



**EXECUTIVE COMMITTEE  
MEETING AGENDA  
November 19, 2021 – 8:30 am – 2:00 pm**

**Hyatt Regency Indian Wells  
44-600 Indian Wells Lane**

**Virtual Zoom Connection:**

<https://us06web.zoom.us/j/86780103894?pwd=d1BVUVh2ZDNwdDRraidQcDltMmRaUT09>  
Passcode is 366312

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- A. CALL TO ORDER and ANNOUNCEMENTS – *Monica Kauppinen*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 8/20/21 MEETING MINUTES **Action Item** (pgs. 3-24)
- D. OLD BUSINESS FOLLOW-UP (pg. 25)
  - 1. Status Report on Pending Items – *Richard Jackson*
- E. PRESIDENT'S REPORT – *Monica Kauppinen*
  - 1. Revised AOA EC Leadership Roster (pgs. 26)
  - 2. Voting Results on AOA Recommended Amended Bylaws
  - 3. AOA Officers Update
  - 4. Current Issues Affecting Auxiliaries (with CO Liaisons)
    - a. CSU Policy Changes Under Consideration
  - 5. IT Consolidation – *Ed Hudson, CSU Chief Information Security Officer* (Time-Certain: 9:30 am)
- F. SECRETARY-TREASURER'S REPORT – *Richard Jackson*
  - 1. AOA Financial Report (pgs. 27-28)
    - a. Transactions Report: 7/1/21 – 11/12/21 (pgs. 29-32)
  - 2. Annual AOA Audit and Financial Report to the Membership
- G. CONFERENCE CHAIR'S REPORT – *Martiz Ware*
  - 1. 2022 AOA Conference Report
- H. MEMBER RESOURCES
  - 1. Executive Committee Report to the AOA Membership (pgs. 33-34) – *Richard Jackson*
  - 2. Website Update – *Richard Jackson*
  - 3. CA Legislative Summary Update (*from Robert Griffin*) – *Monica Kauppinen* (pgs. 35-41)
- I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)
  - 1. Conference Service Provider Contracts for Next Year – *Richard Jackson* (pgs. 42-86) **Action Item**
  - 2. AOA Scholarship Committee 2022 Award Recommendation – *Kacie Flynn* (pgs. 87-88) **Action Item**

- a. Scholarship Guidelines Discussion – *Sharleen Krater, Iraida Venegas*
3. Lifetime Honorary AOA Member Award Report – *Kacie Flynn*

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CSSA Update – Jeanne Tran-Martin, CSSA Executive Director (Time Certain: 1 pm.)
2. CABO Liaison Report – *Jonathan Bowman* (pgs. 89-93)
3. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 94-95)
  - a. CABO Meeting Summaries (*e-mail attachment*)
4. CSU Advancement Liaison Report – *Lori Redfearn* (pgs. 96-105)
5. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 106)

K. REPORTS

1. Nominations Committee – *Kacie Flynn*
  - a. Nominated EC Leadership for 2022 (pgs. 107-108) **Action Item**
2. Long Range and Strategic Planning Committee – *Kacie Flynn* (pgs. 109-110)
3. Human Resources Committee – *John Doebler* (pgs. 111-112)
4. Research Administration Committee – *Jennifer Sneed* (pgs. 113-118)
5. AS/Student Union/Recreation Committee – *Iraida Venegas* (pg. 119)
6. Commercial Services Committee – *Aaron Neilson* (pgs. 120-125)
7. Business and Financial Services Committee – *Djeneba Ahouansou* (pg. 126)
8. Information Technology Committee – *Steve DeLuca* (emailed)
9. Philanthropy Committee -- *Monica Alejandre* (pg. 127)
10. Past Presidents Committee – *Michele Goetz* (pgs. 128-134)
11. Risk Management Committee/AORMA Update – *Starr Lee* (pgs. 135-139)

L. INFORMATION AND ANNOUNCEMENTS

M. ADJOURNMENT

**FUTURE MEETINGS**

January 8, 2022: 2 – 5 pm – Hyatt Indian Wells  
(Hosted Dinner to follow)

**SECRETARY-TREASURER:**

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

Phone: (530) 345-2009

**kNOTE 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 at the Hyatt Regency in Indian Wells  
and by Audio/Video Electronic Transmission**

**August 20, 2021**

**Officers & Representatives**

			<b><u>Present</u></b>
Monica Kauppinen	President	Sacramento	Yes
Kacie Flynn	Past President	Humboldt	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Martiz Ware	President-Elect	Long Beach	Yes
	Chair – Conference Planning Committee		
Richard Jackson	Secretary/Treasurer	AOA Headquarters	Yes
Sandra Gallardo	Elected Representative	Sacramento	Yes
Sharleen Krater	Elected Representative	Chico	Yes/V
Teresa Loren	Elected Representative	San Diego	Yes
Rasheedah Shakoor	Elected Representative	Dominguez Hills	Yes/V
Jonathan Navarro	Elected Representative	Northridge	No
Bella Newberg	Elected Representative	San Marcos	Yes/V
Todd Summer	Elected Representative	San Diego	Yes/V
Nicole Lane	Elected Representative	Fresno	Yes

**Designated Members**

Iraida Venegas	Chair – AS/Student Union/Rec Committee	Long Beach	Yes
Aaron Neilson	Chair – Commercial Services Committee	Cal Poly Pomona	Yes/V
Djeneba Ahouansou	Chair – Bus. & Financial Services Comm.	Dominguez Hills	Yes/V
John Doeblor	Chair – Human Resources Committee	Northridge	Yes
Steve DeLuca	Chair – Information Technology	Northridge	Yes
Jennifer Sneed	Chair – Research Administration	San Diego	Yes
Monica Alejandre	Chair – Philanthropy	San Bernardino	Yes
Dwayne Brummett	Chair – Risk Mgmt. & Insurance Programs	Cal Poly SLO	Yes/V
Michele Goetz	Chair – Past Presidents Committee	San Diego	Yes

**Board Liaisons (Non-Voting)**

Jonathan Bowman	CABO Liaison	Sacramento	Yes/V
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes/V
Lori Redfearn	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	Yes/V

**Guests:** Lorlie Leetham

\*V = Virtual Participation

Agenda Item	Follow-Up Action
<p><b><u>President’s Convening Information</u></b>  Kauppinen welcomed everyone to the first <u>in-person</u> Executive Committee meeting of year. Some meeting participants are using the interactive Zoom connection provided with the agenda to participate remotely. 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>Kauppinen went over some meeting mechanics and noted that 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 virtual participants in the use of the “hand-raising” feature to signal one’s desire to speak.</p> <p><b>A. CALL TO ORDER AND OPENING REMARKS</b></p> <p>Kauppinen called the EC meeting to order at 8:30 am.</p>	
<p><b>B. APPROVAL OF AGENDA</b> (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting’s agenda was approved as presented (m/ John Doebler, s/ Sandra Gallardo).</i></p>	
<p><b>C. APPROVAL OF 4/16/20 MEETING MINUTES</b> (Agenda, pgs. 3-23)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Kacie Flynn, s/ Teresa Loren).</i></p>	
<p><b>PUBLIC COMMENT PERIOD</b>  There was no public comment period at this meeting.</p> <p><b>D. OLD BUSINESS FOLLOW-UP</b> (Agenda, pg. 24)  Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting. The item about developing policy guidelines for posting to the AOA website is no longer needed, since all posting are being handled by our contracted Website Manager (via coordination by Dixie Johnson) with the exception of Committee members posting to their Group Communications portal.</p> <p><b><u>BYLAWS TASK FORCE REPORT AND ACTIONS TAKEN</u></b> (Agenda, pg. 25-26)  <b><u>Bylaws Task Force Report</u></b>  Past President Kacie Flynn reviewed the written Task Force report first referred to Board members at the time of the April meeting. The six-member group resumed the unresolved Bylaws discussion from 2020 concerning</p>	

auxiliary versus state employees participating on the Executive Committee (EC) and made the following four recommendations:

**Recommendation #1** is that the Long-Range Planning Committee (LRP) start each year by revisiting the question, “Does our mission still reflect the needs of our membership and our primary duty to support the campuses?”

**Rationale:** It is important to admit that there will be *continued evolution* of traditionally ‘auxiliary performed functions’ in the CSU. In debating the purpose of AOA, we acknowledged the need to evaluate the how/if AOA should create space for those managing *auxiliary functions* on the state-side, and the need for broader conversations that could ultimately modify the mission of the AOA. We need to engage more actively with our membership through strategic planning to answer the question of what is our mission and who do we serve?

**Recommendation #2 Regards Article IV, Section 7:**

Strike the word ‘assigned’ from Article IV, Section 7:

Elected Executive Committee office-holders “must be member-organization employees classified as direct, ~~assigned~~ or reimbursed.”

**Rationale:** While both ‘direct’ and ‘reimbursed’ employment relationships are generally understood terminology in the CSU, the term ‘assigned’ creates more ambiguity that we couldn’t readily define in a way that was consistent to the Bylaws. We felt offering clarity with those two distinctions will eliminate some of the grey area we end up debating ad hoc. In addition, the Board felt that additional language was needed to indicate that reimbursement can also be via non-cash means such as exchange of value.

*Action Taken by the Executive Committee: Recommend to the AOA Membership that the Bylaws at Article IV, Section 7 be amended to read:*

“Executive Committee representatives and officers, except for the Secretary and Treasurer, must be member-organization management employees classified as direct or reimbursed through cash or exchange of value.”

*The motion was approved by the unanimous vote of the Board.*

[Notes: Subsequent to the Board meeting, an error was identified in the language presented to the Board. The proposed revision to Article IV, Section 7 should have included Standing Committee representatives in the list of EC members who are subject to its provisions. This was explicitly the intent of the Task Force Report, and clearly the intent of the Board.

Robert Griffin also noted the proper terminology (per ICSUAM 03552.01 at subsection 306) is “non-cash reimbursement” – that “exchange of value” is only one type of alternative to cash cost recovery.]

**Recommendation #3** is that the EC charge the standing committees to look at their existing charters to maximize member engagement at the committee level, while ensuring that their representation at the EC level includes a direct or reimbursed auxiliary employee of a member organization.

**Rationale:** As they are currently written, the Bylaws restrict standing committee chairs from serving on the EC if the individual is not employed by an auxiliary or their position is not reimbursed by the auxiliary for their role as an auxiliary manager. Creating additional opportunities for AOA service would increase member participation at the committee levels and encourage support of all auxiliary functions regardless of where they reside. Examples could include opening up additional positions for standing committee leadership roles such as delegating a Chair, Vice Chair, and EC Representative. If the committee chair was also qualified to serve on EC they could hold both roles currently, but not as a given. Another example would be electing Co-Chairs with split duties, one of whom would attend EC on behalf of the standing committee.

**Recommendation #4 Regards Article VI:**

Add a new section to Article VI that addresses when there is a change to an incumbent’s auxiliary role that impacts their eligibility to serve on the EC midway through a term.

**Rationale:** For the sake of continuity and to ensure smooth transitions of leadership, it would be prudent to outline a procedure for Officers to discuss particulars with the incumbent, then propose a recommendation back to the EC for final review and approval. Each situation will have different circumstances, and it’s important that we establish a transparent process that is communicated back to the general membership. For example, it may be in the best interest of AOA to allow an elected/appointed representative to fulfill their term and replace that seat at the following Annual Meeting (versus having a vacancy for that duration). Or if the situation involves removing a sitting President or President-Elect, such an impactful decision may be put to a general membership vote versus the EC.

*Action Taken by the Executive Committee: Recommend to the AOA Membership that a new Article VI, Section 3 be added to the Bylaws to read:*

*An elected Executive Committee office-holder shall disclose to the Secretary any circumstances of ineligibility to continue in office. The officers shall be convened to recommend any action to the Executive Committee. The decision of the Executive Committee shall be final, unless it determines that the Membership should decide the matter.*

*The motion was approved by the unanimous vote of the Board.*

**ADDITIONAL APPROVED BYLAWS AMENDMENTS** (Agenda, pg. 27-39)

Additional Amendments were proposed by Robert Griffin to address other items of discussion from the prior year.

### **ARTICLE III: Membership**

The proposed amendment adds clarifying language addressing the question whether CSSA is eligible for AOA membership. This is addressed by expanding the member-organization qualification requirements (Section 1) and adding a more robust membership suspension and termination provision (Section 3). The Board deleted, at least for now, proposed language requiring participation in AORMA. While AOA membership is required or participation in AORMA, it is unclear whether AOA members are bound to use AORMA to purchase the insurance meeting the technical specifications referenced in the Operating Agreement template. Further discussions are needed with AORMA and the Chancellor's Office to clarify this issue.

*Action Taken by the Executive Committee: Recommend to the AOA Membership that Article III, Section 1 of the Bylaws be amended to read:*

Membership in the corporation shall be open to any auxiliary organization as defined by California Education Code Section 89901 and operating in good standing within the California State University, **chartered as a California nonprofit public benefit corporation with federal and state tax-exempt status, and performing an authorized function. Member-organizations shall be current with member dues.**

*And that Article III, Section 3 of the Bylaws be amended to read:*

Each member-organization shall have one vote on each matter submitted to a vote of the membership in accordance with the Articles of Incorporation, these Bylaws, and as required by law. Notwithstanding the foregoing, any member-organization **found to be ineligible for membership or annual dues delinquent, shall be suspended until the circumstances are remedied to the satisfaction of the Executive Committee.** Such action to suspend or **terminate** a member-organization shall be in accordance with the procedures established by the Executive Committee consistent with Section 5341 of the California Corporations Code.

*The amendments were approved by the unanimous vote of the Board.*

### **ARTICLE VIII: Nominations and Elections**

This proposed amendment adds the provision that elections for Executive Committee office may be held via electronic voting procedures, as was done last year in advance of the conference (Sections 1 and 3).

The Board also added a clarification about voting. Some members were confused by the consensus votes taken at the annual meeting by all those present, and felt there was a need to pursue a more structured approach

consistent with each member auxiliary getting one vote. This was seen as a good argument to continue the practice, initiated last year, of conducting the annual election in advance of the annual meeting, when the ballot is sent to each organization's Executive Director.

*Action Taken by the Executive Committee: Recommend to the AOA Membership that Article VIII, Sections 1 and 3 of the Bylaws be combined and amended to read:*

Section 1. The Executive committee may annually, through written procedures consistent with Corporations code Section 5513, authorize the election of representatives and officers by electronic transmission within 60 days of the annual membership meeting or in person at the annual membership meeting to succeed representative and elected officer terms expiring. Voting shall be by member organization's voting representative. Nominations shall be submitted by the Executive committee to the membership in advance of voting.

*The amendments were approved by the unanimous vote of the Board.*

**ARTICLE XI: Bylaws Adoption and Amendment**

Provides the option to approve amended Bylaws by an electronic vote.

*No Action was taken by the Executive Committee at this time.*

**THE PLAN GOING FORWARD:**

The game plan for an expeditious way to proceed is to consult with Robert Griffin for suggestions of additional clean-up language, and then send a final proposed amended Bylaws which includes all proposed revisions electronically to the EC. This version could include a ratification of the additional changes to Article IV, Section 7 noted above and the Article XI change (and other potential revisions) to provide for electronic voting, so that a complete set of revisions can be sent to the AOA Membership for electronic approval.

**E. PRESIDENT'S REPORT**

**1. EC Leadership Update and Revised EC Roster** (Agenda, pg. 40)

Kauppinen announced that Martiz Ware has accepted a full-time appointment as as director for Veterans Services stateside at Long Beach to begin in September. The timing is opportune, given the Board's proposed Bylaws change at Article VI, Section 3 relating to such a circumstance. Given Ware's desire, with the campus's support, to continue to implement his vision for 2022, the Board agreed that he should remain in the Conference Chair role (which, by precedent, can be separated from the President-Elect role) and that the President-Elect position will be vacant for the time being. The upcoming EC Nominations process will be



utilized to perhaps identify a potential candidate(s) able to fill the remainder of this year's President-Elect position and then subsequently become next year's President.

**2. Presentation on Auxiliaries to CSU Trustees in May**

Kaappinen provided the URL to access the presentation to the Trustees: <https://www.youtube.com/watch?v=YEw4vRcdwX0&t=1090s> (at the 18:15 minutes mark). The Board felt this orientation on the role and value of auxiliaries would also be useful for Presidents and new hires at the campus level, and Brad Wells recommended that it should be also given to CABO and something similar presented annually to the Trustees.

**3. AOA Officers Update**

The Officers meet last week to discuss the agenda topical issues and plans for the coming year involving the Long Range Planning Committee, the Past Presidents Committee and Conference Planning.

**4. EC Meeting Schedule: Add a Virtual EC Meeting in June?**

Kaappinen noted the large time-gap between the scheduled April and August EC meetings and presented the idea of having a virtual meeting in June close to the end of the fiscal year. The consensus was that it would be beneficial to schedule a virtual EC meeting sometime in the first two weeks of June.

*Follow-up Action: Schedule a virtual EC meeting in early June (Richard Jackson).*

**5. Current Issues Affecting Auxiliaries (with CO Liaisons)**

Kaappinen reiterated to the CO Liaisons that auxiliaries were excluded from the review process of some recent CO polices under consideration: AOA feels all parties benefit if auxiliaries are able to raise questions and provide input and opportunities for clarification at the design phase. One suggestion is for the CO to establish a way for AOA (Richard Jackson) to be automatically alerted of any policies in development or pending policy changes that affect auxiliaries so auxiliaries can participate in an open-comment period.

*Follow-up Action: Follow up with the CO on a process for alerting AOA of policies in development and providing for an open-comment period (Monica Kaappinen).*

**F. SECRETARY-TREASURER'S REPORT** (Agenda, pgs. 41-47)

**1. Draft Financial Statements for FY Ending June 30, 2021**

Jackson presented a high-level summary of the year-end results. It was a good year with net income of \$141K. This is despite the budgeted loss of \$55K, which was predicated on pandemic-inspired and very conservative projections. We achieved \$43K more than projected in AOA dues revenue, and \$54K more in investment income, and we saved \$20K on Standing Committee expenses. Conference revenues exceeded expectations, with \$46K more in Business Partner sponsorships and \$24K more in conference registrations, with \$18K savings in

Service Provider costs and \$27 savings in speaker fees. Even with \$50K more than expected in virtual production and transmission costs for the 2021 conference, we were close to break-even on the conference (as opposed to the projected \$60K loss).

As reflected at the bottom of page 42 of the financial statements, the \$141K in net income brings the total Unallocated Net Assets at 6/30/21 to \$454K. Combined with the \$312K in Restricted Reserves, AOA Total Net Assets are \$767K. So, AOA is in a solid financial position for confronting an uncertain future. It is the role of the Long-Range Planning Committee to discuss a strategic use of these resources for the benefit of AOA's members.

## **2. 2021-22 YTD AOA Financial Activity**

For the Board's oversight review, Jackson provided a print-out of the small number of financial transactions so far in the new fiscal year.

## **3. 2023 Conference Site**

AOA is negotiating with the Hyatt Regency in Sacramento for the 2023 January conference. This will continue to be a great location for us, with a newly renovated Convention Center next door and an increasingly dynamic down-town within a short walking distance.

# **G. PRESIDENT-ELECT'S REPORT**

## **1. 2022 AOA Conference Report**

Conference Chair Martiz Ware discussed the plan to return to an in-person Conference in 2022 at the beautiful Hyatt Indian Wells hotel – but we need to be prepared to hold a virtual conference if necessary. The conference theme is “Better Together,” which both expresses the hope that we can recapture the energy and intimacy of the in-person experience but, even if it's virtual, the emphasis is on how we can support and learn from each other.

Ware has arranged for a celebrity speaker Ben Nemtin at Sunday's opening dinner, who will talk about how to maintain our mental health in challenging conditions. On Monday, he has enlisted Lisa Lee to discuss strategic ways to incorporate diversity and inclusion in our organizations. The matrix of stimulating concurrent and super sessions will be available soon. A more substantive Newcomers Orientation session is planned for Sunday. The Past Presidents Group will work on a Leadership Academy session at the conference which will be available to everyone and can help prompt interest in AOA involvement, and act as a teaser to encourage people to apply for the full Leadership Academy.

Ware discussed the modified conference schedule for 2022 – eliminating the half-day on Wednesday, and ending the conference with a culminating banquet on Tuesday night that includes an address by Chancellor Castro. He proposes an opening Sunday night event that includes a dinner and a spirited keynote speaker, to be followed by a festive casual social networking event with dessert stations, beverages, music and dancing.

Ware suggested that the Standing Committees might schedule a Networking Breakfast on Wednesday morning, which will help encourage people to stay over on Tuesday night so we can meet our hotel quota.

## **2. Ongoing Educational Programming for AOA Members Following Conference**

It is an initiative of the CPC and Chair Martiz Ware that educational training sessions be expanded beyond the annual conference and offered throughout the year to AOA members as a live or recorded webinar. That way, we can offer virtual professional development opportunities for all members, not just those who can attend the annual conference. It could be a free service to members.

The CPC staff, who are close to content opportunities, can provide logistical assistance, but a project manager is needed to lead the effort: this could rest with the President-Elect, or it could be assigned to an EC elected representative to give them an active project role.

### **Business Partner Presentations**

Conference Service Provider Lorie Leethan said that Business Partners could be a beneficial source of educational sessions transmitted to the membership, whether it is content they already have or that could be developed and tailored/curated to AOA (e.g., revenue development, equitable access, emerging issues, wellness, abuse prevention, etc.). Perhaps AOA's partnership with NACAS would be expanded to include developing educational content.

## **H. MEMBER RESOURCES**

### **1. EC Report to the AOA Membership** (Agenda, pgs. 48-49)

Included in the agenda packet is a copy of the traditional Report to the Membership, alerting them to key topics before the EC and offering them the opportunity to engage by providing feedback and questions. Jackson said he received a few responses back and additional requests for information.

### **2. Website Content and Directory Management**

Dixie Johnson, Website Content Manager, is keeping the AOA Directory updated with current information on AOA members, as well as the listservs for auxiliary Executive Directors, CFOs, HR Directors, and Directory Administrators. She is actively working with individual Committee Chairs to assist their members in registering on the website and with their respective Groups – so they can use the Group Communications tool and post documents to their site (instead of using a separate manually created listserv, which doesn't capture everyone who has recently signed up for the Committee).

### **3. CA Legislative Summary Update** (Agenda, pgs. 50-55)

Robert Griffin put together an update of major legislation impacting auxiliaries, which is included in the agenda packet.

## **I. NEW AND RETURNING BUSINESS ITEMS**

### **1. Proposed Richard Bromley 3-Year Contract** (Agenda pgs. 56-57)

Bromley has proposed his agreement be renewed on the same contractual terms (\$27,000 per year) for the period of July 1, 2021 through June 30, 2024. His services include an hour's free consultation per issue for AOA members on HR matters. Additional requested work is provided at the capped rate of \$350/hr.

HR Committee Chair John Doebler reported that Bromley is an invaluable resource to HR people, especially given his history and knowledge of auxiliaries, and quickly responds to requests.

*Action Taken: Richard Bromley's proposed contract was renewed on the same terms for another 3 years (m/ Sandra Gallardo, s/ Kacie Flynn).*

Bromley has not yet submitted his annual Utilization Report reflecting the number and locations of member contacts and HR Committee services.

## **J. BUILDING RELATIONSHIPS AND PARTNERS**

### **1. CABO Liaison Update** (Agenda, pgs. 58-59)

Jonathan Bowman presented the following notes pulled from recent CABO meetings:

#### From April 14, 2021 Meeting

1. Telework/telecommuting best practices
  - CABO discussed specific cases in which telecommuting could be beneficial, including but not limited to easing space constriction on campus, providing work/life balance for employees, reduced commuting costs for employees, less traffic congestion, etc.
  - Challenges of telecommuting include fairness and equity amongst employees, loss of oversight of employee productivity and behavior, data security and integrity concerns, loss of engagement with the University, etc.
  - Contemporary practices indicate that "Telework should be considered when there are advantages for both the employer and the employee, but management rights must be asserted and upheld"
  - A CABO advisory group is development recommendations for a system wide telecommuting policy
2. Bargaining discussions from a campus perspective
  - Repopulation plans may not require meet and confers unless there are changes or impacts to the employees' work environment (e.g. vaccination, testing, health screening, workstation layout)
  - Even though there may be commonality based upon a system-wide policy, each campus may implement differently based on its campus culture or organizational structure.

- Variations in guidelines from local and regional authorities may create issues.

### 3. HEERF Allowable Reimbursements

- Items included additional student aid, refunds for housing & parking, subsidizing on and off-campus housing (through lost revenue reimbursed through expense documentation), and subsidizing food services (increased house for food service to reduce density, etc.).
- Reimbursement to auxiliaries through campus operating agreement terms

### 4. Procure to Pay Update

- Proposal to implement CSUBUY Procure 2 Pay marketplace was presented by Arun Casuba
- Value proposition for end users
  - i. Access to discount products and services through multiple suppliers
  - ii. Streamlined checkout
  - iii. Access to single reconciliation tool for purchases and payments made through CSUBuy
- Four pilot campuses were identified: Bakersfield, Chico, Fresno, and San Bernardino
- Timeline to implement- two years for pilot campuses (wave 1), and one year for each additional wave (2 and 3)

#### From June 30, 2021 Meeting

### 1. Update on University Policing

- Chancellor Castro reaffirmed that the CSU would not “defund, disarm, or dissolve our police departments”
- New policy Campus Police and Safety Advisory Committee was implemented
  - <https://calstate.policystat.com/policy/9839304/latest/>
- Campuses are asked to look into whether unarmed Community Service Specialists to conduct routine campus patrols. Some campuses already use this model, with some using student assistants to perform the patrols

### 2. Capital Planning, Design and Construction Updates

- Presented proposed changes to administrative fee applied to campus capital projects
- Proposed changes would simplify invoicing process by using a common basis for administrative fees, construction insurance, and Office of Fire Safety (new office).
- Funding updates:
  - 2021/22 Deferred Maintenance Funding - \$325M
  - 2021/22 Affordable Housing - \$500M; envisioned and a multi-year program, scope may be broadened

3. Update on Common Human Resources System Implementation
  - a. CHRS is now 100% developed
  - b. CSU is on track to have all 24 campuses ready to go live by the end of 2022

**2. CSU Business & Finance Liaison Report** (Agenda, pgs. 60-61)

Robyn Pennington presented her written report which included reports to the Board of Trustees in May and July of its various Committee activities. Full agendas and item write-ups can be found at: [www.calstate.edu/bot](http://www.calstate.edu/bot)

**Recent Key Communications:**

**Travel and In-Person Meetings**

The April 14, 2021 Memo from Steve Relyea to campus presidents lifted restrictions previously placed on travel as of June 1, 2021.

**COVID-19 Communications**

[Calstate.edu/coronavirus](http://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.

