



**EXECUTIVE COMMITTEE
MEETING AGENDA
August 21, 2020 – 11:00 am – 1:30 pm**

Virtual Meeting Zoom Connection:

<https://humboldtstate.zoom.us/j/96182963292>

Meeting ID: 961 8296 3292

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- A. CONVENING PROTOCOL AND CALL TO ORDER – *Kacie Flynn*
 - B. APPROVAL OF AGENDA **Action Item**
 - C. REVIEW and APPROVAL OF 6/23/20 MEETING MINUTES **Action Item** (pgs. 1-12)
 - D. OLD BUSINESS FOLLOW-UP (pg. 13)
 - 1. Status Report on Pending Items – *Richard Jackson*
 - E. PRESIDENT'S REPORT – *Kacie Flynn*
 - 1. CABO Liaison
 - 2. Approval for AOA to Sign Common Interest Agreement **Action Item** (pgs. 14-20)
 - 3. Systemwide Video Security Campus Policy (*update*)
 - 4. Chief Procurement Officers – Auxiliary Leveraged Deals (*update*)
 - 5. Dept. of Rehabilitation & Campus Vending Machines (*update*)
 - F. SECRETARY-TREASURER'S REPORT – *Richard Jackson*
 - 1. Financial Reports:
 - a. Revised Budget for FY 2020-21 **Action Item** (pg. 21)
 - b. FY 2020-21 Transactions to Date (pg. 22)
 - c. Three-year Financial Forecast (pg. 23)
 - 2. Richard Bromley's Utilization Report
 - 3. 2023 AOA Conference Site
 - G. PRESIDENT-ELECT'S REPORT – *Monica Kauppinen*
 - 1. 2021 AOA Virtual Conference (*update*)
 - H. MEMBER RESOURCES
 - 1. EC Report to the Membership (pgs. 24-26)
 - 2. 2020 CA Legislative Summary Update (*from Robert Griffin*) – *Kacie Flynn* (pgs. 27-28)
 - I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)

1. Quick Guide to Robert's Rules of Order (*from Robert Griffin*) – *Richard Jackson* (pgs. 29-32)
2. New Philanthropic Standing Committee Operating Guidelines – *Monica Alejandre* **Action Item** (pgs. 33-34)
3. Proposed Revised RAC Operating Guidelines – *Diane Trujillo* **Action Item** (pgs. 35-36)

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *No Report*
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 37-39)
 - a. CABO May Meeting Summary (*emailed*)
3. CSU Advancement Liaison Report – *Lori Redfearn* (pg. 40)
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 41)

K. REPORTS

1. Long Range Planning Committee/Nominations Committee – *John Griffin* (pgs. 42-44)
2. Human Resources Committee – *Kristen Pichler* (pgs. 45-46)
3. Research Administration Committee – *Diane Trujillo* (pgs. 47-54)
4. AS/Student Union/Recreation Committee – *Rasheedah Shakoor* (pg. 55)
5. Commercial Services Committee – *Cynthia Fenimore* (pgs. 56-59)
6. Business and Financial Services Committee – *Carlos Careaga* (pgs. 60-61)
7. Information Technology Committee – *Rachel Raynoha* (pgs. 62-63)
8. Past Presidents Committee – *Michele Goetz* (*No Report*)
9. Risk Management Committee/AORMA Update – *Dwayne Brummett* (pgs. 64-66)

L. INFORMATION AND ANNOUNCEMENTS

M. ADJOURNMENT

FUTURE MEETINGS (tentative dates)

November 20, 2020 – 12 pm (noon)

January 8, 2021 – Virtual Meeting prior to Conference

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)**

June 23, 2020

Officers & Representatives

			<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	No
Bella Newberg	Elected Representative	San Marcos	Yes
Todd Summer	Elected Representative	San Diego	Yes
Martiz Ware	Elected Representative	Long Beach	Yes

Designated Members

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	Yes
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

Board Liaisons (Non-Voting)

Doug Dawes	CABO Liaison	Humboldt	Yes
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes
Lori Redfearn	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	Yes

Guests: None

Agenda Item	Follow-Up Action
<p><u>President’s Convening Information</u></p> <p>Kacie Flynn noted this remote meeting is the first Executive Committee meeting of the 2020 year, since the scheduled April 17th meeting was cancelled due to the COVID-19 pandemic crisis. 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 2:05 pm, 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 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 1/11/20 MEETING MINUTES (Agenda, pgs. 1-8)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Martiz Ware, s/ Kristen Pichler).</i></p>	
<p>D. PUBLIC COMMENT PERIOD</p> <p>There was no public comment period at this meeting.</p> <p>E. OLD BUSINESS FOLLOW-UP (Agenda, pg. 9)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from prior meetings. A couple of the items were on the day’s agenda for updates, whereas the Bylaws Task Force and Long-Range</p>	

Planning meetings are on hold until representatives will be able to meet in person.	
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F. PRESIDENT'S REPORT

1. Updated 2020 AOA Leadership Roster (pg. 10)

2. AOA Officers Update and Plan for the Year

Flynn announced that the Officers met two weeks ago to discuss the EC meeting format and topics. They decided to keep the first virtual EC meeting under two hours, and then seek feedback before deciding on the August meeting's length and structure (maybe hold it over more than one day?). The August, November and January 2021 EC meetings will all be held virtually. It will be important for the Officers and Board to reflect on the future as we realize the full extent of how things are changing for auxiliaries, and do 3-5 year financial forecasting for AOA which will include changing staff structures, revenue and expense modeling, utilization of reserves, etc.

3. Website COVID-19 Resources for Our Membership

AOA built a page on the Website that consolidates in one location information and resources from various sources to assist auxiliaries in responding to pandemic challenges.

4. CSU 101 Update

The orientation usually held in the fall for new CSU business and finance employees, at which the AOA President and President Elect traditionally provide a PowerPoint overview on auxiliaries and AOA, was cancelled for this year.

5. Systemwide Video Security Camera Policy

Flynn emailed a copy of the new CSU policy to EDs on June 10 and will provide updates when available. We need to collect feedback from auxiliaries via Google Docs that we will forward to Mike Redmond, who is willing to meet with ED representatives on implementation guidance and the creation of FAQs as to how auxiliaries might work with the policy to also meet their needs. Those who wish to be part of the Google Docs feedback and subsequent discussion should let Flynn know.

6. 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 shared purchasing and

<p>vendor information, so the first step is a conversation on gathering data from auxiliaries. AOA's Commercial Services Committee Chair will play an important role.</p>	
<p>G. <u>SECRETARY-TREASURER'S REPORT</u> (Agenda, pgs. 11-19)</p> <p>1. <u>Projected Year-End Financial Report and Proposed Budget for FY 2020-21</u></p> <p>Richard Jackson reported that the 2020 Conference in San Diego was one of our most successful, with record Business Sponsor support and participant turnout, positive feedback from members, unusually good hotel staff support, and good net income.</p> <p>The 2021 Conference – a scaled-down version to be held virtually – is a wholly redesigned project in the preliminary stage of development and the budget at this point consists of placeholders in various revenue and expense categories. The largest unknown is whether we will have to pay a significant penalty for the cancellation of the contracted conference at the Hyatt Regency in Sacramento, which will depend on the whether the Force Majeure clause of the contract will come into play – an unknown at this point.</p> <p>The General Operations page of the financial report (which now incorporate the various Special Projects formerly listed in a separate budget) shows the projected year-end net income for EC operations which, when combined with the net income from the Conference financial report, totals \$39,521. This is more than the budgeted net income for the 2019-20 year (\$11,058).</p> <p>The General Operation budget for next year includes expanded and flexible support for Standing Committees (e.g., funding for experts, presenters or workshops as their members work through a new series of challenges). Also, provided is funding for a Website Manager to maintain our new site going forward. The budgeted positive net income for EC general operations for 2021-21, combined with a potential loss on the upcoming conference, presents a worse case scenario of a negative net income of \$97,031 for next year. Given the uncertainties and the rapidly changing landscape, the financial outlook for next year will need to be updated for the August meeting.</p> <p>The Total Net Assets analysis presented with the budget, shows that AOA has sufficient available Unrestricted Net Assets (about \$294K as of 6/30/20) to cover potential negative net income hits in the next couple years. The remainder of AOA's Total Net Assets (of about \$586K) is \$292K in AOA's three Restricted reserve accounts.</p>	

<p>Provided for EC review was a <u>Transactions Detail Report</u>, which lists all income and expense transactions for the time period from 1/1/20 – 6/15/20.</p> <p><i>Action Taken: The proposed budget for FY 2020-21 was adopted as presented (m/ Todd Summer, s/ Michele Goetz).</i></p>	
<p><u>H. PRESIDENT-ELECT’S REPORT</u></p> <p><u>1. 2021 AOA Virtual Conference Plan</u></p> <p>Conference Chair Monica Kauppinen lamented the loss of an in-person gathering next January with its opportunities for interactions and to serve as a training ground for future leaders. The CPC’s original plan was to go to a scaled-down version of an in-person conference. However, given travel restrictions and impacted budgets, an early decision was made by the AOA leadership (in April) to go with a virtual format in January. This experience will be useful going forward as we build a virtual component into our future conferences for those AOA members unable to travel and enjoy the added benefits and richness of in-person attendance.</p> <p>Kauppinen gave a high-level overview of the conference plan thus far, which is in the preliminary stages of development. We will be using the familiar virtual platform Zoom for the meetings, our usual EventsAir conference software for registration and payments, and are exploring a specialized platform for showcasing business sponsors. We are seeking the help of our partners at the CO to utilize the CSU’s Zoom license and their technical expertise, and utilize CSU’s studio to produce presentations from the CO (e.g., an address by EVC Steve Relyea and a CO Update Panel).</p> <p>The CPC is considering a Monday-Wednesday schedule, but they will be partial (not full) days. The Standing Committee Chairs will be meeting with the CPC to discuss the heart of the conference (concurrent sessions and plenary topics to meet the needs of the members) and discuss the resources available to them to secure top-notch presenters. We need to ask ourselves, “What would our members pay to see?” and then find an expert to talk about that.</p> <p><u>I. MEMBER RESOURCES</u></p> <p><u>1. Website Content and Directory Management</u></p> <p>Dixie Johnson provided a written update regarding her contract work on postings to the website, in coordination with the Long Beach staff, and the improved features currently available to members. She also provided an update on the work she does each year on updating the AOA membership Directory.</p>	

<p>Jackson reported that it is time to move ahead with engaging a professional third-party business to undertake the on-going management of the site and to develop new features we request. We have a preliminary proposal from a firm that works on the CSU website, but before we can move forward we need Long Beach to provide instruction and training on how to post content ourselves, and they also need to document the structural and coding changes they have made to the back-end that the next website manager will require. Long Beach is on a month-to-month contract to complete these tasks on an expedited basis.</p> <p>2. <u>2020 Mid-Session Bill Summary Update</u> Flynn reported that Robert Griffin put together a list of the major legislation impacting auxiliaries, which is included in the agenda packet. It includes SB 1444, requiring auxiliary organization operating agreements to include food service and hotel labor peace agreements. A survey soliciting auxiliary data and feedback on the legislation will be discussed at the August meeting.</p>	
<p>J. <u>NEW AND RETURNING BUSINESS ITEMS</u></p> <p>1. <u>Richard Jackson's Service Provider Contract for 2020-21</u> (Agenda, pgs. 31-39) Jackson absented himself from the meeting for this discussion. Flynn presented his proposed Service Contract for 2020-21, which included the standard 3% inflationary increase annually provided to Service Providers.</p> <p><i>Action Taken: The Board unanimously approved Jackson's contract as presented (m/ Sharleen Krater, s/ Todd Summer).</i></p> <p>2. <u>Robert Griffin's Service Provider Contract for 2020-21</u> (Agenda, pgs. 40-45) Jackson presented Griffin's contract renewal, which has the same scope of work and contract terms as last year:</p> <ul style="list-style-type: none"> • He provides current updates on major compliance issues, legislation, and CSU policy developments affecting auxiliaries at no cost to AOA; • He provides an <u>initial free hour</u> of consultation to auxiliary executives (similar to what Richard Bromley does regarding HR issues) on a range of subject matter: legislative or oversight issues, governance, compliance, policy development, management practices, etc. If an auxiliary needs assistance beyond that first hour, then the auxiliary would directly engage Griffin at a rate of \$150/hour. • He provides consultations with AOA leadership on governance, compliance, and business practices, and provides special projects services (e.g., research papers, monographs) at his hourly rate. 	

