AOA committees that desire Business Partner support for committee meetings throughout the year.
10. Purchase Conference Attendee Gift Items (Totes, Pens, Padfolios, Lapel Pens, Badge Holders etc.) Conference General Supplies and Conference Pop Up Banners.
- A. Research items, pricing, coordinate selections with CPC.
 - B. Purchase items and coordinate shipping and delivery.
 - C. Coordinate conference tote stuffing and delivery to conference site.

EXHIBIT B

Fee Schedule

Payable in quarterly installments:

Total Contract Amount 2020-2021 Conference Year	<u>\$18,000.00</u>
Total Contract Amount 2021-2022 Conference Year	<u>\$36,000.00</u>

Expenses: Actual and reasonable travel expenses incurred for required attendance at AOA meeting, NACAS annual conference, other Business Partner recruitment opportunities approved by AOA, expenses for out-of-pocket postage and other authorized purchases made on behalf of AOA, shall be reimbursed by AOA.

SUPPORT SERVICES AGREEMENT

This Support Services Agreement (the "Agreement") is made effective this 21st day of February, 2019 (the "Effective Date"), by and between the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and FRED NEELY ("CONTRACTOR"), an independent contractor. AOA and CONTRACTOR 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 Statements

CONTRACTOR is an independent contractor, with over 33 years of management, conference support and fund-raising experience in California auxiliary operations and working within the California State University System. The AOA is composed of separate auxiliary organizations that support and enhance the educational mission of each of the campuses within the California State University (CSU) system.

It has been a long-standing practice of AOA, as the organization has evolved, to seek from its member organizations or affiliated individuals needed support on a service bureau basis. These services have included providing corporate secretary functions, administrative, treasury and accounting functions, purchasing, conference support, and Internet site development and management.

In January 2008, the AOA issued a Request for Proposals to its member organizations seeking interest in providing specified conference support services. While an auxiliary employee, CONTRACTOR provided Business Partner Support services beginning in 2009 in a volunteer capacity, and continued in that role through the 2012 conference. Beginning in 2013, AOA contracted with CONTRACTOR to provide Business Partner Support as an independent contractor.

CONTRACTOR under this agreement is a former member-organization employee and willing and able to independently dedicate a reasonable amount of business time as an AOA service-provider.

Terms and Conditions

1. Services to be Provided

On the Effective Date of this Agreement, or as soon as practicable thereafter, CONTRACTOR shall commence the support services specified in **EXHIBIT A** (contents of which are incorporated herein by reference). CONTRACTOR shall exercise the same timeliness and due diligence customary to the conference support industry in carrying out the duties and functions specified in this Agreement. CONTRACTOR under this Agreement shall act as an independent contractor in close collaboration with AOA leadership, the Executive Committee, and Conference Planning Committee, and an employer-employee relationship is not implied or intended, and shall not be practiced by the Parties.

As an AOA independent contractor, CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the scope of the 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 the Secretary/Treasurer, and, where appropriate, documented to the Parties. The AOA President shall recommend to the AOA governing board any budget supplements for services of CONTRACTOR involving reimbursement of its costs in such circumstances.

2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2022. The Parties may extend or shorten the term 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 annual sum of Thirty-Six thousand dollars (\$36,000.00) for 2020-2021 and Eighteen Thousand dollars (\$18,000.00) for 2021-2022 payable in quarterly installments as detailed 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 tasks, activities, projects or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in close cooperation with [*Examples: Executive Committee, Conference Planning Committee, Officers Group*]. 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 and Scope of Work Modification

At the January 2021 meeting of the AOA governing board, the service bureau relationship between the Parties under this Agreement shall be reviewed with CONTRACTOR to judge whether the Parties wish to renew the relationship for the 2021-2022 conference year, and on what basis. Renewal for 2021-2022 if unchanged shall be governed by the current contract. Any changes to the contract shall be by written amendment to this Agreement, or by a new agreement, to be effective on February 1, 2021.

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 Agreement, or by an amended Agreement.

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 representatives to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS
ASSOCIATION

CONSULTANT

Richard Jackson, Secretary/Treasurer

Fred Neely
Independent Contractor

Signature

Signature

Date

Date

EXHIBIT A

Business Partner facilitation, CPC and Annual Conference support through 2022

1. Maintain past, current and prospective Business Partner data, facilitate BP recruitment and follow up and provide support to the AOA CPC and annual conference throughout the year. Approximately 960 working hours throughout the February 2020 – January 2021 conference year
 - A. Attendance at approximately five (5) one-day Conference Planning Committee (CPC) Meetings throughout the year (February, March, June, August and November)
 - B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the weeks preceding the conference (April, May, July, September, October, and December)
 - C. Attendance at annual conference in January including pre-meetings and wrap-up session for a total of six days
 - D. Provide on-site conference support with the AOA Conference Support Team as requested by the CPC Chair
 - E. Coordination of AOA's booth, representation, attendance and recruitment of past, current and future AOA Business Partners at the NACAS annual conference each year. Up to six days for conference and travel. Also includes coordination of booth registration, set-up, staffing and marketing materials and other associated NACAS conference needs
 - F. Set-up Sponsorship module in on-line conference website software for conference each year. Support other service providers in setting up overall conference site.

2. Provide Business Partner and CPC support to the AOA Conference Planning Committee throughout the year
 - A. Prepare past, potential and current business partner worksheets for review and discussion
 - B. Solicit CPC members for potential future business partners
 - C. Provide CPC members communication tools to solicit past, potential business partners
 - D. Participate as an active contributing member of the Conference Planning Committee
 - E. Prepare and facilitate Newcomers and Business Partner orientation and breakfast at annual conference
 - F. Provide additional CPC support as assigned by the current CPC Chair

3. Communication with AOA Business Partners
 - A. Update and schedule promotional notices to be distributed to AOA past, potential and current business partners promoting conference participation. This to include Business Partner Conference Packet review and editing
 - B. Update and schedule and coordinate business partner follow up communications to include reminders, acknowledgement and thank you letters
 - C. Update, schedule and coordinate pre-conference business partner communications including business partner orientation information
 - D. E-mail appropriate version of conference attendee list to business partners based on sponsorship level
 - E. Update communication plan to keep business partners engaged with AOA year round
 - F. Update business partner conference welcome instructions to be provided at conference registration

4. Communication with AOA Business Partners
 - A. Communicate to Business Partners respective sponsorships they are entitled to
 - B. Ensure Business Partners receive all associated benefits their respective sponsorships are entitled to
 - C. Coordinate and monitor Business Partner website logo benefits with AOA web support

5. Monitoring and maintenance of Business Partner registration and Business Partner attendee databases
 - A. Build/Maintain/Update AOA conference EventsAir Sponsorship website in coordination with other AOA contract service providers yearly.
 - B. Monitor Business Partner registration database verify and confirm Business Partner sponsorships.
 - C. Verify Business Partner attendees.
 - D. Verify and upload Business Partner current logo(s).
 - E. Follow up on any delinquent business partner sponsorship payments.