*Also see:* [California State University to Implement COVID-19 Vaccination Requirement for Fall 2021 Term | CSU \(calstate.edu\)](#)

**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. The landing page highlights new or newly revised policies as well as those accessed most frequently.

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](mailto:subscribe-csupolicylibrary@lists.calstate.edu) to be added to the listserv.

**CABO**

*Recent and Upcoming CABO Meeting Dates:*

- August 11 (Virtual)
- October 12-13 (in person)

**3. CSU Advancement Liaison Report** (Agenda, pgs. 62-69)

Lori Redfearn provided the following Advancement update:

## **Fundraising**

Philanthropist Mackenzie Scott and her husband Dan Jewett gave \$135 million total to CSU Channel Islands, CSU Fullerton, CSU Northridge, and Cal Poly Pomona. Collectively, it was the largest gift in the history of the university. The gift recognizes the university's role in accelerating social mobility for underserved populations. The funds are unrestricted giving the campuses ultimate flexibility in making consequential investments in students and programs. It is anticipated that the university overall successfully reached fundraising goals despite the challenges of the pandemic.

## **Division of University Relations and Advancement**

Recruitment is underway for an Assistant Vice Chancellor, Marketing and Communications. This position leads the university branding efforts and strategic communications. One of the projects under this department is the Economic Impact Report <https://www2.calstate.edu/impact> which includes powerful evidence of statewide and regional impact. Jim Gelb, Assistant Vice Chancellor, Federal Relations retired on June 30. George Conant assumed the interim AVC position. Michael Losquadro, Senior Advisor for Campus Advancement also retired on June 30 and that position remains vacant.

## **Policies**

An update to the policy on the Acquisition and Installation of Artwork has been drafted and will be posted to Policy Stat in August for a comment period prior to being finalized. Initial policy authored in 1997 focused on aesthetic compatibility with architectural themes of the campus. The current draft addresses provenance, ownership rights/copyrights, safe installation, and maintenance. The current policy and draft are attached.

### **4. CSU General Counsel Liaison Report** (Agenda, pg. 70)

Carrie Rieth made the following report:

#### **I. COVID-19 Vaccination Interim Policy**

CSU released its COVID-19 Vaccination Interim Policy on 7/29/2021.

See <https://calstate.policystat.com/policy/9779821/latest/>

Campuses may extend this policy to auxiliaries and contractors on campus.

#### **II. Update to State Travel Ban**

As a reminder, Assembly Bill 1887 added Section 11139.8 to the Government Code to prohibit travel to states with discriminatory laws. Specifically, the CSU is restricted from requiring employees to travel to states subject to the travel ban and is prohibited from approving state-funded or state-sponsored travel to these states.

Montana was recently added to the list of states subject to California's travel ban. States subject to the ban include: Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee,

Texas, West Virginia. For the most current list see:  
<https://oag.ca.gov/ab1887>

For more information about these travel restrictions and exceptions see  
<https://calstate-co.policystat.com/policy/8536689/latest/>.

### III. Real Property Development Projects

CSU updated the Real Property Develop Projects Policy on June 17, 2021. See <https://calstate.policystat.com/policy/9975730/latest/>. This policy applies to all projects, developments, and related contractual commitments by and between the California State University (CSU), its auxiliaries, and any private or public third-party entity involving the use or development of real property.

### IV. CalNAGPRA Compliance

In September 2020, the Governor approved Assembly Bill 275, which revised the California Native American Graves Protection and Repatriation Act (“CalNAGPRA”). See Cal. Health & Safety Code §§8010-30. As a result of AB 275, each CSU campus will need to prepare a detailed inventory of Native American human remains and associated funerary objects, as well as a preliminary summary of unassociated funerary objects, sacred objects, or objects of cultural patrimony in its possession by January 1, 2022. Research auxiliaries may be called upon to assist with this effort.

## H. REPORTS

### 1a. Nominations Committee (Agenda, pgs. 71-72)

#### Nominations for 2022 AOA Executive Committee

Kacie Flynn reported that each fall, the Executive Committee, as the Association's governing body, seeks nominations for terms upcoming on the next year's Executive Committee. A general call went out to the membership via email July 31, 2021.

Nominations are open for the following positions for 4 Executive Committee Representative positions, and for the AOA President-Elect. Nominations are accepted through the AOA website.

*The Nominations Committee is comprised of the following:*

- Kacie Flynn, Past-President, Committee Chair
- Monica Kauppinen, President
- Martiz Ware, President-Elect
- Richard Jackson, Secretary Treasurer
- *1 Vacant Seat Available*

#### AOA Scholarship Selection Committee



The AOA Scholarship Selection Committee is created annually by a combination of Ex-Officio appointments and general membership of the Executive Committee. Upon announcement of the annual scholarship, the scholarship selection committee will review all applications, as provided by each applicant, and then select the award recipient from among eligible applicants. Applications will be accepted from each of the California State University (CSU) Auxiliary member organizations.

*The Scholarship Selection Committee is comprised of the following:*

- Kacie Flynn, Past-President, Committee Chair
- Jeanne Tran-Martin, Executive Director of the California State Students Association (CSSA)
- Iraida Venegas, Chair of the AOA Associated Students/Student Union/Recreation Center Standing Committee
- Sandra M. Gallardo, Sacramento State
- Jonathan Navarro, CSU Northridge
- Rasheedah Shakoor, CSU Dominguez Hills
- Todd Summer, San Diego State University

AOA service providers are responsible for the overall coordination of the application process, while the committee is formed to review applications and make awarding recommendations. The call for applications is slated to go out in early fall.

**1b. Long-Range Planning Committee** (Agenda, pgs. 73-75)

Kacie Flynn reported that the Long Range & Strategic Planning (LRSP) Committee met virtually August 11, 2021. Prior to the meeting Committee Chair Kacie Flynn distributed the AOA Bylaws Task Group report dated 4/2021. The following items were discussed:

Reviewed AOA Mission Statement

Upon the recommendation of the AOA Bylaws Task Group, the LRSP started by asking the question, “Does our mission still reflect the needs of our membership and our primary duty to support the campuses?” The current AOA Mission Statement says:

We acknowledged that there has been a greater consolidation of services in the past few years, with more auxiliary functions (e.g., IT, sponsored programs, dining) being absorbed into campus structures, and/or performed by the campus as part of reimbursement models. To stay ahead of the evolving environment/changes and help drive the conversation/decision making, we somehow want to reflect that our purpose is more about supporting ‘auxiliary services’ than solely the auxiliary organizations. We discussed how we might capture the genesis of how campuses are now performing those services and acknowledge the evolution that has been occurring with historical structures changing.

We concluded this was only the start of a much longer conversation that will be continued at subsequent LRSP meetings and with the Executive Committee (Monica would like it considered for the November EC agenda).

### Strategic and Contingency Planning for AOA Staff Needs

The original charge for this year's LRSP Committee was to start with the previously provided financial forecast (presented 8/2020) and begin to develop accompanying recommendations to the Executive Committee (EC) for a longer-term strategic plan. The original question focused on the long-term viability of our current service provider model. The Committee will consider the advantages/disadvantages of various ways of accomplishing AOA paid staff roles (e.g., business services, conference support) –whether by using independent contractors (as currently), hiring employees, or contracting with another professional organization.

*The LRSP Committee is comprised of the following:*

- Kacie Flynn, Past-President, Committee Chair
- Monica Kauppinen, President
- Martiz Ware, President-Elect
- Richard Jackson, Secretary Treasurer
- John Griffin, Prior Past-President
- Teresa Loren, Executive Committee
- *1 Vacant Seat Available*

### **2. Human Resources Committee** (Agenda, pg. 76)

Chair John Doebler presented his written report, mentioning the topics covered at the Committees's monthly meetings of between 30 – 50 people: The CSU Learn System and auxiliary challenges with using it; MOUs; flexible working schedule policies and splitting work schedules for partially remote and in office during the same day; the Thompson Reuters Tax Navigator for foreign national hires; student employee background checks; leave rights for independent contractors; telecommuting expense reimbursements with hybrid schedules; compliance with Cal/OSHA guidelines; collecting vaccination records and integrating auxiliary policies with the upcoming CSU vaccine requirements.

### AOA Salary Survey

The committee launched the salary survey project and a sub-committee has been working on the process with our vendor, Richard Lane.

### **3. Research Administration Committee** (Agenda, pg. 77)

Chair Jennifer Sneed presented her written report, including topics from their Spring meeting:

Leslie Ponciano from the Chancellor's Office joined us and talked about the various workshops, peer groups and mentoring opportunities offered through her office. Sue DeRosa from LOM, continued with an ongoing discussion about the

HERD Survey. And finally, the highlight of the meeting was Michael Caldwell from the Chancellor's Office spoke to us about faculty compensation and the various ways to pay faculty both within and between campuses. The planned virtual Fall meeting will be in October.

We have made great progress on updating our membership lists between the AOA Website and our RAC Google Group. This will continue to be a focus for the Leadership Team after the Spring Meeting.

**4. AS/Student Union/Recreation Committee** (Agenda, pgs. 78-79)

Chair Iraida Venegas presented her written report, including:

AOA Chair, Monica Kauppienen scheduled a meeting for several AS/SU/RE Director's to meet with Carrie Rieth regarding Viewpoint Neutrality concerns.

The February 19, 2021 meeting included a Viewpoint Neutrality Discussion, Undocumented and DACA Student Support, Mandatory Fee Adjustments during COVID-19 (CPI, HEPI, etc.), the HSU Student Center, 2020 CSU Fee Lawsuit Status, and Repopulation Plans and Strategies.

The April 16, 2021 meeting covered a Student Leadership Discussion, Reserve Policies & Practices, and CSSA Plenary Meetings.

The June 18, 2021 meeting covered EO 1068, Viewpoint Neutrality compliance, and Student Participation Policies.

In conversations with AS/SU/RE Directors, they mention that it is important for campus leadership to understand and support student-lead auxiliaries. With the amount of transitions in leadership at campuses across the system, we need the support of AOA to ensure new leaders are informed of the important role student-led auxiliaries' play. AS/SU were developed to maintain and promote student voice and vote.

There is interest in having the AOA Executive Board work with the Chancellor's Office regarding the Governor's EO N-29-20 and getting an extension. Several campuses are opting to have virtual meetings for the academic year 2021-2022. RE: EO N-29-20 allows **local or state legislative bodies to hold meetings via teleconference** and to make meetings accessible electronically without violating the open meeting laws found in the Bagley-Keene Act or the Brown Act.

**5. Commercial Services Committee** (Agenda, pg. 80-83)

Aaron Neilson reported that Commercial Services has been active with the following:

Membership Survey (July 2021):

Data supports previous discussions surrounding the challenges of representing the diversity of operations under the umbrella of "Commercial Services."

Center of Excellence 23C Food Service RFP:

A State and Auxiliary Procurement leverage effort – Bidding opened on CSUBUY 5/6/21 and closes 8/13/21. 4 campuses and auxiliaries participating, most participating campuses looking to start contract 1/2022. The RFP will be an “Opt-In” and strictly voluntary for those who wish to avoid the RFP process (Systemwide pouring rights is an example). Concerns include CSU requiring bidders to contribute capital to CSU potentially diverting capital away from individual campuses.

**6. Business and Financial Services Committee** (Agenda, pgs. 84-90)

Chair Djeneba Ahouansou presented her written report, including topics covered at the virtual April, May and July meetings: the impact of campus repopulation on our organizations; considering automated service providers to facilitate internal processes; the impact of GASB 74 for individual organizations; and brainstorming topics for the January conference.

In August, the Committee will discuss the status of auxiliary audits and the feasibility of a virtual mini-conference in October.

**7. Information Technology Committee** (Agenda, pgs. 91-93)

Chair Steve DeLuca presented his written report, including issues discussed at the April, August and September meetings:

Repopulation Efforts

Most campuses have started to repopulate. Technology services that were not widely used pre-COVID such as Zoom and Adobe Sign will likely be used indefinitely post-COVID. A huge need for manual processes to be automated has been a demand for auxiliary IT departments. Here at CSUN we automated our Annual and IRA budgets, created Adobe Sign workflows for chargebacks and expenses. Auxiliaries should continue to leverage technologies to automate organizational manual processes.

CSU IT Service Centralization

As you know, a memo was circulated with considerations for CSU campus presidents to consolidate their IT services under a centralized umbrella. I believe the goal for the CSU will inevitably be to centralize all technology services, including auxiliaries. For technical reasons this makes sense. Today’s Security challenges alone is a reason for the CSU to centralize. Moving forward auxiliaries should be looking at their prospective campus IT before implementing an independent solution. If the campus cannot provide a service, then collaborate and build the solution together. It is important for members of the IT Committee to establish and maintain relationships with their individual campus peers.

Statewide Committees

As a committee I believe it is important for our members to have as much presence as possible on stateside committees. We currently have one permanent seat on ISAC (Information Security Advisory Committee), the committee consists of all CSU ISOs (Information Security Officers). Sitting on ISAC allows us to receive important CSU security information firsthand. This year the IT

Committee will be asking for a second permanent seat on ISAC. It will be beneficial for auxiliaries to have a permanent seat on the Information Technology Advisory Committee (ITAC). This committee consists of all the CSU Chief Information Officers (CIOs) including Michael Berman.

**8. Philanthropy Committee** (Agenda, pgs. 94-95)

Chair Monica Alejandre presented her written report, which included a report on the virtual April meeting of over 21 folks at which the following were discussed:

Board Demographics

Lori Redfearn reviewed information that was collected from campuses on board demographics. The State of California has passed legislation in 2020 requiring publicly-traded corporate boards that have over 9 members to have three of those members from under-represented communities defined as African American/Black, Native American/Native Alaskan/Native Hawaiian, Asian/Pacific Islander, Hispanic/Latinx or LGBTQ+. Similar legislation was passed related to gender equity. Though auxiliary organizations are not governed by these laws they are a good benchmark for progress in achieving diversity and inclusion.

- On average 37% of CSU foundation board members are female
- On average 31% of CSU foundation board members represent underserved communities

The Philanthropy Committee discussed possible strategies for increasing diversity on boards. Committee members shared the challenges met with adding term limits to boards however it's important to have new members to make sure boards stay energized and innovate. A key takeaway was that it could be a long process to refresh a board; however campuses just need to stay committed and focused on their efforts.

**9. Past Presidents Committee** (Agenda, pgs. 96-101)

Chair Michele Goetz presented her written report, including:

The AOA Past President Committee met on June 24<sup>th</sup> with the following 7 of the 10 past presidents still working in the CSU in attendance:

Michele Goetz, SDSU  
Leslie Levinson, SDSU  
Dave Edwards, Fullerton  
John Griffin, San Bernardino  
Kacie Flynn, Humboldt  
Jim Reinhart, Sacramento  
Richard Jackson, AOA

Also, in attendance as a guest was Tom McCarron, who retired from SDSU this past year.

The committee addressed two requests for input from AOA President Monica Kauppinen – development of an Auxiliary Executive Director Toolkit and feedback/recommendation for hosting a second AOA Leadership Academy.

### Auxiliary Executive Director Toolkit

AOA would like to develop a framework or “toolkit” to help auxiliary leaders introduce and educate their campus leadership to the role of auxiliaries and the benefit to the campus.

The committee discussed some of the current issues auxiliaries are experiencing across the system and concurred that a toolkit of resources on the AOA website would be helpful for auxiliary leaders to develop their own organization-specific briefing document to educate new university leaders about the unique nature of auxiliaries in the CSU and the value they bring to their respective campuses.

Suggestions for the toolkit included:

- Framework for auxiliary briefing document
- Updated AOA Fact Sheet
- Updated CSU Auxiliary Organization Compliance Guide
- AOA 101 slide deck
- CSU 101 slide deck
- Board of Trustees presentation
- Briefing document on what to consider in setting up a new auxiliary or retiring an existing auxiliary
- Briefing document on how to respond to concerns about control and autonomy
- Briefing document on function of the campus CFOs in oversight, audits, and controls.
- FAQs about auxiliaries on AOA and CSU websites

The committee decided to focus its efforts on creating a framework of what might be included in a briefing document to provide executive directors a starting point for introducing their auxiliary to new university leaders.

### Leadership Academy

Plans were underway for the second Leadership Academy when COVID19 hit. The AOA leadership would like to offer a second academy and requested the past president’s committee provide recommendation on timing and format.

The committee discussed the initial leadership academy and level of interest that was generated. The first academy was specifically designed to identify people ready to move up into a leadership role and to provide a pipeline of qualified and interested candidates for AOA president. The committee also discussed the level of commitment needed to put on the academy, the need for continued engagement of the first cohort, whether the curriculum would need to be updated and the amount of administrative support that was needed.

The committee developed the following recommendations:

- Postpone the next Leadership Academy to November 2022. Kacie Flynn indicated that she would be rolling off as past-president and would be willing to take the lead at that point in time.
- Leadership Academy be held no more frequently than every other year.
- Collect the materials developed from the first Academy and put it into a format that can be preserved and shared. Dave Edwards provided a complete set of materials to Richard Jackson on June 24<sup>th</sup>.
- Feedback from the initial cohort indicated they wanted more meaningful mentorship throughout the year. Suggest a session at the annual conference be considered as a way of continuing to engage this first cohort and cultivate new potential applicants.
- The original Academy was held in August which is bad timing for anyone in finance. Consider combining with November Executive Committee meeting in the future.
- Engage the executive committee and/or other committee members to help teach the academy.
- Engage conference support service providers to provide administrative support. Richard is following up with service providers for potential interest and costs.

**10. Risk Management Committee/AORMA Update** (Agenda, pgs. 102-104)

Chair Dwayne Brummett’s referred to the report included in the agenda packet:

The CSURMA AORMA coverage programs renewing on July 1 for FY 21-22 have seen especially significant changes over the prior year due to hardening of the insurance market, particularly in the excess liability market:

- Reinsurance and Excess Liability – up 26%
- Property – up 60%
- Workers’ Compensation – up 37%
- Cyber – up 217%
- Fidelity – no change

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.

Property losses to both the AORMA and Campus programs have increased the past three years due to major losses within the CSU system. Property insurance costs within California and across the country are expected to continue to rise due to wildfires and catastrophic storms.

Workers’ Compensation costs are increasing as payroll is expected to rise due to auxiliary organizations restarting operations.

Cyber claims involving hacking, ransomware and loss of personal information continue to rise worldwide. The market for cyber coverage has hardened dramatically in the past six months.

**L. INFORMATION/ANNOUNCEMENTS**

**M. ADJOURNMENT**

By acclamation, the Executive Committee was adjourned at 2:00 pm.

Respectfully Submitted,

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Secretary/Treasurer



**MEMORANDUM**

**To:** Executive Committee Attendees  
 Auxiliary Organizations Association

**Date:** November 4, 2021

**From:** Richard Jackson  
 Secretary/Treasurer

**File:**

**Subject:** Follow-Up Assignments from the August 20, 2021 Executive Committee Meeting

**cc:**

Below is a summary of items needing follow-up action, taken from the minutes of the April 16, 2021 Executive Committee Meeting, or carried over from a prior meeting. This list is intended to aid the responsible parties in their follow-up activities and their preparation of updates or agenda items for the next Executive Committee meeting on November 19, 2021.

Action	Responsible Individual	Notes on Status
Follow-up with the CO on a process for alerting AOA of policies in development and providing an open-comment period.	Monica Kauppinen	Pending
Launch year-round AOA Education and Training Series over the next year	CPC Chair; CPC Business Partner Coordinator	Pending
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.	Kacie Flynn, Chair of Long Range Planning Committee	Long Range and Strategic Planning meetings are occurring monthly
Establish a working group to propose clarifying changes to the CO's Operating Agreement template.	Monica Kauppinen	Pending
Arrange for an auxiliary review process of proposed changes to the Compliance Guide.	Monica Kauppinen, Carrie Rieth	Pending
Schedule a virtual EC meeting in early June.	Richard Jackson	Pending



## 2021 AOA EXECUTIVE COMMITTEE ROSTER

### ELECTED OFFICERS <sup>1</sup>

Monica Kauppinen	President	University Enterprises, CSU Sacramento
Kacie Flynn	Immediate Past President	SP Foundation, Humboldt State University
Sharleen Krater	President-Elect	Associated Students, CSU Chico

### APPOINTED OFFICER <sup>2</sup>

Richard Jackson	Secretary/Treasurer	AOA Executive Office
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### ELECTED REPRESENTATIVES <sup>3</sup>

Jonathan Navarro	Term expires 1/22	University Student Union, CSU Northridge
Bella Newberg	Term expires 1/22	CSUSM Corporation, CSU San Marcos
Todd Summer	Term expires 1/22	Aztec Shops, San Diego State
Nicole Lane	Term expires 1/22	Auxiliary Services, CSU Fresno
Sandra Gallardo	Term expires 1/23	Associated Students, CSU Sacramento
Sharleen Krater	Term expires 1/23	Associated Students, CSU Chico
Teresa Loren	Term expires 1/23	Research Foundation, San Diego State
Rasheedah Shakoor	Term expires 1/23	Associated Students, CSU Dominguez Hills

### STANDING COMMITTEE CHAIRS <sup>4</sup>

Iraida Venegas	AS/Student Union/Rec	Associated Students, CSU Long Beach
Aaron Neilson	Commercial Services	Foundation, Cal Poly Pomona
Djeneba Ahouansou	Business & Financial Services	Associated Students, CSU Dominguez Hills
John Doeblor	Human Resources	Associated Students, CSU Northridge
Steve DeLuca	Information Technology	Associated Students, CSU Northridge
Kacie Flynn	Long Range Planning	SP Foundation, Humboldt State University
	Nominations	
Jennifer Sneed	Research Administration	Research Foundation, San Diego State
Monica Alejandre	Philanthropy Committee	Associate VP for Operations, CSU San Bernardino
Starr Lee	Risk Management & Insurance Programs	University Corporation, Monterey Bay
Michele Goetz	Past Presidents	Research Foundation, San Diego State

### DESIGNATED LIAISONS <sup>5</sup>

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

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

**Auxiliary Organizations Association**

**General Operations Profit and Loss Statement: Budget vs. Actual**

Fiscal Year 2021-22  
(As of 11/10/21)

		<u>General Operations</u>		
		YTD	2021-22 Budget	% of Budget
1	<b>Income</b>			
2	40000 — AOA Dues	\$84,959	\$246,936	34%
3	42000 — Standing Committee Income			
4	43000 — Scholarship Donations			
5	44000 — AORMA Dividend	\$555	\$555	100%
6	45000 — Interest Income	\$0		
7	46000 — Dividend Income	\$1,495	\$10,000	15%
8	47000 — Realized Gain on Investments		\$5,000	0%
9	48000 — Unrealized Gain on Investments	(\$214)	\$10,000	-2%
10	45000 — Extraordinary Income	\$672	\$200	336%
11	<b>Total Income</b>	<u>\$87,467</u>	<u>\$272,691</u>	32%
12				
13	<b>Expense</b>			
14	70000 — Contracted Service – Business Manager	\$11,069	\$44,276	25%
15	70500 — Sec/Treas Travel & AOA Office Expense	\$1,570	\$4,000	39%
16	Compliance Consultant Analyses/Monographs	\$3,150	\$11,000	29%
17	71500 — Legislative Liaison Travel Exp			
18	72000 — AOA Legal Counsel (requested services)			
19	73000 — Retainer– HR Legal Counsel		\$27,000	0%
20	73500 — AOA HR Legal Counsel Expenses		\$5,000	0%
21	74000 — Advocacy/Liaison Expenses			
22	75000 — Audit/Tax Prep Expenses	\$6,300	\$16,200	39%
23	75300 — Insurance Expense	\$4,709	\$4,709	100%
24	75500 — COGR Dues Expense	\$5,250	\$5,250	100%
25	76000 — Executive Committee Travel Exp	\$2,403	\$11,000	22%
26	76500 — Executive Committee Meeting Exp	\$4,863	\$14,000	35%
27	AOA Leadership Academy		\$12,000	0%
28	77000 — AS/SU Committee Expenses			
29	77100 — Financial Services Com Expenses			
30	77200 — HR Committee Expenses	\$2,000		
31	AOA Biennial Salary Survey	\$2,100		
32	77300 — IT Committee Expenses			
33	77400 — Research Admin Com Expenses			
34	77600 — Commercial Services Committee Expenses			
35	77900 — Philanthropy Committee Expenses			
36	77800 — Standing Committee Meetings/Programs		\$25,000	0%
37	97000 — Website Depreciation Expense		\$9,965	0%
38	78000 — Web Hosting/Maintenance Exp	\$9,290	\$40,000	23%
39	78500 — Website Content/AOA Directory Updates	\$3,133	\$6,000	52%
40	AOA Scholarship Program		\$5,000	0%
41	79000 — Gifts and Awards Expense		\$500	0%
42	79400 — Bad Debt Expense	\$1,283		
43	Special Projects (Website Implementation)			
44	79500 — Miscellaneous Expenses	\$305	\$2,500	12%
45	<b>Total Expense</b>	<u>\$57,426</u>	<u>\$243,400</u>	24%
46	<b>Net Income</b>	<u>\$30,041</u>	<u>\$29,292</u>	103%
47				
48	<b>January Conference Summary</b>			
49				
50	<b>Income</b>	\$178,525	\$495,000	36%
51	<b>Expense</b>	\$48,869	\$578,839	8%
52	<b>Net Income</b>	<u>\$129,656</u>	<u>-\$83,839</u>	-155%
53				
54				
55				
56				
57				
58	<b>TOTAL AOA NET INCOME</b>	<u><u>\$159,697</u></u>	<u><u>(\$54,548)</u></u>	-293%
59				
60				
61				
62				
63	Projected AOA Net Assets as of 6/30/22			
64				
65	<b>Reserves:</b>			
66	Working Capital		\$121,700	
67	Conference Contingency		\$120,000 **	
68	Special Projects/General Contingency		\$50,000	
69	<b>Total Reserves</b>		<u>\$291,700</u>	
70				
71	<b>Unallocated Net Assets:</b>			
72	Beginning Balance 7-1-21		\$475,083	
73	Add: Projected FY 21/22 income		(\$54,548)	
74	<b>Total Projected Unallocated Net Assets at 6/30/21</b>		<u>\$420,535</u>	
75				
76	<b>Total AOA Net Assets Projected as of 6/30/22</b>		<u><u>\$712,235</u></u>	

## Auxiliary Organizations Association

### Profit and Loss Budget vs. Actual – January Conference

Fiscal Year 2021–22

(As of 11/10/21)