An example of the timely work Griffin does are his Issue Briefs related to the COVID-19 pandemic, which were posted to the AOA website.

Action Taken: The Board unanimously approved Griffin's contract as presented (m/ Monica Kauppinen, s/ Maria Reyes).

3. Revised AOA Recommended Model Governing Board Meeting Procedures

(Agenda, pg. 46)

Robert Griffin proposed corrections to the procedures previously adopted by the EC and posted on AOA and CSU webpages. It clarifies meeting notice requirements misunderstood and not practiced by some auxiliaries. The changes clarify that ALL meetings require one-week prior written public notice, including special meetings, whenever action is to be taken. This requirement is distinct from the special meeting requirement of at least 24-hour written notice of a meeting to board members and others affected by the meeting business. Some people have confused the 24-hour board notice for special meetings with the one-week public notice that applies to all meetings where action is to be taken.

Action Taken: The Board unanimously approved the proposed revisions to the AOA Model Governing Board Meeting Procedures for Auxiliary Organization (m/ Bella Newberg, s/ Heather Cairns).

3. 2020 Orientation Handbook for New EC Members

Jackson sent the annually updated Orientation Handbook to all Board members by email.

4. 2020 AOA Policy & Practices Manual

Jackson sent the annually updated AOA Policy & Practices Manual to all Board members by email.

K. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report

Doug Dawes, this year's CABO representative to AOA, presented the following report:

- CARES Act will provide \$525M in funding for CSU. Half (\$262M) goes directly to students while the other half will go to campuses. Amounts were allocated federally and differ by campus. The Chancellor's Office (CO) has issued guidance which can be found in the CSU policy library.
- \$3B in CARES Act going to each state governor (\$355M for CA) for K-12 and higher education segments. Separate from \$525M CARES allocation.

- Technology Access Needs: Approximately 5500 laptops, 2400 wifi hotspots, and 2000 computer accessories and other equipment has been procured by the CO and sent to campuses for students/staff for virtual learning needs. This is beyond what campuses had already ordered.

- Systemwide contract with Adobe Sign for electronic signature of documents is available for use. For majority of CSU purposes an Electronic Signature is sufficient. Digital Signatures have additional costs and are only legally required in certain circumstances.

- CSU Partnership Development Process – See “CSU Systemwide Partnerships & Supplier Programs” memo.

- Significant discussions about fees and fee refunds surrounding COVID-19.

Waiting to hear what financial reduction the CSU may take in the State budget. Current thinking is \$398M which equates to about 10% of the CSU budget. Campuses are actively developing budget scenarios for State reductions and enrollment reductions. Campus reductions vary widely as some have little enrollment loss, while others have significant enrollment declines.

- The CSU went primarily to virtual instruction for the Fall. Exceptions to full virtual required a request from the campuses, which included why the need for face-to-face instruction and how the campus would put into place safety protocols for faculty, staff and students.

- Many of the Union contracts have been renegotiated with no salary or wage increases for the upcoming year.

- The CSU negotiated a “Systemwide Video Security Camera Policy.”

- The CSU, working with multiple campuses, continues to move forward with Procure-to-Pay (P2P) to allow for more streamlined procurement and additional rebates. A link was provided to the “P2P Presentation”.

2. CSU Business & Finance Liaison Report (Agenda, pgs. 47-48)

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

COVID-19 Communications

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 Memorandum 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 also alerted members to the information on the CSU website regarding COVID-19, and to the memo from Steve Relyea regarding the prohibition on travel and conference attendance through June 30, 2021.

3. CSU Advancement Liaison Report (Agenda, pgs. 49-54)

Lori Redfearn provided the following Advancement update:

The CSU has expressed a support position on ACA 5 which would repeal provisions of Proposition 209 of 1996 that have had a negative impact on access to higher education for historically underserved students, particularly those in the African-American community. Removing the language that prohibits preference based on sex, race, color, ethnicity or national origin would permit the CSU to resume scholarships and student success efforts targeted to these populations and accept donations for those purposes. If passed by the legislature, the constitutional amendment will appear on the November ballot. The support letter is attached.

Fundraising programs have shifted to work from home like other university efforts. Several campuses had reached fundraising goals prior to March and others are anticipating a 10 percent decline in giving overall. CSU Monterey Bay closed the largest gift in the university's history providing an endowment that will distribute \$1 million annually for impoverished students.

The last update of auxiliary applications for the Payroll Protection Program was May 12 which is attached. Please forward any updates to Lori which is shared back to Kacie Flynn and used to respond to reports to the CA Department of Finance. Auxiliaries should consult with their campus CFO or the Chancellor's Office Treasury Office prior to

applying for any other loan programs as such debt may need to be approved by the CSU Board of Trustees due to impacts on the bond program. The Payroll Protection Program did not need Trustee approval because it has forgiveness provisions that give it the characteristics of a grant.

Redfearn also reported that the CSU was stepping back from auxiliary audits during this pandemic period of working from home. The audit staff is looking to expand its consulting service (e.g., a template for auxiliary reserve policies).

She commented that Advancement's Philanthropic Committee is interested in becoming a formal AOA Standing Committee.

4. CSU General Counsel Liaison Report (Agenda, pgs. 57-58)
Carrie Rieth made the following report:

Miller v. CSU and Rifat v. CSU—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. Two 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

- Contracts, Force Majeure clauses
- Interim CSU [Refund Policy for Tuition and Fees](#)
- Campus repopulation plans
 - CSU [Policy, Procedure and Considerations for 2020-2021 AY Planning](#) in the Context of COVID-19

CSU Policy Changes

- Systemwide [Video Security Camera Policy](#)
 - Applies to auxiliaries
 - University property does not include interior property which is solely managed and operated by a third party.
- CSU [Contracts and Procurement Policy](#)
- California State University [Sustainability Policy](#)
 - CSU will pursue sustainable practices in all areas of the university including:
 - business operations such as procurement; information technology; student services; food services; facilities operations; design and construction; and

- self-funded entities such as student housing, student unions, parking, children's centers, and auxiliary operations.

BEP Vending Facilities Program

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.

Title IX

The Department of Education released its Final Rule under Title IX, which prohibits discrimination on the basis of sex in education programs or activities receiving federal assistance. Information about the regulations are included below.

- Title IX Regulations Addressing Sexual Harassment (Unofficial Copy) [PDF](#) (6M)
- Title IX: U.S. Department of Education Title IX Final Rule Overview [PDF](#) (553K)
- Title IX: Summary of Major Provisions of the Department of Education's Title IX Final Rule [PDF](#) (675K)
- Title IX: Summary of Major Provisions of the Department of Education's Title IX Final Rule and Comparison to the NPRM [PDF](#) (706K)
- [OCR Webinar](#): Title IX Regulations Addressing Sexual Harassment (Length: 01:11:29) 05/06/2020

Pending – DACA

If the United States Supreme Court releases the *Department of Homeland Security v. Regents of the University of California* opinion prior to the EC meeting, an update will be provided.

L. REPORTS

1. Long Range Planning Committee/Nominations Committee

(Agenda, pg. 59)

Chair John Griffin's written report was included in the agenda packet.

2. Human Resources Committee (Agenda, pgs. 60-61)

Chair Kristen Pichler's written report was included in the agenda packet.

3. Research Administration Committee (Agenda, pgs. 62-63)

Chair Diane Trujillo's written report was included in the agenda packet.

4. AS/Student Union/Recreation Committee (Agenda, pg. 64)

Chair Rasheedah Shakoor's written report was included in the agenda packet.

5. Commercial Services Committee (Agenda, pgs. 65-66)

Chair Cynthia Fenimore's written report was included in the agenda packet.

6. Business and Financial Services Committee (Agenda, pg. 67)

Chair Carlos Careaga's written report was included in the agenda packet.

7. Information Technology Committee (Agenda, pg. 68)

Chair Rachel Raynoha's written report was included in the agenda packet.

8. Past Presidents Committee

Chair Michele Goetz had no report for this meeting.

9. Risk Management Committee/AORMA Update

Chair Dwayne Brummett's written report was included in the agenda packet.

M. INFORMATION/ANNOUNCEMENTS

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

N. ADJOURNMENT

By acclamation, the Executive Committee was adjourned at 4:00 pm.

Respectfully Submitted,

Secretary/Treasurer

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 June 23, 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 August 21, 2020.

Action	Responsible Individual	Notes on Status
Present a contract proposal for post-Long Beach Website maintenance and management.	Richard Jackson	In negotiation. Dependent on completion of LB documentation.
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.

COMMON INTEREST AGREEMENT

I. PRELIMINARY STATEMENT.

A. **Parties.** The parties to this Common Interest Agreement (the “Agreement”) are the Board of Trustees of the California State University (CSU), the California State University Risk Management Authority (CSURMA) which includes its Auxiliary Organizations Risk Management Alliance (AORMA), and the Auxiliary Organizations Association (AOA) (each a “Party” and collectively the “Parties”).

1. The Board of Trustees of the California State University (CSU) is the State of California acting in its higher education capacity.

2. The California State University Risk Management Authority (CSURMA) is a joint power authority formed to establish and perform pooled group insurance and related risk management functions for CSU and its auxiliary organizations. CSURMA protects the interests of the CSU and all 23 of its campuses. CSURMA, through Auxiliary Organizations Risk Management Alliance (AORMA), also protects the interest of AOA and all officially recognized CSU auxiliary organizations that participate in the program.

3. The Auxiliary Organizations Association (AOA) is a consortium of California State University auxiliary organizations. AOA is a California nonprofit corporation whose members are the auxiliaries of the 23 campuses in the CSU system. The purpose of AOA is to assist in exemplary services, programs, and facilities that further the educational mission of each officially recognized auxiliary organizations on all 23 CSU campuses. Auxiliary organizations of the CSU are legally separate organizations organized and operated solely for the benefit of the campus and in accordance with California Education Code section 89900 et seq. or California Education section 89300 et seq for student body auxiliary organizations. See 5 Cal. Code Reg. §42400, et seq.

B. **Recitals.** This Agreement is entered into with reference to the following facts:

1. On April 27, 2020, Akayla Miller filed a putative class action complaint in the United States District Court for the Central District of California (Case 2:20-cv-03833) against the Board of Trustees of the California State University;

2. On May 15, 2020, Helen Rifat filed a putative class action complaint in the United States District Court for the Central District of California (Case 2:20-cv-04421) against the Board of Trustees of the California State University;

3. On May 18, 2020, Brady Egbert filed a putative class action complaint in Los Angeles Superior Court (Case 20STCV18996) against the Board of Trustees of the California State University;

4. The Parties anticipate that additional similar and related putative class actions may be filed in state or federal court;

5. These putative class actions are based on similar facts or allegations, namely that CSU breached its alleged contracts with students by refusing to refund tuition or fees

after transitioning to virtual modes of instruction in Spring 2020, after the COVID-19 pandemic caused certain restrictions for on-campus activities (arising from action taken by the Governor and local health officials);

6. The Parties all have a vested interest in defending against the claims by the putative classes, and in protecting the security of campus mandatory fees collected by the campuses of the CSU, because a portion of those fees go to support programs and activities that the Parties or Party's members may sponsor; and

7. Each Party has reviewed the putative class actions, disputes the claims and allegations contained therein, and believes them to be meritless.