6. Coordination of Business Partner Lunch and Gifts
 - A. Identify Business Partners amounts and gifts to be purchased based on sponsorship levels.
 - B. Coordinate Business Partner gift purchases.
 - C. Coordinate Business Partner lunch program with Conference Support Team and CPC liaison(s).
 - D. Coordinate Business Partner table signage including printing and placement.
 - E. Facilitate distribution of Business Partner gifts and Business Partner Recognition during lunch program(s).

7. Coordination of Business Partner registration process & table assignments prior to and during the conference
 - A. Coordinate Business Partner registration process and check-in with Conference Support Team and CPC liaison(s).
 - B. Greet and welcome all Business Partner attendees.
 - C. Coordinate with hotel logistics and CPC liaison setup of Business Partner display area.
 - D. Attach special identifying ribbons (speakers, exhibitors, etc.) to name badges.
 - E. Facilitate the development of Business Partner evaluation instrument prior to conference, coordinate distribution and collection of evaluation forms during the conference in partnership with the Conference Support Team and a CPC liaison(s).
 - F. Coordinate and approve Business Partner Showcase hotel floor plans with hotel staff and assign Business Partner table locations.

8. Conference follow-up and other miscellaneous services

- A. In coordination with the Conference Support Team order all conference materials, supplies and equipment for next conference.
 - B. Prepare final report for AOA CPC Chair and Secretary/Treasurer of final Business Partner sponsorships.
 - C. Prepare and send thank you letters to Business Partners to include "Save the Date" information for next year's conference.
9. Potential New Business Partner Opportunities for AOA and Committees
- A. Attend NACAS Annual Conference and staff AOA booth to promote AOA and recruit potential Business Partners and follow-up with current and past sponsors for AOA's annual conference. Event held in October or November each year typically 4-5 days depending on location.
 - B. Coordinate with other AOA committees that desire Business Partner support for committee meetings throughout the year.
10. Purchase Conference Attendee Gift Items (Totes, Pens, Padfolios, Lapel Pens, Badge Holders etc.) Conference General Supplies and Conference Pop Up Banners.
- A. Research items, pricing, coordinate selections with CPC.
 - B. Purchase items and coordinate shipping and delivery.
 - C. Coordinate conference tote stuffing and delivery to conference site.
11. Facilitate training and documentation for incoming business partner chair during the 2020-2021 conference year.
12. 2021-2022 Conference year provide shadow half-time support to new Business Partner chair as needed, not to exceed 480 hours.
13. 2020-2022, Additional requests above Business Partner conference support services typical duties and requests will be billed monthly at \$30.75 per hour. E.g. technology support research, review negotiation. EventsAir contract review, other assignments from AOA Business manager and or executive committee.

EXHIBIT B

Fee Schedule

Payable in quarterly installments:

Total Contract Amount 2020-2021 Conference Year \$36,000.00

Total Contract Amount 2021-2022 Conference Year \$18,000.00

Expenses: Actual and reasonable travel expenses incurred for required attendance at AOA meeting, NACAS annual conference, other Business Partner recruitment opportunities approved by AOA, expenses for out-of-pocket postage and other authorized purchases made on behalf of AOA, shall be reimbursed by AOA.

November 6, 2020

Richard Jackson
AOA Secretary/Treasurer
Auxiliary Organizations Association
Post Office Box 2177
Chico, CA 95927-2177

Dear Richard,

Please accept my sincere appreciation for the opportunity that has allowed me to serve in my role as service provider for the Auxiliary Organizations Association.

I respectfully request that my service contract be extended for a final period of 12 months, ending on December 31, 2021. This will allow me to conclude my duties relative to the 2021 virtual conference, and finalize the transition of tasks as described in Exhibit A to Kasey Schoen.

I will also perform the tasks specifically associated with the maintenance of the website and membership directory, as described in Exhibit B.

During the past twelve years, it has been my distinct pleasure and pride to be able to serve AOA, and assist the organization in its progress in serving its membership. In the future, if a need arises for assistance with any special projects, please let me know. I would be honored to support AOA and provide whatever assistance I can.

Please contact me if you have questions or request further clarification.

Sincerely

Dixie L. Johnson
3076 Main Street
Eureka, CA 95503
707.443.5457 home
707.496.7073 mobile
dlj7001@gmail.com

Dixie Johnson

Exhibit A - Conference Support – Provide Conference Support Back-up Assistance to the 2022 Chair, Specialized Functions (Kasey Schoen) on an as needed basis

1. Provide Administrative Support to the AOA Conference Planning Committee Throughout the Year.

- A. Attendance at approximately four (4) one-day Conference Planning Committee (CPC) Meetings throughout the year (February, April, August and November)
- B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the weeks preceding the conference. (March, May, June, July, September, October, and December)
- C. Attendance at annual conference in January including pre and wrap up meetings for total of six days

2. CPC Meetings:

- A. Assist in the development of meeting agendas and preparation of meeting materials
- B. Coordinate set-up of conference calls in non-meeting months
- C. Communicate to CPC members reminders of upcoming meetings and travel/hotel information
- D. Prepare and disseminate meeting minutes including a “follow-up duties” report
- E. Maintain records of all committee actions and rationales
- F. Track activities on timeline and provide reminders on upcoming tasks and assistance in monitoring as determined by CPC Chair
- G. Compile and maintain historical data for meals and hotel room block information based on previous attendance history
- H. Monitor hotel room block in coordination with Hotel logistics support and provide regular updates to CPC Chair, and CORE Committee members.
- I. Manage hotel room block and compare weekly hotel room lists against registered conference attendees. Monitor and follow up with the hotel and those attendees that have a confirmed hotel reservation but have not yet completed a conference registration. Instruct hotel to cancel any unused hotel reservations and return back to AOA’s contracted room block
- J. Manage hotel room block and follow up with the hotel and those individuals that have duplicate/multiple hotel room reservations. Instruct hotel to cancel any unused duplicate/multiple hotel reservations and return back to AOA’s contracted room block

3. Communications with Membership:

- A. Develop schedule and promotional notices to be distributed to AOA members to promote conference attendance

- B. Work with Chair of CPC to incorporate into communications notices of important dates:
 - Conference Registration open
 - Hotel block open
 - Deadline for early bird registration
 - Deadline for hotel reservation block
 - Deadline for on-line reservation and cancellations
- C. Communicate with general membership on questions and issues regarding conference attendance, hotel reservations, logistics and registration