#### January Conference

	FY 2021–22 YTD	2022 Conference Budget:
<b>1</b>	<b>Income</b>	
<b>2</b>		
	50000 — Conference Registration Fees	\$108,850
<b>3</b>		
	52000 — Business Partner Income	\$255,000
<b>4</b>		
	52100 — Business Partner Reg Fee	\$8,925
<b>5</b>		
	59000 — Other Conference Income (credit card fees)	
<b>6</b>		
	52000 — Business Partner Income – Other	\$60,750
<b>7</b>		
	Total 52000 — Business Partner Income	\$240,000
<b>8</b>		
	52300 — In-Kind Contributions	
<b>9</b>		
	Total Income	\$178,525
<b>10</b>		
<b>11</b>	<b>Expense</b>	
<b>12</b>		
	80000 — Conference Services	
<b>13</b>		
	80200 — Conf Contract Service	\$33,301
<b>14</b>		
	80500 — Service Provider Travel Expense	\$89,839
<b>15</b>		
	80700 — Registration Area Support	
<b>16</b>		
	80000 — Conference Contract Services – Other	
<b>17</b>		
	Total 80000 — Conference Services	\$33,301
<b>18</b>		
	80800 — Bank Credit Card Fees	\$20,000
<b>19</b>		
	82000 — Cnf Gifts and Awards Expense	\$6,000
<b>20</b>		
	83000 — Hotel Function & Meal Expense	\$300,000
<b>21</b>		
	83500 — Hotel Credit on Expenses	
<b>22</b>		
	83000 — Hotel Function & Meal Expense – Other	
<b>23</b>		
	Total 83000 — Hotel Function & Meal Expense	\$300,000
<b>24</b>		
	84000 — Marketing/Communication Exp	\$25,000
<b>25</b>		
	85000 — Non-Hotel Function/Meal Exp	
<b>26</b>		
	86000 — CPC Expenses	
<b>27</b>		
	86100 — CPC Travel Expense	\$947
<b>28</b>		
	86500 — CPC Meeting Expenses	\$3,370
<b>29</b>		
	86000 — CPC Expenses – Other	
<b>30</b>		
	Total 86000 — CPC Expenses	\$4,317
<b>31</b>		
	87000 — Speaker Contract Expenses	\$11,250
<b>32</b>		
	88000 — Web/Mobile App/AV Tech Expense	\$85,000
<b>33</b>		
	NACAS Conference Bus Partner Marketing Expenses	\$5,000
<b>34</b>		
	Complimentary Guest Rooms	\$13,000
<b>35</b>		
	89000 — Donated Goods and Services	
<b>36</b>		
	89400 — Allowance for Bad Debt	\$0
<b>37</b>		
	Total Expense	\$48,869
<b>38</b>		
<b>37</b>		
	<b>Net Income</b>	<b>\$129,656</b>
		<b>\$ (83,839)</b>

Auxiliary Organizations Association (AOA)  
 Custom Transaction Detail Report  
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											
49500 — Extraordinary Income											
Sales Receipt	07/31/21	13									
Sales Receipt	08/09/21	14		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...	7.19		7.19
Sales Receipt	09/30/21	20		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...	91.13		98.32
Sales Receipt	10/08/21	23		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...	19.64		117.96
Sales Receipt	10/14/21	19		Sedgwick Claim...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...	38.93		156.89
									514.74		671.63
									0.00	671.63	671.63
Total 49500 — Extraordinary Income											
52000 — Business Partner Income											
52100 — Business Partner Reg Fee											
Sales Receipt	07/20/21	12		PayPal Deposit ...	52100 — Business Part...	January Co...		1499 — *Undepo...	1,785.00		1,785.00
Sales Receipt	08/31/21	15		PayPal Deposit ...	52100 — Business Part...	January Co...		1499 — *Undepo...	595.00		2,380.00
Sales Receipt	09/30/21	21		PayPal Deposit f...	52100 — Business Part...	January Co...		1499 — *Undepo...	2,380.00		4,760.00
Sales Receipt	10/08/21	24		PayPal Deposit f...	52100 — Business Part...	January Co...		1499 — *Undepo...	4,165.00		8,925.00
									0.00	8,925.00	8,925.00
Total 52100 — Business Partner Reg Fee											
52000 — Business Partner Income - Other											
Sales Receipt	07/20/21	12		PayPal Deposit ...	52000 — Business Part...	January Co...		1499 — *Undepo...	13,750.00		13,750.00
Sales Receipt	09/30/21	21		PayPal Deposit f...	52000 — Business Part...	January Co...		1499 — *Undepo...	2,750.00		16,500.00
Sales Receipt	10/05/21	22		Conference Che...	52000 — Business Part...	January Co...		1499 — *Undepo...	8,250.00		24,750.00
Sales Receipt	10/08/21	24		PayPal Deposit f...	52000 — Business Part...	January Co...		1499 — *Undepo...	31,500.00		56,250.00
Sales Receipt	10/14/21	18		Sept/Oct 3 chec...	52000 — Business Part...	January Co...		1499 — *Undepo...	4,500.00		60,750.00
									0.00	60,750.00	60,750.00
Total 52000 — Business Partner Income - Other											
Total 52000 — Business Partner Income											
50000 — Conference Registration Fees											
Sales Receipt	07/20/21	12		PayPal Deposit ...	50000 — Conference R...	January Co...		1499 — *Undepo...	45,220.00		45,220.00
Sales Receipt	08/31/21	15		PayPal Deposit ...	50000 — Conference R...	January Co...		1499 — *Undepo...	12,495.00		57,715.00
Sales Receipt	09/30/21	21		PayPal Deposit f...	50000 — Conference R...	January Co...		1499 — *Undepo...	20,825.00		78,540.00
Sales Receipt	10/08/21	24		PayPal Deposit f...	50000 — Conference R...	January Co...		1499 — *Undepo...	30,310.00		108,850.00
									0.00	108,850.00	108,850.00
Total 50000 — Conference Registration Fees											
48000 — Unrealized Gains on Investments											
General Journal											
	09/30/21	Vangd ...		Vangd Sept 2021	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	145.24		-145.24
	09/30/21	Vangd ...		Vangd Sept 2021	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	68.39		-213.63
Total 48000 — Unrealized Gains on Investments											
46000 — Dividend Income											
General Journal											
	09/30/21	Vangd ...		Vangd Sept 2021	46000 — Dividend Inco...	General Op...		-SPLIT-	141.73		141.73
	09/30/21	Vangd ...		Vangd Sept 2021	46000 — Dividend Inco...	General Op...		46000 — Dividen...	1,353.46		1,495.19
Total 46000 — Dividend Income											
45000 — Interest Income											
Deposit	07/31/21			Interest	45000 — Interest Income	General Op...		10300 — Money ...	0.02		0.02
Deposit	08/31/21			Interest	45000 — Interest Income	General Op...		10300 — Money ...	0.02		0.04
Deposit	09/30/21			Interest	45000 — Interest Income	General Op...		10300 — Money ...	0.02		0.06
Deposit	10/31/21			Interest	45000 — Interest Income	General Op...		10300 — Money ...	0.02		0.08
									0.00	0.08	0.08
Total 45000 — Interest Income											
44000 — AORMA Dividend											
General Journal											
	10/03/21	17		Liability Insuran...	44000 — AORMA Divide...	General Op...		1499 — *Undepo...	555.00		555.00

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 44000 — AORMA Dividend											
40000 — AOA Dues									0.00	555.00	555.00
General Journal	07/01/21	Rvs AR...	Various	Revs AR 6/30	40000 — AOA Dues	General Op...		11000 — AOA D...	45,394.00		-45,394.00
General Journal	07/01/21	Rvs De...	Various	Revs Dues Def I...	40000 — AOA Dues	General Op...		22000 — AOA D...		123,468.00	78,074.00
Sales Receipt	07/20/21	11		Deposit 5 July C...	40000 — AOA Dues	General Op...		1499 — *Undepo...	2,801.00	9,686.00	87,760.00
General Journal	07/22/21	Return...		Rtn Check UC HSU	40000 — AOA Dues	General Op...		10000 — Checki...			84,959.00
Total 40000 — AOA Dues											
									48,195.00	133,154.00	84,959.00
Total Income											
									48,408.63	314,400.90	265,992.27
Expense											
77250 — AOA Salary Survey Expense									2,100.00		2,100.00
Check	11/03/21	2709	Human Resources Strat...	Second payment...	77250 — AOA Salary Su...	General Op...		10000 — Checki...	2,100.00	0.00	2,100.00
Total 77250 — AOA Salary Survey Expense											
									2,100.00	0.00	2,100.00
78500 — Website Content/Dir Management DJ									239.85		239.85
Check	09/02/21	2694	Dixie L. Johnson	Jun-Aug Websit...	78500 — Website Conte...	General Op...		10000 — Checki...	239.85		239.85
Check	09/02/21	2694	Dixie L. Johnson	Jun-Aug Membe...	78500 — Website Conte...	General Op...		10000 — Checki...	2,066.41		2,306.26
Check	09/02/21	2694	Dixie L. Johnson	Jun-Aug Nom & ...	78500 — Website Conte...	General Op...		10000 — Checki...	827.18		3,133.44
Total 78500 — Website Content/Dir Management DJ											
									3,133.44	0.00	3,133.44
86000 — CPC Expenses											
86100 — CPC Travel Expense									363.03		363.03
Check	08/31/21	2692	Martiz Ware	Martiz Ware 8/1...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	363.03		363.03
Check	09/14/21	2695	Richard Jackson	CPC Dinner 8/1...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	257.92		620.95
Check	09/14/21	2697	Trustees, California Stat...	Lori Redfearn A...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	326.22		947.17
Total 86100 — CPC Travel Expense											
									947.17	0.00	947.17
86500 — CPC Meeting Expenses									3,370.12		3,370.12
Check	09/14/21	2695	Richard Jackson	Hyatt IW, Nov m...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	3,370.12		3,370.12
Total 86500 — CPC Meeting Expenses											
									3,370.12	0.00	3,370.12
Total 86000 — CPC Expenses											
									4,317.29	0.00	4,317.29
80000 — Conference Contract Services											
80450 — Cnf Contract Srv-Lorlie Leetham									9,000.00		9,000.00
General Journal	07/01/21	Rv LL P...	Lorlie Leetham	Rvs LL Prepd 6...	80450 — Cnf Contract S...	January Co...		12910 — Other P...	9,000.00		18,000.00
Check	09/14/21	2698	Lorlie Leetham	2nd Qtr 2021 p...	80450 — Cnf Contract S...	January Co...		10000 — Checki...	9,000.00	0.00	18,000.00
Total 80450 — Cnf Contract Srv-Lorlie Leetham											
									18,000.00	0.00	18,000.00
80300 — Conf Contract Service-Taren M									3,750.00		3,750.00
Check	08/04/21	2685	Taren Mulhauser	2nd Qtr 2021 c...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,750.00		3,750.00
Check	11/03/21	2708	Taren Mulhauser	3rd Qtr 2021 Se...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,750.00		7,500.00
Total 80300 — Conf Contract Service-Taren M											
									7,500.00	0.00	7,500.00
80100 — Conf Contract Service-R Jackson											
General Journal	07/01/21	Rev Pre...		Rev RJ Prepd '22...	80100 — Conf Contract...	January Co...		12910 — Other P...	0.00		0.00
General Journal	07/01/21	Rv RJ P...		Rvs RJ Prepd 6/...	80100 — Conf Contract...	January Co...		12910 — Other P...	3,000.00		3,000.00
Total 80100 — Conf Contract Service-R Jackson											
									3,000.00	0.00	3,000.00
80500 — Service Provider Travel Expense											
Check	08/31/21	2688	Taren Mulhauser	TMulhauser Aug ...	80500 — Service Provid...	January Co...		10000 — Checki...	485.48		485.48
Check	09/14/21	2695	Richard Jackson	RJ Travel COC 8...	80500 — Service Provid...	January Co...		10000 — Checki...	458.90		944.38

Auxiliary Organizations Association (AOA)  
 Custom Transaction Detail Report  
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	09/14/21	2698	Lorlie Leatham	Travel AOA Aug...	80500 - Service Provid...	January Co...		10000 - Checki...	857.07		1,801.45
Total 80500 - Service Provider Travel Expense											
80200 - Conf Contract Service-D Johnson											
Check	09/02/21	2694	Dixie L Johnson	Sept 2021 Supp...	80200 - Conf Contract...	January Co...		10000 - Checki...	3,000.00	0.00	3,000.00
Total 80200 - Conf Contract Service-D Johnson											
Total 80000 - Conference Contract Services											
87000 - Speaker Contract Expenses											
Check	08/31/21	2693	Gotham Artists	Deposit for Ben ...	87000 - Speaker Contr...	January Co...		10000 - Checki...	6,250.00		6,250.00
Check	08/31/21	2693	Gotham Artists	Deposit for Lisa ...	87000 - Speaker Contr...	January Co...		10000 - Checki...	5,000.00		11,250.00
Total 87000 - Speaker Contract Expenses											
79500 - Miscellaneous Expenses											
Check	08/04/21	2684	Richard Jackson	PayPal fee, 7/2/...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		19.95
Check	08/04/21	2684	Richard Jackson	AWS fee, 7/3/2...	79500 - Miscellaneous...	General Op...		10000 - Checki...	68.02		87.97
Check	09/14/21	2695	Richard Jackson	PayPal fee, 8/2/...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		107.92
Check	09/14/21	2695	Richard Jackson	AWS fee, 8/3/2...	79500 - Miscellaneous...	General Op...		10000 - Checki...	70.08		178.00
Check	09/14/21	2695	Richard Jackson	EC Name Plates ...	79500 - Miscellaneous...	General Op...		10000 - Checki...	37.30		215.30
Check	10/12/21	2700	Richard Jackson	PayPal fee, 9/2/...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		235.25
Check	10/12/21	2700	Richard Jackson	AWS fee, 9/3/2...	79500 - Miscellaneous...	General Op...		10000 - Checki...	70.12		305.37
Total 79500 - Miscellaneous Expenses											
79400 - Bad Debt Expense											
General Journal	07/01/21		HSU Foundation	HSU Frnd unpaid...	79400 - Bad Debt Exp...	General Op...		11000 - AOA D...	1,283.00		1,283.00
Total 79400 - Bad Debt Expense											
78000 - Web Hosting/Maintenance Exp											
Check	08/31/21	2691	Dent Agency LLC	Dent Agency Jul...	78000 - Web Hosting/...	General Op...		10000 - Checki...	3,096.60		3,096.60
Check	09/14/21	2696	Dent Agency LLC	Dent Agency Au...	78000 - Web Hosting/...	General Op...		10000 - Checki...	3,096.60		6,193.20
Check	11/03/21	2707	Dent Agency LLC	Dent Agency Se...	78000 - Web Hosting/...	General Op...		10000 - Checki...	3,096.60		9,289.80
Total 78000 - Web Hosting/Maintenance Exp											
77200 - HR Committee Expenses											
Check	10/14/21	2703	Shaw HR Consulting, Inc.	Sept Training o...	77200 - HR Committe...	General Op...		10000 - Checki...	2,000.00		2,000.00
Total 77200 - HR Committee Expenses											
76500 - Executive Committee Meeting Exp											
Check	08/04/21	2684	Richard Jackson	Hyatt IW, Deposi...	76500 - Executive Co...	General Op...		10000 - Checki...	1,000.00		1,000.00
Check	08/04/21	2684	Richard Jackson	Hyatt IW, Deposi...	76500 - Executive Co...	General Op...		10000 - Checki...	1,000.00		2,000.00
Check	09/14/21	2695	Richard Jackson	Hyatt IW, Remai...	76500 - Executive Co...	General Op...		10000 - Checki...	2,863.05		4,863.05
Total 76500 - Executive Committee Meeting Exp											
76000 - Executive Committee Travel Exp											
Check	08/31/21	2690	San Diego State Univ. R...	Teresa Loren 8/...	76000 - Executive Co...	General Op...		10000 - Checki...	423.10		423.10
Check	08/31/21	2692	Martiz Ware	Martiz Ware 8/2...	76000 - Executive Co...	General Op...		10000 - Checki...	363.03		786.13
Check	09/14/21	2695	Richard Jackson	EC Dinner on 8/...	76000 - Executive Co...	General Op...		10000 - Checki...	384.83		1,170.96
Check	09/14/21	2697	Trusters, California Stat...	Lori Redfran A...	76000 - Executive Co...	General Op...		10000 - Checki...	326.22		1,497.18
Sales Receipt	10/03/21	16		LRedfran reimb...	76000 - Executive Co...	General Op...		1499 - *Undepo...		78.86	1,418.32
Check	10/16/21	2704	CSU Northridge Associa...	Steve Deluca A...	76000 - Executive Co...	General Op...		10000 - Checki...	277.64		1,695.96
Check	10/16/21	2705	Steve Deluca	Steve Deluca A...	76000 - Executive Co...	General Op...		10000 - Checki...	279.17		1,975.13
Check	10/16/21	2706	San Diego State Univ. R...	Jennifer Sneed A...	76000 - Executive Co...	General Op...		10000 - Checki...	427.86		2,402.99

Auxiliary Organizations Association (AOA)  
 Custom Transaction Detail Report  
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 76000 — Executive Committee Travel Exp											
75500 — COGR Dues Expense									2,481.85	78.86	2,402.99
Invoice	07/01/21	AOA20...	CSU Chancellor's Office	One half of ann...	75500 — COGR Dues E...	General Op...		11900 — Other R...		5,250.00	-5,250.00
Check	07/03/21	2679	Council On Government...	FY 21-22 Memb...	75500 — COGR Dues E...	General Op...		10000 — Checki...	10,500.00		5,250.00
Total 75500 — COGR Dues Expense											
75300 — Insurance Expense									10,500.00	5,250.00	5,250.00
Check	08/04/21	2686	CSURMA	21-22 Liability/...	75300 — Insurance Exp...	General Op...		10000 — Checki...	4,709.00		4,709.00
Total 75300 — Insurance Expense											
75000 — Audit/Tax Prep Expenses									4,709.00	0.00	4,709.00
Check	10/12/21	2702	KCoe Isom, LLP	Partial 6/30/21 ...	75000 — Audit/Tax Pre...	General Op...		10000 — Checki...	6,300.00		6,300.00
Total 75000 — Audit/Tax Prep Expenses											
71000 — Retainer - Legislative Liaison									6,300.00	0.00	6,300.00
Check	10/12/21	2699	Robert E. Griffin	RGriffin EC Cons...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	3,150.00		3,150.00
Total 71000 — Retainer - Legislative Liaison											
70500 — S/T Travel & AOA Office Expense									3,150.00	0.00	3,150.00
Check	07/03/21	2680	AT&T	6/19/21 - 7/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	222.78		222.78
Check	08/04/21	2687	AT&T	7/19/21 - 8/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	222.32		445.10
Check	08/31/21	2689	AT&T	8/19/21 - 9/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	222.32		667.42
Check	09/14/21	2695	Richard Jackson	RJ Travel EC 8/2...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	458.89		1,126.31
Check	10/12/21	2701	AT&T	9/19/21 - 10/1...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	222.45		1,348.76
Check	11/03/21	2710	AT&T	10/19/21 - 11/1...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	221.64		1,570.40
Total 70500 — S/T Travel & AOA Office Expense											
70000 — Contacted Service - Sec/Treas											
Check	08/04/21	2684	Richard Jackson	Contract Pay, Jul...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		3,689.67
Check	09/14/21	2695	Richard Jackson	Contract Pay, A...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		7,379.34
Check	10/12/21	2700	Richard Jackson	Contract Pay, Ser...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		11,069.01
Total 70000 — Contacted Service - Sec/Treas											
Total Expense											
									111,623.66	5,328.86	106,294.80
Net Income									160,032.29	319,729.76	159,697.47



## Executive Committee Report to the AOA Membership

This report briefly alerts the membership to key discussions and actions at the last Executive Committee meeting on August 20, 2021 as well as matters on the agenda for the upcoming EC meeting to be held on November 19, 2021.

### **2022 AOA Conference**

Registration is open on the AOA website for the in-person conference in January at the Hyatt Regency in Indian Wells. The conference theme is, appropriately, “Better Together,” recapturing the energy and intimacy of the in-person experience. The program includes celebrity speaker and NYT Best-Selling author Ben Nemtin at Sunday’s opening dinner, who will talk about how to maintain our mental health in challenging conditions. At Monday’s keynote Lisa Lee, VP of Global Diversity at DoorDash, will discuss strategic ways to incorporate diversity, inclusion and belonging in our organizations. A few of the conference presentations will be recorded and made available for AOA Membership viewing following the conference.

### **Revised AOA Bylaws**

The Executive Committee sent Recommended Amended AOA Bylaws to the AOA member-organizations for their approval. The proposed changes emerged from the work of the Bylaws Task Force and, briefly summarized, accomplish the following:

Further defines auxiliary organization qualifications for membership and strengthen membership suspension and termination provisions. Changes the description of standing committee Executive Committee office-holders from chairs to representatives. Limits EC office-holders (including standing committee representatives) to member-organization direct or reimbursed management employees. Establishes requirement and process for elected office-holders to disclose circumstances of ineligibility to hold office. Permits Bylaw amendments and elections to be held by electronic means under specified conditions.

### **AOA Strategic Planning Group**

The Long-Range Planning Committee is doing strategic and contingency planning, looking at the advantages/disadvantages of various ways of accomplishing AOA staff roles (e.g., business services, conference support) – whether by using independent contractors (as currently), hiring employees, or contracting with another professional organization.

### **Quick Bites**

- Click here to see the AOA/CABO presentation to the CSU Trustees in May on the role and value of auxiliaries (at the 18:15 minutes mark):  
<https://www.youtube.com/watch?v=YEw4vRcdwX0&t=1090s>.

- AOA's Past Presidents Committee is refining a framework or "toolkit" to help auxiliary leaders introduce and educate their campus leadership to the role of auxiliaries and the benefit to the campus.
- At November's EC meeting, CSU Chief Information Security Officer Ed Hudson, will clarify the intent of the campus IT Consolidation guidance from the CO.
- AOA maintains up-to-date rosters listing the current Auxiliary Executive Officer, Chief Financial Officer, and Human Relations Director at each CSU auxiliary  
Contact: [rtjackson@csuchico.edu](mailto:rtjackson@csuchico.edu).
- 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 and governance matters, compliance with regulation, auxiliary policy development, management practices, etc. Contact: [grifr@aol.com](mailto:grifr@aol.com).

**The Agenda for the EC meeting** on November 19, 2021 is attached. If anyone wishes to see any or all of the attachments to the Agenda, please send an email to [rtjackson@csuchico.edu](mailto: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](mailto:rtjackson@csuchico.edu).

Attachments:

*AOA Executive Committee Agenda for November 19, 2021*

*Minutes of the August 20, 2021 Executive Committee meeting*

11/13/21

# 2021-22 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

## Bills of Interest to Auxiliary Organizations

November 19, 2021

**Context:** The last day to pass bills this calendar year of the 2021-22 Legislative Session ended September 10, and the Governor had until October 10 to sign or veto bills across his desk by September 10.

Bill status link: <https://leginfo.legislature.ca.gov/faces/home.xhtml>

### Assembly:

**AB 12** (Seyarto et al) -- Personal information: social security numbers. Would require state agencies, as soon as is feasible, but no later than January 1, 2023, to stop sending any outgoing United States mail to an individual that contains the individual's social security number unless the number is truncated to its last four digits, except in specified circumstances. **Passed as Urgency Measure and signed by Governor. (effective when enacted) (10/5/21).**

**AB 16** (Chiu) – Tenancies: COVID-19 Tenant, Small Landlord. Would likely not to apply to auxiliary organization campus licensed housing, but, depending upon implementing guidelines/policies, may apply to any tenancies involving COVID-19 rental debt/default.

The 2020 predecessor act would be expanded under a 2021 act establishing the Tenant, Small Landlord, and Affordable Housing Provider Stabilization Program, implemented through a special fund from federal and state sources. The program objective is to provide a “just recovery from the pandemic for tenants, small landlords, and affordable housing providers,” under DH&CD administration. Status: Remains in Assembly Housing & Community Development Committee (1/13/21).

**AB 55** (Horvath) – Telecommuting Work. Would improve working conditions and advance opportunities for profitable employment. Existing law regulates the wages, hours, and working conditions of any worker employed in any occupation, trade, or industry to ensure certain rights and benefits for telecommuting employees.

This is a “spot bill” introduced to assure that a bill in a particular subject area will be available, subsequent to the bill-introduction deadline, for revision by amendments germane to the bill's subject (employee rights). Status: In Assembly (pending committee referral – 12/8/20).

**AB 247** (Ramos) -- Small Business & Nonprofit Civil Liability Protection during Covid-19 Pandemic (amended 3/18/21). Would afford limited additional civil liability immunity (with exceptions) for small business and nonprofit organization injury or illness to a consumer from services due to a COVID-19-cause claim, if all applicable state and local health laws, regulations & protocols have been implemented and substantially complied with. Status: Still in Assembly Judiciary Committee (4/21/21).

**AB 255** (Muratsuchi) -- Tenancy: commercial leases: COVID-19 rent relief (amended). Would provide commercial rent relief protections for small businesses affected by the COVID-19 pandemic to help them weather the public health and economic crisis without losing their businesses. Status: Still in Assembly Judiciary Committee (inactive) (June 3, 2021). NB: May be used as “spot bill.”

**AB 403** (Keira *et al*) -- Fair Access to College Textbooks Act (amended). Would prohibit a campus of the California Community Colleges, the California State University, an independent institution of higher education, or a private postsecondary educational institution from assessing an automatic charge for instructional materials, as defined, to a student, or enter into an agreement with a book publisher or other entity to assess the charge, unless certain conditions are met. These provisions would only apply to a contract entered into or renewed after January 1, 2022. In Assembly Higher Ed Committee (3/26/21).

**AB 327** (Kiley) -- COVID-19 Vaccination Status: Prohibition on Required Disclosure. Would:

a). Prohibit state agencies, local governments, and any other state governmental authority from adopting or enforcing any order, ordinance, policy, regulation, rule, or similar measure that requires an individual to provide, as a condition of receiving any service or entering any place, documentation regarding the individual’s vaccination status for any COVID-19 vaccine administered under an emergency use authorization. By prohibiting local governments from adopting or enforcing such measures, this bill would impose a state-mandated local program; and,

b). Prohibit any public or private entity that receives or is awarded state funds through any means, as specified, from requiring a member of the public to provide, as a condition of receipt of any service or entrance to any place, documentation regarding the person’s vaccination status for any COVID-19 vaccine administered under an emergency use authorization. Before Assembly Health Committee (4/15/21).

**AB 473 & 474** (Chau) – Public Records Act Reorganized. Reorganizes, recodifies and make conforming changes to the California Public Records Act (PRA) based upon a California Law Review Commission study requested by the Legislature. Cross references to the PRA in The Richard McKee Transparency Act of 2011 would be updated (in Cal. Ed. Code §§ 89915.5, 89916, and 89919). Status: **Passed. Signed by Governor. Operative January 1, 2023 and contingent on enactment of AB 386, AB 562, and SB 823.**

**AB 488** (Irwin) -- Charitable organizations: charitable fundraising platforms and platform charities (amended). Expands application of the *Supervision of Trustees and Fundraisers for Charitable Purposes Act* to include a regulatory and reporting framework over charitable fundraising platforms and platform charities as charitable fund trustees under the AG. **Passed. Signed by Governor.**

**AB 524** (Rodriguez) – Campus-recognized Sorority & Fraternity Transparency Act (revised & amended). would establish the Campus-Recognized Sorority and Fraternity Transparency Act, which would require:

1) each institution of higher education to include in the institution’s requirements for campus recognition of a campus-affiliated sorority or fraternity, as defined, a requirement that the institution collect from the sorority or fraternity on or before July 1, 2023, and annually thereafter, specified information;

2) that the institution suspend recognition of any sorority or fraternity that does not comply with the collection requirements; and

3) that each institution with sororities or fraternities to compile the collected information into a publicly accessible report posted, and archived, on each respective campus' internet website or by email on or before August 1, 2023, and annually thereafter. Status: In Assembly Appropriations Committee (**inactive** – 6/3/21).