II. PURPOSE OF THE AGREEMENT.

A. Each Party to the Agreement has similar interests in light of their roles with the CSU system. The Parties have considered the issues and potential issues presented by the putative class actions, and have concluded that they share common legal interests with respect to the issues identified above, especially since AOA exists to assist Auxiliary Organizations in exemplary services, programs, and facilities that further the educational mission of each CSU campus. The Parties, therefore, acknowledge and agree that they share a certain common interest and that their interests will be best served if they can exchange information subject to the continued protection of the attorney-client privilege, work product doctrine, and any other applicable privileges or doctrines.

B. The Parties are entering into this Agreement to confirm and memorialize the terms and conditions of their agreement to share privileged and/or confidential information when reasonably necessary to minimize the potential expense and exposure resulting from the putative class actions, and to clarify the situations in which such information may be shared and their respective obligations regarding such shared information.

III. DEFENSE AND COOPERATION RIGHTS AND OBLIGATIONS.

A. **Confidentiality of Information.** The Parties recognize that during the course of the putative class actions, they may—but are not required to—exchange confidential or privileged information or attorney work-product in written, electronic, or oral form concerning the putative class actions or CSU's defenses. The Parties acknowledge to one another that they are furnishing and receiving such information on the understanding that it is protected against disclosure to any non-Party person or entity, including but not limited to the plaintiffs, putative class members, or any attorneys of any of them. Such protection may be under the attorney-client privilege, the attorney work product doctrine, or any other applicable privileges or doctrines protecting information from disclosure, by virtue of the so-called "common interest" doctrine and pursuant to Cal. Evid. Code § 912(d) (collectively referred to herein as the "common-interest privilege").

1. **Definition.** As used herein, "Common Interest Material" means any information, material, or documents: (a) shared between or among any one or more of the Parties or their counsel from the first date of any such sharing or afterwards; (b) which in any manner concerns or relates to the putative class actions, and (c) to the extent protected from disclosure by the attorney-client privilege, the trade secret doctrine, the attorney work product

doctrine, rights of confidentiality or privacy, or any other applicable privilege or doctrine protecting information from disclosure. Common Interest Material may include, but is not limited to, conversations, factual analysis, mental impressions, legal memoranda, legal strategies and theories, draft briefs and pleadings, documents, interview memoranda, the results of research or investigations, or analysis of experts. Common Interest Material shall not include information, material or documents which at any time: (i) becomes publicly available other than through breach of this Agreement; or (ii) is obtained by a Party independently and not through an exchange governed by this Agreement, including but not limited to, through formal discovery processes.

2. **Protection of Common Interest Material.**

a. **Bases of Protection.** Common Interest Material shall be protected from disclosure to any third party—*i.e.*, any person or entity not a party to this agreement—by the originating Parties’ attorney-client privilege, by their counsels’ own work product privileges, by any trade secret protections, by any rights of confidentiality or privacy, and/or by other applicable privileges or doctrines protecting information from disclosure.

b. **Maximum Protection.** Common Interest Material shall be protected—to the maximum extent legally permitted, but subject to the limitations set forth in this Agreement – pursuant to the common interest doctrine recognized in such cases and statutes as: *United States v. McPartlin*, 595 F.2d 1321, 1336-37 (7th Cir.), *cert. denied*, 444 U.S. 833 (1979), *Waller v. Financial Corp. of America*, 828 F.2d 579, 583 n.7 (9th Cir. 1987), *Hunydee v. United States*, 355 F.2d 183 (9th Cir. 1965), *Continental Oil Co. v. United States*, 330 F.2d 347 (9th Cir. 1964), *Griffith v. Davis*, 161 F.R.D. 687, 692 (C.D. Cal. 1995), *OXY Resources California LLC v. Superior Court*, 115 Cal. App. 4th 874 (2004), and Cal. Evid. Code § 912(d). The authority recited in this paragraph, and elsewhere in this Agreement, shall not be deemed exclusive in determining the legal basis or validity of this Agreement.

c. **Acknowledgement of Reasonable Necessity.** The Parties to this Agreement acknowledge that all Common Interest Material provided hereunder was or will be bestowed with the understanding that access to said Common Interest Material was reasonably necessary to the disclosing and receiving Parties’ response to the putative class actions. *See, e.g.*, *OXY Resources California LLC v. Superior Court*, 115 Cal. App. 4th 874 (2004).

d. Furthermore, the Parties hereby confirm to one another that, to the extent they or their counsel have already shared Common Interest Material, such Material was shared in furtherance of the common interest, and is subject to this Agreement and the common interest doctrine.

3. **Use and Dissemination of Common Interest Material.**

a. Common Interest Material exchanged under this Agreement shall be used only in connection with addressing, analyzing, or defending the putative class actions.

b. The Common Interest Material obtained by any Party or its counsel pursuant to this Agreement may not be disclosed to anyone except: (a) the Parties and their undersigned counsel; (b) legal personnel employed by the receiving Party’s counsel; (c) representatives or employees of any Party whom counsel for that Party has determined are

necessary to assist in rendering professional services with respect to the putative class actions; and (d) personnel employed, directly or through consulting arrangements, by Parties or their respective counsel to assist in rendering professional services related to the putative class actions.

c. Each Party agrees to maintain the confidentiality of the Common Interest Material obtained pursuant to this Agreement, even if a dispute arises regarding the Parties' rights or obligations under this Agreement. In the unlikely event of a dispute regarding a Party's right to disclose Common Interest Material, an order from a court of competent jurisdiction permitting disclosure shall override the confidentiality requirements of this Agreement. If the Party opposing disclosure states its intent, in writing, to seek review of the order, and if permitted by the ordering court, the Party seeking disclosure shall refrain from disclosing said Common Interest Material until such time as the order is affirmed, review is denied, or the normal time to seek such review has expired without the filing of a petition or appeal.

d. None of the Common Interest Material obtained by any Party or its counsel pursuant to this Agreement shall be disclosed to any third party without the consent of the Party who provided the information pursuant to this Agreement.

(1) In the event of any effort by a third party to compel the disclosure of any Common Interest Material obtained pursuant to this Agreement, the Party which is the target of the subpoena or other form of compulsory process shall promptly notify each Party whose information the receiving Party reasonably believes is affected or covered by the request for disclosure, so as to afford such Party the opportunity to seek protection from the compelled disclosure of the information.

(2) Each Party will use reasonable efforts to challenge or assist in the challenge of any such request. In the event such a challenge is unsuccessful, an order from a court of competent jurisdiction requiring disclosure shall override the confidentiality requirements of this Agreement. If a Party opposing disclosure states its intent, in writing, to seek review of the order, and if permitted by the ordering court, the Party ordered to make the disclosure shall refrain from disclosing said Common Interest Material until such time as the order is affirmed, review is denied, or the normal time to seek such review has expired without the filing of a petition or appeal.

4. **Labeling.** Information, material, or documents fitting the definition of Common Interest Material shall be covered by this Agreement regardless of whether it bears a stamp or legend designating it as such and regardless of whether the Parties so state.

B. **Withdrawal/Effect of Withdrawal.** Any Party to this Agreement shall withdraw immediately in writing upon concluding that it no longer shares a common interest in the defense of the putative class actions. In addition, any Party to this Agreement is free to withdraw from the Agreement at any time upon giving express written notification to all other Parties. Finally, in the event a Party settles all known claims arising from the putative class actions, that Party shall be deemed to have withdrawn from the Agreement as of the effective date of the settlement and shall provide notice of its withdrawal to all other Parties to the Agreement. Following notice of the withdrawal of a Party, this Agreement shall no longer be operative as to the subsequent communications between the withdrawn Party and the remaining Parties and/or their counsel, but

shall continue to protect and prevent the disclosure of all Common Interest Material covered by the Agreement and either received from or disclosed to the withdrawing Party prior to the Party's notification of withdrawal, on the same terms applicable to those Parties who remain Parties to this Agreement.

C. **No Release.** Nothing in this Agreement shall be deemed to be a waiver or release of any rights, claims, causes of action, or defenses (other than the obligations undertaken by each of the Parties by this Agreement) that the Parties have or acquire as against one another. Each Party hereto expressly reserves all such rights, claims, causes of action, or defenses.

D. **Survival of Obligations.** At the conclusion of the putative class actions, all Common Interest Material shall remain confidential.

E. **Destruction of Common Interest Material.** Either upon the withdrawal of any Party from this Agreement (through settlement or otherwise), or upon the conclusion of the putative class actions, any Party may require the destruction of any or all of its Common Interest Materials from any other Party within ten (10) days after a written request to destroy such materials is made. Any Party who receives such a request shall use its best reasonable efforts to comply.

IV. **ADDITIONAL AND MISCELLANEOUS PROVISIONS.**

A. **Additional Documentation and Cooperation with Further Proceedings.** The Parties agree to execute any additional documentation and cooperate in any further proceedings necessary to effectuate the terms of this Agreement.

B. **No Conflict.** Nothing about this Agreement shall be deemed or construed as an express or implied admission by any Party hereto that there are any conflicts of interest between any of them with respect to any cause of action related to the investigation or the defense of any cause of action.

C. **Integration and Representations.** This document constitutes the entire agreement and understanding between the Parties concerning the subject matter hereof, and supersedes and replaces all prior negotiations, proposed agreements and agreements, written and oral, relating to the subject matter. The Parties hereto acknowledge that no other Party, and no agent or attorney of any other Party, has made any promise, representation or warranty whatever, express or implied, not contained in this Agreement concerning the subject matter hereof, to induce them to execute this document, and acknowledge that they have not executed this instrument in reliance on any such promise, representation or warranty not contained herein. Each of the Parties has read this Agreement and understands its contents. Each of the Parties has made such an investigation of the facts pertinent to this Agreement and of all the matters pertaining to it as the Party deemed necessary. Each of the Parties acknowledges that it has been represented by legal counsel of its own choice throughout all negotiations which preceded the execution of this document and that it has executed this document with the consent and the advice of such legal counsel.

D. **Confidentiality.** The Parties and their attorneys each agree that the terms of this Agreement shall remain confidential and they shall not disclose such terms to any other person, other than such persons whose knowledge is necessary to carry out its provisions (and who shall

be advised of its confidentiality and agree to be bound by this provision), and except to the extent such disclosure is required for its enforcement or in response to a lawful and enforceable subpoena (provided notice of such subpoena has been given to counsel for the other Parties in sufficient time to move to quash such subpoena). If disclosure to a legal tribunal or third-party litigant is necessary, the Party making the disclosure shall use its best efforts to obtain an order protecting the Agreement's confidentiality.

E. **Headings.** Section and paragraph headings contained in this Agreement are for convenience and shall not be considered for any purpose in construing it.

F. **Execution in Counterparts.** This Agreement may be executed in any number of counterparts, which together shall constitute one instrument.

G. **Severability.** In the event that any covenant, condition or other provision of this Agreement is held to be invalid, void or illegal by any court of competent jurisdiction, it shall be deemed severable from the remainder and shall in no way affect, impair or invalidate any other covenant, condition or provision of this Agreement.