4. Communication and Support for VIP's, Speakers and Special Guests:

- A. Develop schedule of invitations to be sent to Keynote and Featured Presenters, Chancellor, Executive Vice Chancellors, Campus Presidents and CABO officers, VIP and Special Guests
- B. In coordination with AOA Leadership and Conference Chair, develop and compile various event invitation lists, draft invitations, and assist with distribution in either electronic or paper format.
- C. Develop and Send invitation to all CABO members
- D. Provide CABO registration and hotel activity to Chancellor's Office CABO staff
- E. Communicate with CABO members on questions and issues regarding conference attendance, hotel reservations, logistics and registration
- F. Send invitations to attend conference to prior lifetime membership awardees
- G. Send invitations and notifications to current lifetime members and Scholarship of Excellence recipients
- H. Assist if requested with registration and travel logistics for current lifetime members and Scholarship of Excellence recipients
- I. Send invitations on behalf of the CPC Chair and AOA President to Keynote and Featured Speakers and assist with registration, hotel reservations, program and travel logistics
- J. Send invitations to the Newcomer's Orientation
- K. Send invitations to Business Partner Orientation
- L. Assist with travel logistics, and conference registrations for VIP attendees, keynote and featured presenters and non campus/auxiliary related conference presenters
- M. Assist with developing and mailing current version of conference attendee list to business partners based on sponsorship level

5. Monitoring and Maintenance of Registration Database:

- A. Monitor registration database and associated data
- B. Update registrant's information to incorporate tracking of past Presidents, CPC and EC affiliation, Lifetime Membership status, first conference status and presenter status, various marketing and campus/auxiliary affiliations

6. Update EventsAIR Event Software for 2021 Conference

- A. Build or Update of annual event located on the EventsAIR application including:
 - Set-up module
 - ✓ System Setup
 - ✓ Brand Editor
 - ✓ Financial
 - Advanced Set-Up
 - ✓ Accounting
 - ✓ Packages
 - ✓ Project Manager
 - ✓ Run Sheets
 - ✓ Name Badge Editor
 - Module Set-up
 - ✓ Contacts
 - ✓ Notes
 - ✓ Marketing
 - ✓ Survey's
 - ✓ Registrations Including
 - Business Partners
 - Guests
 - Members
 - Presenters
 - CABO Registration
 - ✓ Functions
 - ✓ Presentations
 - ✓ Sponsorship and Exhibition
 - ✓ Accommodations
 - Online and Interactive Sites
 - ✓ Business Partners
 - ✓ Business Partner Contact
 - ✓ Business Partner Complimentary Attendees
 - ✓ Business Partner Additional Attendees
 - ✓ Business Partner Additional Hosting Opportunities
 - ✓ Membership Registrations
 - ✓ CABO Registrations
 - ✓ Presenter Registrations
 - ✓ App Registrations
 - ✓ Payments/Photos
- B. Update action and data management processes and reports
- C. Prepare and run standard and customized reporting tools
- D. Prepare and edit for accuracy conference agenda data
- E. Prepare and send communications to conference attendees
- F. Process and update project manager and run sheet modules

- G. Develop and update website portals including:
 - Website Portal
 - Business Partner Portal
 - Presentation Portal
 - Onsite Portal
- H. Assist with development and updating of attendee and organizer mobile apps

7. Coordination of Awards:

- A. Organize and assist with distribution of awards (Scholarship of Excellence, Lifetime Member, Outstanding Accomplishment, Certificates of Appreciation) during AOA banquet, luncheon and business meeting
- B. Order past president pins and lifetime member pins

2021 Fee Schedule

2021 Contracted Amount-Fixed Fee Schedule \$8,000

Quarterly invoices shall be submitted to AOA utilizing the following schedule:

First Quarterly Payment - June 1, 2021	\$3,000.00
Second Quarterly Payment – September 1, 2021	\$3,000.00
Third Quarterly Payment – December 1, 2021 (Final)	<u>\$2,000.00</u>
 Total Contract Amount	 \$8,000.00

Out-Of-Pocket and Direct Expenses

Contractor shall be reimbursed for authorized actual and necessary out-of-pocket expenses and direct expenses incurred in the performance of providing support services. Travel and lodging expense reimbursement rates shall be in accordance with CSU rates. Such authorized expenses shall either be paid upon submission of appropriate travel and expenditure documentation or itemized on the quarterly invoices.

Dixie Johnson

Exhibit B – Special Projects

Updates AOA Membership Directories

1. Contact each Auxiliary or Campus as Needed to Update the AOA Website Directory and Other Contact Lists

- a. Identify those individuals filling the roles of:
 - Primary contact person for the auxiliary (Executive Director or other)
 - Chief Financial Officer
 - HR Director
 - Individual acting as Auxiliary Administrator (that individual assigned with the management of the AOA directory for their respective auxiliary)
Administrator is granted rights to activate, edit, or delete individual membership for their assigned auxiliary
- b. Update and record information and prepare source document that can be used for future updates

2. Review Inactive Member/Email Accounts Currently Residing in the AOA Website Directory, Track and Record:

- a. Prepare list of all inactive accounts-noting length of inactivity
- b. Present inactive list to Executive Committee for approval to delete from membership directory

3. Review Website Member Directory for Duplicate Member/Email Accounts Including Following:

- a. Review and identify all duplicate member/email accounts
- b. Contact those individuals identified as holding duplicate member/email accounts
- c. If necessary, request and update contact information as needed
- d. Delete duplicate member/email account as approved by member

4. Present to the AOA Executive Committee a Progress Report that Includes the Number of Contacts Made, and List of Inactive Member/Email Accounts

5. Review Current List Serve Structure Relative to Standing Committees and Individual AOA Member List Serve

6. Yearly Review and Update as necessary the AOA Website Links for:

- a. List of Auxiliaries
- b. List of Auxiliary Administrators
- c. List of Auxiliary Chief Executive Officers
- d. List of Auxiliary Chief Financial Officers
- e. List of Auxiliary Human Resources Directors/Managers

7. Review, Organize and Update Website Document Files for Easier Accessibility to Members

Maintenance and Implementation of Content of Redesigned AOA Website

- 1. Receive Training in Selected AOA Website Design Tools**
- 2. Assist Primary Design Team with Review of Components of Current Website for Transition to Newly Redesigned Site**
- 3. Assist Primary Design Team with Review of Membership Directories on Current Website for Transition to Newly Redesigned Site**
- 4. Other Tasks as May be Assigned by Primary Design Team**
- 5. Assist with Transition to new web designer**

Continuing Enhancements/Redesign Of AOA Conference/EventsAIR OnAIR Virtual Software