**AB 663** (Chen) -- Corporate Board Emergency Powers/Actions (amended). Applies in relevant part, to all auxiliary organizations as nonprofit public benefit corporations (not CSSA).

The corporation governing board would have expanded emergency powers in anticipation of or during a declared emergency to take any action that it determines to be necessary or appropriate to respond to the emergency, mitigate the effects of the emergency, or comply with lawful federal and state government orders.

Bylaws may include provisions implementing the above emergency powers.

Requirements for board meetings by remote facilities updated.

The potential impact of this Bill would enhance the ability of auxiliary organization governing boards to take needed action in declared emergency situations.

Status: **Passed. Signed by Governor.**

**AB 757** (Davies) -- Private employment: COVID-19: positive test or diagnosis: documentation. Would authorize a private employer to request prescribed documentation of a positive COVID-19 test or diagnosis if an employee reports that the employee has been diagnosed or tested positive for COVID-19 and is unable to work and the employer determines that an employee may be subject to a 14-day exclusion from the workplace as required under certain law or regulations. The bill would require an employer, in requesting documentation pursuant to the bill and in receiving information in response to that request, to comply with existing privacy protections. This bill would declare that it is to take effect immediately as an urgency statute. Status: Still in Assembly Labor & Employment Committee (2/25/21).

**AB 900** (Reyes) – Charitable Trusts; Notice to AG. Would appear to apply to auxiliary organizations holding a charitable trust, as trustee, under an authorized function.

The applicable statutory definition of the term “charitable trust” is described in IRC § 4947(a)(1).

The Bill requires a trustee holding assets subject to a charitable trust to give written notice to the Attorney General at least 20 days before the trustee sells, leases, conveys, exchanges, transfers, or otherwise disposes of all or substantially all of the charitable assets.

This requirement would parallel the existing notice requirement for auxiliary organizations (as nonprofit public benefit corporations) before similarly disposing of all or substantially all its assets.

The impact of the notice requirement would seem to be nominal, but would entail an on-going awareness of the requirement and appropriate transaction-processing time to include compliance with the notice. Status: **Passed. Signed by Governor.**

**AB 995** (L. Gonzalez) – Paid Sick Leave: Accrual & Use. Would modify the employer's alternate sick leave accrual method to require that an employee have no less than 40 hours of accrued sick leave or paid time off by the 200th calendar day of employment or each calendar year, or in each 12-month period. The bill would modify that satisfaction provision to authorize an employer to satisfy accrual requirements by providing not less than 40 hours or 5 days of paid sick leave that is available to the employee to use by the completion of the employee's 200th calendar day of employment. The bill would also provide that an employer is under no obligation to allow an employee's total accrual of paid sick leave to exceed 80 hours or 10 days, as specified. The bill

would raise the employer's authorized limitation on the employee's use of carryover sick leave to 40 hours or 5 days. Status: In Assembly Appropriations Committee (**inactive** -- 6/3/21).

**AB 1025** (Rivas & Garcia) -- Expanded State institutional bid & purchases of Ag Food Products (amended 3/18/21). Would expand state institutional ag food product bid and purchasing to include all state-owned or run institutions, including any CSU campus, branch or function thereof, by prohibiting purchase of agricultural food products grown, packed, or processed out-of-state unless one of the following applies:

- bid or price is more than 25% lower than that for in-state product
- quality of in-state product is inferior to out-of-state product.

[NB: The term agricultural food product is defined.]

If enacted, as amended, this bill leaves open to interpretation whether the cross-reference definition to Ed Code §66010 for ... California State University, and each campus, branch, and function thereof, is intended to apply to campus separate, but related auxiliary organizations authorized by agreement to provide food services, either directly or by outsourcing, using separate procurement. If applicable to food service auxiliary organizations, it is doubtful this expanded bid/purchasing requirement would have significant cost impact. Status: In Assembly Accountability & Administrative Review Committee (4/14/21).

**AB 1028** (Seyarto & Bigelow) -- Workplace Flexibility Act. Appears to apply to private and nonprofit sector (including auxiliary organizations) employers and nonexempt employees (except those under collective bargaining agreements) to permit limited flexible remote working arrangements under a mutual written agreement framework (Remote Flexible Work Hour Plan).

As a statutory framework, the arrangements would be an additional overtime pay limited exception (10 hrs./day).

Qualified (nonexempt) employee requests remote work plan with required elements/schedule. Employer may consider and approve the plan/schedule under statutory terms.

Approved remote work plans subject to meal/rest period requirements.

Depending upon the practicable scope of qualified employees for remote work, the employer could incur additional administrative costs to establish, maintain, and enforce such arrangements. Status: Still in Assembly Labor & Employment and Judiciary Committees (3/4/21).

**AB 1074** (L. Gonzalez & Kalra) -- COVI-19 related displaced employees; rehiring & retention (extension of existing law). This Bill, as amended, does not appear to apply to direct services or employees of auxiliary organizations, but under existing law may apply to an auxiliary organization as an "awarding authority" of a contract for janitorial or building maintenance.

As relevant to auxiliary organizations, contractors (or subcontractors) for such services are now required to provide non-exempt qualified janitorial and building maintenance employees, who are laid-off for reasons related to the COVID-19 pandemic, with job-opening information, specified rehiring/retention privileges, and a compliance method.

The Bill would expand a predecessor act covering employees of contracted janitorial and building maintenance services to include hotel workers (including guest service, food and beverage, or cleaning).

This proposed statutory extension of the displaced-workers' framework would only potentially impact any contracted services at hotel-type operations under a campus auxiliary organization (for example, Kellogg West at Cal Poly Pomona). Unknown additional administrative costs would likely be incurred. Status: **Passed. Vetoed by Governor.**

**AB 1267** (Cunningham) -- Alcoholic Beverages: Advertising or Promoting Proceeds Donation to Charitable Organization (amended). Would, as an exception to present prohibition, until January 1, 2025, authorize a winegrower, a beer manufacturer, a distilled spirits manufacturer, or a craft distiller to donate a portion of the proceeds from the sale of an alcoholic beverage to a nonprofit charitable organization, subject to certain limitations, including a prohibition on a promotion or advertisement of the donation that encourages, promotes, or otherwise references the consumption of alcoholic beverages. **Passed. Signed by Governor.**

**AB 1276** (Carrillo & L. Gonzalez) -- Single-use food accessories & service ware in food facilities & full-service restaurants (many amendments). Will:

- 1) prohibit a food facility or 3d party food delivery platform from providing consumer any single-use food accessories unless requested;
- 2) Require 3d party food delivery platform to provide ready-to-eat food vendors with to customize vendor menu listing single-use food accessories (condiments) offered for consumer to check, otherwise not provided;
- 3) effective 1/1/2023, require reusable food service ware and prohibit single-use service ware for consumer in a full-service restaurant (with adequate dishwashing capacity);
- 4) Require city and county level enforcement through officer designated by June 1, 2022; and
- 5) Specify violations framework.

NB: Major terms used are defined.

Campus food service auxiliary organizations (or out-sourced providers) would be required to comply with the above requirements at food facilities, including full-service restaurants and any 3d party (online) food delivery platforms offering ready-to-eat food via vendors. Increased costs or savings not known. Status: **Passed. Signed by Governor.**

**AB 1363** (L. Rivas) – Childcare – Dual Language Learner Program Enhancements (amended). Would amend the Child Care & Development Services Act to enhance standards and support for dual-language learner preschool programs. Status: **Passed. Signed by Governor.**

**AB 1371** (Friedman et al) – Recycling Plastic Packaging & Carry-Out Bags. Would establish a comprehensive recycling regimen and enforcement program for defined plastic packaging and bags used by an online and at-store retailer.

Definition for small On-line Retailer

Recycling Standards:

- Prohibit single-use plastic packaging on or after 1/1/2025
- Provide customer recycling containers for at-delivery and at any in-person sales locations or stores
- Maintain 1 year collection, transporting & recycling records

Definition for At-store Retailer

Recycling Standards:

- Establish At-Store Recycling Program, including in return bins
- Provide returnable plastic carryout bags clearly marked for return
- Process collected bags in compliance with recycle requirements
- Maintain 3 years of collection, transporting & recycling records

This bill, as amended, would likely apply to auxiliary organization campus food and book stores as at-store retailers, but not fit the definition of a small on-line retailer. Status: In Assembly Appropriations Committee (**passage refused** – 6/3/21).

## **Senate:**

**SB 95** (Skinner) – COVID-19 Supplemental Paid Sick Leave. Mandates that public or private California employers with more than 25 employees must provide employees with notice of the availability of (up to) an additional 80 hours of employer-paid COVID-19 sick leave (retroactive to January 1, 2021) under qualifying reasons.

Covered employees who are unable to work or telework due to qualifying reasons related to COVID-19. The paid sick leave is applicable if the employee is:

- subject to a COVID-19 quarantine/isolation period required by local, state, or federal order or guidelines (the longest minimum period will apply);
- advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- attending an appointment to receive a COVID-19 vaccination;
- experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework;
- experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- caring for a family member is subject to a quarantine;
- caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

**Enacted as urgency measure, effective March 29, 2021, retroactive coverage to January 1, 2021 and extended through September 30, 2021.**

**SB 389** (Dodd) -- Alcoholic beverages: retail on-sale license: off-sale privileges.

This Bill, as amended by the Assembly on 9/3/21, provides in pertinent part --

- 1) Allow alcoholic beverage on-sale license holders to exercise additional “off-sale” limited rights and privileges, including:
- 2) Sale of distilled spirits for off-sale consumption of beverages in manufactured-prepackaged containers ordered & picked up by consumer under specified conditions;
- 3) Sale of alcoholic beverages, except beer, for off-sale consumption when packaged with secure, sealed lid or cap; except
- 4) Wine sales limited to single-serve containers (as defined); and
- 5) Mixed drink and cocktail sales shall not exceed ½ ounce of distilled spirits;
- 6) Such sales only with “bona fide meal” (as defined) and 2-drink limit;
- 7) Containers clearly marked as containing alcoholic beverage; and
- (8) Premises-posted warning signs in prescribed content.
- (9) Licensee notice to ABC required w/ admin. appeals process.
- (10) This bill sunsets December 31, 2026.

**Passed. Signed by Governor.**



NB: Some auxiliary organizations operate or contract for campus restaurants, as “bona fide public eating places,” and may hold on-sale licenses. It is doubtful that such licenses include off-sale privileges. But if so, this bill would provide additional flexibility in selling off-site. Community opposition may arise if and when the additional privileges are exercised.

**SB 793** (Wiener) – ABC licensing for music entertainment venues. This bill, as hijacked and with several amendments:

- creates an additional retail alcoholic beverage conditional license category at music venue for consumption of beer, wine and distilled spirits, under ABC authority;
- establishes an original and renewal fee structure; and
- authorizes cities and counties to zone for such licensed possession and consumption.

Licensee conditions include:

- attendees under 21 permitted for admittance price.
- event beverage advertising agreement restrictions.
- a license exchange or transfer transition period.

If enacted, this bill, as amended, may require auxiliary organizations, as licensee music venue operators or concessionaires, or their licensees, to restructure or require restructuring (by surrender and exchange) from other existing license types, and to comply with Type 90 music venue license conditions. Future additional fee and administrative costs difficult to estimate. Status: Before Assembly Appropriations Committee (6/2/21 – **inactive** by author).

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This Support Service-Provider Agreement ("Agreement") is made effective this 19th day of November, 2021 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and DIXIE JOHNSON, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

### **Explanatory and Operative Statements**

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

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

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

### **Terms and Conditions**

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

#### **1. Services to be Provided**

On or before the Effective Date of this Agreement, or as soon as practicable, the CONTRACTOR shall commence the support services specified in the *Scope of Work* (SoW) Statement, **EXHIBIT A** (contents of which are incorporated herein by reference). The CONTRACTOR shall exercise

the same timeliness and due diligence customary under industry standards in carrying out the work specified in this Agreement. CONTRACTOR under this Agreement shall act as an independent contractor in close collaboration with AOA leadership, the Executive Committee, and Conference Planning Committee, and an employer-employee relationship is not implied or intended, and shall not be practiced by the Parties.

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

## 2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2023. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

## 3. Service Fee and other Charges

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

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

## 4. Status of Parties

During the term of this Agreement or any extension thereof, CONTRACTOR represents that the tasks, activities, projects or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in close cooperation with [*Examples: Executive Committee, Conference Planning Committee, Officers Group*]. It is mutually understood and accepted that:

a). CONTRACTOR is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact; *and*

b). CONTRACTOR performs the Work that is outside the usual course of AOA business; *and*

c). CONTRACTOR is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

5. Scope of Work Modification

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

6. Termination of Services

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

7. Assignment

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

8. Notices

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

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

9. Confidentiality

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

10. Tax Responsibility

CONTRACTOR is responsible for paying when due all income taxes, including estimated taxes, incurred or falling due as a result of the compensation paid by AOA to CONTRACTOR for the

work to be performed hereunder. If CONTRACTOR is an individual who is a nonresident of California, CONTRACTOR understands that compensation paid to CONTRACTOR hereunder may be subject to withholding for California state income tax in accordance with California Revenue and Taxation Code Section 18662 and Title 18 of the California Code of Regulations, Section 18662-4(a).

11. Entire Agreement

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

12. Authorization

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

13. Choice of Law, Jurisdiction and Venue

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

14. Severability and Construction

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

15. Counterparts

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

16. Binding Effect

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

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

AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONTRACTOR

Richard Jackson, Secretary/Treasurer

\_\_\_\_\_, INDIVIDUAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Dixie Johnson**

**Exhibit A - Conference Support – Refer to Letter Dated November 6, 2021**

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

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

**2. CPC Meetings:**

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

**3. Communications with Membership:**

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

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

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

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

**5. Monitoring and Maintenance of Registration Database:**

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



## 6. Update EventsAIR Event Software for 2023 Conference

A. Build or Update of annual event located on the EventsAIR application including:

- Set-up module
  - ✓ System Setup
  - ✓ Brand Editor
  - ✓ Financial
- Advanced Set-Up
  - ✓ Accounting
  - ✓ Packages
  - ✓ Project Manager
  - ✓ Run Sheets
  - ✓ Name Badge Editor
- Module Set-up
  - ✓ Contacts
  - ✓ Notes
  - ✓ Marketing
  - ✓ Survey's
  - ✓ Registrations Including
    - Business Partners
    - Guests
    - Members
    - Presenters
    - CABO Registration
  - ✓ Functions
  - ✓ Presentations
  - ✓ Sponsorship and Exhibition
  - ✓ Accommodations
- Online and Interactive Sites
  - ✓ Business Partners
  - ✓ Business Partner Contact
  - ✓ Business Partner Complimentary Attendees
  - ✓ Business Partner Additional Attendees
  - ✓ Business Partner Additional Hosting Opportunities
  - ✓ Membership Registrations
  - ✓ CABO Registrations
  - ✓ Presenter Registrations
  - ✓ App Registrations
  - ✓ Payments/Photos

B. Update action and data management processes and reports

C. Prepare and run standard and customized reporting tools

D. Prepare and edit for accuracy conference agenda data

E. Prepare and send communications to conference attendees

F. Process and update project manager and run sheet modules

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

**7. Coordination of Awards:**

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

**2022 Fee Schedule**

Contractor will be paid on an hourly basis, utilizing the current hourly rate of \$30.75/hour. (\$31.67/hour if 3% increase is approved by the Executive Committee). Copies of timesheets will be maintained by contractor and will be provided upon request.

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

March 1, 2022

June 1, 2022

September 1, 2022

December 1, 2022 (Final Invoice)

**Out-Of-Pocket and Direct Expenses**

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

**Exhibit B – Special Projects – Refer to Letter Dated November 6, 2021**

**A. Updates AOA Membership Directories**

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

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

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

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

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

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

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

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

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

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

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

## **B. Maintenance and Implementation of Content of Redesigned AOA Website**

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

## **C. Continuing Enhancements/Redesign Of AOA Conference/EventsAIR OnAIR**

### **Virtual Software**

- 1. Participate and Receive Additional Training as necessary in EventsAIR Conference/Event Software**
- 2. Assist with Testing and Implementation of 2023 EventsAIR Conference/Event Software**
- 3. Assist with Review/Analysis of Components of Current Conference Documents and Database Resources including membership emails into EventsAIR software**
- 4. Assist with the Development of Various EventsAIR Templates and Databases Which May Include:**
  - a. 2023 Conference Rates
  - b. 2023 Conference Function Agenda
  - c. 2023 Conference Session Forms
  - d. 2023 Conference Attendee/Contact Lists
  - e. 2023 Conference Registration Data for Membership and Business Partners
  - f. 2023 Conference Program Schedule
  - g. 2023 Conference Committee Member Contact Information
  - h. 2023 Other Conference Related Data/Information
  - i. 2023 Conference Printed and Electronic Materials and Attendee/User Mobile Apps

## **D. Administration of AOA Nominations and Awards Processes including:**

- AOA Scholarship of Excellence**
- AOA Lifetime Member Award**
- AOA Outstanding Accomplishment**
- AOA Executive Committee**
  1. Per established policies, update all instructions, forms, and schedules
  2. Update all related communications and notices and mail to membership per established schedules
  3. Monitor and track submissions per established deadlines. Provide committee members with copies of nominations
  4. Maintain contact records for all nominees
  5. For Awards - mail communications to all nominees informing outcome of awards
  6. Develop, update and proof award layouts for outstanding accomplishment, lifetime member and scholarship of excellence awards
  7. Order and schedule delivery of awards to conference site

- **AOA Leadership Academy**
  1. Per established procedures, provide administrative assistance to Leadership Academy Planning Committee
  2. Develop communications and promotional notices for the event
  3. Communication and support for Leadership Academy Planning Committee, Faculty and Participants
  4. Monitor and maintain event logistics including:
    - ✓ Hotel Room Block, Menu/Meal Planning
    - ✓ EventsAIR registration database
    - ✓ Meals and receptions
- **Certificates of Appreciation for Outgoing Executive Committee Members and AOA Leadership Academy Attendees and Faculty**
  1. Develop and print certificates of appreciation for outgoing executive committee members and AOA leadership academy attendees and faculty
  2. Purchase frames and insert signed certificates in frames
  3. Ship certificates to conference site
  4. Organize and assist with distribution of awards during AOA Annual business meeting

**2022 Fee Schedule**

Contractor will be paid on an hourly basis, utilizing the current hourly rate of \$30.75/hour. (\$31.67/hour if 3% increase is approved by the Executive Committee). For budget purposes, Hours spent on each specific project will be tracked separately. Copies of timesheets will be maintained by contractor and will be provided upon request.

Invoices will be submitted to AOA on a quarterly basis utilizing the following schedule:  
 March 1, 2022  
 June 1, 2022  
 September 1, 2022  
 December 1, 2022 (Final Invoice)

**Out-Of-Pocket and Direct Expenses**

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

November 6, 2021

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

Dear Richard,

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

I respectfully request that my service contract be extended for a final period of 12 months, ending on December 31, 2022.

As communicated to the AOA Executive Committee last year, and starting 1 February 2022, I will no longer be responsible for providing conference support back-up assistance for the Chair, Specialized Functions. (Please refer to tasks listed under exhibit A of attached). I am happy to provide limited support on an as needed basis to the AOA Secretary/Treasurer and the Chair of Specialized Functions by being available to consult via conference call or meetings to assist with any questions or issues that may come up during the course of planning for the 2023 Annual Conference. Additionally, if requested, I can assist with task 6 – Update EventsAIR Event Software for 2023 Conference. I will bill AOA for these services using my hourly rate.

I will commit to and perform AOA Special Project tasks, specifically those tasks listed under Section A through C under exhibit B (attached). I qualify this by stating that at this time, and taking into consideration other pending commitments that I have made during the summer and fall of 2022, I cannot commit to the tasks listed under Section D - Administration of AOA Nominations and Awards Processes. As stated in Exhibit B, I will bill AOA for services performed using my current hourly rate.

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

Sincerely

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

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This Support Service-Provider Agreement ("Agreement") is made effective this 19th day of November, 2021 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and KASEY SCHOEN, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

### **Explanatory and Operative Statements**

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

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

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

### **Terms and Conditions**

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

#### **1. Services to be Provided**

On or before the Effective Date of this Agreement, or as soon as practicable, the CONTRACTOR shall commence the support services specified in the *Scope of Work* (SoW) Statement, **EXHIBIT A** (contents of which are incorporated herein by reference). The CONTRACTOR shall exercise

the same timeliness and due diligence customary under industry standards in carrying out the work specified in this Agreement. CONTRACTOR under this Agreement shall act as an independent contractor in close collaboration with AOA leadership, the Executive Committee, and Conference Planning Committee, and an employer-employee relationship is not implied or intended, and shall not be practiced by the Parties.

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

## 2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2023. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

## 3. Service Fee and other Charges

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

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

## 4. Status of Parties

During the term of this Agreement or any extension thereof, CONTRACTOR represents that the tasks, activities, projects or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in close cooperation with [*Examples: Executive Committee, Conference Planning Committee, Officers Group*]. It is mutually understood and accepted that:

a). CONTRACTOR is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact; *and*

b). CONTRACTOR performs the Work that is outside the usual course of AOA business; *and*



c). CONTRACTOR is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

5. Scope of Work Modification

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

6. Termination of Services

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

7. Assignment

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

8. Notices

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

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

9. Confidentiality

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

10. Tax Responsibility

CONTRACTOR is responsible for paying when due all income taxes, including estimated taxes, incurred or falling due as a result of the compensation paid by AOA to CONTRACTOR for the

work to be performed hereunder. If CONTRACTOR is an individual who is a nonresident of California, CONTRACTOR understands that compensation paid to CONTRACTOR hereunder may be subject to withholding for California state income tax in accordance with California Revenue and Taxation Code Section 18662 and Title 18 of the California Code of Regulations, Section 18662-4(a).

11. Entire Agreement

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

12. Authorization

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

13. Choice of Law, Jurisdiction and Venue

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

14. Severability and Construction

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

15. Counterparts

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

16. Binding Effect

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

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

AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONTRACTOR

Richard Jackson, Secretary/Treasurer

\_\_\_\_\_, Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Exhibit A - Conference Support**

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

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

### **2. CPC Meetings:**

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

### **3. Communications with Membership:**

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

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

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

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

**5. Monitoring and Maintenance of Registration Database:**

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

**6. Update EventsAIR Event Software for 2023 Conference**

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

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

**7. Coordination of Awards:**

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

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

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

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

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

F. Prepare and send thank you letters to conference presenters

**2022 Contracted Amount-Fixed Fee Schedule**

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

First Quarterly Payment - June 1, 2022	Second	\$5,250.00
Quarterly Payment – September 1, 2022	Third	\$5,250.00
Quarterly Payment – December 1, 2022	Fourth	\$5,250.00
Quarterly Payment – January 31, 2023	Total	<u>\$5,250.00</u>
Contract Amount		\$21,000.00

**Out-Of-Pocket and Direct Expenses**

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



## **SUPPORT SERVICES AGREEMENT**

This Support Services Agreement (the "Agreement") is made effective this 19 day of November, 2021 (the "Effective Date"), by and between the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and LORLIE LEETHAM ("CONTRACTOR"), an independent contractor. AOA and CONTRACTOR each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this agreement.

### **Explanatory Statements**

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

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

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

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

CONTRACTOR is an independent contractor, with decades of management, conference and business partner development and relationship management experience in California auxiliary operations and working within the California State University System. The AOA is composed of

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

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

### **Terms and Conditions**

#### 1. Services to be Provided

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

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

#### 2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2023. The Parties may extend or shorten the term by written amendments to this Agreement.

#### 3. Service Fees

In full consideration of the services performed by CONTRACTOR under this Agreement, AOA shall pay to CONTRACTOR the annual sum of Thirty Seven Thousand and Eighty dollars (\$37,080.00) for 2022-2023 payable in quarterly installments as detailed in **EXHIBIT B**.

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

4. Status of Parties

During the term of this Agreement or any extension thereof, CONTRACTOR represents that the tasks, activities, projects or programs (“Work”) specified in the SoW are all within CONTRACTOR’S professional capability to provide on a timely basis, and working in close cooperation with [Examples: Executive Committee, Conference Planning Committee, Officers Group]. It is mutually understood and accepted that:

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

5. Extension of Service and Scope of Work Modification

At the January 2023 meeting of the AOA governing board, the service bureau relationship between the Parties under this Agreement shall be reviewed with CONTRACTOR to judge whether the Parties wish to renew the relationship for the 2023-2024 conference year, and on what basis. Renewal for 2023-2024 if unchanged shall be governed by the current contract. Any changes to the contract shall be by written amendment to this Agreement, or by a new agreement, to be effective on February 1, 2023.

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

6. Termination of Services

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

7. Assignment

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

8. Notices

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

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

9. Confidentiality

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

10. Tax Responsibility

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

11. Entire Agreement

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

12. Authorization

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

13. Choice of Law, Jurisdiction and Venue

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

14. Severability and Construction

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

15. Counterparts

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

16. Binding Effect

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

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

AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONSULTANT

Richard Jackson, Secretary/Treasurer

Lorlie Leetham  
Independent Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

### **Business Partner facilitation, CPC and Annual Conference support**

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

4. Communication with AOA Business Partners
  - A. Communicate to Business Partners respective sponsorships they are entitled to
  - B. Ensure Business Partners receive all associated benefits their respective sponsorships are entitled to
  - C. Coordinate and monitor Business Partner website logo benefits with AOA web support
  
5. Monitoring and maintenance of Business Partner registration and Business Partner attendee databases
  - A. Build/maintain/update AOA conference EventsAir Sponsorship and Exhibitor website and portal in coordination with other AOA contract service providers yearly.
  - B. Monitor Business Partner registration database verify and confirm Business Partner sponsorships.
  - C. Verify Business Partner attendees.
  - D. Verify and upload Business Partner current logo(s).
  - E. Follow up on any delinquent business partner sponsorship payments.
  
6. Coordination of Business Partner Lunch and Gifts
  - A. Identify Business Partners amounts and gifts to be purchased based on sponsorship levels.
  - B. Coordinate Business Partner gift purchases.
  - C. Coordinate Business Partner lunch program with Conference Support Team and CPC liaison(s).
  - D. Coordinate Business Partner table signage including printing and placement.
  - E. Facilitate distribution of Business Partner gifts and Business Partner Recognition during lunch program(s).
  