H. **Representations of Authority.** Each person who enters into this Agreement on behalf of an institution, governing body thereof, or governing official thereof, represents to all other Parties and attorneys that he or she has authority to act on behalf of such entity and that all present employees, agents, attorneys, and representatives of such entity agree to be bound by the terms of this Agreement. Each attorney who signs this Agreement does so individually, and on behalf of his or her law firm.

I. **Binding on Signatories, Successors and Assigns.** This Agreement shall bind and inure to the benefit of the signatories and their respective attorneys, agents, successors, and assigns. It shall automatically apply to substitute or associated counsel who may appear on behalf of any Party.

J. **Enforcement.** The Parties and their counsel agree that specific performance or injunctive relief are the appropriate remedies to compel performance of this Agreement. The Parties and their counsel also agree that no bond need be posted by the applicant for an injunction. The Parties agree to resolve any disputes or disagreement arising out of or relating to this Agreement in appropriate in camera proceedings, if permitted by the court at issue.

K. **Modification.** Modifications to this Agreement must be in writing, signed by representatives of all then remaining Parties.

L. **Governing Law and Venue.** Disputes among the Parties concerning or arising out of this Agreement or any interpretation of it, including actions to enforce the terms of this Agreement, shall be governed by the laws of the State of California without regard to its choice of law provisions. Each Party agrees that all such disputes will be brought exclusively in the state courts of California and irrevocably submits to the sole and exclusive jurisdiction of such courts for such disputes. Each Party irrevocably consents to the exercise of personal jurisdiction over each of the Parties by such courts for such disputes and waives any right to plead, claim or allege that California is an inconvenient forum for such disputes.

M. **Waiver of Terms.** A waiver of any term or condition of this Agreement will not be deemed to be, and may not be construed as, a waiver of any other term or condition hereof.

N. **No Implied Waiver of Rights.** Nothing in this Agreement is intended to waive any claims, rights or remedies between the Parties except as specifically provided herein. This Agreement shall not create any agency or similar relationship among the Parties. No Party shall have authority to waive any applicable privilege on behalf of any other Party and no waiver of any applicable privilege by the conduct of any Party shall be construed to apply to any other Party.

O. **Neutral Construction.** Each Party has cooperated in the drafting and preparation of this Agreement. Hence, this Agreement will be construed neutrally, and will not be applied more strictly against one Party than another.

IN WITNESS WHEREOF, the undersigned have executed this 7-page Agreement effective as of June 23, 2020.

THE BOARD OF TRUSTEES OF THE
CALIFORNIA STATE UNIVERSITY



By: Susan Westover
Assistant Vice Chancellor and Chief
Counsel – Litigation, California State
University, Office of General Counsel

CALIFORNIA STATE UNIVERSITY
OFFICE OF GENERAL COUNSEL



By: William C. Hsu
University Counsel and General Counsel of
CSURMA

CALIFORNIA STATE UNIVERSITY
RISK MANAGEMENT AUTHORITY



By: Zachary Gifford, Systemwide Director
of Risk Management

AUXILIARY ORGANIZATIONS
ASSOCIATION

By: Kacie Flynn, President

Auxiliary Organizations Association

Revised Budget for 2020-21

(As of 8/10/20)

	Approved Budget 2020-21	Revised Budget 2020-21	NOTES
GENERAL OPERATIONS			
1 Income			
2 40000 — AOA Dues	\$238,644	\$200,000	Allowance for reduced Aux Op Exp, and pause to annual increase in AOA Dues
5 44000 — AORMA Dividend	\$444	\$444	
7 46000 — Dividend Income	\$10,000	\$10,000	
8 47000 — Realized Gain on Investments	\$3,000	\$3,000	
9 48000 — Unrealized Gain on Investments	\$5,000	\$5,000	
10 45000 — Extraordinary Income			
11 Total Income	\$257,088	\$218,444	
12 Expense			
13 70000 — Contracted Service – Business Manager	\$44,276	\$44,276	
14 70500 — Sec/Treas Travel & AOA Office Expense	\$1,500	\$2,500	
15 Compliance Consultant Analyses/Monographs	\$7,500	\$9,500	Robert Griffin's work
16 73000 — Retainer– HR Legal Counsel	\$27,000	\$27,000	
17 73500 — AOA HR Legal Counsel Expenses	\$5,000	\$4,000	
18 75000 — Audit/Tax Prep Expenses	\$15,800	\$15,800	
19 75300 — Insurance Expense	\$3,863	\$3,863	
20 75500 — COGR Dues Expense	\$5,250	\$5,250	
21 76000 — Executive Committee Travel Exp	\$3,500		No In-Person meetings through June, 2021
22 76500 — Executive Committee Meeting Exp	\$4,000		No Hotel Penalties for cancelled meetings
23 AOA Leadership Academy	\$12,000		No In-Person Spring Academy
24 77800 — Standing Committee Meeting/Programs	\$25,000	\$25,000	
25 97000 — Website Depreciation Expense	\$19,930	\$19,930	
26 78000 — Web Hosting/Maintenance Exp	\$25,000	\$35,000	Provision for hiring new Website Manager
27 Website Content/AOA Directory Updates	\$8,000	\$8,000	
28 AOA Scholarship Program	\$5,000	\$5,000	
29 79000 — Gifts and Awards Expense	\$500	\$500	
30 Special Projects (Website Implementation)	\$5,000	\$5,000	
31 79500 — Miscellaneous Expenses	\$2,500	\$2,500	
32 Total Expense	\$220,619	\$213,119	
33 Net Income	\$36,470	\$5,326	
<u>January Conference Summary</u>			
34 Income	\$112,500	\$112,500	
35 Expense	\$246,000	\$172,839	No Penalty for Cancelling 2021 conference; Reinstate Service Provider contract pay
36 Net Income	-\$133,500	-\$60,339	
37 TOTAL AOA NET INCOME	(\$97,031)	(\$55,014)	

08/14/20

Auxiliary Organizations Association (AOA)
Transaction Detail by Date
July 1 through August 14, 2020

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income										0.00	
Expense											
80000 — Conference Contract Services											
80300 — Conf Contract Service-Taren M											
Check	07/18/20	2612	Taren Mulhause	2nd Qtr contrac...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,750.00		3,750.00
									3,750.00	0.00	3,750.00
Total 80300 — Conf Contract Service-Taren M											
									3,750.00	0.00	3,750.00
Total 80000 — Conference Contract Services											
									3,750.00	0.00	3,750.00
79500 — Miscellaneous Expenses											
Check	08/03/20	2613	Richard Jackson	FreeCrllCall fee, ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	36.67		36.67
Check	08/03/20	2613	Richard Jackson	PayPal fee, 7/21...	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
Total 79500 — Miscellaneous Expenses									89.99	0.00	89.99
75300 — Insurance Expense											
Check	08/03/20	2615	CSUMA	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
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
Total 70500 — S/T Travel & AOA Office Expense									205.68	0.00	205.68
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
Total 70000 — Contacted Service - Sec/Treas									3,689.67	0.00	3,689.67
									3,689.67	0.00	3,689.67
Total Expense									11,414.34	0.00	11,414.34
									11,414.34	0.00	11,414.34
Net Income										0.00	-1,414.34

Auxiliary Organizations Association

Financial Forecast

Fiscal Years 2020-21 through 2022-23
(As of 8/10/20)

General Operations					Notes	Notes
	Unaudited FY 2019-20	Revised Budget FY 2020-2021	Forecast FY 2021-2022	Forecast FY 2022-2023	(a)	Contingency Planning (Additional Costs)
Income						
40000 — AOA Dues	\$235,840	\$200,000	\$200,000	\$210,000	(b)	
44000 — AORMA Dividend	\$458	\$444	\$450	\$450		
46000 — Dividend Income	\$14,374	\$10,000	\$10,000	\$10,000		
47000 — Realized Gain on Investments	\$3,464	\$3,000	\$3,000	\$3,000		
48000 — Unrealized Gain on Investments	(\$638)	\$5,000	\$5,000	\$5,000		
45000 — Extraordinary Income	\$138					
Total Income	\$253,636	\$218,444	\$218,450	\$228,450		
Expense						
70000 — Contracted Service – Business Manager	\$42,986	\$44,276	\$50,000	\$70,000	(c)	\$60,000 (1)
70500 — Sec/Treas Travel & AOA Office Expense	\$3,985	\$2,500	\$3,500	\$4,500		
71000 — Compliance Consultant Analyses/Monographs	\$9,225	\$9,500	\$10,000	\$7,500		
72000 — AOA Legal Counsel (requested services)				\$20,000	(d)	
73000 — Retainer– HR Legal Counsel	\$27,000	\$27,000	\$27,000	\$27,000		
73500 — AOA HR Legal Counsel Expenses	\$5,141	\$4,000	\$5,000	\$6,000		
75000 — Audit/Tax Prep Expenses	\$15,300	\$15,800	\$16,300	\$16,800		
75300 — Insurance Expense	\$3,444	\$3,863	\$4,300	\$4,800		
75500 — COGR Dues Expense	\$5,250	\$5,250	\$5,250	\$5,250		
76000 — Executive Committee Travel Exp	\$9,463		\$10,000	\$10,000		
76500 — Executive Committee Meeting Exp	\$11,849		\$12,000	\$12,000		
77000 — AOA Leadership Academy	\$11,000		\$12,000	\$12,000		
77000 — AS/SU Committee Expenses	\$4,391					
77100 — Financial Services Com Expenses	\$6,426					
77200 — HR Committee Expenses	\$9,145					
77300 — AOA Biennial Salary Survey			\$10,000			
77300 — IT Committee Expenses						
77400 — Research Admin Com Expenses	\$4,887					
77600 — Commercial Services Committee						
77800 — Standing Committee Meeting/Programs		\$25,000	\$25,000	\$25,000	(e)	
97000 — Website Depreciation Expense	\$19,930	\$19,930	\$9,965		(f)	
78000 — Web Hosting/Maintenance Exp	\$7,600	\$35,000	\$40,000	\$40,000	(g)	
78100 — Website Content/AOA Directory Updates	\$6,383	\$8,000	\$8,000	\$8,000		
79000 — AOA Scholarship Program	\$5,000	\$5,000	\$5,000	\$5,000		
79000 — Gifts and Awards Expense	\$316	\$500	\$500	\$500		
79100 — Special Projects (e.g., Website) TBD		\$5,000				
79500 — Miscellaneous Expenses	\$3,099	\$2,500	\$2,500	\$2,500		
Total Expense	\$211,820	\$213,119	\$256,315	\$276,850		
Net Income	\$41,816	\$5,326	-\$37,865	-\$48,400		
January Conference Summary						
Income	\$635,812	\$112,500	\$500,000	\$600,000		
Expense	\$598,952	\$172,839	\$475,000	\$575,000		\$100,000 (2)
Net Income	\$36,861	-\$60,339	\$25,000	\$25,000	(h)	
TOTAL AOA NET INCOME	\$78,676	(\$55,014)	(\$12,865)	(\$23,400)	(i)	
Projected AOA Net Assets						
Reserves:						
Working Capital	\$101,285	\$101,285	\$101,285	\$101,285		
Conference Contingency	\$140,775	\$140,775	\$140,775	\$140,775		
Special Projects/General Contingency	\$50,000	\$50,000	\$50,000	\$50,000		
Total Reserves	\$292,060	\$292,060	\$292,060	\$292,060		
Unallocated Net Assets:						
Beginning Balance	\$254,732	\$333,409	\$278,396	\$265,531		
Add: Projected current year income/(loss)	\$78,677	(\$55,014)	(\$12,865)	(\$23,400)		
Total Projected Unallocated Net Assets	\$333,409	\$278,396	\$265,531	\$242,131		
Total Projected AOA Net Assets	\$625,469	\$570,456	\$557,591	\$534,191		