- 1. Participate and Receive Additional Training as necessary in EventsAIR Conference/Event Software**
- 2. Assist with Testing and Implementation of 2021 EventsAIR Conference/Event Software**
- 3. Assist with Review/Analysis of Components of Current Conference Documents and Database Resources including membership emails into EventsAIR software**
- 4. Assist with the Development of Various EventsAIR Templates and Databases Which May Include:**
 - a. 2021 Conference Rates**
 - b. 2021 Conference Function Agenda**
 - c. 2021 Conference Session Forms**
 - d. 2021 Conference Attendee/Contact Lists**
 - e. 2021 Conference Registration Data for Membership and Business Partners**
 - f. 2021 Conference Program Schedule**
 - g. 2021 Conference Committee Member Contact Information**
 - h. 2021 Other Conference Related Data/Information**
 - i. 2021 Conference Printed and Electronic Materials and Attendee/User Mobile Apps**

Administration of AOA Nominations and Awards Processes including:

- AOA Scholarship of Excellence**
 - AOA Lifetime Member Award**
 - AOA Outstanding Accomplishment**
 - AOA Executive Committee**
- 1. Per established policies, update all instructions, forms, and schedules**
 - 2. Update all related communications and notices and mail to membership per established schedules**
 - 3. Monitor and track submissions per established deadlines. Provide committee members with copies of nominations**
 - 4. Maintain contact records for all nominees**

5. For Awards - mail communications to all nominees informing outcome of awards
6. Develop, update and proof award layouts for outstanding accomplishment, lifetime member and scholarship of excellence awards
7. Order and schedule delivery of awards to conference site
- **Certificates of Appreciation for Outgoing Executive Committee Members and AOA Leadership Academy Attendees and Faculty**
 1. Develop and print certificates of appreciation for outgoing executive committee members and AOA leadership academy attendees and faculty
 2. Purchase frames and insert signed certificates in frames
 3. Ship certificates to conference site
 4. Organize and assist with distribution of awards during AOA Annual business meeting

2021 Fee Schedule

Contractor will be paid on an hourly basis, utilizing the current hourly rate of \$30.75/hour. For budget purposes, Hours spent on each specific project will be tracked separately. Copies of timesheets will be maintained by contractor and will be provided upon request.

Invoices will be submitted to AOA on a quarterly basis utilizing the following schedule:

March 31, 2021

June 30, 2021

September 30, 2021

December 1, 2021 (Final Invoice)

Out-Of-Pocket and Direct Expenses

Contractor shall be reimbursed for authorized actual and necessary out-of-pocket expenses and direct expenses incurred in the performance of providing support services. Travel and lodging expense reimbursement rates shall be in accordance with CSU rates. Such authorized expenses shall either be paid upon submission of appropriate travel and expenditure documentation or itemized on the quarterly invoices.

November 6th, 2020

Richard Jackson
AOA Secretary/Treasurer
Auxiliary Organizations Association
Post Office Box 2177
Chico, CA 95927-2177

Dear Richard,

Please accept my sincere appreciation for allowing me to serve this past year as an AOA service provider. I respectfully request that my service contract be extended for a period of one year.

Exhibit A lists required conference support tasks, my 2021 fixed-fee amount and payment schedule.

I appreciate the opportunity to provide these services to the Auxiliary Organizations Association, and I look forward to hearing from you.

Please contact me if you have questions or request further clarification.

Sincerely,

Kasey Schoen
Kschoen23@gmail.com
(530) 401-3898

Exhibit A - Conference Support

1. Provide Administrative Support to the AOA Conference Planning Committee Throughout the Year.

- A. Attendance at approximately four (4) one-day Conference Planning Committee (CPC) Meetings throughout the year (February, April, August and November)
- B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the weeks preceding the conference. (March, May, June, July, September, October, and December)
- C. Attendance at annual conference in January including pre and wrap up meetings for total of six days

2. CPC Meetings:

- A. Assist in the development of meeting agendas and preparation of meeting materials
- B. Coordinate set-up of conference calls in non-meeting months
- C. Communicate to CPC members reminders of upcoming meetings and travel/hotel information
- D. Prepare and disseminate meeting minutes including a “follow-up duties” report
- E. Maintain records of all committee actions and rationales
- F. Track activities on timeline and provide reminders on upcoming tasks and assistance in monitoring as determined by CPC Chair
- G. Compile and maintain historical data for meals and hotel room block information based on previous attendance history
- H. Monitor hotel room block in coordination with Hotel logistics support and provide regular updates to CPC Chair, and CORE Committee members.
- I. Manage hotel room block and compare weekly hotel room lists against registered conference attendees. Monitor and follow up with the hotel and those attendees that have a confirmed hotel reservation but have not yet completed a conference registration. Instruct hotel to cancel any unused hotel reservations and return back to AOA’s contracted room block
- J. Manage hotel room block and follow up with the hotel and those individuals that have duplicate/multiple hotel room reservations. Instruct hotel to cancel any unused duplicate/multiple hotel reservations and return back to AOA’s contracted room block

3. Communications with Membership:

- A. Develop schedule and promotional notices to be distributed to AOA members to promote conference attendance
- B. Work with Chair of CPC to incorporate into communications notices of important dates:
 - Conference Registration open
 - Hotel block open
 - Deadline for early bird registration

- Deadline for hotel reservation block
- Deadline for on-line reservation and cancellations
- C. Communicate with general membership on questions and issues regarding conference attendance, hotel reservations, logistics and registration

4. Communication and Support for VIP's, Speakers and Special Guests:

- A. Develop schedule of invitations to be sent to Keynote and Featured Presenters, Chancellor, Executive Vice Chancellors, Campus Presidents and CABO officers, VIP and Special Guests
- B. In coordination with AOA Leadership and Conference Chair, develop and compile various event invitation lists, draft invitations, and assist with distribution in either electronic or paper format.
- C. Develop and Send invitation to all CABO members
- D. Provide CABO registration and hotel activity to Chancellor's Office CABO staff
- E. Communicate with CABO members on questions and issues regarding conference attendance, hotel reservations, logistics and registration
- F. Send invitations to attend conference to prior lifetime membership awardees
- G. Send invitations and notifications to current lifetime members and Scholarship of Excellence recipients
- H. Assist if requested with registration and travel logistics for current lifetime members and Scholarship of Excellence recipients
- I. Send invitations on behalf of the CPC Chair and AOA President to Keynote and Featured Speakers and assist with registration, hotel reservations, program and travel logistics
- J. Send invitations to the Newcomer's Orientation
- K. Send invitations to Business Partner Orientation
- L. Assist with travel logistics, and conference registrations for VIP attendees, keynote and featured presenters and non campus/auxiliary related conference presenters
- M. Assist with developing and mailing current version of conference attendee list to business partners based on sponsorship level