7. Coordination of Business Partner registration process & table assignments prior to and during the conference
  - A. Coordinate Business Partner registration process and check-in with Conference Support Team and CPC liaison(s).
  - B. Greet and welcome all Business Partner attendees.
  - C. Coordinate with hotel logistics and CPC liaison setup of Business Partner display area.
  - D. Attach special identifying ribbons (speakers, exhibitors, etc.) to name badges.
  - E. Facilitate the development of Business Partner evaluation instrument prior to conference, coordinate distribution and collection of evaluation forms during the conference in partnership with the Conference Support Team and a CPC liaison(s).
  - F. Coordinate and approve Business Partner Showcase hotel floor plans with hotel staff and assign Business Partner table locations.
  
8. Conference follow-up and other miscellaneous services



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

**EXHIBIT B**

**Fee Schedule**

Payable in quarterly installments:

Total Contract Amount 2022-2023 Conference Year	<u>\$37,080.00</u>
Total Contract Amount 2023-2024 Conference Year	<u>\$38,192.00</u>

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

November 9, 2021

Dear AOA Officers,

I am pleased to submit a proposal for AOA Business Partner Support Services for the AOA Conference Planning Committee. My past experience as a member of the AOA executive committee and commercial services standing committee chair, and for the last two years as Business Partner Liaison and Chair, along with my history as an AOA conference attendee and long-time CSU employee, has given me a deep respect and admiration for the work of AOA and the conference planning team.

The value of the conference as a critical component of AOA's function in advancing the visibility and impact of CSU auxiliary organizations, and the importance of education and connections for AOA member organizations and staff is very clear. I have completely enjoyed the opportunity to be a part of this work over the past two years, quickly responding and helping to convert our conference format to virtual in 2021, and now developing and encouraging our business partners to return and support our January 2022 in-person conference. The work these past two years has helped me gain additional experience and knowledge that will be valuable to AOA in planning and development of sponsors for the January 2023 conference.

As I had hoped it would be when I retired from the Cal Poly Corporation, this business service role has been a good fit for me, and I believe for AOA, leveraging experience and skills from my professional career and providing me the opportunity to engage and work with others towards a common goal.

I hope that the AOA Executive Committee agrees with this assessment and is interested in extending my contract for another year.

Enclosed you will find my proposal for 2022/23, addressing elements in the Service Provider Agreement Exhibits for the Business Partner service provider role, along with the additional commitment to help AOA develop and launch the initial Business Partner components of the AOA Education and Training Series.

Thank you for your consideration.

Sincerely,

*Lorlie Leetham*

Lorlie Leetham

(805)610-3303

[lleetham@calpoly.edu](mailto:lleetham@calpoly.edu)

## PROPOSAL

### RECAPPING BACKGROUND AND EXPERIENCE FROM MY INITIAL PROPOSAL:

In July of 2020 I retired from Cal Poly after 24 years. The first 18 of those were in the university administration and finance division where I held a series of progressively responsible positions, including working with staff from many other campuses and the Chancellor's office staff on policy and procedure review and revision, significant and impactful changes in CSU budget and accounting practices, and administrative technology projects. During that time, I also worked closely with campus auxiliary colleagues on several cross-functional projects.

In 2012 I was formally assigned responsibility for oversight of campus-wide audits and auxiliary financial reporting, supporting the oversight responsibility of the vice president of administration and finance. This gave me the opportunity to really engage with the staff in our campus auxiliaries and work collaboratively to solve problems and improve operations and reporting.

In 2014 I joined the Cal Poly Corporation as Executive Director and Associate Vice President for Commercial Services, further developing relationships, knowledge of and experience with the role and importance of auxiliary services and organizations across campus, the CSU system and the higher education industry. Through all of this, I became even more acutely aware of the importance of strong respectful and supportive professional relationships in all aspects of our work.

Inherent in my responsibilities was active involvement with many of our external partners and vendors. With revenues of over \$100 million and assets of twice that, the corporation is an asset to campus and a valuable relationship for many external partners and vendors. I have been involved in and led conversations on the importance of building true partnerships with our "vendors", to not only leverage and make best use of our contractual relationships but how to navigate and balance the partnership and the interests of both parties in the relationship. This has translated very well into management of the AOA Business Partner and sponsor relationships and I am confident that you could ask any of the business partners I have worked with over this past two years in my AOA role and receive a positive response on their experience working with me.

### APPROACH TO SCOPE OF WORK:

The background and experience provided above has, in my opinion, translated well in the business partner support services role. I am hands on as needed and comfortable with and proficient in the use of technology and computer applications, a critical skill because of the heavy use of the EventsAIR software application when setting up, planning and communicating with business partners for the annual conference..

I have treated each opportunity for sponsorship with care and respect, and have continued the work started by Fred Neely to develop and maintain a strong business partner support network for AOA. I observed and learned much from Fred Neely's thoughtful and respectful attention to the AOA business partners and those months I worked closely with him were incredibly helpful, allowing us to begin transition of the relationships - to protect, develop and grow the business partnership dollars and attendance for the conference.

My approach to the Scope of Work outlined in Exhibit A of the support services agreement will be to continue to utilize the proven methods and tools developed by the conference planning committee while actively scanning for opportunities and trends that can add value to the process and results. For the 2022/23 conference year, I will employ the following strategies:

1. Participate in debrief discussions immediately following the 2022 conference.
2. Review attendee feedback and business partner input resources to evaluate success, lessons learned, gather information on what worked and what didn't, and where it makes sense to change and adapt to meet attendee expectations.
3. Review financial performance and analyze against goals and consideration of input from various sources, including industry trends, state and national economic factors, and #2 above.
4. Conduct regular research to stay current and look for opportunities and trends in business partner prospecting, recruitment, recognition and sponsor packages. Evaluate for fit with AOA and implement when appropriate.
5. Review sponsorship levels and benefits and develop recommendations for the next year, in close collaboration with conference planning committee.
6. Develop outreach timeline and utilize consistent communication to retain and attract business partners.
7. Maintain electronic data base of past, current and prospective Business Partner data base.
8. Facilitate Business Partner prospecting and recruitment, utilize various methods and platforms, including:
  - a. Email communications
  - b. Phone calls, when appropriate, with email follow-up
  - c. Industry research
  - d. AOA member discussion and contacts
  - e. Other auxiliary service contacts
  - f. NACAS conference and relationship development through direct contact with current and prospective business providers
9. Work closely with other AOA service providers; modify EventsAir Business Partner online pages and exhibitor portal.
10. Facilitate business partner registration.
11. Regular email communication to primary business partner contacts and booth personnel. Provide transparent and detailed follow-up support to ensure business partners are signed up and registered, sponsor requirements are fulfilled, questions are answered timely.
12. Organize and facilitate business partner breakfast at AOA conference for education and support of business partners.
13. Coordination of business partner lunch and gifts.
14. Coordination of setup and teardown of Business Partner fair at AOA conference.
15. Attend six Conference Planning Committee meetings a year and participate in monthly calls.
16. Attend AOA Annual Conference as member of conference planning committee.
17. Various other tasks outlined in the attached Scope of Work as needed to successfully execute the Business Partner support services.
18. An addition for 2022/23: assist AOA leadership and support staff in the development and launch of Business Partner components of the new AOA Education and Training Series. Participation in

this series was added as a 2022 conference sponsor benefit for Gold Sponsorship level and higher and it is critical that we fulfill this commitment.

**PAYMENT FOR SERVICES:**

With all of this in mind, I submit to you an annual fee for services proposal for 2022/23 conference year of \$37,080, a 3% increase over the current year. Payment is requested to be made quarterly upon receipt of my invoice submittal, beginning in May 2022 for the first quarter of February through April, 2022, unless otherwise negotiated. Consistent with prior years, travel and costs incurred for providing supplies, materials, gifts and other direct costs would be fully reimbursed by AOA.

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This Support Service-Provider Agreement ("Agreement") is made effective this 19th day of November, 2021 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and TAREN MULHAUSE, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

### **Explanatory and Operative Statements**

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

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

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

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

CONTRACTOR under this agreement is a member-organization executive-retiree and former AOA leader, willing and able to independently dedicate a reasonable amount of business time as

an AOA service-provider. The semi-retirement status of CONTRACTOR requires her to limit or foreclose her other customary business engagements with service-recipients.

### **Terms and Conditions**

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

#### 1. Services to be Provided

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

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

#### 2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2023. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

#### 3. Service Fee and other Charges

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

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

#### 4. Status of Parties

During the term of this Agreement or any extension thereof, CONTRACTOR represents that the tasks, activities, projects or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in close cooperation with [Examples: Executive Committee, Conference Planning Committee, Officers Group]. It is mutually understood and accepted that:

a). CONTRACTOR is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact; *and*

b). CONTRACTOR performs the Work that is outside the usual course of AOA business; *and*

c). CONTRACTOR is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

#### 5. Scope of Work Modification

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

#### 6. Termination of Services

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

#### 7. Assignment

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

#### 8. Notices

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

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

#### 9. Confidentiality



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

10. Tax Responsibility

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

11. Entire Agreement

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

12. Authorization

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

13. Choice of Law, Jurisdiction and Venue

The provisions of this Agreement and its interpretation shall be governed by the laws of the State of California, excluding its choice of law provisions. Each Party hereto irrevocably consents to the jurisdiction of the federal and state courts located in Butte County and agree that with respect to the litigation of any disputes growing out of this Agreement, jurisdiction and venue for such litigation shall be exclusively proper in the federal and state courts located in Butte County, California. The parties hereto agree that with respect to any litigation arising out of or in connection with this Agreement, the prevailing party shall be entitled to an award of its attorneys'

fees and costs. Each party hereto waives any claim of forum non conveniens or any other defense or allegation contending that the forum is inconvenient..

14. Severability and Construction

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

15. Counterparts

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

16. Binding Effect

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

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

AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONTRACTOR

Richard Jackson, Secretary/Treasurer

\_\_\_\_\_, INDIVIDUAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

### **Conference Session Coordination Support**

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

- A. Attendance at scheduled in-person conference planning meetings
- B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the months prior to the conference
- C. Attendance at annual conference in January including pre-meetings and wrap-up session for a total of six days
- D. Provide on-site conference logistical support with the AOA Conference Support Team

#### **2. Coordinate Session Planning Sub-Committee**

- A. Assist in the research and recruitment of session planning coordinators for educational session tracks
  - a. AS/SU/REC
  - b. Commercial Services
  - c. Financial Services
  - d. Human Resources
  - e. Information Technology
  - f. Philanthropic
  - g. Research Administration
  - h. Marketing and Communications
  - i. Risk Management
- B. Instruct session coordinators on responsibilities and timelines
- C. Develop session information production schedule and communicate with coordinators
- D. Oversee session proposal ideas and distribution to session coordinators, providing introductions and follow-up information
- E. Assist session coordinators in identifying potential session topics and presenters
- F. Prepare and distribute “follow-up duties” report to coordinators
- G. Track activities of committee timeline and provide reminders of upcoming tasks

- H. Provide assistance to session coordinators in performing follow-up duties and presenter material

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

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

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

- A. Assist CPC with the identification of session topics for super and general sessions
- B. Assist in the identification and notification of session proposal acceptance and provide notification for declined proposals
- C. Work with BP Chair to identify/accept additional session proposals from new/prospective business partners

- D. Assist CPC with the identification of a coordinator and development for super and general sessions
- E. Assist with the on-going update of the session matrix, function agenda, timelines, and follow-up duties
- F. Assist with tracking session presenter registration, hotel requirements, and AV needs
- G. Assist in the development, tracking, and proofing of conference material including the conference program, conference technical script, audio-visual requirements, on-line program information, and mobile application program content
- H. Assist in the development of session evaluations for the mobile app and distribution of confidential session evaluations
- I. Assist with update and implementation of conference software to include website development, presenter portal, business partner portal, on-site applications, attendee app
- J. Provide for the storage and transportation of conference supplies
- K. Provide CPC Chair and Conference Support Team with other assistance as requested throughout the year and at the conference

#### **NACAS Conference Support**

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

#### **Special Projects Support for Conference Planning and Executive Committee**

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

**EXHIBIT B**

**Compensation**

1. Conference Support Service

Contractor proposes to perform these services for a flat fee of \$15,450 payable upon invoice in quarterly installments (April, July, October, and January). The cost will be charged to the Conference budget.

2. NACAS Conference Support

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

3. Special Projects Support

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

**Out-of-Pocket and Direct Expenses**

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

\_\_\_\_\_  
Taren Mulhause

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by:

\_\_\_\_\_  
Date

## **AUXILIARY ORGANIZATION ASSOCIATION SCHOLARSHIP COMMITTEE REPORT**

### AOA Scholarship Selection Committee

Each fall, the Executive Committee seeks nominations for the AOA Scholarship of Excellence Award. The purpose of the award is to recognize California State University students with scholarship funds for academic-related expenses. The basis for the scholarship award is a combination of academic excellence and service to the campus or community, particularly to a CSU auxiliary or a nonprofit organization. This year, the amount of the scholarship award was budgeted at \$5,000.

The Scholarship Selection Committee was comprised of the following:

Kacie Flynn, AOA Past-President, Committee Chair  
Jeanne Tran-Martin, Executive Director of the California State Students Association (CSSA)  
Iraida Venegas, Chair of the AOA Assoc. Students/Student Union/Rec Center Standing Committee  
Sandra M. Gallardo, Sacramento State  
Jonathan Navarro, CSU Northridge  
Rasheedah Shakoor, CSU Dominguez Hills  
Todd Summer, San Diego State University

AOA received 10 applications which were independently reviewed and scored. Based on the committee's review, we are making the following recommendations:

- The Executive Committee chose to 'skip' the 2020 call for nominations as a result of the COVID-19 pandemic. We respectfully request the cost savings from last year be allocated towards the 2021 competition.
- There were two equally strong candidates that rose to the top of our evaluation criteria. Both nominees are extremely well deserving of recognition this year.
- If the Executive Committee authorizes increased funding to support two scholarships, we recommend Julia Glorioso (CSU San Marcos) and Paola Galvez (CSU San Bernardino) both be named award recipients.

In consideration of next year's Call for Nominations, as Committee Chair, I would also like to offer the following recommendations:

- AS/SU/RE provided feedback regarding the current scholarship language which states that the award is 'limited to sophomores or juniors.' Alternative language to consider would be, "must be a returning undergraduate student at the time of application." This would be more inclusive of the changing demographics of the student population, as 5-year or 6-year graduation rates have become more standard, and class standing labels

may cause confusion or be misconstrued. We may also want to revisit the graduate student eligibility.

- Moving forward, the Call for Nominations should be standardized and administered through an accessible platform available to all campuses such as InfoReady. The paper application process and subsequent paper score sheets are cumbersome and unnecessary. A new system could be implemented easily to collect nominations, route applications for review, and collect/consolidate the scoring process. The modality of the review process tends to shift year to year based on the Chair, and I believe digitally standardizing would bring efficiency and clarity to the process.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kacie Flynn". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kacie Flynn  
AOA Past-President  
November 19, 2021



## **CABO Update to AOA**

*Notes pulled from August 11 and October 12 CABO meetings*

From August 11, 2021 Meeting

### 1. Travel and Hospitality – Tips from the Auditors

- Vice Chancellor Marinescu and the Director for Investigations & Intergovernmental Audits, Cindy Sanford presented on what to be aware of when requesting, reviewing, or approving hospitality expenses. Some general tips included:
  - “Treat it like it is your own money” - We have fiduciary responsibility for spending taxpayer and donor funds appropriately.
  - “Optics” - Remember that the California State University (CSU) system is transparent in its financial transactions. Consider how you would feel if the expense you claimed or approved was scrutinized as part of a Public Records Act request or how it might appear as a headline in the media.
  - “Assess whether the expenses claimed are logical/reasonable” - Take a step back from the actual rules and consider whether the actions/claims are logical.
  - “Reviewers can say no” - If a claim or aspects of a claim are unsupported, inappropriate, or violate CSU policy, it’s ok to request additional information or to deny those parts of the claim you are concerned about.
  - “Ask Questions” - If you don’t know if a particular expenditure is appropriate, ask someone who does. If you’re reviewing something and don’t understand the business reason for the expenditure, get clarification.
  - (For CSU travel) For domestic travel, travelers are allowed reimbursement only for actual costs incurred, and **no per diem amounts are allowed.**
  - Transportation expenses shall be reimbursed based on the most economical mode or transportation and the most commonly traveled route consistent with the authorized purpose of the trip.
  - Dates and locations of receipts should be reviewed and reconciled with where employees claimed they were.
  - Business- and first-class airfare cannot be approved without documented justification.

### 2. CSU 2019 State Leadership Accountability Report (SLAA)

- Brad Wells shared that the SLAA report is a bi-annual report prepared by the Chancellor's Office on behalf of the CSU. The report is required by CA Government Code to reduce waste of resources and strengthen internal control (but it is not an audit).
- CSU report includes each campus, the chancellor’s office, and recognized auxiliary organizations
- The latest 2019 report was shared. The next bi-annual report is due in December 2021 to the Department of Finance and status updates will be required every six

months thereafter. CABO members volunteered to review report after it was drafted.

### 3. Affordable Student Housing Items

- Components of the CSU's Affordable Student Housing Plan and strategies for affordability were reviewed. Systemwide, eleven percent of students live on campus and there are 59,000 beds, of which thirty percent are occupied by low income students.
- There was a discussion on the variable nature of the term "affordable". What is considered affordable in one area may not be in another. Three campus housing directors shared how their campus assesses need, what practices are in place to keep costs down, and the overall approach to providing affordable housing
- The state is offering an estimated \$2 billion in funding for Capacity Expansion and Student Housing (CASH), to be split between CSU, UC, and CCC at \$500 million for 2021-22, and \$750 million for each of 2022-23 and 2023-24. Details and requirements of the CASH program are yet to be worked out by the legislature. The Capital Planning, Design, and Construction (CPDC) department will next identify process to apply for state funding and provide support to campuses.
- A call for Affordable Student Housing (and Capital Outlay) projects was sent to campuses on August 30, 2021.

### 4. Athletics & Use of Name Impacts

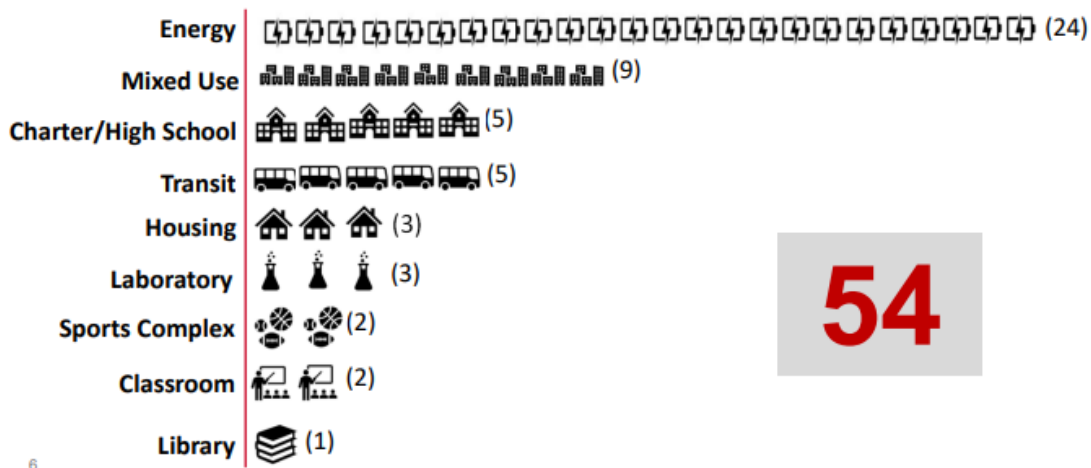
- As of June 30, 2021, the NCAA suspended its rules relating to name, image, and likeness (NIL), allowing student athletes to engage in NIL activities consistent with the law of the state where their school is located. California NIL law will go into effect in January 2023. Systemwide guidance was provided on July 9 to help campuses develop an interim policy for student athlete NIL activities, consistent with the forthcoming CA law.
- The changes could impact student financial aid and international student visas. The presenters anticipate additional changes in this area, including potential federal legislation.
- Campuses may want to refer to the NCAA's "Taking Action: Name, Image, and Likeness" Resources and Policy Page (<https://www.ncaa.org/about/taking-action>) for additional guidance. The page links to some useful documents in the "Interim Policy Resources" section, including a sample Q&A, a Quick Guide, and Key Takeaways.

### 5. Public-Private Partnerships (P3) Refresher

- Types of P3s, project delivery structures, and benefits of P3s were reviewed.
- The process for evaluating a potential P3 project includes identification of educational benefit, financial analysis, and legal review.

- There are currently 54 operational P3s in the CSU, the majority of them involving energy.
- Legal issues and misunderstandings tend to occur around CSU’s sovereignty and around prevailing wage. California Environmental Quality Act (CEQA) compliance is point of risk for the developer, it may be more expeditious for the campus to analyze the environmental impacts, but some campuses have elected to have the developer pay for documents to comply with CEQA. CEQA (typically completion of an Environmental Impact Report [EIR]) must be completed prior to Board of Trustee approval of the Development Agreement.

**CSU** The California State University **P3s in Operation in the CSU**



From October 12 Meeting

1. Campus Information Security Briefings
  - Presented by Chief Information Security Officer, Ed Hudson
    - Cyber Hygiene Project
      - SecureWorks engaged across the CSU
      - Assisted with Cyber incidents, responses, and forensics
      - Threat hunt assessments
      - Incident response table top/workshops
    - Key trends included
      - Insufficient Authentication Controls
      - Insufficient Controls Against Malware
      - Cyber Hygiene Failure
    - Notable observations
      - “There are inconsistencies in the quality and approach of campus IT Risk Assessments and Inventories of protected data.

- Specifically, several campuses did not adequately incorporate distributed IT units (including auxiliaries) into their assessments/inventories
- Executive level report differed from campus to campus.”

2. SB 169 – One time Facilities Programs

- Student Housing Grant Program:
  - Establishes Higher Education Student Housing Grant Program
  - Grants for the construction of student housing or acquisition/renovation (commercial property) for affordable, low-cost student housing
  - \$500,000,000 (21-22), possibly \$750,000,000 in both 22-23 & 23-24.
  - Projected \$2B total
    - 50% CCC, 30% CSU, 20% UC
    - \$1B (CCC), \$600M (CSU), \$400M (UC)
    - No P3 projects permitted
  - Student Housing Project means:
    - One or more housing facilities to be occupied by students.
    - These facilities may include dining, academic and student support service spaces, basic needs centers, student healthcare services, and other necessary and usual attendant and related facilities and equipment.
  - Low-income student means either of the following:
    - A student who is eligible to receive one or more of the following:
      - Pell Grant
      - Cal Grant
      - California Dream Act application
      - A fee waiver from a California Community College
- Submitted proposals shall demonstrate all of the following
  - Construction start by December 31, 2022, or by the earliest date thereafter
  - Rent calculated at 30 percent of 50 percent of the area median income (AMI) for a single-room occupancy unit type.
  - Units are subject to an affordability restriction for life of the facility.
  - Must offer housing available from the facilities to low-income students.
  - Campus may place the calculated number of students qualifying for the reduced rental rate throughout the campus’s available housing.
  - Students to take a minimum average of 12 degree-applicable units per semester term, or the quarterly equivalent.
  - Students shall be permitted to live in the facilities for the full calendar year

3. System wide Risk Management updates

- State of the Insurance Market

- This year has seen especially significant changes year over year due to hardening of the insurance market, particularly in the excess liability market as well as property and cyber insurance markets hardening dramatically
- CSURMA's excess liability program has seen loss development in the first excess layers for both the AORMA and Campus programs.
- The University is fully retaining the first \$10 million of each loss.
- The AORMA program is now covered separately in first \$10 million layer. – The excess liability insurance market is expected to remain firm for California public entities and higher education as the effects of catastrophic jury verdicts, settlements, police misconduct, and sexual abuse claims is absorbed by insurers.
- Property losses to both the AORMA and Campus programs have increased the past three years. – CSU has had excellent results in the Workers Compensation program and negotiated a new two year rate agreement with reduced rates from the expiring terms.

4. Audit and Advisory Services – notable observations

- Vendor management (vendor master files)
- Auxiliary organizations (financial controls)
  - Numerous material weaknesses and significant deficiencies in financial statement audits. A&AS reviews noted financial control issues related to execution of third party agreements, user access reviews of financial systems, cash handling processes, and credit card approvals and reconciliations.
- Facilities Management (work order systems)
- Service Learning and Internships (site administration)
- Assigned Time and Additional Employment (recordkeeping)
- High Overtime (excessive hours)
- Separated employees with active cards (credit card deactivation)
- IT Information Security (risk assessments)
- IT Patch Management (patching and scanning)
- IT decentralized computing (campus oversight)
  - Campuses with significant decentralized IT support groups frequently had the most security compliance problems, and campus security offices were not staffed to ensure departmental compliance.

## **November 2021 - Business and Finance Liaison Report**

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

### **Board of Trustees**

#### **November 9-10 (In-Person Meeting) – Key Agenda Items**

##### *Committee on Campus Planning, Buildings and Grounds*

- California State University, Chico – Butte Hall Replacement Project
- Update to the 2021-2022 through 2025-2026 Multi-Year Capital Plan

##### *Committee on Educational Policy*

- Proposed Name Change for Humboldt State University
- Graduation Initiative 2025

##### *Committee on Finance*

- Reporting of Auxiliary Liquidity Loans Approved by the Chancellor under Delegated Authority
- Approval of the 2022-2023 Operating Budget Request
- California State University Annual Investment Report

#### **September 14-15 (Virtual Meeting) – Key Agenda Items**

##### *Committee on Finance*

- California State University Quarterly Investment Report
- Annual Systemwide Report on Hate Incidents on Campus
- Planning for the 2022-2023 Operating Budget

*State of the California State University – Chancellor Castro*

*Full agendas and item write-ups can be found at: [www.calstate.edu/bot](http://www.calstate.edu/bot)*

### **Recent Key Activities**

#### **Divestment from Fossil Fuels in University Investment Portfolios and Funds**

*See: [California State University Will Not Make Future Fossil Fuel Investments in University Investment Portfolios and Funds | CSU \(calstate.edu\)](#)*

At the May 2021 Board of Trustees meeting, Chancellor Castro tasked the CSU's Investment Advisory Committee with reviewing the university's investments to ensure alignment between the university's fiduciary responsibility to prudently manage CSU investments and its commitment to sustainability and environmental responsibility. At the conclusion of its October 6th meeting, the committee shared its decision to divest from fossil fuels with the Chancellor, who agreed to adopt the committee's recommendations and has tasked staff at the Chancellor's Office with implementation.