Notes

- (a) For illustrative purposes, built into 2022-23 forecast are provisions for two LRP succession planning initiatives for Business Manager and Legal Counsel (see notes following).
(b) Allowance for reduced Auxiliary Operating Expenses (which Dues are tied to) and for a pause to the 3% scheduled Dues increase (normally, Dues budget would have been \$243,119 in 20-21)
(c) 2021-22: Includes Officers-approved reset to Service Provider contract (postponed from 20-21). 2022-23: Succession Planning provision for hiring retired auxiliary professional at a stepped-up rate
(d) Succession planning provision for engaging former auxiliary legal counsel (e.g., John Melikian) as AOA's new legal counsel (\$20,000)
(e) Provides a pool of funding for the six Standing Committees listed above (the specific Committee budget requests TBD)
(f) Annual amortization costs for AOA Website redesign (final year is 2021-22)
(g) Provision for contract with a professional Website Manager going forward
(h) Strategically budgeting close to break-even for the 2022 and 2023 Conferences, whether In-Person or Virtual, with a small \$25K cushion
(i) COMMENT: Normal AOA operations (i.e., before the additional 2022-23 provision of \$20K for the Bus Mgr and \$20K for Legal Counsel) are projected to stabilize by 2022-23 and return to a pattern of positive net income:
Normal General Operations expenses of about \$250K are offset by Dues income of about \$250K, with both increasing at a 3%+ inflationary rate;
A small Conference annual net income of \$25K will provide cushion funding for additional operating expenses, as has happened historically;
If we experience additional Dues income or Conference net income, the additional \$40K in annual operating expenses may prove to be absorbable.

Notes For Contingency Planning

- (1) Provide for transition in the Business Manager model from retired auxiliary professional acting as an Independent Contractor (\$70,000) to a full-time employee with benefits (\$130,000)
(2) Provide for a pandemic Hotel Cancellation Penalty for the 2022 Conference, with rebooking in 2024

COMMENT: While the Conference Reserve could absorb a one-time conference cancellation penalty, an annual increase of \$60K in staff expenses to the operating budget would result in an unsustainable pattern of negative net income: This change would require the LRP Committee to rebalance annual revenues and expenses going forward to maintain a cushion of Discretionary Net Assets

Executive Committee Report to the AOA Membership

This memo seeks to alert the membership to key discussions and actions at the last Executive Committee meeting on June 23, as well as those on the agenda for the upcoming EC meeting to be held virtually on August 21.

EC Meeting Schedule

The scheduled April 2020 EC meeting was cancelled due to the pandemic crisis, and a virtual meeting was held on June 23. The August and November 2020 meetings, as well as the January and April 2021 meetings, will also be held virtually – as will the January 2021 conference originally scheduled in Sacramento. A number of special purpose meetings, including Long Range Planning and the AOA Leadership Academy, which are most effectively conducted in-person, have been put on hold. At its August meeting, the EC will consider whether to proceed this year with the traditional AOA Scholarship and annual Awards programs.

AOA Financial Forecasting

Given the dramatic changes and challenges facing campuses and auxiliaries, AOA needs to examine the impact on AOA's revenues and support programs. At its August meeting, the EC will discuss a three-year financial forecast for AOA which will consider:

- impacts on revenue sources (e.g., AOA dues and Conference Business Sponsorships);
- expense modeling (e.g., how AOA structures staffing needs for the future, such as a Website Manager, Conference Service Providers, and its Business Manager);
- additional financial resources for Standing Committees to hire presenters and experts;
- contingency plans for further pandemic disruptions; and
- impacts on AOA's reserves.

2021 Virtual Conference Plan

Given travel restrictions and impacted budgets, an early decision was made by the AOA leadership (in April) to go with a virtual Conference format in January.

The Conference Planning Committee is planning a Monday-Wednesday partial-day schedule of plenary and concurrent sessions in early January. We will use the familiar virtual platform Zoom for the meetings, draw on technical expertise in the CO and CSU system, use our usual Conference software for registration and payments, and seek a specialized virtual platform for showcasing business sponsors.

Website COVID-19 Resources for Our Membership

AOA built a page on its Website that consolidates in one location information and resources from various sources to assist auxiliaries in responding to pandemic challenges. Here is the link: <https://csuaoa.org/resources/aoa-covid-19-resources-for-our-membership/>.

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.

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.

Clarification on Governing Board Meeting Procedures

Meeting notice requirements are misunderstood by some auxiliaries. Robert Griffin has clarified that ALL meetings require one-week prior written public notice, including special meetings, whenever action is to be taken. This requirement is distinct from the special meeting requirement of at least 24-hour written notice of a meeting to board members and others affected by the meeting business. Some people have confused the 24-hour board notice for special meetings with the one-week public notice that applies to all meetings where action is to be taken.

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. Two 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 efficiently achieve this goal, and AOA will discuss signing it on behalf of auxiliaries.

The Agenda for the EC meeting on August 21, 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 August meeting, please send an email to rtjackson@csuchico.edu.

Attachments:

AOA Executive Committee Agenda for August 21, 2020

Draft Minutes of the June 23, 2020 Executive Committee meeting

8/10/20

2019-20 CALIFORNIA LEGISLATIVE SUMMARY UPDATE

Bills of Interest to Auxiliary Organizations

as of August 14, 2020

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. 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. 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). 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). See:

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

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). See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2208

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 . See:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2496

Senate:

SB 217 (Portatino) -- 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). If passed by Assembly, this bill will need to return to Senate for approval. Application to auxiliary organizations doubtful. See: http://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml?bill_id=201920200SB217

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 and signed by Governor, September 5, 2019.

SB 729 (Portatino) – 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). 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). 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. See: http://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml?bill_id=201920200SB1219

SB 1444 (Durazo) – would require auxiliary organization operating agreements (and derivative out-source contracts) to include food service and hotel labor peace agreement provisions. Status: amended. In Senate Education Committee (3/12). OASR reports that the author will not pursue the bill in this session. See: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB1444

REG/8/14/20

Robert's Rules of Order

Quick Guide for the Conduct of AOA Meetings

A. Introduction

Robert's Rules of Order (RRO 11th Edition) serves as a guide for the conduct of Auxiliary Organizations Association meetings. See Bylaws, Article IX, Section 1.

The *RRO* manual makes it difficult to find the correct reference during a meeting. This Quick Guide serves as a helpful and handy resource for the meeting chair and members. The Secretary-Treasurer has the *RRO* manual for reference during Executive and membership meetings. The meeting chair makes procedural determinations consistent with the Bylaws.

B. Common Motions

Main Motion - Introduce a new matter

Subsidiary Motion - Change or affect how to handle a main motion (vote on this before main motion)

Privileged Motion - Urgent or important matter unrelated to pending business

Incidental Motion - Questions procedure of other motions (must consider before the other motion)

Motion to Table - Kills a motion

Motion to Postpone - Delays a vote (can reopen debate on the main motion)

C. Six Steps to Every Motion (See attached Chart of Motions)

1. **Motion:** A member rises or raises a hand to signal the chair.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chair restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chair restates the motion, and then first asks for affirmative votes, then negative votes, and any abstentions.
6. **Announce the vote:** The chair announces the result of the vote and any instructions to implement the action.

D. Action Without Vote on Motion

Following debate with a clear indication of agreement, the chair may save time by stating, "If there is no objection, the motion to...is adopted." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions required to carry out the action. If a member objects, first ask for any questions, restate the motion, then vote and then announce the vote.

E. Requesting Points in Proceedings

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chair needs to handle a situation right away. Meeting members can declare a:

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to, for example, address the accuracy of written materials or the accuracy of a member's conduct.

F. Chair Pointers

The *RRO* helps ensure that meetings are fair, efficient, democratic and orderly. A skilled chair allows all members to voice their views in an orderly manner so that everyone in the meeting can hear and be heard. Here are some pointers to consider:

- Keep to the agenda allowing the meeting to conclude business.
- Let the body do its own work; don't over-command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the meeting back to the agenda.
- Model courtesy and respect, and urge members to do the same.
- Help to develop the body's skills in parliamentary procedure by properly using motions and points of proceeds (see above).
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to be the judgement of the body.

G. Meeting Member Pointers

- Come prepared; read the agenda packet.
- Practice good listening skills.
- Speak when acknowledged by the Chair.
- Strive to be clear and concise
- Follow parliamentary procedures.

REG/8/20

CHART OF MOTIONS

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

CHART OF MOTIONS

Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

*A member may make a Motion of Reconsider a matter that was already acted upon; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

AOA PHILANTHROPY COMMITTEE OPERATING GUIDELINES

Mission Statement

The Philanthropy 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.

Statement of Purpose

The purpose of the Philanthropy Committee is to keep auxiliary leaders current and informed on issues in the advancement and non-profit management fields, federal and state legal requirements and CSU mandates. The Committee encourages networking and sharing best practices, particularly in the areas of endowment management and board relations. The Committee promotes creativity and information sharing through participation and planning of Philanthropy topics for the annual AOA Conference and planning specific topic workshops and projects for Philanthropy Committee meetings.

Officers

The Committee officers shall include a Chair and Vice Chair. The Committee members select the Vice Chair annually (normally occurs at the Annual AOA Conference Philanthropy Committee meeting. The previous year's Vice Chair becomes Chair). Officer positions are held for one year but may be renewed by election of the Committee.

Elections of officers are done on an annual basis. Call for nominations are communicated to committee members and elections are held prior to the annual conference. Results of the election will be announced at the Philanthropy Committee meeting during the annual conference.

Role of the Chair

1. Encourage membership in the Committee.
2. Establish agendas for meetings.
3. Coordinate and conduct meetings.
4. Work with Vice Chair to establish the annual budget for the Committee. Present proposed budget to the Executive Committee along with appropriate explanations.
5. Serve as member of the Executive Committee. Attend all Executive Committee meetings.
6. Prepare and present annual report to the Executive Committee.
7. Maintain historical binder and share resources with members as needed.

8. Appoint and oversee activities of any subcommittees or taskforces developed to address emerging issues or member areas of interest.

Role of the Vice Chair

1. Accurately record and prepare minutes of each Committee meeting; submit to the Chair within thirty (30) days after each Committee meeting.
2. Serve as Chair in the absence of the Chair during Committee meetings and at the Executive Committee meetings.
3. Serve as Chair upon expired term of the Chair.
4. Maintain and update membership roster for the Committee.

Approved on ...

Research Administration

Mission

The mission of the AOA Research Administration Committee is to provide a forum in which sponsored programs administration issues can be discussed, studied, developed, disseminated, and implemented.

The mission is to be achieved by providing current information and updates about the field through meetings and written communication, gathering and analysis of data, and maintaining an open dialogue and continuous communication with the membership, AOA Executive Committee, and the Chancellor's Office staff.

Membership

All sponsored research administration staff from [CSU](#) auxiliary organizations and universities are welcome and encouraged to attend Research Administration Committee meetings. Should an issue require a formal vote, the Committee will consist of one voting member from the auxiliary organization and/or CSU campus and may include both pre-award and post-award administration personnel.

Meetings

Research Administration Committee meetings will generally be held a minimum of two (2) times per year, including the meeting at the AOA Annual Conference. Other meetings [s](#) will be established by the Chair, [a](#) at the consensus of the Committee, [including by phone or web-based](#).