5. Monitoring and Maintenance of Registration Database:

- A. Monitor registration database and associated data
- B. Update registrant's information to incorporate tracking of past Presidents, CPC and EC affiliation, Lifetime Membership status, first conference status and presenter status, various marketing and campus/auxiliary affiliations

6. Update EventsAIR Event Software for 2021 Conference

- A. Build or Update of annual event located on the EventsAIR application including:
 - Set-up module
 - ✓ System Setup

- ✓ Brand Editor
- ✓ Financial
- Advanced Set-Up
 - ✓ Accounting
 - ✓ Packages
 - ✓ Project Manager
 - ✓ Run Sheets
 - ✓ Name Badge Editor
- Module Set-up
 - ✓ Contacts
 - ✓ Notes
 - ✓ Marketing
 - ✓ Survey's
 - ✓ Registrations Including
 - Business Partners
 - Guests
 - Members
 - Presenters
 - CABO Registration
 - ✓ Functions
 - ✓ Presentations
 - ✓ Sponsorship
 - ✓ Exhibitor
- Online and Interactive Sites
 - ✓ Business Partners
 - ✓ Business Partner Contact
 - ✓ Business Partner Complimentary Attendees
 - ✓ Business Partner Additional Attendees
 - ✓ Business Partner Additional Hosting Opportunities
 - ✓ Membership Registrations
 - ✓ CABO Registrations
 - ✓ Presenter Registrations
 - ✓ App Registrations
 - ✓ Payments/Photos
- B. Update action and data management processes and reports
- C. Prepare and run standard and customized reporting tools
- D. Prepare and edit for accuracy conference agenda data
- E. Prepare and send communications to conference attendees
- F. Process and update project manager and run sheet modules
- G. Develop and update website portals including:
 - Website Portal
 - Business Partner Portal
 - Presentation Portal
 - Onsite Portal
 - OnAIR Portal
- H. Assist with development and updating of attendee and organizer mobile apps

7. Coordination of Awards:

- A. Organize and assist with distribution of awards (Scholarship of Excellence, Lifetime Member, Outstanding Accomplishment, Certificates of Appreciation) during AOA banquet, luncheon and business meeting
- B. Order past president pins and lifetime member pins

8. Coordination of Technical and Logistical Issues Immediately Prior to and During the Conference:

- A. Assist Graphics with the development and proof of conference program signage
- B. Maintain, develop, and review conference agenda/function agenda event programming for conversion into conference script
- C. Develop and edit conference script and AOA function agenda and/or other reference materials to be used by CPC members, hotel and technical assistance staff for trouble-shooting during the event.
- D. Develop AOA Function agenda including audio visual needs to be used by CPC members, hotel and technical assistance staff for use during the event
- E. Training of registration staff in on-site registration processes, including ribbons, meal selections, special invitations, etc.
- F. Finalize layout, print and proof conference badges for attendees and assist with proofing of Business Partner conference badges
- G. Assist conference registration staff with management of conference student workers and volunteers at on-site registration and resource center area
- H. Assist with meal planning and number guarantees
- I. Assist with coordination of campus donated gifts
- J. Develop and coordinate seat assignments for VIP reserved tables for annual banquet
- K. Coordinate with hotel logistics support the setup of all session and meal signage
- L. Oversee the development of overall conference evaluation processes for membership and business partners. Assist with the development of session evaluation processes

9. Conference Follow-up and Other Miscellaneous Services to be accomplished by January 31st of Each Year

- A. Perform Inventory all conference materials, supplies and equipment for next conference.
- B. Update final meal guarantee and hotel room reservation statistics for tracking purposes.
- C. Prepare analytical review conference attendance, including number of attendees, number business partners, number of sessions, and number of attendees from Chancellor's Office, campuses, and auxiliaries.
- D. Prepare and send thank you letters to Business Partners
- E. Prepare and send thank you letters to student workers, conference service providers, conference volunteers

F. Prepare and send thank you letters to conference presenters

2021 Contracted Amount-Fixed Fee Schedule (Includes 3% Increase if approved)

Quarterly invoices shall be submitted to AOA utilizing the following schedule:

First Quarterly Payment - June 1, 2021	\$5,250.00
Second Quarterly Payment – September 1, 2021	\$5,250.00
Third Quarterly Payment – December 1, 2021	\$5,250.00
Fourth Quarterly Payment – January 31, 2022	<u>\$5,250.00</u>
Total Contract Amount	\$21,000.00

Out-Of-Pocket and Direct Expenses

Contractor shall be reimbursed for authorized actual and necessary out-of-pocket expenses and direct expenses incurred in the performance of providing support services. Travel and lodging expense reimbursement rates shall be in accordance with CSU rates. Such authorized expenses shall either be paid upon submission of appropriate travel and expenditure documentation or itemized on the quarterly invoices.

SUPPORT SERVICE-PROVIDER AGREEMENT

This Support Service-Provider Agreement ("Agreement") is made effective this 19th day of November, 2020 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and TAREN MULHAUSE, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR 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 providing corporate secretary and governing board support, administrative, treasury and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

In January 2016, the AOA concurred as to the need to engage an additional Conference Support Provider who would coordinate and assist the various volunteer Conference Session Coordinators in planning their content tracks for the annual conference.

The CONTRACTOR, who has extensive background and experience with auxiliaries, who is a retired auxiliary Executive Director, and who has with distinction previously performed the role of Conference Session Planning Chair, was approached by AOA to present a proposal to act as the Chair of Session Planning for the 2017 conference. The proposal was fine-tuned with the 2017 Conference Chair and presented for formal approval at the March, 2016 Executive Committee meeting. The agreement was expanded and renewed in the subsequent year.

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.

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

The CONTRACTOR 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 CONTRACTOR that may involve additional fees to CONTRACTOR in such circumstances.

2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2022. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

3. Service Fee and other Charges

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

CONTRACTOR will be compensated for approved 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, CONTRACTOR represents that the tasks, activities, projects or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in close cooperation with [Examples: Executive Committee, Conference Planning Committee, Officers Group]. 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. 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 Agreement, or by an amended Agreement.