The California State University's effort to transition from fossil fuels is focused on its own investment portfolios only. Auxiliary organizations are not obligated to adopt the recommendations of the Investment Advisory Committee and are free to pursue an investment strategy that best supports their own specific mission. The chair of the board encourages auxiliary organizations and foundations to evaluate their investments in fossil fuels and take appropriate actions that represent their fiduciary responsibilities and the university's sustainability policies.

### **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. The landing page highlights new or newly revised policies as well as those accessed most frequently.

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](mailto:subscribe-csupolicylibrary@lists.calstate.edu) to be added to the listserv.

### **CABO**

*Recent and Upcoming CABO Meeting Dates:*

- August 11 (Virtual)
- October 12 (Virtual)
- December 1 (Virtual)

## **Advancement Liaison Report**

Preliminary reporting indicates another record-breaking year in fundraising. Gift receipts topped half a billion for the first time in university history. This was largely driven by the MacKenzie Scott & Dan Jewett gifts to four campuses (Channel Islands, Fullerton, Northridge, and Pomona) that totaled \$135 million. Gift commitments were equivalent to last year's record-breaking year.

The aggregated endowment market value now exceeds \$2.4 Billion and the average investment return for endowments was 29%.

Division of University Relations and Advancement has hired a new Assistant Vice Chancellor, Marketing and Communications. Jim Poore comes to the CSU after serving 8 years as the chief creative officer at UCLA. He and his team work to enhance the CSU's reputation and build brand recognition.

The attached naming policy updates were approved by the Board of Trustees at their November meeting. The Naming Guidelines and Procedures are the administrative considerations prior to bringing a naming proposal to the Board of Trustees.

Lori Redfearn



## **California State University Naming Policy Guidelines and Procedures**

### **Reputation**

Naming recognition acknowledges the donor(s) generous philanthropy and good citizenship. The public affiliation with the donor(s) name enhances the reputation of the university and inspires others to make philanthropic investments for the benefit of the university's educational mission.

Should circumstances change in a manner that such affiliation would cause harm to the reputation of the university, a university president or the chancellor may request that the Board of Trustees exercise its authority to rescind naming recognition. The donor(s) may revoke the university's right to use the name at any time.

Gift agreements associated with proposed naming recognition will include a good citizenship or morals clause.

### **Relationship**

Donors making consequential gifts to the university are deeply invested in the success of our students and university mission. Their leadership and experience are valued; however, donors must not be permitted to have undue influence on decisions made by the university. The CSU is committed to transparency in relationships with donors to express gratitude while maintaining a clear understanding about the decision-making authority of university leadership. Examples of areas where donor influence must be controlled are admissions decisions, faculty appointments, coach selections, curriculum development, program policies, investment policies and strategies, architect selections, search committee participation or candidate selection, and board of trustee decision-making or priority setting.

### **Valuation**

#### **Facilities:**

As outlined in the policy, "facilities and properties may be named for a 'substantial gift' benefiting the California State University. The term 'substantial gift' in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may consider significant contributions of personal services as well as monetary or in-kind gifts. It is expected that each naming opportunity will recognize the donor according to the level of gift and size of facility.

The following guidelines are provided to assist campuses with valuing a naming opportunity:

- While each gift may be judged on its own merits, the expectation is that the gift amount will equal a minimum of 10 percent of new capital improvement costs or the appraised value of existing property. Research by the Council for Advancement and Support of Education indicates an industry best practice of 50 percent of the construction costs of new facilities and 30

percent of the replacement cost of an existing facility<sup>1</sup>. It is not required that the gift specifically fund the facility construction or renovation.

- For new construction projects to receive priority consideration from Capital Planning, Design and Construction, the gift must be designated for capital expenditures related to the acquisition, design, construction and/or equipment of the project. Payment of the gift should be realized in full within five years of the start of construction and pledge should be binding. Some construction projects will not begin until full payment has been received.
- The value should be appropriate to the size, visibility and exclusivity of the facility or property.
- Precedence of similar recognition at facilities or properties within the California State University or at peer institution should also inform the valuation process.
- Commercial naming rights should consider available market research.

#### **Academic, Athletic and Other Programs:**

- While each gift may be judged on its own merits, the expectation is that the gift amount will significantly expand opportunity, build reputation, or transform the program in meaningful ways. Such gifts are typically endowments as these recognition opportunities are in perpetuity.
- One valuation method is to consider the program's operational budget and seek an endowment distribution that would enhance the budget by 10 percent or more.

#### **Payment**

- Gifts funding new construction should be paid within five years of the start of construction.
- Any consideration of deferred giving must be irrevocable. The net present value should be considered as to whether it will meet the intended purpose and needs.
- Failure to complete payment on a commitment is cause for rescinding the naming recognition.

#### **Consultation**

- The dean, director, or unit head should be consulted regarding any academic or athletic naming for programs under their direction.
- The campus Academic Senate shall be consulted on proposed campus naming recognitions. The Statewide Academic Senate shall be consulted on proposed multi-campus naming recognitions. This may be achieved with review by an Executive Committee or other subgroup. A correspondence expressing the Academic Senate's opinion shall accompany the request for consideration.

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<sup>1</sup> "[The Naming Game](#)," *Currents*, Council for Advancement and Support of Education, March 2011, by Zoë Kashner.

- The Associated Students shall be consulted on proposed naming recognitions involving student unions, student recreation centers or other student fee funded facilities. This may be achieved with review by an Executive Committee or other subgroup. A correspondence expressing the Associated Student's opinion shall accompany the request for consideration.
- A naming committee shall review and recommend the request before presentation to the Board of Trustees. For Facility requests, the committee shall include the Executive Vice Chancellor and Chief Financial Officer, the Vice Chancellor for University Relations and Advancement, a campus president and the chair (or designee) of the Statewide Academic Senate. For Academic, Athletic and Other Programs, the committee shall include the Executive Vice Chancellor for Academic and Student Affairs, the Vice Chancellor for University Relations and Advancement, a campus president and the chair (or designee) of the Statewide Academic Senate.

### **Procedure**

- Prior to signature by the donor, the gift agreement should be reviewed by campus counsel. All efforts should be made to use the California State University template. The agreement should include a clear expression of the gift intent, an irrevocable gift commitment, a good citizenship clause, and acknowledgement that naming recognition is contingent upon approval by the Board of Trustees. Facility naming opportunities should include a clause limiting the naming to a period of years or the useful life of the facility.
- The campus should conduct a public records review on the donor and any other individuals or entities named in the proposed recognition to identify any behavior that is inconsistent with the reputation and values of the California State University.
- A letter of request should be forwarded by the president or the chancellor at least six weeks prior to a Board of Trustees meeting. The letter should include the gift amount, method of payment (cash, pledge, irrevocable deferred) and use of funds. Attachments should include a draft Board of Trustees item, a donor biography, and draft resolution language.
- The donor may be extended the opportunity to say a few brief words at the Board of Trustees meeting following approval of the naming. Photos will be taken and forwarded to the campus.
- The Chancellor's office Division of University Relations and Advancement maintains an archive of naming recognition approved by the Board of Trustees.

### **President's Delegated Authority:**

The campus should have written policies and procedures related to the use of the authority delegated to presidents to name minor facilities and programs. An inventory of campus approved naming recognition and the president's approval shall be archived.

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<b>Section:</b> FUNDRAISING
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**Policy Title:** Naming of California State University Facilities and Properties

## **POLICY OBJECTIVE**

The California State University (CSU) Board of Trustees retains authority for naming all major California State University facilities and properties; i.e., all buildings and major portions of buildings; farms, ranches and arboretums; university or college streets or roads; stadiums and athletic fields with 500 or more permanent seats; outdoor amphitheaters; residence halls, and other highly visible facilities and properties.

The CSU Board of Trustees delegates to the Chancellor the authority to name minor properties; i.e., outdoor areas such as plazas, malls, courtyards, and individual landscape features; athletic facilities with limited public seating; interior spaces such as theaters, clinics, laboratories, processing centers, galleries, studios, conference rooms, lounges, offices, and other individual items or features within buildings. The Chancellor is also authorized to approve a temporary naming for a facility or property, reflecting natural or geographic features, or reflecting a traditional theme of a university. The Chancellor may sub-delegate this authority, as he or she deems appropriate.

The Vice Chancellor, Division of University Relations and Advancement shall determine whether a facility or property falls within the major or minor classification when it is unclear.

## **POLICY STATEMENT**

### 100 PURPOSE

This policy is intended to encourage private support through opportunities to name university facilities and properties and only under extraordinary circumstances should facilities and properties be named without private support.

### 200 SCOPE

This policy governs state university facilities and properties whether at the main campus or satellite locations. Facilities and properties with state university ground leases, such as student unions and recreations centers, are also subject to the policy. Facilities and properties controlled by a joint powers agreement require mutual consent of the interested parties. Auxiliary organization facilities on auxiliary organization owned property are exempted from this policy. Names which are simply descriptive of the function or tenant are exempted from this policy.

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## 300 AUTHORITY

The CSU Board of Trustees has the authority to set administrative policy (Education Code section 89030). Implementation and compliance with this policy is the responsibility of the Vice Chancellor, University Relations and Advancement and the campus chief advancement officer.

## 400 CONSIDERATIONS

Each proposal for naming a CSU facility or property shall be considered on its own merits, including compatibility with the mission and values of the university. No commitment for naming shall be made prior to CSU Board of Trustees approval of the proposed name.

The name presented for CSU Board of Trustees approval must meet the following criteria:

401 When a donor gift is involved:

- The gift should benefit the realization or completion of a facility, the improvement of a facility or property's usefulness to the university, or the enhancement of university programs or student scholarship.
- The gift should provide "substantial" benefit to the CSU. The term "substantial" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. The value should be appropriate to the size, visibility and exclusivity of the facility or property.
- The naming may be for the useful life of the facility or for a defined period of years. Absent extraordinary circumstances, the useful life of a building is defined as until the facility is destroyed or substantially renovated.

402 When a commercial entity is involved:

- The revenue should benefit realization or completion of a facility, the improvement of a facility or property's usefulness to the university, or the enhancement of university programs or student scholarship.
- The revenue should provide "substantial" benefit to the CSU. The term "substantial" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits. The value should be appropriate to the size, visibility and exclusivity of the facility or property.
- The arrangement should not imply endorsement of any product, service, or opinions of the organization by the CSU Board of Trustees or any university employee or entity.

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- The naming should be limited to a defined period of years. The financial consideration divided by the number of years should result in a reasonable market value.

403 In a rare instance, when a naming honors service to the CSU:

- It should honor a person who has achieved unique distinction in higher education or other significant areas of public service; or who has served the CSU in an academic capacity and has earned a national or international reputation as a scholar; or who has made extraordinary contributions to a CSU campus or the system which warrant special recognition.
- Recognition of an individual who has served in a CSU academic or administrative capacity shall not be made until the individual has been retired or deceased for at least two years.
- No more than one facility or property in the system shall be named after any one individual under this provision.

404 No facility or property will be named after seated, elected or appointed officials currently in office.

405 No facility or property will be named after a tobacco or electronic cigarette company. Generally, no facility or property should be named for an alcohol company, with the limited exception if the facility supports workforce development or research for the industry.

500 RIGHT TO RESCIND

Should circumstances change in a manner that affiliation with the name would cause harm to the reputation of the university, the university president or chancellor may request that the CSU Board of Trustees exercise its authority to rescind naming recognition.

600 WAIVER

In special circumstances, the CSU Board of Trustees may waive any or all of the above criteria.

## **REVISION HISTORY**

November 11, 2021

November 1, 1999 (Executive Order 713 related to delegation of authority to presidents to name minor properties and facility features; supersedes Executive Order 335)

July 8, 1999 (Board of Trustees Resolution RIA 07-99-09)

July 10, 1990 (Executive Order 335 delegation of authority for temporary namings; superseded by Executive Order 713)

July 9, 1980 (Board of Trustees Resolution RGPA 7-80-17)

December 1961 (Board of Trustees Resolution establishing the policy)

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<b>Section:</b> FUNDRAISING
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**Policy Title:** Naming of California State University Academic and Athletic Programs

## **POLICY OBJECTIVE**

The California State University (CSU) Board of Trustees retains authority for naming all major California State University academic and athletic programs including schools, colleges, divisions, departments, intercollegiate sports, and other major academic and athletic designations. Multi-campus academic collaborations also remain under the authority of the CSU Board of Trustees.

The CSU Board of Trustees delegates to the Chancellor the authority to name minor academic, non-academic, and athletic programs including centers, institutes, lecture series, archives, camps, intramural sports, and other minor academic and non-academic units. The Chancellor may sub-delegate this authority, as he or she deems appropriate.

The Vice Chancellor, Division of University Relations and Advancement shall determine whether an academic or athletic program falls within the major or minor classification when it is unclear.

## **POLICY STATEMENT**

### 100 PURPOSE

This policy is intended to encourage private support through opportunities to name university academic and athletic programs and only under extraordinary circumstances should academic or athletic programs be named without private support.

### 200 SCOPE

This policy governs naming of major CSU academic and athletic programs whether at the main campus or satellite locations. Names which are simply descriptive of the function are exempt from this policy.

### 300 AUTHORITY

The CSU Board of Trustees has the authority to set administrative policy (Education Code section 89030). Implementation and compliance with this policy is the responsibility of the Vice Chancellor, University Relations and Advancement and the campus chief advancement officer.

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## 400 CONSIDERATIONS

Each proposal for naming of a major CSU academic or athletic program shall be considered on its own merits, including compatibility with the mission and values of the university. No commitment for the naming shall be made prior to CSU Board of Trustees approval of the proposed name.

The name presented for CSU Board of Trustees approval must meet the following criteria:

401 When a donor gift is involved:

- The gift should be clearly and broadly supported as being consistent with the reputation and aspirations of the university. Consultation should include the dean, director, or unit head, and faculty leadership.
- The gift should enhance academic excellence, promote experiential learning, support student achievement, or contribute significantly to the mission of the university.
- The gift should provide “substantial” benefit to the CSU. The term “substantial” in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may consider significant contributions of personal services as well as monetary or in-kind gifts. The value should be appropriate to the scope and function of the program.

402 In a rare instance, when the naming honors service to the CSU:

- It should honor a person who has achieved unique distinction in higher education or other significant areas of public service, or who has served the CSU in an academic capacity and has earned a national or international reputation as a scholar, or who has made extraordinary contributions to a CSU campus or the system which warrant special recognition.
- Recognition of an individual who has served in a CSU academic or administrative capacity shall not be made until the individual has been retired or deceased at least two years.
- No more than one program in the system shall be named after any one individual on the basis of service to the CSU.

403 No program will be named after seated, elected, or appointed officials currently in office.

404 No academic or athletic program will be named after a tobacco or electronic cigarette company. Generally, no academic or athletic program should be named for an alcohol company, with the limited exception if the academic program supports workforce development or research for the industry.



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500 RIGHT TO RESCIND

Should circumstances change in a manner that affiliation with the name would cause harm to the reputation of the university, the university president or chancellor may request that the CSU Board of Trustees exercise its authority to rescind naming recognition.

500 WAIVER

In special circumstances, the CSU Board of Trustees may waive any or all of the above criteria.

**REVISION HISTORY**

November 10, 2021

July 8, 1999 (Board of Trustees Resolution RIA 07-99-09)

I. COVID-19 Vaccination Interim Policy

CSU released its COVID-19 Vaccination Interim Policy on 7/29/2021. See <https://calstate.policystat.com/policy/9779821/latest/>

Campuses may extend this policy to auxiliaries and contractors on campus.

II. Update to State Travel Ban

As a reminder, Assembly Bill 1887 added Section 11139.8 to the Government Code to prohibit travel to states with discriminatory laws. Specifically, the CSU is restricted from requiring employees to travel to states subject to the travel ban and is prohibited from approving state-funded or state-sponsored travel to these states.

Montana was recently added to the list of states subject to California's travel ban. States subject to the ban include: Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, West Virginia. For the most current list see: <https://oag.ca.gov/ab1887>

For more information about these travel restrictions and exceptions see <https://calstate-co.policystat.com/policy/8536689/latest/>.

III. Real Property Development Projects

CSU updated the Real Property Develop Projects Policy on June 17, 2021. See <https://calstate.policystat.com/policy/9975730/latest/>. This policy applies to all projects, developments, and related contractual commitments by and between the California State University (CSU), its auxiliaries, and any private or public third-party entity involving the use or development of real property.

IV. CalNAGPRA Compliance

In September 2020, the Governor approved [Assembly Bill 275](#), which revised the California Native American Graves Protection and Repatriation Act ("CalNAGPRA"). See [Cal. Health & Safety Code §§8010-30](#). As a result of AB 275, each CSU campus will need to prepare a detailed inventory of Native American human remains and associated funerary objects, as well as a preliminary summary of unassociated funerary objects, sacred objects, or objects of cultural patrimony in its possession by January 1, 2022. Research auxiliaries may be called upon to assist with this effort.

## AUXILIARY ORGANIZATION ASSOCIATION NOMINATIONS COMMITTEE REPORT

### Nominations for 2022 AOA Executive Committee

Each fall, the Executive Committee, as the Association's governing body, seeks nominations for terms upcoming on the next year's Executive Committee. A general call went out to the membership in July, and nominations were accepted through October 15, 2021. We respectfully submit the following recommendations for consideration to the Executive Committee.

### **Executive Committee Representatives (4 positions open):**

**Cecilia Ortiz**, Executive Director

The Donald P. and Katherine B. Loker University Student Union, Inc.  
California State University, Dominguez Hills

Nominee's Area of Expertise: Student Unions, Risk Management

*Cecilia has over 20 years of direct student affairs and auxiliary experience at 3 different CSU campuses. She currently serves as the Director of the Loker Student Union at California State University, Dominguez Hills. She is a strong fiscal manager, understands facilities operations, is a strategic thinker and planner, has keen foresight, and strong organizational leadership abilities. She has also successfully navigated campus politics while serving as the CEO of a student-driven non-profit auxiliary organization.*

**Miles Nevin**, Executive Director

Associated Students Inc.,  
California State University Long Beach

Nominee's Area of Expertise: Associated Students, Student Unions, Human Resources, Recreation Centers, Children's Centers

*Miles was the CSSA Executive Director and was instrumental in starting the AOA Scholarship program. In his CSSA capacity, he served for several years on the AOA Executive Committee. As the Executive Director of ASI at CSU Long Beach, he not only has led his organization, especially during the pandemic, but he also chaired the ad hoc ASI/SU Executive Directors monthly meetings, which required him to plan meetings, coordinate information sharing and presentations with the Chancellor's Office, and navigate political challenges among auxiliary organizations*

**Maddison Burton**, Director of Human Resources

University Corporation  
California State University, Monterey Bay

Nominee's Area of Expertise: Human Resources

*Maddison has been employed with the University Corporation at Monterey Bay since October 2018. Over the past three years, Maddison has developed the department in numerous ways. Maddison currently oversees a team of five dedicated HR and Payroll staff members who strive to identify and satisfy the needs of individuals; achieve and maintain high morale among employees and provide the organization with well-trained and well-motivated employees. Additionally, to her daily director role, Maddison serves on the AOA Benefits committee, the campus Diversity & Inclusion committee as co-chair, and a participating member of MPC's EEOAC committee.*

**Bessie Strategos**, Grants & Contracts Administrator  
Long Beach Research Foundation  
California State University, Long Beach  
Nominee's Area of Expertise: Research Administration

*At Arizona State University, Bessie held positions in the ASU Bookstore, Memorial Union, and Athletic Department. Bessie's professional experience includes three years at ASU in Admissions and Recruitment. As a team member for 12 years in the pharmaceutical and medical device field, she organized and conducted qualitative research in six countries. Most recently, Bessie has served as a Grants & Contracts Administrator for six years; administering Grant Funds for CSULB's College of Natural Sciences and Mathematics.*

**2022 President Elect (3-Year Term):**

**Rasheedah Shakoor**, Executive Director  
Associated Students Inc.,  
California State University, Dominguez Hills  
Nominee's Area of Expertise: Associated Students

*Rasheedah has spent the past 10 years serving in auxiliary leadership roles. She is experienced working in fast paced environments demanding strong organizational, technical, and interpersonal skills. She is trustworthy, ethical, and committed to superior customer service. She is confident and poised in interactions with individuals at all levels, and a great public speaker. Her commitment to the AOA has been demonstrated through her work on the Executive Committee & ASURE, as well as her participation with the AOA Leadership Academy.*

**2022 President (2-Year Term):**

**Sharleen Krater**, Associate Director of Training & Development  
Associated Students  
California State University, Chico  
Nominee's Area of Expertise: Associated Students / Human Resources

*Sharleen (Shar) is a fantastic leader, eloquent speaker, active listener, empathetic, and would make a great AOA President. Her involvement with AOA and the Executive Committee over the years has demonstrated her passion and commitment to CSU Auxiliaries, and she's expressed an interest in stepping up to serve over the years. In addition to talking with current AOA Officers, she's also talked to past-presidents in preparation for this role. She has experience running board meetings and events and we have every confidence she will succeed in this position.*

Respectfully submitted,



Kacie Flynn  
AOA Past-President  
November 19, 2021

**AUXILIARY ORGANIZATION ASSOCIATION**  
**LONG RANGE & STRATEGIC PLANNING COMMITTEE REPORT**

The Long Range & Strategic Planning (LRSP) Committee continues to meet monthly by zoom. Our discussions still focus around three identified options: 1) Service Provider Model - Independent Contractors, 2) Hired Staff – Paid Employees, and 3) Contracting with another Professional Organization – Exploring Partnerships.

At our September 29<sup>th</sup> meeting, we started reviewing costs supported by our current service provider model to understand what correlation the existing budget may have for an employee or third-party group to contract with.

Looking at current costs of each service provider position was helpful to understand the base budget. We started to group positions into ‘related services’ that could *potentially* be combined into a full-time equivalent employee(s) or revised contracted scope of work.

We discussed the feasibility of identifying a firm/professional organization to contract with for these re-grouped functions vs. hiring an employee outright (either through an existing auxiliary or AOA itself as the employer of record). Those are still viable options we’ll continue to explore at subsequent meetings.

There was a general consensus that *if* AOA ultimately decides to stay with the Service Provider Model, it would be prudent to craft a standing ‘call for future service providers,’ to create a pipeline of interested, soon to be retirees, looking to get involved. Further discussion is needed to define what exactly that call would be soliciting.

At our most recent October 29<sup>th</sup> meeting we took the Business Manager Scope (1) and the Conference Admin Scopes (2) and started to draft out new 'position descriptions' to review at our December LRSP meeting.

It was clear that our current Service Provider Contracts are written with each specific incumbent in mind to leverage their particular strengths and interests in supporting the organization. They don’t however provide an ‘easy to recruit’ position description for a new applicant if we needed to fill an unexpected vacancy.

By drafting new scopes based on the services (not the person) we hope to gain clarity on the types of positions (employee or contractor) AOA would need into the future. We agreed that the outcomes of this work would be presented for consideration when the *next natural vacancy occurs*, not affecting any existing service provider contracts coming for renewal in 2022.

**Timeline**

We plan to continue meeting monthly via zoom for the remainder of the calendar year, with our next scheduled meeting set for December 3, 2021. Our goal is to present preliminary recommendations to the Executive Committee at the January 2022 meeting.

## Vacant LRSP Seat

We still have additional room within the committee for another Ad Hoc member. They don't necessarily need to be serving on the Executive Committee in order to serve on LSRP. We're accepting recommendations/nominations to participate in this process.

*The LRSP Committee is comprised of the following:*

- Kacie Flynn, Past-President, Committee Chair
- Monica Kauppinen, President
- *Vacant, President-Elect*
- Richard Jackson, Secretary Treasurer
- John Griffin, Prior Past-President
- Teresa Loren, Executive Committee
- *1 Vacant Seat Available*

Respectfully submitted,

A handwritten signature in blue ink that reads "Kacie Flynn". The signature is written in a cursive style with a long, sweeping underline.

Kacie Flynn  
AOA Past-President  
November 19, 2021

# AOA HUMAN RESOURCES COMMITTEE REPORT NOVEMBER 2021

## **QUARTERLY SUMMARY**

The HR Committee continues to meet monthly as a forum for members to ask questions, seek advice, share resources and hear from invited guests. Attendance at the meetings ranges from around 30 up to 50 members each month. During each meeting, a brief update on any relevant committee business is provided by the Chair. During the current reporting period, the committee met in July, August and September and did not meet in October due to scheduling conflicts.

During our July 2021 meeting, the chair asked the committee membership for any recommendations on guests that could join an upcoming meeting because we were not having an in-person summer meeting this year. Additionally, the committee discussed topics such as the Governor's announcement about requiring vaccinations for State workers & the Chancellor's Office announcement on mandatory vaccinations; COVID Testing policies/processes and how the auxiliaries are partnering with their campuses on implementing any mandatory testing and vaccination policies.

During our August 2021 meeting, AOA HR attorney Richard Bromley joined our meeting as a special guest to provide a mid-year update and answer questions from the membership. The committee members were asked to provide questions in advance of the meeting and there was time allotted for other questions. Most of the conversation revolved around mandatory COVID vaccinations and testing within our auxiliaries.

During our September 2021 meeting, we invited a paid special guest Rachel Shaw and her team to present to us on the topic of ADA Accommodations. The committee was encouraged to invite other auxiliary members outside of the committee membership to the presentation and we had several additional guests attend. The presentation was sponsored by the AOA budget and the committee as a whole felt that the presentation was very valuable for them in the execution of their leave programs.

Rachel Shaw and her company, Shaw HR Consulting, are experts in the area of leave management and ADA Accommodations. She walked us through the tools that she developed to guide the process for employers. Those tools were provided to us as well and were uploaded to the AOA HR Committee Google Drive that we maintain.

## **AOA SALARY SURVEY**

The committee launched the salary survey project and a sub-committee has been working on the process with our vendor, Richard Lane. The sub-committee is being led by the HR Committee Chair-Elect, Rosa Hernandez. Since our last report, the sub-committee has been building the email list of survey participants in partnership with Dixie Johnson's project of updating the master contact list for the AOA Membership. The survey is expected to go out in November 2021 with a delivery date of early 2022.

**AOA  
HUMAN RESOURCES COMMITTEE REPORT  
NOVEMBER 2021**

**COMMITTEE LEADERSHIP, 2021**

HR Committee Officers for 2021 include the following:

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

Respectfully submitted:

*John Doebler*

AOA Human Resources Committee Chair &  
Human Resources Manager  
Associated Students California State University Northridge Inc



## **Research Administration Committee (RAC) Report AOA Executive Committee Meeting- November 2021**

### **2021 RAC Leadership Team (Current)-**

-Jennifer Sneed, Chair

Associate Director, Sponsored Research Administration  
San Diego State University Research Foundation

-Gillian Fischer, Vice Chair

Director, Sponsored Research and Programs  
California State University Dominguez Hills

-Chantal Ebarle, Secretary

Senior Pre-Award Specialist, Office of Research & Sponsored Programs  
California State University, East Bay

### **2022 RAC Leadership Team (TBD-IN PROCESS)-**

-Gillian Fischer, Chair

Director, Sponsored Research and Programs  
California State University Dominguez Hills

-TBD, Vice Chair

-TBD, Secretary

### **2021/2022 Meeting Schedule-**

Spring RAC Meeting- Held on May 3 and 4, 2021- Virtual

Fall RAC Meeting- Held on October 11 and 12- Virtual

AOC Conference RAC Standing Committee Meeting- Scheduled for January 9, 2022

### **2021/2022 RAC Meetings-**

I reported on the Spring Meeting during the last EC meeting.