Role of the Chair

1. [Develop and](#) publish agenda [with input from Vice Chair, Secretary and members](#), and preside over meetings
2. [Work with the Vice Chair to develop the annual budget](#)
3. [Coordinate the logistics for meetings including hotel, meeting location and food.](#)
4. Represent the Research Administration Committee on the AOA Executive Committee
5. Encourage membership on the Committee and attendance at the meetings
6. Prepare and present an annual report to the AOA Executive Committee and membership; [and activity reports to the](#)

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- Executive Committee throughout the year
7. Establish sub-committees to accomplish specific objectives
 8. The outgoing Chair shall serve as a resource and support the incoming Chair and Vice Chair as needed

Role of the Chair Elect (Vice Chair)

1. Serve as Chair of the Committee in the absence of the Chair
2. Serve as the RAC representative on the Conference Planning Committee
3. Assist the Chair in committee operations, planning and facilitating meetings
4. Coordinate with the Chair the call for nominations for Vice Chair and Secretary positions and any other appointments
5. Serve as Chair of the Committee upon expired term of the Chair
6. Take minutes of each meeting as needed to support or backup the Secretary

Moved down [1]: <#>Take minutes of each meeting and disseminate to membership for review

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Role of the Secretary (one-year term)

1. Take minutes of each meeting, consolidate, submit for review by the Chair and Vice Chair, and disseminate to membership for review
2. Assist Chair in planning and communicating logistics of meetings
3. Upload committee information to AOA website for standing committees and the CSYou Sharepoint for RAC
4. Maintain membership roster
5. Assist the Chair and Vice Chair as needed

Changes to Mission Statement and Procedures

Changes to the Committee mission statement and procedures must be forwarded to the Executive Committee for approval.

Commented [KM1]: It looks like most other committees have this as part of the guidelines but RAC did not?

August 2020 - Business and Finance Liaison Report

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

Board of Trustees – July 21-22 (Virtual Meeting) – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- California State University, Long Beach Housing Expansion Phase 1 – Housing Administration and Commons Building Project Supplemental Environmental Impact Report
- California State University, Fullerton Master Plan Update and Enrollment Ceiling Increase
- California State University Enrollment Demand, Capacity Assessment, and Cost Analysis Report for Campus Sites
- Affordable Housing at the California State University

Joint Committee on Finance and Campus Planning, Buildings and Grounds

- California State University, Fullerton Student Housing Phase 4 - Approval to Amend the 2020-21 Capital Outlay Program; Approval of Schematic Design; Approval to Issue Trustees of the California State University Systemwide Revenue Bonds and Related Debt Instruments

Committee on Finance

- California State University, Sacramento Conceptual Approval of Two Public Private Partnerships for the Development of Real Property
- California State University Doctorate of Occupational Therapy Tuition
- Appointment of the California State University Investment Advisory Committee Chair
- 2020-21 Final 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.

Key Policies/Guidance Recently Issued or Updated

- Systemwide Meetings and Conferences and Travel: A June 25, 2020 memo was issued by the Chancellor's Office regarding moving to a virtual mode for systemwide meetings and conferences and to eliminate all non-essential international and domestic travel through June 30, 2021.

- [Operating Procedures for Audit and Advisory Services During the COVID-19 Public Health Emergency](#)
In line with local, state, and federal public health guidelines and related travel restrictions, Audit and Advisory Services has suspended all on-campus audit and advisory activity until it is safe and appropriate to resume. This policy provides general guidelines as to how audits and advisory reviews will be conducted until business operations of the CSU are able to return to a more normal state.
- [CSU Policy, Procedure, and Considerations for 2020-2021 Academic Year Planning in the Context of COVID-19](#)
CSU courses primarily will be delivered virtually for the Fall 2020 term, and on some campuses and in most academic disciplines, exclusively so. Limited exceptions for in-person instruction that cannot be delivered virtually, fall within the sphere of the university's core mission, and can be conducted within rigorous standards of safety and welfare will be considered. Likewise, campus requests to offer limited on-campus student housing, dining services, and intercollegiate athletics-related activities may be approved, provided that these activities also meet the spirit and intent of this policy.
- [Research, Scholarship, and Creative Activities Considerations in the Context of COVID-19](#)
Includes guidelines for reincorporating research and other scholarly and creative activities into the campus setting as campuses undergo limited repopulation. The goals of this phased approach are to facilitate the reintegration of research, scholarship, creative activities, and community service in an incremental manner.
- [California State University Experiential Learning during the COVID-19 pandemic](#)
Provides supplemental guidance to existing for-credit experiential learning programs during the COVID-19 pandemic. It supersedes guidance issued in spring 2020 in response to the CSU's pivot to primarily remote and virtual learning.
- [Fiscal Resources for Campus Development](#)
Describes the process for obtaining and encumbering funding for capital outlay. The process for obtaining support funds for new space is also described in this policy.
- [Campus Administration of Systemwide Cash Management Policy](#)
CSU systemwide cash management policies are to be implemented in order to meet internal control objectives and documentation retention requirements while complying with state and federal law. Each campus must prepare written procedures accordingly.
- [Systemwide Video Security Camera Policy](#)
Provide a systemwide policy for the installation and use of video security cameras. This policy shall supersede all campus policies that cover matters within the scope of this policy. All recording shall be done with recognition of the reasonable expectation of privacy among members of the University community.
- [CSU Travel and Business Expense Reimbursements Policy](#)
Updates were made to the CSU travel and reimbursement policy.

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

- May 22 (Virtual)
- July 30 (Virtual)
- September 29 (Virtual)
- November 5 (Virtual)

Highlights from 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.

ADVANCEMENT REPORT

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).

Lori Redfearn
Assistant Vice Chancellor, Systemwide Advancement
California State University, Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802
(562) 951-4815

I. 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.

II. COVID-19

CDPH issued [COVID-19 Guidance for Institutions of Higher Education](#).

III. 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.

IV. 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.

Date: August 13, 2020

To: AOA Executive Committee

From: John Griffin, AOA Immediate Past-President

Re: Nominations & Long-Range Planning Committee Reports

Nominations Committee –

The attached request for Executive Committee Nominations was sent to the membership in early August. Two follow-up notices will be sent out in September. The Nominations Committee consisting of the Officers and one member of the Executive Committee will get together in the first couple of weeks of October to review/discuss the nominations. The goal is to present the proposed slate of Executive Committee members for 2021 at the November Executive Committee meeting.

Annual AOA Awards -

In light of the significant impact and challenges to all auxiliaries from the COVID-19 pandemic, the Officers believe it would be best to postpone the three annual AOA awards for this year. The three awards are:

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

This decision was not taken lightly. The Officers felt that recognizing these potential awardees for their accomplishments would be much more impactful and appropriate in front of their friends and colleagues versus on a zoom meeting. A one-year delay is a small inconvenience in lieu of providing the opportunity to share and honor these award recipients in person.

Regarding the Scholarship of Excellence Award, many auxiliaries were forced to reduce their student employees for most of the 2020 calendar year which severely reduced the number of students who might qualify for this award. The Officers believe it would be best to postpone the award for this year and re-evaluate next year when normal campus operations return and more student employees would be eligible for the award.

Long-Range Planning Committee –

Fallout from the COVID-19 pandemic and the subsequent CSU travel restriction prevented this committee from conducting the normal in person strategy meeting. Additionally, many of our auxiliary members have been heavily engaged with the repercussions of the pandemic and limited campus operations. As a result, the Officers have decided to postpone the Long-Range Planning Committee this year until the landscape is a little more stable and we have a better idea of how the pandemic has impacted the financial resources of AOA.



2021 Nominations for AOA Executive Committee

Dear AOA Colleagues,

In the fall of each year, the AOA Executive Committee, as the Association's governing body, seeks nominations for terms upcoming on the Executive Committee. This is a great opportunity to serve AOA and shape the policies and programs that provide support and resources for its member auxiliaries.

Nominations are open for the following positions:

Executive Committee Representatives (4 positions open)

Qualifications:

- Participating professional member of AOA for at least two years
- Served in a CSU auxiliary management position for at least two years
- Demonstrated leadership abilities
- Attended at least one AOA annual conference
- Ability to regularly attend AOA Executive Committee meetings (April, August, November, and January) and contribute to the Executive Committee's work agenda

President Elect (1 position open)

Qualifications

- Served on the AOA Executive Committee for at least two years
- Served on the AOA Conference Planning Committee for at least one year
- Demonstrated leadership abilities in group settings

- Proficient public speaking skills
- Ability to serve as a primary advocate and spokesperson for AOA
- Ability to lead the Executive Committee and AOA

Please complete the nomination form at [Click here to access form](#). Self-nominations are welcome. Please submit all nominations by **September 30, 2020**.

If you have any questions or would like more information about the process or any requirements of being a member of the Executive Committee, please do not hesitate to contact me at john.griffin@csusb.edu

Sincerely,

John Griffin
AOA Immediate Past President and Chair, Nominations Committee and
Executive Director, University Enterprises Corporation
California State University, San Bernardino

AOA
HUMAN RESOURCES COMMITTEE REPORT
AUGUST, 2020

SUMMARY

As reported in June, 2020, auxiliary human resources personnel have continued to meet bi-weekly by Zoom where a forum has been established for members to ask questions, share resources, and provide colleagues with moral support. Attendance, which during the months of April and May was averaging about 45-55 people per call, is now averaging about 35-40 per call which is to be expected as HR staff now have a better understanding overall, of new COVID-related legislation and have also been independently reaching out to other committee members when questions arise.

In conjunction with the Zoom meetings, 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 that would be of interest to HR committee members. Following each Zoom meeting, resources mentioned during the Zoom are emailed to the HR Committee Chair who then uploads these resources to the Google Doc and distributes it via email to committee members. General information is also communicated to members via the AOA website.

VIRTUAL MEETING UPDATE

As mentioned in a previous report, HR Committee members typically gather annually each summer for a two-and-a-half day meeting featuring a variety of guest speakers who address the committee on a range of HR topics. The meeting had to be cancelled this year due to COVID, but the HR Committee had considered holding a virtual meeting in October. However, due the frequency of HR Committee Zoom meetings coupled with the availability of guest speakers who are able to address the group in those meetings, it was determined that a longer, virtual meeting was not needed.

COMMITTEE LEADERSHIP AND RECOMMENDATION FOR TITLE CHANGE

The HR Committee's leadership currently consists of a chair, vice chair and treasurer. Those elected to the position of vice chair serve a three-year term commencing with the position of vice chair in year one, moving into the position of chair in year two, and then finalizing their total term in year three by serving as the HR sessions planning chair for the annual conference. The committee is supportive of maintaining this structure as it provides continuity for the HR Committee, but is recommending that at the November, 2020 meeting of the Executive Committee and prior to December elections, the position of Treasurer be renamed "Secretary" to better reflect the more general leadership role that that position serves.

Respectfully submitted:

Kristen Pichler

Kristen Pichler,
AOA Human Resources Committee Chair &
Associate Director, Human Resources & Professional Development

University Student Union, California State University, Northridge

Research Administration Committee (RAC) Report
AOA Executive Committee Mtg – August 21, 2020

Research Administration Committee (RAC) Operating Guidelines revisions:

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.

Recent Activity:

No RAC meetings held during the summer months.

Meetings:

The Research Administration Committee (RAC) hosted their last RAC CHAT on June 18th, 2020. Guest speakers from American Association of State Colleges and Universities (ASSCU) provided RAC with insight into COVID-19 challenges and trends for higher education, public policy and legislative changes that will shape our future, and information on potential funding opportunities. Speakers included:

- Dr. Mildred Garcia - President of the American Association of State Colleges and Universities (ASSCU)
- Luis Maldonado – Vice President for Government Relations and Policy Analysis at the American Association of Colleges and Universities (AASCU),
- Erika Thompson - director of the Grants Resource Center (GRC), a premium service of the American Association of State Colleges and Universities (AASCU)

Final RAC CHAT presentation provided.