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

Richard Jackson, Secretary/Treasurer

_____, INDIVIDUAL

Signature

Signature

Date

Date

EXHIBIT A

Conference Session Coordination Support

1. Provide support to the AOA Conference Planning Committee (CPC) and annual conference throughout the year

- A. Attendance at approximately four-five one-day CPC meetings throughout the year (February, March, June, August and November)
- B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the months prior to the conference (April, May, July, September, October, December)
- C. Attendance at annual conference in January including pre-meetings and wrap-up session for a total of six days
- D. Provide on-site conference logistical support with the AOA Conference Support Team

2. Coordinate Session Planning Sub-Committee

- A. Assist in the research and recruitment of session planning coordinators for approximately eleven educational session tracks
 - a. AS/SU/REC
 - b. Commercial Services
 - c. Financial Services
 - d. Human Resources
 - e. Information Technology
 - f. Philanthropic
 - g. Property Development
 - h. Research Administration
 - i. Marketing and Communications
 - j. Risk Management
 - k. Super/General Sessions
- B. Train and instruct session coordinators on responsibilities and timelines
- C. Develop session information production schedule and communicate with coordinators

- D. Oversee session proposal ideas and distribution to session coordinators, providing introductions and follow-up information
- E. Assist session coordinators in identifying potential session topics and presenters
- F. Prepare and distribute “follow-up duties” report to coordinators
- G. Track activities of committee timeline and provide reminders of upcoming tasks
- H. Provide assistance to session coordinators in performing follow-up duties and presenter material

3. Provide Administrative Support to the Session Planning Sub-Committee

- A. Distribute and review conference evaluations for input and ideas
- B. Review and discuss historical conference program material
- C. Solicit session ideas from Executive Committee and general membership
- D. Solicit and review session proposals from business partners and connect those ideas with session coordinators. Prepare correspondence and follow-up with Business Partners
- E. Develop conference session matrix to ensure well rounded educational tracks
- F. Track and assist with communications to session presenters and standing committee chairs to ensure timely and accurate session information
- G. Review and determine meeting room requirements and approximate attendee counts for session assignment
- H. Assist session coordinators with gathering needed information from session presenters
- I. Input session and presenter information into conference software
- J. Uploading of presentation material into conference software
- K. Track and follow up on presenter registrations in conference software
- L. Monitor and follow-up on changes/additions to session topics/speakers
- M. Track changes to sessions across multiple documents for accuracy (ie. Function agenda, online forms, mobile app)
- N. Provide session coordinators with other assistance as needed to ensure well rounded conference educational sessions

4. Provide support to the CPC Chair and AOA Conference Support Team

- A. Assist CPC with the identification of session topics for super and general sessions
- B. Assist in the identification and notification of session proposal acceptance and provide notification for declined proposals
- C. Work with BP Chair to identify/accept additional session proposals from new/prospective business partners
- D. Assist CPC with the identification of a coordinator and development for super and general sessions
- E. Assist with the on-going update of the session matrix, function agenda, timelines, and follow-up duties
- F. Assist with tracking session presenter registration, hotel requirements, and AV needs
- G. Assist in the development, tracking, and proofing of conference material including the conference program, conference technical script, audio-visual requirements, on-line program information, and mobile application program content
- H. Assist in the development of session evaluations for the mobile app and distribution of confidential session evaluations
- I. Assist with update and implementation of conference software to include website development, presenter portal, business partner portal, on-site applications, attendee app
- J. Provide CPC Chair and Conference Support Team with other assistance as requested throughout the year and at the conference

NACAS Conference Support

- A. Attend NACAS Annual Conference and assist with booth set up, break down and transportation of booth materials.
- B. Staff AOA booth during exhibitor scheduled time to promote AOA and recruit potential Business Partners for the AOA annual conference.
- C. Connect and engage with conference attendees and other exhibitors to provide information on the benefits of becoming an AOA Business Partner.
- D. Provide a list of prospective Business Partners to the BP Chair for inclusion into the conference contacts report.

Special Projects Support for Conference Planning and Executive Committee

- A. Participate in and provide assistance with expanded scope of work, training and development, or special projects as needed or requested.

EXHIBIT B

Compensation

1. Conference Support Service

Contractor proposes to perform these services for a flat fee of \$15,000 payable upon invoice in quarterly installments (April, July, October, and January). The cost will be charged to the Conference budget.

2. NACAS Conference Support

Contractor proposes to perform these services for an annual cost of \$1,400.00 payable upon invoice at the conclusion of the NACAS conference.

3. Special Projects Support

Contractor proposes to perform these services at the rate of \$32.00 per hour payable upon submission of progress reports and documentation of hours tracked and included with the submission of quarterly invoices.

Out-of-Pocket and Direct Expenses

Contractor shall be reimbursed for authorized actual and necessary out-of-pocket expenses and direct expenses incurred in the performance of support services. Travel and lodging expense reimbursement rates shall be in accordance with CSU rates. Such authorized expenses shall either be paid upon submission of appropriate travel and expenditure documentation or itemized on the quarterly invoices.

Taren Mulhause

Date

Accepted by:

Date

AOA Standing Committee Operating Guidelines

Associated Students/Student Union/Recreation

Mission

The AOA Associated Students/Student Union/Recreation standing committee (AS/SU/RE) is established to provide a structured forum to inform, develop, support and represent the particular needs and interests of the professional staff of Associated Students, Student Union and Recreation organizations, often functioning as student-directed auxiliaries on the CSU campuses.

Goal

The Committee's primary goal to achieve its mission is communication, networking and support of its members. The committee will seek to develop an open dialogue, provide resources, programs and services that allows for the exchange of ideas, the development of system-wide strategy and the education and empowerment of its members.

Membership

All professional staff employed at Associated Students, Student Union and Recreation organizations throughout the CSU system are actively encouraged to participate in the scheduled meetings, as well as other allied professionals involved in the issues and operations of their respective organizations. However, at its core, the committee shall consist of the professional directors of Associated Students, Student Union and Recreation auxiliaries throughout the CSU campuses, or their assigned designees.

Core Membership

Campuses having a combined AS/Student Union, Student Union/Recreation or AS/Student Union/Recreation auxiliary will be asked to designate two members to the Committee's core; one to represent the Associated Students, one to represent the Student Union and one to represent Recreation.

It is highly recommended that the Executive Director of the California State Student Association (CSSA) along with the AOA Executive Committee liaisons from the CSU Chief Administrators and Business Officers (CABO) and Student Affairs be formally included in the Committee's core.

The Committee shall also include one or more designated members of the AOA Executive Committee who with the Chair shall serve as liaisons to the AOA Executive Committee throughout the year.

Chair and Vice Chair

A Committee Chair and Vice Chair shall be affirmed by the Committee coinciding with the seating of the President of AOA during the Annual Conference. The Vice Chair shall be elected during the AOA Annual Conference and will serve a one year term as Vice Chair during that year and move into the Chair position for a one year term the following year.