The Fall 2021 Meeting took place on Monday, October 11<sup>th</sup> and Tuesday, October 12<sup>th</sup> in a virtual format and was a great success. The agenda included Pre-Award, Post Award and Compliance topics that were of great interest to the group, and we had a wonderful turn out of about 114 RAC attendees at some points during the meeting. The agenda included presenters and speakers that are topic experts from within the RAC membership and from the Chancellor's Office. I am including a copy of the full agenda attached to this report, but want to give a quick sampling of the presenters and topics here to show the wide range of topics discuss-

-Responsible Contact of Research- Jeanne Dittman, Director, Compliance and Standards, East Bay

-Chancellor's Office Audit Update- Christina Chen, CO Audit Manager

-Export Control Discussion- Leah Vargas, Research Integrity and Compliance Office, Sacramento State

We also had some wonderful discussions about "Employee Recruitment, Employee Morale, and Employee Retention" led by Grace Slavik, Associate Director, Post award Research and Sponsored Programs and Andrea Exner, Executive Director, San Jose State University Research Foundation. This was a very timely discussion for the group due to the current turn over issues facing most of the campuses.

We are still in the planning stages for the January 2022 RAC Meeting that will be on the Sunday preceding the AOA Conference. The meeting will take place from 2:00-3:30 and 4:00-5:00 that afternoon. We will use this meeting to introduce our new Leadership Team for 2022 and continue our recent discussion about faculty compensation across campuses, as well as continue our employee retention/morale discussion.

**General AOA RAC Update since the last meeting-** We are in the process of requesting nominations for our 2022 Leadership Team for the positions of Vice Chair and Secretary. We hope to get this process wrapped up in early December to announce our next RAC Leadership Team.

Respectfully Submitted by RAC Chair,

Jennifer Sneed, Associate Director  
Sponsored Research Administration  
SDSU Research Foundation  
Email- [jsneed@sdsu.edu](mailto:jsneed@sdsu.edu)

Research Administration Committee  
**Fall 2021 Meeting Agenda**

**October 11-12, 2021**

9:00 am – 12:30 pm

**Zoom:** <https://SDSU.zoom.us/j/85037344710>

**Monday, October 11, 2021- Day 1**

- 9:00 am **Call to order** (*Jenny Sneed, Associate Director, Sponsored Research Administration, SDSU*)
- Introductions
  - Welcome New Members
  - Reminder about RAC Google Group and AOA RAC site
  - RAC SharePoint Site
  - Housekeeping Items
- 9:15 am **Campus Updates** (One per campus, if possible)
- Please include an update on if your Research Administration Staff (Pre/Post) are fully back in the office, hybrid or working remotely
- 10:15 am **BREAK (5 min)**
- 10:20 am **Chancellor's Office Sponsored Programs Update** (*Melissa Mullen, Director, Sponsored Programs*)
- General Updates
    - Foreign Influence
    - Policy on International Agreements
    - 700U
    - Best Practices Committee
  - CMA Update (*Ana Aguirre, Manager, Pre-Award Development*)
- 10:45 am **AOA Conference Update** (*Gillian Fischer, Director, Sponsored Research and Programs, Dominguez Hills*)
- 10:50am **SPUG Updates** (*Maria Reyes, Senior Director, Sponsored Programs, Long Beach*)
- 11:05am **CRO Update** (*Cindy Lopez, Director, Sponsored Programs Office, Monterey Bay*)
- 11:20 am **BREAK (5 min)**

11:25 am **Responsible Conduct of Research (RCR)** (Jeanne Dittman, Director, Compliance and Standards, East Bay)

11:55 am **Panel Discussion- Employee Recruitment, Employee Morale and Employee Retention** (Grace Slavik, Associate Director, Post Award, Research & Sponsored Programs, Northridge and Andrew Exner, Executive Director, San Jose State University Research Foundation)

- Employee engagement ideas- Grace
- Hybrid Work Schedules and staff management- Andrew

12:25 pm **Closing** (Jenny Sneed)

12:30 pm **Adjourn**

## Tuesday, October 12, 2021- Day 2

9:00 am **Welcome** (Jenny Sneed, Associate Director, Sponsored Research Administration, SDSU)

9:05 am **RAC Chair Report** (Jenny Sneed)

- AOA Executive Committee items
- Update on RAC Meeting at AOA Conference- Sunday, January 9, 2022
- RAC Leadership Team Nominations
  - Will will be going out today and voting will take place in November

9:20 am **Chancellor's Office Audit Update** (Christina Chen, CO Audit Manager)

- General Overview Systemwide Audit Review Update
- Common Areas of Interest
- Newer Focus Areas

9:35 am **Financial Activity Update** (Melissa Mullen, Director, Sponsored Programs, Chancellor's Office)

9:50 am **Export Control Discussion** (Leah Vargas, Research Integrity and Compliance Officer, Sacramento State)

10:10 am **BREAK (5 min)**

10:15 am **SAM.Gov Discussion** (Sandra Nordahl, Director, Sponsored Research Contracting and Compliance, SDSU)

10:45 am **Research Opportunities** (Leslie Ponciano, Director of Research Opportunities, Chancellor's Office)

- Opportunities for the social sciences in grant proposal development
- Reminder about InfoReady Insights template for RSCA funding competitions

- November 12, 2021 systemwide webcast: "Strategies for Reviewing Grant Proposals"

11:15 am **BREAK (5 min)**

11:20 am **Panel Discussion- Update on Group working with CO on Faculty Pay Across Campuses Pilot** (*Melissa Mullen and panel- Ana Aguirre, Grace Slavik, and Diane Trujillo*)

- **Phase 1 overview- feasibility assessment stage**

11:35 am **Open Discussion- Digital Strategies for Organization, Streamlining and Communication** (*Erika Wright, Pre- Award Specialist, Humboldt State*)

- Erika will start of the conversation about her use of Trello
- Open discussion- Anyone that is using digital tools that they would like to share

12:05 pm **RAC Announcements** (*Gillian Fischer and Chantal Ebarle*)

- Revisiting the HR research administration classification- looking for volunteers to join a committee to keep this discussion going

12:15 pm **Closing** (*Jenny Sneed*)- Reminder about next meeting in January

- Potential Meeting topics based on survey responses-
  - Foreign Influence Disclosures
  - Subaward Monitoring
  - IP/Tech Transfer Presentation
- Announcements coming soon about 2022 Leadership Team- Nominations and voting

12:30 pm **Adjourn and Thank you to all!**

Campus Updates: (N to S)

Humboldt

Chico

Sacramento

Sonoma

Maritime

San Francisco

East Bay

Stanislaus

San Jose

Monterey Bay

Fresno

San Luis Obispo

Bakersfield

Channel Islands

Northridge

San Bernardino  
Pomona  
Los Angeles  
Dominguez Hills  
Long Beach  
Fullerton  
San Marcos  
San Diego

## **AOA AS/SU/RE Chair Report by Iraidia Venegas (CSULB)**

Have attended and participated in the monthly AS/SU/RE Director's Sub-Committee Meetings

AS/SU/RE meeting was held on Friday, October 22, 2021, time: 9 a.m. to 11 a.m. via zoom.

Topics covered:

- A. Helen Alatorre, ASI Executive Director, CSUCI was voted in as AS/SU/RE Vice-Chair due to vacancy.
- B. Talked about AOA Scholarship and rewording the language to ensure that returning students can apply. Language suggested in below:
  - a. "must be a returning undergraduate student at the time of application."
- C. Telecommuting policies among auxiliaries – Added information on the AOA portal.
- D. Talked about Sport Club Coaches background checks and COVID-19 vaccinations.
- E. Checked in with each campus and if they have any vacancies.
- F. Informed committee members about the conference and topic sessions that will be covered. Encouraged them to apply.

## AOA COMMERCIAL SERVICES STANDING COMMITTEE

### November, 2021 Activity Report

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

- 1) Aaron Neilson (Cal Poly Pomona) 2021 Chair, Alfredo Macias (Long Beach) 2021 Vice-Chair
- 2) Selection of 2022 ViceChair Cyndi Farrington CSULB Bookstore
- 3) CS Conference Sessions:

Day	Title	Presenter	Description
Tuesday 3:30-4:30	How innovation and technology can improve the student experience, and help with employee recruitment and retention	Chartwells Salli Darden, VP Marketing and Communications; Stephanie Fabian, Director Growth and Retention	This engaging panel discussion will include members from CSU campuses and key innovators from Chartwells. Topic discussions will include:  <ul style="list-style-type: none"> <li>- frictionless retail</li> <li>- ghost kitchens and delivery</li> <li>- balancing an overreliance on technology with student connectivity</li> <li>- same day pay for hourly employees</li> <li>- streamlined hiring process using and employee engagement using technology</li> <li>- fact based recommendations and proven solutions</li> </ul>
Monday 11-2	The Path to a Safer Campus is Contactless (Joint w/ IT)	Joint Session with IT	
Monday 4-5	Collegiate Retail Reimagined: Fueling Improved Student Outcomes While Increasing Revenue Market Share	Ken Winkco, B&N	The last 12 months have demonstrated rapid change within higher education and collegiate retail, making it critical for campus stores to understand the unique needs and expectations of the college students, fans, alumni, and parents that they serve. The right data and insights equip an institution to pivot quickly and strategically. Colleges and universities nationwide are leveraging data-driven insights to implement innovative new solutions that improve student outcomes and affordability, support recruitment and retention efforts, all while driving institutional revenue. Leaders from Barnes & Noble College and Fanatics will unpack key trends and data about student behaviors, preferences and concerns – and how these insights translate into the modern academic and retail experiences students crave.



			You'll explore which solutions are already delivering results, from next-generation retail strategies to the equitable access model for course materials that boosts student preparation, confidence and performance. In a time when many college stores are struggling with the best ways to manage operations and deliver added value, this session highlights the latest insights and solutions that reinvent traditional academic and retail approaches to meet the moment--and prepare for what's next.
Tuesday 9-10	Retail Dining in the New Normal: What Campuses Should Expect from Licensed Brand Partnerships	Mary Richardson, On Campus Brands	This session will use specific examples of retail dining installations during the pandemic that adapted and actually thrived. We will focus on how retail dining partners can work with you to position your branded concepts for financial success in a post-COVID environment, including: Leveraging off-premise strategies to bring street brands to your campus at a fraction of the normal cost; Collaborating with retail brands to repurpose your existing kitchen/servery equipment in a retail installation; Negotiating with retail brands to gain concessions in franchise fees and/or royalties; Breaking convention in trade dress requirements to creatively present the brand "look and feel" at a fraction of the standard cost; Adapting menus to maximize through-puts while simplifying operations and reducing food/waste costs ; Finding new points of presence, to lever up volume in off-meal periods and under-served areas of your campus. We will also share our views on what post-COVID retail dining will look like in the long term, and open up this discussion for audience feedback and alternative views. Join us to hear unvarnished, real-world examples of COVID-inspired ingenuity that successfully met students' retail dining needs without breaking the bank.
Tuesday 3:30 – 4:30	CSU Affordable Learning Solutions: Campus Successes, Grant and Participation Opportunities for Auxiliaries	CO's Office Leslie Kennedy and Sandra Ehrhorn, CO	CSU faculty and students have greater access to quality free and lower-cost learning materials through a variety of AL\$ programs and partnerships. By reducing CSU student course material expenses, more students acquire the course materials they need to succeed and benefit from their CSU learning experience. All 23 campus bookstores are encouraged and invited to be a part of their campus' AL\$ committee. Bookstores are a critical partner in helping faculty and support departments identify and select low- and no-cost course materials solutions and in providing access to those materials to all students. This presentation will illustrate campus grant opportunities, contributions, and showcases. It will provide information on the opportunities for Auxiliaries to be a part of the planning and participation in Affordable Learning Solutions delivery and solution on campus.

- 4) Membership Survey July 2021 (summary attached).
  - a. 126 Surveys sent out, 25 responses from 16 unique campuses....20% response rate
  - b. Data supports previous discussions surrounding the challenges of representing the diversity of operations under the umbrella of “Commercial Services”
  - c. 48% of respondents unaware of Commercial Service Portal
  - d. Low interest in leveraging AOA in regards to legislation advocacy.
- 5) Center of Excellence 23C Food Service RFP
  - a. A State and Auxiliary Procurement leverage effort – Final vendor being selected as we speak. 4 campuses and auxiliaries participating, ranging from retail only, res dining only, large, small, etc. Most participating campuses looking to start contract 1/2022.
  - b. Bidding closed 8/28/21- Not awarded as of 11/9/2021
  - c. RFP will be an “Opt-In” and strictly voluntary for those who wish to avoid the RFP process (Systemwide pouring rights example).
  - d. Head of the project is Tawny Fleming (Procurement) from Humboldt with support from Arun Casuba and Superlative Group consulting from the CO’s office.
  - e. Concerns:
    - i. CSU requiring bidders to contribute capital to CSU potentially diverting capital away from individual campuses
    - ii. Individual campus engagement in selection process
    - iii. A plethora of others
- 6) Monthly Zoom calls with CSU FSD’s, no general meetings occurred.
  - a. Challenges of representing the diversity of operations under the umbrella of “Commercial Services” and having a meeting that provides value to this group.

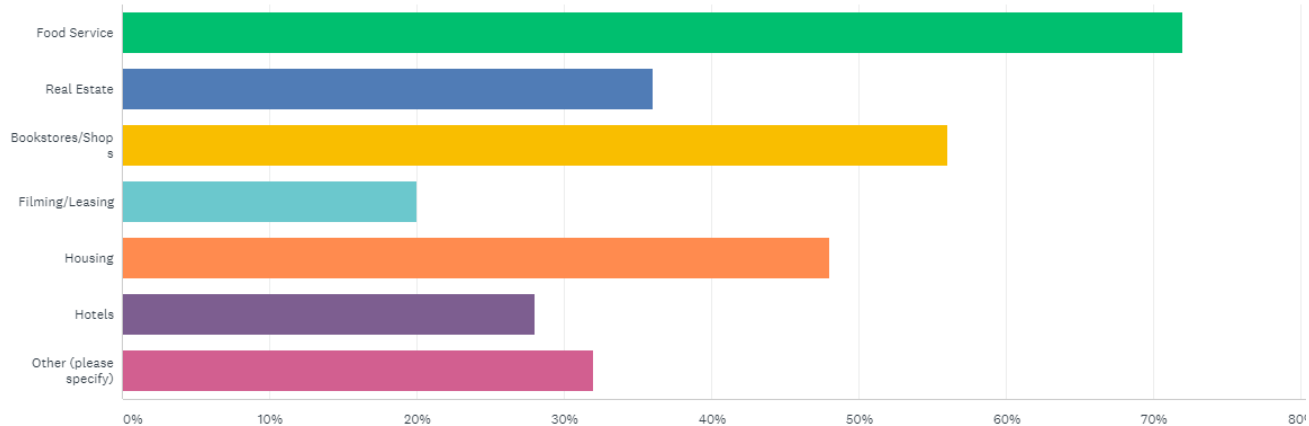
Respectfully Submitted,

**Aaron Neilson**

2021 Chair, AOA Commercial Services Standing Committee

**Commercial Services Area of Interest (Select all that apply).**

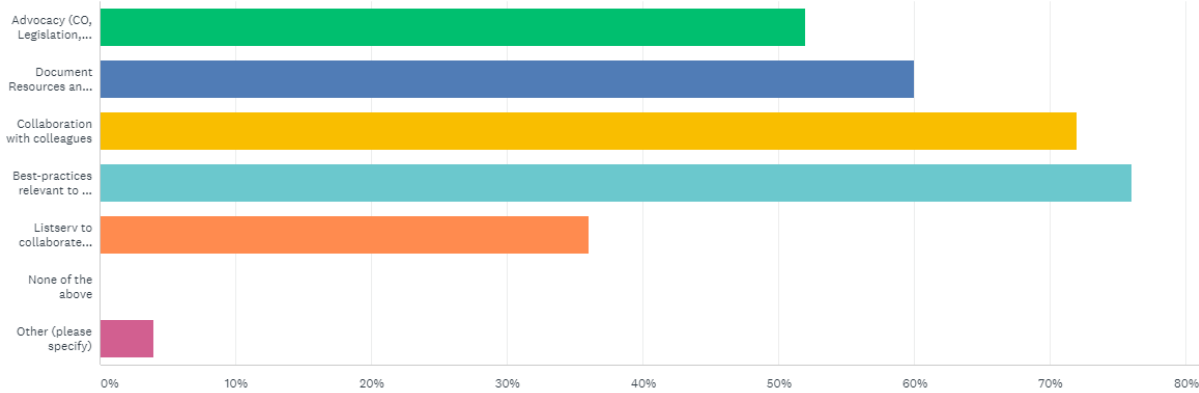
Answered: 25 Skipped: 0



**OTHER=** Sponsored Programs, Research, Transportation, Radio, Contract Administration, Childcare, Events, Conference Services, Student Unions/Conference Centers

**I primarily rely on AOA to provide (select all that apply)**

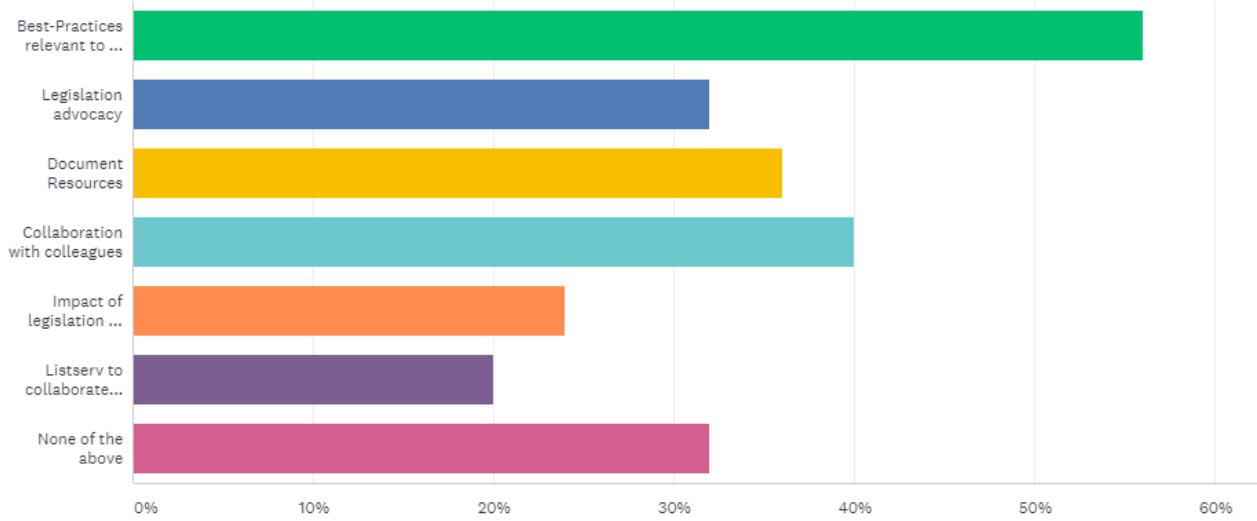
Answered: 25 Skipped: 0



**OTHER=** Job Board

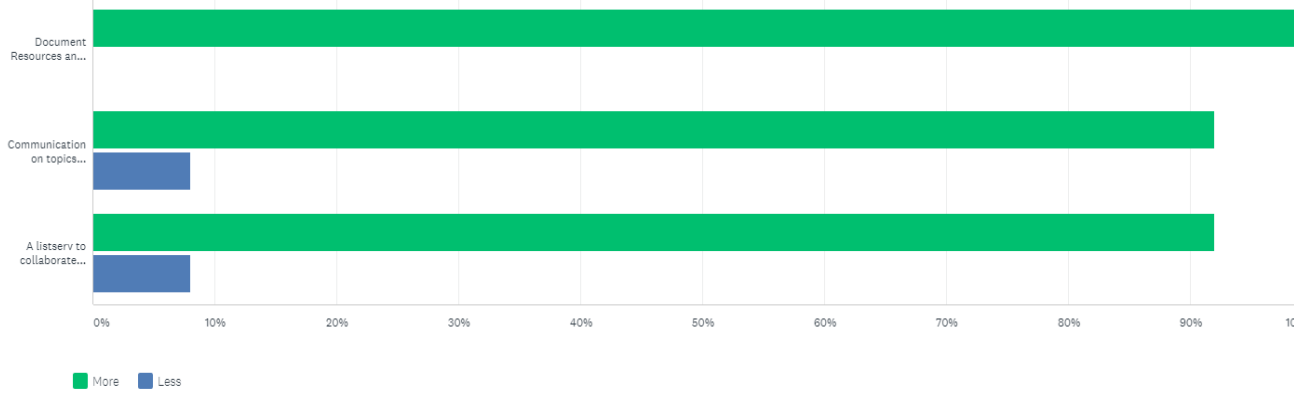
### I primarily rely on other organizations (i.e., NACAS, ICBA, AUREO, etc.) to provide:

Answered: 25 Skipped: 0



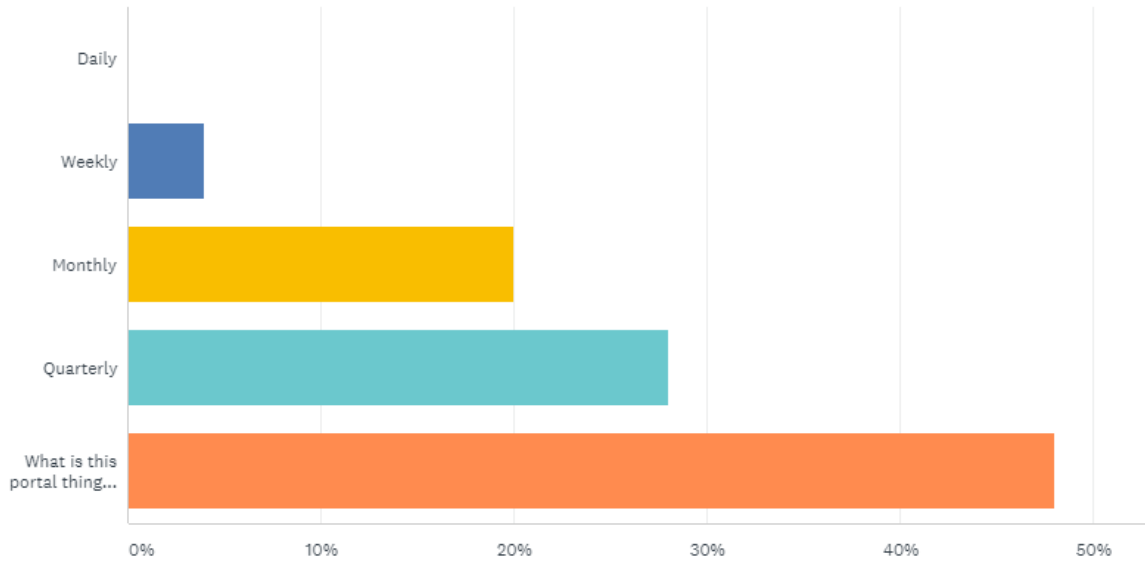
### I wish the AOA website provided (more/Less)

Answered: 25 Skipped: 0



### I access the commercial services portal

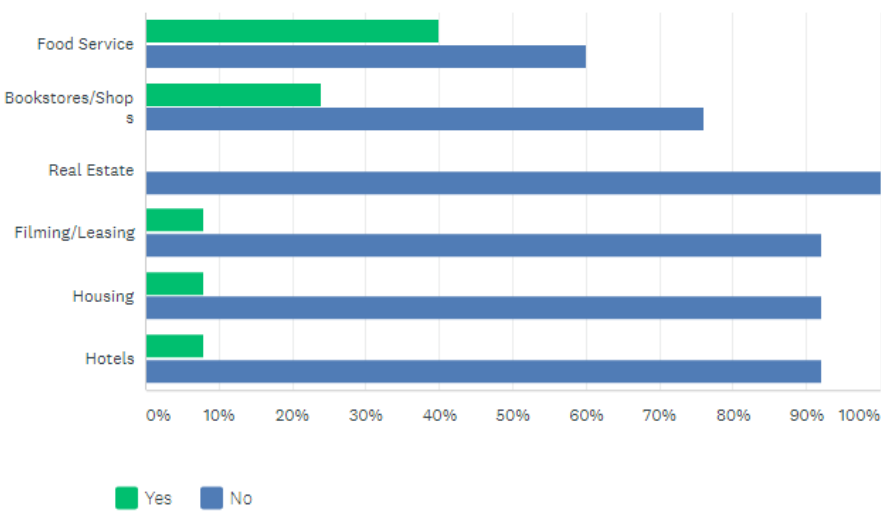
Answered: 25 Skipped: 0



The Commercial Services Committee advocates on behalf of our collective CSU enterprise operations on issues and legislation impacting our activities. Would you be interested in advocating for and providing insight to us on behalf of your area of expertise?

### The Commercial Services Committee advocates on behalf of our colle...

Answered: 25 Skipped: 0



Report to AOA executive Committee  
Business and Financial Services Subcommittee  
November 10, 2021

The Business and Financial Services Subcommittee conference calls have been held:

- April 19, 2021– Steering committee
- October 21, 2021 – General Members Meeting

Committee meeting minutes have been provided to the executive committee.

These meetings have focused on discussing the various issues happening on our individual campuses, assessing the impact of campus repopulation on our organization, and looking into automated service providers to facilitate our internal processes. We have also discussed the implementation of GASB 74 for our individual organizations post audit period as the impacts varied across our organizations. Additional topics discussed include, but are not limited to:

- Children’s centers’ reopening
- Staff shortages
- The VEBA Trust and increase to its administrative fee
- Compliance audits from the Chancellor’s Office
- Limited availability of actuarial firms within the system

Additionally, we have solidified session topics and presenters for the January conference. Topic ideas discussed include:

- Remote Auditing in a COVID Environment
- Leveraging available campus systems to create solutions (Joint session with IT)
- Identifying, Preventing, and Responding to FRAUD
- Managing Costs: Card Acceptance Using a Service Fee Program

Future planned meetings for the committee are scheduled as follow:

- November 18<sup>th</sup>, 2021 – Steering Committee
- January, 2022 – General Members Meeting

Incoming 2022 Committee Chair:

- Yvette Marquezsmith, Controller  
Associated Students, Inc. CSUN

## **Philanthropy Committee Report Fall 2021**

### **Fall 2021 Meeting**

The AOA Philanthropy Committee met on Thursday October 28 via Zoom. Over 20 Individuals from several CSU's representing University Advancement, Financial Services and Philanthropic Foundations attended.