Fall 2020 Meeting is scheduled to be held VIRTUALLY – October 5th and 6th 9-12 each day. Meeting topics are being developed and membership was asked to submit suggestions. Save the Date reminder sent in August 2020.

Elections:

Upcoming Elections for 2021 Vice Chair and Secretary Positions – Reminder went out to membership in August 2020. Voting is planned for December 2020 with announcement of 2021 RAC Leadership at the AOA RAC Meeting in January 2021.

Internal RAC Leadership handbook

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



RAC Chat

June 18, 2020

Facilitators

Diane Trujillo, *RAC Chair*

Director of Sponsored Programs Administration, San Bernardino

Jenny Sneed, *RAC Vice Chair*

Associate Director, Sponsored Research Administration, San Diego

Trina Beckwith, *RAC Secretary*

Director of Sponsored Projects, San Marcos

Presenters

Diane Trujillo, *Director of Sponsored Programs Administration*, San Bernardino

Melissa Mullen, *Director of Sponsored Programs*, Chancellor's Office

Jenny Sneed, *Associate Director*, Sponsored Research Administration, San Diego

Agenda

1. Welcome
2. AASCU Guest Speakers
 - ❖ **Mildred Garcia, Ed.D.**, AASCU President
 - ❖ **Luis Maldonado**, Vice President for Government Relations and Policy Analysis
 - ❖ **Erika Thompson**, Director, Grants Resource Center Break
3. RAC Updates
4. CSU CO Updates
5. Closing

Guest Speaker



Mildred Garcia, Ed.D.
President, American Association of State Colleges and Universities
presg@aascu.org

Guest Speaker: Luis Maldonado

VP for Government Relations and Policy Analysis, AASCU

- CARES Act – law (\$14 B)
- 5th Supplemental
- HEROES Act – House of Representatives (\$37 B)
- Research Request (\$26 B)
- Calendar

Guest Speaker: Erika Thompson

Director, [Grants Resource Center](#) (GRC)

GRC Snapshot

- Premium service of AASCU targeted to sponsored programs offices
- 143 member institutions including 13/23 CSU institutions
- Members have access to timely funding announcements and resources

GRC Priority Topics Prior to COVID-19 (Member Interest)

- ED Funding (particularly TRIO and Title III/V Programs)
- Opioid Crisis
- Student Success
- Rural Initiatives
- STEM
- Workforce Development
- [Grant Reporting Efficiency and Agreements Transparency \(GREAT\) Act](#)

Guest Speaker: Erika Thompson

Director, [Grants Resource Center](#) (GRC)

GRC Priority Topics in the “New World”

- COVID-19/Pandemic/Infectious Diseases (funding across the agencies/shovel ready)
- Emergency/Disaster Response and Management
- Mental/Behavioral Health
- Technology
- Administrative Guidance
- Support for Sponsored Research Offices (facing layoffs/furloughs/workload increase)
- [Education Stabilization Fund Discretionary Grants](#)

Thank You
AASCU and GRC

...supporting our communities together

BREAK

Chancellor's Office Updates

Announcements



RAC Fall Meeting

Date: Monday & Tuesday, October 5 & 6, 2020

Time: 9:00 am – 12:00 pm

RAC Chat Recap

- ✓ **AOA Updates** – *Kacie Flynn, Monica Kauppinen, Jenny Sneed*
- ✓ **Covid-19**
- ✓ **Campus Updates / Open Discussion**
- ✓ **Subcontracting With Other CSUs** – *Paulina Tagle & Myrna Weber*
- ✓ **CO Audits** – *Diane Trujillo*
- ✓ **Paying Other Faculty from Other CSUs** – *Diane Trujillo*
- ✓ **Human Subjects & Gift Cards** – *Trina Beckwith*
- ✓ **Case Study: How TUC Northridge resolved an Overload Audit Finding** – *Grace Slavik*
- ✓ **AOA Website Review** – *Monica Kauppinen*



Thank You

...supporting our communities together

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

Committee Leadership

Chair – Rasheedah Shakoor, Associated Students Inc., CSUDH

Vice Chair – Iraidia 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 four 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

AS Elections Best Practices – Elections during remote learning

Virtual Office Hours

Summer Hours

Engaging students while most are off campus this fall

Black Lives Matters discussions

Virtual icebreakers

Retreats?

On-Boarding New Officers

Student Emergency Loans

Future meetings

AS/SU/REC/CC Fall Meeting September 2020 (Date /format TBD)

AOA COMMERCIAL SERVICES STANDING COMMITTEE

Activity Report post 2020 AOA Conference

June 15, 2020/[August 10, 2020 UPDATES](#)

The 2020 AOA Conference is considered a success for the Commercial Services Committee (CSC). The cross-track sessions, timely topics presented, and member engagement were keys to that success.

Our Priorities for 2020 are listed below. We recognize that due to the CSU closures and largely virtual Fall semester due to COVID-19 the collective need for resources and innovative ideas is crucial. While campuses are facing a 10% State budget reduction many Auxiliaries are looking at a much higher reduction in revenues and ability to grow.

- 1) Expand utilization and relevancy of CSC through the AOA website. [See below.](#)
- 2) Cross-track collaboration for Conference Sessions. [See below.](#)
- 3) Set framework for Commercial Services sub-committees:
 - a. Liaison focused on legislative and policy items - vacant
 - b. Center of Excellence/Procurement – CSC Chair & Vice Chair [See below](#)
 - c. Education and Professional development - vacant
- 4) Surveying our CSC members to identify best contacts, interest in taking an active role in CSC (succession planning), business models, and how the CSC can better meet the needs of membership. [See below.](#)

Once COVID-19 and the State lock-down Order came out many efforts were put on hold, our AOA – EC/CPC meetings canceled and the decision to have an all Virtual 2021 Conference changed our landscape. We are up to the challenge and will continue to be flexible.

Commercial Services sub-committees and updates: Set framework

- a. Liaison focused on legislative and policy items – vacant
- b. Legislative and Policy Actions:
2019 activity was minimal:
 - SB 1335 Solid waste; food service packaging: state agencies, facilities and property.2020 activity to date we are aware of:
 - [CO Policy ID: 8020972](#) - Systemwide Video Security Camera Policy (6/10/20)
AOA President Kacie Flynn has solicited input. The likelihood is high that this will affect CS operations and vendor contracts. More review and reporting to come from a small group Kacie is assembling.
 - [SB 1444 \(Durazo\)](#) CSU: food and service contracts and hotel development projects

The new policy aligns the CSU with existing California state laws including

- [AB-1884](#) (single-use plastic straws),
- [SB-270](#) (single-use carryout bags) and
- [SB-1335](#) (food service packaging for state agencies)

CSU Policy 5236.00 | CSU Single-Use Plastics continues to be of special interest to the CSC group. There are specific timelines for compliance within the policy, the last two of which are eliminating single-use plastic water bottles by January 1, 2023 or upon contract renewal... and elimination of single-use polystyrene food service items by January 1, 2021. The COVID-19 Orders, Guidelines, etc., may impact this policy.

Connecting Membership with Resources - Expand utilization and relevancy of CSC through the AOA website

The CSC leadership, largely due to the efforts of CSC Vice Chair Aaron Neilson of Cal Poly Pomona Dining Services, has started to leverage technology that has been available for some time. We are sending out short, 5-7 question surveys on a weekly basis and providing data back to the group. In that survey we are “pushing” membership to the AOA website and more specifically the CS webpage. The survey results and various documents are now uploaded and available. Questions are driven by member input and we just completed week #3. The will continue to be valuable to all levels of Management.

Surveys have continued although a few breaks were taken due to the 4th July holiday, PTO by us, etc. They are uploaded to the AOA website and may be of interest to others.

As we move through decisions made on campuses for the Fall semester, this tool will continue to resource membership and provide a forum for networking. We continue to develop the contact list and gain a better understanding of the various business models utilized on campuses. This will enable us to better connect members with like-kind models and for those looking to adjust or change a model to discuss/network with other Auxiliaries on their experience.

Aaron Neilson and Dixie Johnson have been diligently updating and we are in a much better position. This work will continue.

Center of Excellence/Procurement:

There is a group forming that will be discussing leveraged purchasing within the CSU and Auxiliaries. Kacie Flynn is involved and both Cynthia Fenimore, CSC Chair, and Aaron Nielson, CSC Vice Chair have expressed interest in participating. More updates to come as that progresses. At the AOA 2020 Conference Lorie Latham put together a session to discuss a beverage pour contract that had just recently been executed and laid the groundwork for a better member understanding of the mechanics and positive outcomes that can occur.

CS (Aaron & Cynthia) have participated in two meetings to date with the CO and consultants that produced a report in 2018 regarding campus spend (C23) and continue to engage at the CO level. Our next survey will include questions about CS member level of interest in participating in an effort to leverage spend. We will be carefully engaging.

Our baseline questions about Housing occupancy, Dining contracted/Self-Op/considering a change, and regarding reduced labor force will continue.

Related to spend: -

- food/supplies at the Super Distributor level (Sysco/US Foods etc.) as well as their knowledge of a UC/CSU leverage deal that exists for produce
- Janitorial supplies

- Janitorial services (understanding if Union on any campus that could get complicated)
- Fleet (CO is in the middle of a system level contract)
- Beverage pour
- Other as defined by members

Session Planning: Cross-track collaboration for Conference Sessions

TBD – pending an understanding of the conference structure for 2021

These ideas have surfaced - Cross-track collaboration opportunity highlighted in yellow.

Center of Excellence/Procurement:

Update to CS on procurement ideas and collaboration, share data provided at that time

Contactor Roundtable: Facilitated discussion on how contractors are responding to the new world order, opportunities for contractors to share innovative solutions without a sales pitch

Self Op Roundtable: Facilitated discussion on how contractors are responding to the new world order, opportunities for contractors to share innovative solutions without a sales pitch

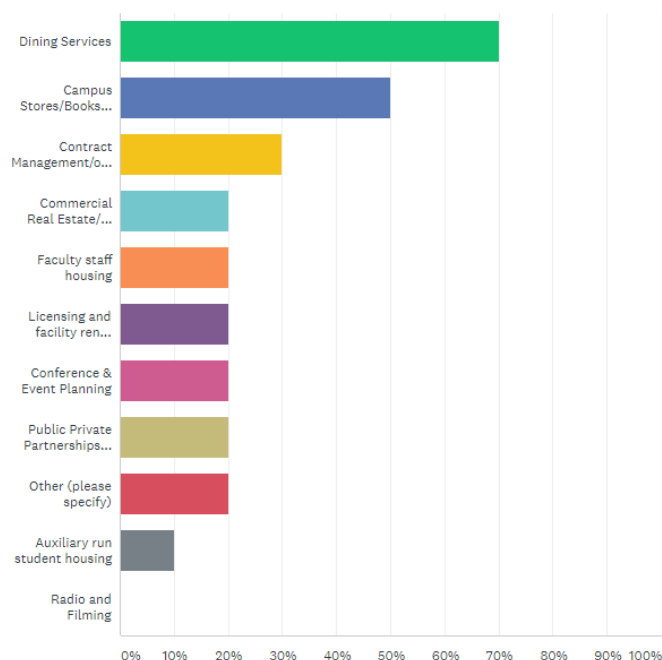
Real Estate/Faculty Staff Housing: with housing numbers way down, it might be interesting to hear from the real estate group what innovative things they are doing with Faculty Housing (i.e., act CPP, we are using housing normally used for students at F/S housing...I'm unclear on the degree this is occurring....Survey question can clarify for us.)