Directors Subcommittee

Consistent with this committee's goal of facilitating communication, networking, and support among its members, there shall also be a subcommittee of student-governed auxiliary executive directors that meets at least monthly. The purpose of subcommittee is to ensure consistent collaboration, problem-solving, and sharing of timely and critical information among the senior leaders of student-governed auxiliaries. This subcommittee is established in recognition that regular engagement among the executive directors in the areas of administrative affairs, programs and services, and policy and statutory matters benefits their organizations' stakeholders. To the extent that this subcommittee engages in sensitive topics of discussion, formal requests of or strategic counsel to the AOA, those items shall be routed through the Chair of the AS/SU/RE Committee.

CSSA Liaisons

Two Committee members, one northern and one southern, shall be selected to serve as liaisons to the California State Student Association (CSSA) during the Committee meeting at the AOA Annual Conference. Their roles are to communicate regularly with the CSSA Executive Director to provide an Associated Students management perspective on policies, legislation, CSU Executive Orders and other matters coming before the CSSA Board of Directors. The CSSA Liaison will attend the monthly CSSA meetings in their region, whenever feasible, and provide reports of the meeting outcomes to the Chair of the AS/SU/RE committee. The northern and southern CSSA Liaisons terms are one year, beginning July of that year. Term may be extended.

CSUnity Host

A CSUnity Host shall be appointed during the CSUnity Annual Conference, the AS/SU/RE Committee's summer meeting or the Committee meeting during the AOA Annual Conference. The role of the CSUnity Host is to coordinate the annual CSUnity conference at their respective campus. The CSUnity Host may request conference funding support from the Committee's annual budget through the AS/SU/RE Chair. The CSUnity Host term is one year. Term may be extended.

AS Advisors Summit Coordinators

An AS Advisors Summit Coordinator shall be appointed during a CSSA meeting, the AS/SU/RE Committee's summer meeting or the Committee meeting during the AOA Annual Conference. The role of the AS Advisors Summit Coordinator is to connect all the professional staff throughout the CSU Campuses who work directly with their respective government structures for networking and best practices sharing. The AS Advisors Summit meetings are intended to coincide with the CSSA meeting dates. The AS Advisors Summit Coordinator term is one year. Term may be extended.

Role of the Chair

1. Plan, coordinate and conduct Committee meetings: one summer meeting and one

- meeting during the AOA Annual Conference. Additional meetings, including web meetings or conference calls may be conducted as needed
2. Call for agenda items, publish agendas, disseminate meeting minutes and other pertinent documents, resources and information to members
 3. Represent the AS/SU/RE Committee on the AOA Executive Committee
 4. Attend all AOA Executive Committee meetings. Typically, there are five meetings; one at the Annual Conference, one at the CSU Chancellor's Office, two at the following year's Annual Conference hotel site, one at a future Annual Conference hotel site
 5. Work with the Vice Chair to establish the annual Committee budget
 6. Foster and encourage membership on the Committee and attendance at the meetings

7. Welcome all new members to the Committee
8. Prepare and present reports for the AOA Executive Committee meeting and the AOA Annual Business Meeting
9. Establish subcommittees to accomplish specific objectives
10. Ensure CORE Membership, CSSA Liaisons, CSUnity Host and AS Advisors Summit Coordinator positions are filled
11. Foster and ensure Committee leadership succession planning with the Vice Chair
12. Maintain history binder for incoming Chair and Vice Chair
13. The outgoing Chair shall serve as a resource and support the incoming Chair and Vice Chair as needed

Role of the Vice Chair

1. Serve as Chair of the Committee in the absence of the Chair
2. Assist the Chair in Committee operations, planning and facilitating meetings
3. Foster and ensure Committee leadership succession planning with the Chair
4. Coordinate and assist the Chair with the call for nominations for Vice Chair and other appointments
5. Maintain and update membership roster
6. Serve as Chair upon conclusion of serving as Vice Chair

Role of the Committee Recorder/Secretary

1. Appointed by the newly seated Chair from within all active Committee members and affirmed by the Committee
2. Take meeting minutes, submit draft minutes to the Chair and Vice Chair for review and edits
3. Assist in Disseminating documents and information to Committee members
4. Assist the Chair and Vice Chair as needed

Meetings

The Chair is responsible for planning and facilitating scheduled meetings and maintaining communication among members throughout the year. The Committee shall gather at a minimum twice annually: during the AOA Annual Conference and mid-summer. The mid-summer meeting should, whenever possible, alternate between northern and southern California. Additional programs, workshops, web meetings or conference calls are encouraged in spring and fall, as needed, with a consensus of membership.

Amendments

Committee direction is provided through consensus. As such there are no outlined formal voting procedure requirements. Proposed amendments to these Operating Guidelines shall be submitted to the AOA Executive Committee for final approval.

DRAFT: Information Technology

October 10, 2020

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Mission Statement

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The Information Technology Standing Committee exists for the purpose of providing a forum to support, inform, develop and represent the particular needs and interests of Information Technology professionals within the AOA's members Auxiliaries. The Committee will encourage collaboration among members on endeavors to enhance the CSU and campus relations, meet system policy requirements, investigate technologies to run operations more effectively and partner to become more competitive.

The Information Technology Committee shall serve as a resource to the Executive and Membership Services Committees, providing technical expertise when evaluating or procuring technologies to support member services and communications.

Membership

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The Committee's membership shall include, but not be limited to, managers and professional staff ~~from~~ AOA member Auxiliaries on all campuses of the California State University.

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Meetings

The Committee shall meet at least 4 times annually, ~~including a minimum of one in person meeting at the AOA annual conference. Meetings may be conducted on-line using a web conferencing tool or in person. Meeting times and locations will be established by the Chair and Vice Chair annually.~~

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Officers

~~The Committee officers shall include a Chair and a Vice Chair. The Committee members select the Vice Chair annually at the fall Information Technology Standing Committee meeting. The previous year's Vice Chair becomes Chair. Officer positions are held for one year and terms begin with the AOA Annual Business meeting in January.~~

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Duties of the Chair and Vice Chair will include the following:¶

Role of the Chair

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- ~~Call for agenda items, publish agenda, and preside over meetings~~
- ~~Serve as a member of the AOA Executive Committee~~

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- Attend all Executive Committee meetings, prepare and present reports on committee activities
- Work with Vice Chair to establish annual budget for the Committee and present proposed budget to Executive Committee
- Prepare and present report to General Membership at the AOA Annual Business Meeting
- Develop and coordinate committee work
- Establish sub-committees as needed to accomplish specific objectives
- Attend CSU Information Security Advisory Committee (ISAC) meetings and report back to committee
- Encourage membership on the Committee
- Designated Moderator for the Information Technology Standing Committee group portal on the AOA website

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Role of the Vice Chair

- Record minutes of each meeting and disseminate to membership for review, publish to AOA website
- Serve as Chair of the Committee in the absence of the Chair
- Serve as Chair of the Committee upon expired term of the Chair
- Attend CSU Information Security Advisory Committee (ISAC) meetings and report back to committee
- Serve on the Conference Planning Committee, develop and facilitate programming for the Information Technology track
- Designated Moderator for the Information Technology Standing Committee group portal on the AOA website.

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Plan one Presentation/Workshop for the IT Committee face-to-face meeting, if needed

**AOA
HUMAN RESOURCES COMMITTEE
OPERATING GUIDELINES**

Mission Statement

The Human Resources Committee serves to provide opportunities for professional enrichment, promote member interaction, provide resources and advance a common body of knowledge to members of the Auxiliary Organizations Association, and further, to promote where possible, consistency and continuity across CSU auxiliary organizations.

Statement of Purpose

The purpose of the Human Resources Committee is to keep auxiliary personnel current and informed on issues in the human resources field, federal and state legal requirements and CSU mandates. The Committee encourages networking and sharing best practices among auxiliary organizations. The Committee promotes creativity and information sharing through participation and planning of HR topics for the annual AOA Conference and planning specific topic workshops and projects for HR Committee meetings.

The Committee also engages and oversees the activities of various subcommittees as they pertain to human resource matters or as requested by the Executive Committee..

Officers

The Committee officers shall include a Chair, Chair Elect, and Secretary. Committee members select the Chair-Elect and Secretary annually. (Officer positions are held for one year.

Call for nominations are communicated to committee members in October annually and elections are held in November. Results of the election are generally announced to the HR Committee at the annual conference, but may be communicated beforehand.

Role of the Chair

1. Encourage membership in the Committee.
2. Establish agendas for meetings.
3. Coordinate and conduct meetings and make committee assignments.
4. Work with the Chair-Elect and Secretary to establish the annual Committee budget. Present proposed budget to the Executive Committee along with an explanation of expenses.
5. Serve as member of the Executive Committee. Attend all Executive Committee meetings.
6. Prepare and present annual report to the Executive Committee.

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- 7. Maintain historical binder and share resources with members as needed.
- 8. Oversee activities of any subcommittees providing resources to members.
- 9. Serve as a mentor to the Chair-Elect

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Role of the Chair-Elect,

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- 1. Assist the Chair in planning and facilitating meetings and overseeing committee assignments.
- 2. Serve as Chair in the absence of the Chair at both Committee meetings and/or at Executive Committee meetings.
- 3. Assume the role of Chair in the event the Chair vacates the position and/or upon the expiration of the current chair's term of office.

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Role of the Secretary,

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4. Maintain and update membership roster for the Committee. ¶

- 1. Accurately record and prepare minutes of each Committee meeting and submit to Chair within thirty (30) days of each meeting
- 2. Maintain and update the Committee Membership roster
- 3. Assist the Chair and Chair elect in planning and facilitating meetings, as requested

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Subcommittees

The Committee will utilize subcommittees as the working group and liaisons with vendors/brokers in the areas to include but not be limited to compensation and benefits. Subcommittee composition will include 3-5 Committee members and resources may be provided to cover expense costs.

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2. Present oral and written financial reports at each Committee meeting. ¶

3. Collect meeting and conference fees and submit reimbursements for same to AOA Treasurer or designee. ¶

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2. Present oral and written financial reports at each Committee meeting. ¶

3. Collect meeting and conference fees and submit reimbursements for same to AOA Treasurer or designee. ¶

Generally, subcommittees will evaluate all subcommittee vendors providing HR related services to the AOA a minimum of every three (3) years and may recommend vendor changes to the entire HR Committee which in turn would be reported to the AOA Executive Committee where final authority rests.

Approved on November 5, 1999, revised March 19, 2010, March 11, 2016 and November 20, 2020,

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**AOA
HUMAN RESOURCES COMMITTEE
OPERATING GUIDELINES**

Mission Statement

The Human Resources Committee serves to provide opportunities for professional enrichment, promote member interaction, provide resources and advance a common body of knowledge to members of the Auxiliary Organizations Association, and further, to promote where possible, consistency and continuity across CSU auxiliary organizations.

Statement of Purpose

The purpose of the Human Resources Committee is to keep auxiliary personnel current and informed on issues in the human resources field, federal, state and local law, and CSU mandates. The Committee encourages networking and sharing best practices among auxiliary organizations. The Committee promotes creativity and information sharing through participation and planning of HR topics for the annual AOA Conference, and planning specific topic workshops and projects for HR Committee meetings.

The Committee also engages and oversees the activities of various subcommittees as they pertain to human resources matters or as requested by the Executive Committee.

Officers

The Committee officers shall include a Chair, Chair-Elect, and Secretary. Committee members select the Chair-Elect and Secretary annually. Officer positions are held for one year.

A call for nomination of officers shall be communicated by the Chair to committee members annually in October, and elections shall be held in November. Results of the election will be communicated to HR Committee members after the elections occur, and announced again at the annual conference.

Role of the Chair

1. Encourage membership in the Committee
2. Establish agendas for meetings
3. Coordinate and conduct meetings and make committee assignments
4. Work with the Chair-Elect and Secretary to establish the annual Committee budget; present a proposed budget to the Executive Committee along with an explanation of expenses

5. Serve as a member of the Executive Committee; attend all Executive Committee meetings
6. Prepare and present an annual report of committee activities to the Executive Committee
7. Maintain historical binder and share resources with members as needed
8. Oversee activities of any subcommittees and provide resources to members
9. Serve as a mentor to the Chair-Elect

Role of the Chair-Elect

1. Assist the Chair in planning and facilitating meetings and overseeing subcommittee assignments
2. Serve as Chair in the absence of the Chair at both Committee meetings and/or at Executive Committee meetings
3. Assume the role of Chair in the event the Chair vacates their position and/or upon the expiration of the current Chair's term of office
4. Maintain and update the Committee's membership roster

Role of the Secretary

1. Accurately record and prepare minutes of each Committee meeting and submit to The Chair within thirty (30) days of each meeting
2. Assist the Chair and Chair-Elect in planning and facilitating meetings and overseeing subcommittee assignments.

Subcommittees

The Committee will utilize subcommittees as working groups and liaisons with vendors/brokers in areas that shall include but not be limited to compensation and benefits. Subcommittee composition will generally include 3-5 Committee members. Resources may be provided to cover applicable costs.

Generally, subcommittees will evaluate all vendors who provide HR- related services to the AOA a minimum of every three (3) years. The subcommittee may recommend vendor changes to the entire HR Committee which, if approved, will be recommended to the AOA Executive Committee for final approval.

Approved on November 5, 1999, revised March 19, 2010, March 11, 2016 and November 20, 2020.