Taken from a recent survey interest has been expressed RE: topics

Of these below a cross-track opportunity may exist in Contract Management, Real Estate, Conference Planning (IT, Foundations, other).

Which area of Commercial Services would you like to see a greater focus on?

Answered: 10 Skipped: 0



Respectfully Submitted,

Cynthia Fenimore

2020 Chair, AOA Commercial Services Standing Committee

Report to AOA executive Committee
Business and Financial Services Subcommittee

August 13, 2020

Business and Financial Services Subcommittee conference calls have been held:

- July 30, 2020 – Steering committee

Primary topic of July 30, 2020 meeting was an October mini-conference to be held in conjunction with the IT subcommittee. Preliminary conversations with IT have taken place and agreed to. Dates for the mini-conference are October 6, 7 & 8, 2020. Proposed mini-conference format will be two daily sessions, 9:30 – 11:00 AM and 1:30 – 3:00 PM for a total of six sessions with speakers.

Potential topics include:

1. Keeping virtual teams accountable
2. IT/Fraud protections in a paperless environment

Additionally committee members shared information regarding campus facility closures, tactics for responding to the pandemic, campus re-populations and budgeting strategies.

Future planned meetings for the committee are:

- August 20, 2020 – Steering Committee
- September 17, 2020 Steering Committee
- October TBD – Member Call

AOA Business & Financial Services Steering Committee
Minutes
June 19, 2020 @ 10:00 AM PST

1. CALL TO ORDER – 10:02 am

2. ROLL CALL

- a. Present: Carlos Careaga, Yvette Marquez Smith, Dena Florez, Idris Aydin, and Djeneba Ahouansou

3. APPROVAL OF AGENDA

- a. m/D. Florez s/D. Ahouansou to approve agenda as is.

4. APPROVAL OF PREVIOUS MINUTES

- a. m/D. Ahouansou s/D. Florez to approve the minutes with changes in roll call.

5. MINI CONFERENCE

- a. Sessions offered over a couple of days presented as webinars
- b. Partnership with IT
- c. 3 days of 2 hours each:
 - i. Tues, Wed, Thurs.
 - ii. One Finance and One IT session each day
- d. Dates: October 6-8, 2020
- e. Sessions Topics
 - i. Policies, procedures and internal control in a virtual environment
 - ii. Fraud protection and detection in a virtual environment
 - iii. Risk management in a virtual environment
 - iv. How to quickly migrate and adapt to a cashless and/or checkless environment
 - v. Campus Repopulation
 - vi. Virtual Helpdesk for financial services
 - vii. Roundtables for campus to share their virtual experience

6. ANNOUNCEMENTS

- a. None

7. ADJOURNMENT

- i. Adjourned at 10:37am m/D. Florez s/l. Aydin

Prepared by:

/s/ Djeneba Ahouansou

Business and Financial Services Standing Committee Vice Chair

Approved by:

/s/ Carlos Careaga

Business and Financial Services Standing committee Chair

AOA IT Committee Report

August 2020

Overview

In response to COVID, we scheduled a special meeting in August to address emerging issues and challenges, particularly around campus repopulation plans. All auxiliaries had some level of IT personnel designated as essential and working on-site continuously, or on an as needed basis. Some teams are being stretched even further due to retirements and staff reductions.

COVID Pandemic Roundtable

There was much discussion around the challenges and lessons learned in the quick transition off campus, repopulation efforts, supporting telework longer-term, and planning for post pandemic's new normal.

Some of the common early challenges for the IT teams included procuring equipment needed for remote work in sufficient quantities; transitioning traditional desktop users to remote connectivity and equipping them with special equipment. For many, previous investments in business continuity and disaster recovery efforts were instrumental in the ability to support ongoing operations.

Looking forward to safely repopulating campuses and post-pandemic operations, some of the 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, reviewing temporary exceptions to firewall and VPN rules, application rules (fewer staff with broad permissions to cover several functions), and suspending password expiration policies
- Budget and revenue challenges
 - Renegotiating software agreements as a way to reduce expenses
 - Identifying opportunities for collaboration
 - Identifying opportunities for new revenue streams
 - Rethinking active and planned projects in light of budget challenges
- Expanded Virtual Desktop Infrastructure (VDI) solutions.
- AdobeSign, other tools to quickly adapt paper processes for online processing
- Live Closed Captioning for video content
- Expanded adoption and use of online collaboration and communication tools
- Bookstores going virtual, expanded online sales with shipping or pick-up options

Fall Workshop with Financial Services

The committee reconsidered a fall workshop with the financial services committee, and committed to moving forward with a virtual format, with the majority of participants indicating they will participate and prefer (6) 1-hour sessions over three days.

Election of 2021 Officers

In response to the pandemic, the annual AOA conference will be a virtual event. To help minimize Zoom fatigue, the committee voted and approved scheduling an additional committee meeting in November to conduct business that is normally done in person at the January conference. This year, the AOA IT Committee will put out a call for nominations for officer positions in October and hold an online vote in early November and ratify the results at our November meeting.

Annual Conference – Virtual in 2021

Discussed goals for annual conference in 2021 and ideas for getting the most out of virtual engagement.

Conducted a poll to get a feel for how much content participants are interested in with virtual format. 7 votes for 5 hours of track content, 3 votes for 4 hours of content, 3 votes for 3 hours of content and 0 votes for both 2 hours and 1 hour of content.

Participants expressed interest in the following topics:

- Broad interest in Diversity, Equity and Inclusion session.
- Security, risk assessments - CO – Ed Hudson, Greg Dove
- Cloud solutions, following CSU and campus guidelines
- Cloud vendor/application management – onboarding (contracting, security reviews); setting up in appropriate environment versus individual accounts for retention, etc.; ongoing reviews SOC, etc. and offboarding. Staff and “free” cloud applications. Maintaining control.
- Remote access solutions, ability to security scan documents into the network from teleworking locations
- Data in the cloud. (e.g. Google drives for departments, synching back to network, etc.) Enabling collaboration between faculty, staff and students.
- Back-up solutions, cloud based. Updates on what is happening at CO, campus and auxiliary levels

AOA Website

In coordination with the AOA web team, identifying IT Committee members that have not yet signed up for the AOA website or joined the Information Technology Group Communications and conducting personal outreach to help encourage use of the new site.

Respectfully submitted:



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

CSURMA AORMA UPDATE FOR THE AOA EXECUTIVE COMMITTEE MEETING AUGUST 21, 2020

Shown below is a summary of the CSURMA AORMA Reinsurance and Excess Insurance renewal costs. Because the Member's rates and premiums are finalized prior to Staff completing the marketing of the reinsurance / excess insurance policies, the year over year increases (excess of budgeted) are paid in arrears. Therefore, we expect substantial increases to the FY 21/22 program costs. More information will be provided after the AORMA Committee meets in September 2020.

All of the major CSURMA AORMA coverage programs renew on July 1st. This year has seen especially significant changes year over year due to hardening of the insurance market, particularly in the excess liability market. The COVID-19 pandemic has accelerated the market change, adding uncertainty and over \$100 billion to industry loss projections. This hardening follows a ten-year soft market, the longest soft market in four decades. Table 1 shows a year over year summary.

Table 1

Summary of Year over Year Insurance Costs at July 1, 2020 AORMA Program Costs				
Coverage	FY 19/20	FY 20/21	\$ Change	% Change
Excess Liability	1,571,917	2,789,066	1,217,149	77%
Property	1,860,989	2,445,205	584,216	31%
Workers' Compensation	5,075,384	3,232,512	-1,842,872	-36%
Cyber	39,505	68,098	28,593	72%
Fine Arts	261,096	287,345	26,249	10%
Trustees E&O, Fiduciary Liability	42,168	42,188	20	0%
Drone Insurance Program	52,800	52,800	0	0%
Deadly Weapon Response Program	12,742	12,982	240	2%
Fidelity / Crime	197,413	237,846	40,433	20%
Systemwide EQ w/ Parametric Trigger	127,968	128,030	62	0%
Total Cost:	\$9,241,982	\$9,296,072	\$54,090	1%

Following are comments on the status of main coverage programs.

- **Excess Liability** – The entire tower of reinsurance / excess insurers (as shown below in Table 2) 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, and sexual abuse claims.

Table 2

FY 20/21 AORMA Liability Program Reinsurance and Excess Insurance Layers			
Cumulative Limit	Layer Premium	Cumulative Premium	Layer Limit
5,000,000	1,375,442	1,375,442	\$5M
10,000,000	240,000	1,615,442	\$5M xs \$5M
15,000,000	160,000	1,775,442	\$5M xs \$10M
25,000,000	289,100	2,064,542	\$10M xs \$15M
30,000,000	123,900	2,188,442	\$5M xs 25M
35,000,000	51,625	2,240,067	\$5M xs \$30M
45,000,000	180,688	2,420,755	\$10M xs \$35M
50,000,000	90,950	2,511,705	\$5M xs \$45M
75,000,000	154,875	2,666,580	\$25M xs \$50M
82,500,000	38,719	2,705,298	\$7.5M xs \$75M
100,000,000	0	2,705,298	* \$17.5 xs \$82.5M
140,000,000	38,520	2,743,818	\$40M xs \$100M
165,000,000	19,313	2,763,131	\$25M xs \$140M
200,000,000	25,935	2,789,066	\$35M xs \$165M

* The \$17.5 xs \$82.5 layer is uninsured.

Due to COVID-19, the **Organic Pathogen** exclusion shown below is now included on all reinsurance and excess insurance policies: Effective July 1, 2020, coverage will not apply to;

Liability arising out of;

- (a) any actual, alleged or threatened infectious, pathogenic, toxic or other harmful properties of any “organic pathogen”,*
- (b) claim, suit, request, demand, order or statutory or regulatory requirement for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of any “organic pathogen”.*

However, this exclusion does not apply to bodily injury liability caused by any “organic pathogen” in or on any food or beverages sold, distributed, served or handled by any insured.

As shown in Table 2 above, AORMA participates along with the University in the reinsurance / excess insurance layered program up to the cumulative limit of \$200 million per occurrence. At its meeting in September 2020, the AORMA Committee will be discussing its continued

participation in this layered program all the way up to the current \$200 million per occurrence limit. The AORMA Committee will also be considering the addition of an Organic Pathogen exclusion on the AORMA Liability memorandum of coverage.

- **Property** – Property losses have increased over the past three years resulting in a significant rate increase for FY 20/21.
- **Workers' Compensation** – Workers' compensation is the bright spot in the major lines of coverage. Because of AORMA's good claims experience, this program includes a new two-year rate agreement with reduced rates. Estimated payroll for FY 20/21 was reduced to reflect the expected reduction in workforce.
- **Cyber** – Claims involving hacking, ransomware and loss of personal information continue to rise worldwide. Limits increased from \$17 million to \$20 million this year to reflect the growing exposure, and AORMA reduced its member deductible from \$25,000 to \$15,000.
- **Fine Arts** – This program renewed with a 10% rate increase due to loss experience and market conditions.
- **Fidelity / Crime** – Crime losses have increased over the past few years resulting in a 20% pricing increase and a higher program deductible. Effective July 1, 2020, the AORMA Crime Program will have a pooled layer of \$50,000 per occurrence and an annual aggregate of \$200,000, up from \$25,000 per occurrence and an annual aggregate of \$100,000. The total coverage limit remains at \$5 million and the Member deductible of \$5,000 per occurrence remains unchanged.