The following topics were discussed:

#### **AOA Conference**

Monica Alejandre mentioned the upcoming AOA Conference being held in January 2022 and reviewed the presentations that will be geared towards Philanthropic Foundations. Philanthropy committee members were reminded to book reservations early as rooms go quickly.

#### **Endowment Best Practices**

Ian Hannah (Sonoma) facilitated a conversation on endowment best practices as it relates to frequency of endowment deposits into investment accounts, underwater endowment determination and approval of endowment distribution. Committee members discussed their processes and procedures for endowment deposits. Several campuses review cash flow in terms of how deposits are handled whereas other campuses will invest on a regular basis. In terms of underwater endowments, campuses had different practices. The important takeaway was to ensure processes and procedures are well documented and that campuses follow them. In terms of endowment distribution approval, campuses varied on how the distribution was approved. Some campuses had board and/or investment committee approval whereas other campuses – based on the timing of endowment reports – did not require approval but abided by the spending policy.

Hannah also addressed the recent announcement by the Chancellor's Office that the CSU will not pursue any further investments in fossil fuels in the University's three investment portfolio: Systemwide Investment Fund Trust (SWIFT), Intermediate Duration Portfolio (IDP), and Total Return Portfolio (TRP).

#### **Board Authority**

The Philanthropy Committee discussed board authority when it comes to unrestricted funds and gift acceptance. Caroline Johansson (SFSU) shared SFSU's policy statement which addressed how unrestricted funds should be allocated. Lori Redfearn (CO) indicated that it's important for campuses to have an unrestricted fund/gift policy to ensure campuses have a decision flow when large, unrestricted gifts are given to the university.

#### **Next Meeting & Agenda Topics**

Monica Alejandre indicated that the next meeting for the Philanthropy Committee will be the annual meeting at the AOA conference on Sunday, January 9. She invited all committee members to send agenda topics to her at [malejandre@csusb.edu](mailto:malejandre@csusb.edu).

AOA Past President Committee  
Meeting Report

November 9, 2021

The AOA Past President Committee meets annually at the conference or more frequently as needed at the request of the AOA President. The current committee is comprised of the following individuals:

Michele Goetz, SDSU (2008) - Chair  
Kacie Flynn, Humboldt (2020)  
John Griffin, San Bernardino (2019, 2015)  
Jim Reinhart, Sacramento (2018)  
Keith Kompsi, Fresno (2017)  
Christina Brown, SDSU (2016)  
Deborah Adishian-Astone, Fresno (2012)  
Dave Edwards, Fullerton (2010)  
Leslie Levinson, SDSU (2005)  
Richard Jackson, AOA (2003)

At the August meeting, the committee presented on the two requests for input from AOA President Monica Kauppinen – development of an Auxiliary Executive Director Toolkit and feedback/recommendation for hosting a second AOA Leadership Academy.

Although there has not been any request for follow-up action from the AOA leadership, the framework for the auxiliary briefing document was utilized by CSU Fullerton to create a campus leadership briefing document for the Associated Students, Inc which I have included in this report as an example of how the framework might be utilized. Also included is a brief one-page version generated by SDSURF to be utilized for a proposal submission.

Next meeting - Sunday, January 9 from 4:00 – 5:00 p.m.



# SDSU Research Foundation Overview

## I. Background

SDSU Research Foundation (SDSURF) is one of four auxiliary units that support San Diego State University. Established in 1943, its mission is to support the research, educational and community service mission of SDSU.

[CSU Auxiliary Fact Sheet](#)

## II. Management and Board of Directors

Associate vice president/executive director Michèle Goetz leads SDSURF. The organization reports to a board of directors (chaired by the SDSU president) and operationally to SDSU's Vice President for Research, with dotted line reporting to SDSU's VP for Business & Financial Affairs.

The board of directors is the governing body of the research foundation and is responsible for establishing policies and guiding the research foundation in achieving its objectives. SDSU's president serves as president of the board and is responsible for directing the affairs of the organization, reviewing, and approving the annual operating budget, and ensuring that research foundation activities and functions conform to the policies of The California State University board of trustees and San Diego State University. Board composition Five ex-officio directors: the President, the Provost, the VP for Research and Innovation, the VP for Business & Financial Affairs, and the

Associated Students President; four SDSU faculty members recommended by the University Senate and elected for four-year terms; and eight individuals, five of whom are "public" members from the community, nominated by the president and elected for three-year terms.

[Board of Directors Roster](#)

## III. Governing Documents

The following documents guide management and the board of directors:

[Articles of Incorporation](#)

[Bylaws](#)

[Audit Committee Charter](#)

[Finance and Investment Committee Charter](#)

[Operating Agreement](#)

[Values Statement](#)

## IV. By the Numbers

[Charts and Graphs](#)

[College of Education Awards FY 2020-21](#)

[V. Research Highlights FY 2019-20](#)



## ASSOCIATED STUDENTS INC., CSUF



# OVERVIEW

## BACKGROUND

Associated Students Inc., CSUF (ASI) is an auxiliary unit of California State University, Fullerton, formed to facilitate, support and positively impact student success. ASI provides student development opportunities through leadership, volunteer, and employment experiences. In addition, Associated Students provides campus community members with important social, cultural, and recreational opportunities, as well as a wide range of programs and services, which include the management and operation of three major campus facilities, the Titan Student Union (TSU), Student Recreation Center (SRC), and Children's Center.

[More About ASI](#)

The other CSUF auxiliaries are Auxiliary Services Corporation and the Philanthropic Foundation.

[CSUF Auxiliary Services Corporation Website](#)

[CSUF Philanthropic Foundation Website](#)

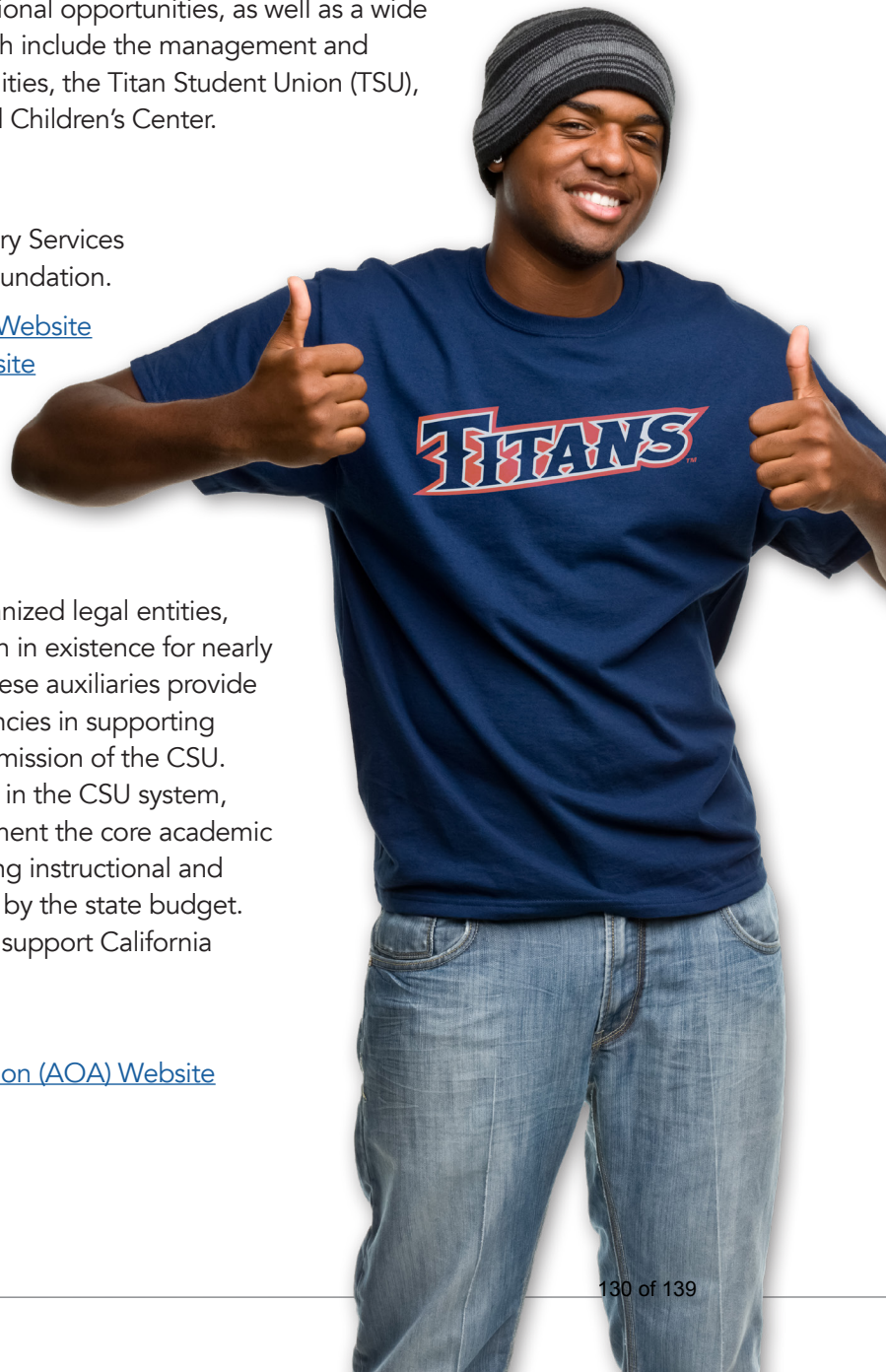
## CSU SYSTEM-WIDE AUXILIARY INFORMATION AND RESOURCES

Serving as non-profit, separately organized legal entities, CSU auxiliary organizations have been in existence for nearly 100 years. Across all 23 campuses, these auxiliaries provide flexibility, responsiveness, and efficiencies in supporting student success and the educational mission of the CSU. With nearly 90 auxiliaries in existence in the CSU system, these auxiliary organizations complement the core academic programs at each campus by providing instructional and student services not normally funded by the state budget. ASI is one of three auxiliary units that support California State University, Fullerton.

[CSU Auxiliary Organizations](#)

[CSU Auxiliary Organizations Association \(AOA\) Website](#)

[CSU AOA Auxiliary Fact Sheet](#)





## LEADERSHIP AND MANAGEMENT

ASI is led by elected student leaders, composed of the ASI Board of Directors, President, and Vice President. Together these individuals represent students' needs and interests, manage the day-to-day proceedings of student government and programs, initiate projects that benefit students, set ASI policy, approve funding allocations to programs and services, and advocate on behalf of the CSUF student body.

ASI is managed by Executive Director Dr. Dave Edwards, who reports to the ASI Board of Directors with a dotted line relationship to the CSUF Vice President for Student Affairs. The ASI Board of Directors is composed of elected student leaders that represent the academic colleges of CSUF, as well as a University President's representative and an Academic Senate representative.

[ASI Student Leaders](#)

[ASI Staff](#)

[ASI Organizational Chart](#)

[CSUF Student Affairs Organizational Chart](#)

## GOVERNING DOCUMENTS

The following documents guide management and the Board of Directors:

[Articles of Incorporation](#)

[Corporate Bylaws](#)

[Policies and Resolutions](#)

[Operating Agreement](#)

## STRATEGIC PLAN 2020-2025

The 2020-2025 ASI Strategic Plan was developed collaboratively by ASI student leaders, student employees, and staff. ASI's strategic plan presents a thorough and ambitious road map to enhance the Titan community by serving, empowering, and engaging the California State University, Fullerton student body. This plan works in union with the campus' educational mission, while reaffirming ASI's far-reaching





**STRATEGIC PLAN 2020-2025 (CONTINUED)**

impact as an organization, and celebrating the Titan community. ASI commits to the vision statement, values, and goals set in this strategic plan.

**Vision Statement:** ASI strives to improve, diversify, and expand our leadership and professional development opportunities, programs, and services to enhance student life and the Titan Experience.

**Values:** Servant Leadership, Diversity, Equity, and Inclusion, Build and Develop Student Leaders and Employees, Embrace and Pursue Innovation

- Goal 1:** Enhance Student Leader and Student Employee Development and Success
- Goal 2:** Advance Organizational Excellence
- Goal 3:** Strengthening Community

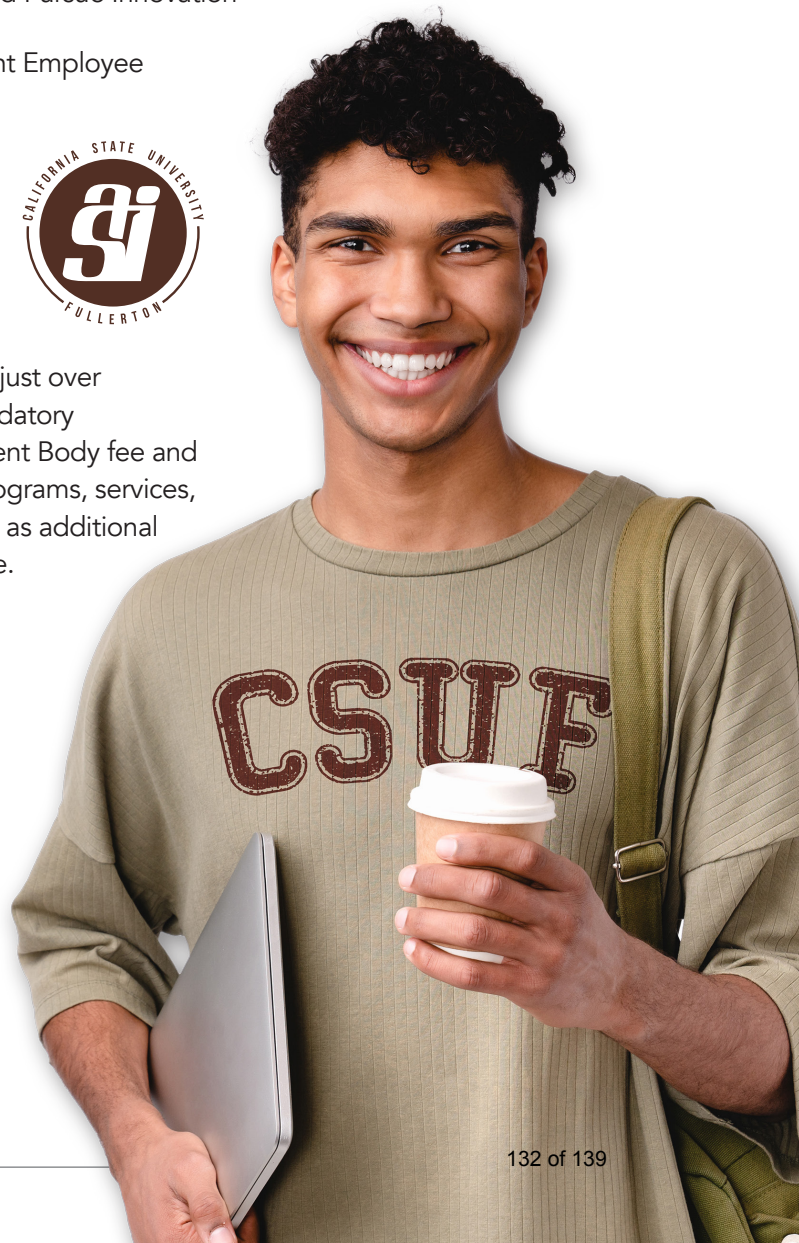
[2020-2025 ASI Strategic Plan](#)



**FINANCIAL OVERVIEW**

ASI has a current annual operating budget of just over \$21,000,000. ASI primarily manages two mandatory category II campus fees, the Associated Student Body fee and the Campus Union fee. All ASI operations, programs, services, and facilities are funded by these fees, as well as additional revenue through grants and operating income. In addition, ASI manages a third mandatory category II fee, the Instructionally Related Activities (IRA) fee that supports essential interactive curricular programs.

- [Current 2021-2022 ASI Budget](#)
- [2020-2021 ASI Audited Financial Statements](#)
- [2019-2020 ASI Audited Financial Statements](#)
- [2018-2019 ASI Audited Financial Statements](#)





## CORPORATE ADMINISTRATION

The administration of ASI includes oversight of all departments, risk management, strategic planning, and assessment, as well as compliance with CSU and CSUF guidelines and California nonprofit law. ASI administrative and support areas include the offices of the Executive Director, Marketing, Communications, & Design, Human Resources, Financial Services, Building Engineering, and IT Services.

[ASI Human Resources](#)

[ASI Accounting](#)

[ASI Marketing & Design](#)

## ASI FACILITIES, PROGRAMS, AND SERVICES

ASI provides a myriad of facilities, programs, and services to CSUF students and the campus community.

- ASI Student Government serves as the officially recognized student voice of CSUF students.  
[More About ASI Student Government](#)
- The Titan Student Union (TSU) is the center of campus life and serves as the primary gathering and meeting place for the university community.  
[More About The Titan Student Union](#)
- Titan Recreation promotes the belief that fitness should be for all – no matter your size, shape, fitness level, or physical ability – and operates the Student Recreation Center (SRC) along with a vast array of fitness and recreation programs.  
[More About Titan Recreation](#)
- The Children’s Center provides top-quality care and an exceptional educational program for children of CSUF students, faculty, and staff that are between the ages of 3 months and 6 years old.  
[More About The Children’s Center](#)



**ASI FACILITIES, PROGRAMS,  
AND SERVICES (CONTINUED)**

- ASI Programming provides a variety of events and activities throughout the year and also gives students an opportunity to get involved.

[More About Programming](#)

**INSTRUCTIONALLY RELATED ACTIVITIES  
FEE AND PROGRAM**

In addition to its own programs, ASI also manages, on behalf of the university, the Instructionally Related Activities (IRA) fee and program.

[More About IRA](#)



**ASSOCIATED  
STUDENTS INC**

**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

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## CSURMA AORMA UPDATE FOR THE AOA EXECUTIVE COMMITTEE MEETING NOVEMBER 2021

### A. AORMA Committee Succession Planning:

Both Dwayne Brummett and Bella Newberg announced their upcoming retirements. Brummett on November 1 and Newberg at the end of the year. The AORMA Committee will seek nominations to fill these two open seats.

### B. Year-Over-Year AORMA Coverage Programs – Contribution Comparison:

Included in the table below is a summary of the funding and dividend information for FY 22/23 as approved by the AORMA Committee at its meeting in September 2021.

Total Contributions				
Program	FY 21/22	FY 22/23	% Chg	\$ Chg
Liability *	4,794,949	6,077,642	27%	1,282,693
Workers' Compensation	3,262,926	4,021,437	23%	758,511
Property	3,871,274	6,031,522	56%	2,160,248
Crime	336,334	421,818	25%	85,484
Dividend Comparison				
Program	July, 2021	July, 2022	% Chg	\$ Chg
Liability *	963,144	0	-100%	-963,144
Workers' Compensation	455,528	279,323	-39%	-176,205

(\*) Note; the AORMA Liability Program dividend of \$624,919 has been used to lower the member contributions for the FY 22/23 program which reduced the total increase from 40% to 27%.

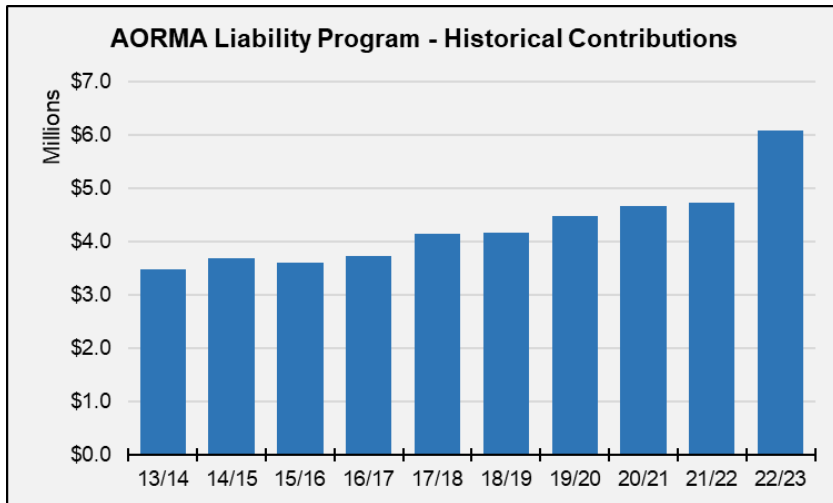
### C. FY 22/23 Liability Program Total Funding

The AORMA Liability Program has a self-insured risk pool layer of \$500,000. This means that all costs up to \$500,000 per occurrence are self-insured through CSURMA AORMA. The claim costs in excess of \$500,000 are insured through reinsurance and excess insurance. The AORMA Committee approved the FY 22/23 Liability Program total costs of \$6,702,561 which is a 40% increase compared to the contributions paid into the Liability Program for FY 21/22. However, in order to keep the percentage increase under 30%, the AORMA Committee approved a dividend of \$624,919 from the Liability Program to be used to lower members' contributions.

Over the last few years, the liability insurance marketplace has seen a mass exodus of insurance carriers, especially in the western states. The insurance industry continues to see significant increases in plaintiff demands, jury verdicts and high dollar claims. Claims that used to resolve for \$5M to \$10M are now costing public entities and their insurers \$20M to \$30M. The "social inflation" that has had a huge impact

on these costs continue to deplete the insurance market’s surplus, limiting the capacity and availability of insurers willing to write California public entity business.

CSURMA’s excess liability program has seen loss development in the excess layers for both the AORMA and Campus liability programs. The entire tower was rebuilt last year due to underwriters withdrawing, and reducing limits and coverage offered. Argonaut, insurer of the \$5M excess \$5M layer has withdrawn



from the California public sector market and no replacement could be found for the Campus Risk Pool. This year’s renewal saw some improved coverage terms excess of \$10 million, but pricing has continued to harden for all California public entities. Broad form public entity liability including general, auto, professional, law enforcement and public officials’ liability now tops out at \$60 million, up from \$50 million. Sexual abuse and molestation coverage, and concussive injury coverage for athletic participants, is

maintained to \$60 million. Annual aggregate limits now apply excess of \$15 million. The total program limits are up from \$200 million for FY 20/21 to \$225 million for FY 21/22.

The Liability Program contributions includes costs for the Trustees Errors & Omissions Liability, Terrorism Liability, Fiduciary Liability, Drone Insurance Program and the Deadly Weapons Response Program.

**D. AORMA Liability Program – Memorandum of Coverage (MOC):**

The reinsurer providing the \$4,500,000 excess of \$500,000 coverage layer added a PFAS exclusion to its reinsurance agreement. The current MOC provides coverage up to \$5 million per occurrence. \$4.5 million of each occurrence is reinsured. If AORMA does not exclude PFAS losses, AORMA may be required to pay, through its self-insured risk pool, up to \$5 million each for claims arising from PFAS incidents. Even though the potential for a PFAS claim against an AORMA member is small, The AORMA Committee decided to add a PFAS exclusion to the AORMA Liability Program MOC.

Shown below is a description of PFAS, as described by the Environmental Working Group:

<https://www.ewg.org/pfaschemicals/what-are-forever-chemicals.html>.

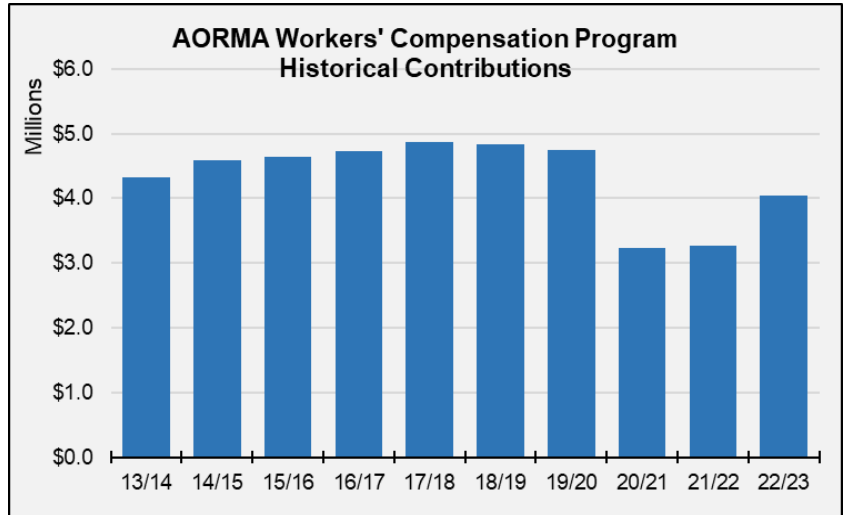
*“In 1946, DuPont introduced nonstick cookware coated with Teflon. Today the family of fluorinated chemicals that sprang from Teflon includes thousands of nonstick, stain-repellent and waterproof compounds called PFAS, short for per- and poly-fluoroalkyl substances.*



*PFAS are used in a staggering array of consumer products and commercial applications. Decades of heavy use have resulted in contamination of water, soil and the blood of people and animals in the farthest corners of the world. PFAS are incredibly persistent, never breaking down in the environment and remaining in our bodies for years.”*

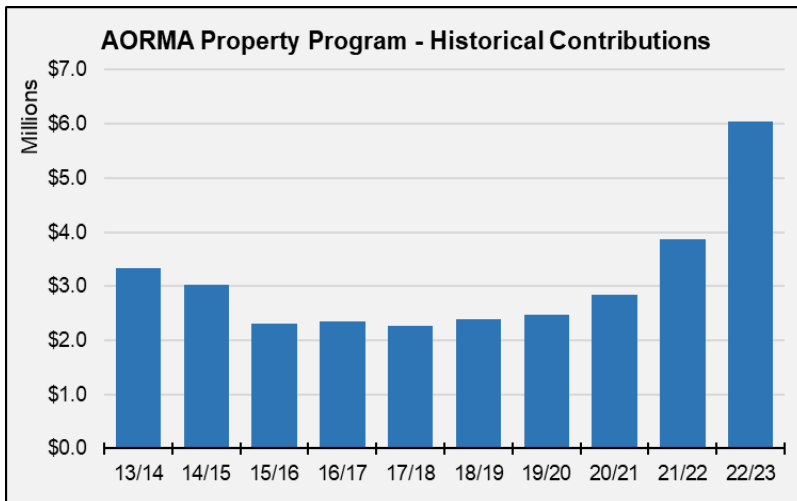
**E. FY 22/23 Workers’ Compensation Program Total Funding:**

All workers’ compensation claims costs up to \$750,000 continue to be reinsured through PRISM and claim cost excess of \$750,000 are insured through commercial excess insurance. The AORMA Committee approved the FY 22/23 Workers’ Compensation Program total costs of \$4,021,437, which is a 23% increase compared to FY 21/22. Costs are increasing because payroll is going up.



**F. FY 21/22 Property Program Total Funding**

The AORMA Committee approved the FY 22/23 Property Program total costs of \$6,031,522 which is a 56% increase as compared to the contributions paid into the property program for FY 21/22. The Property Program funding includes costs for Cyber Liability, Pollution Liability and Limited Earthquake insurance.



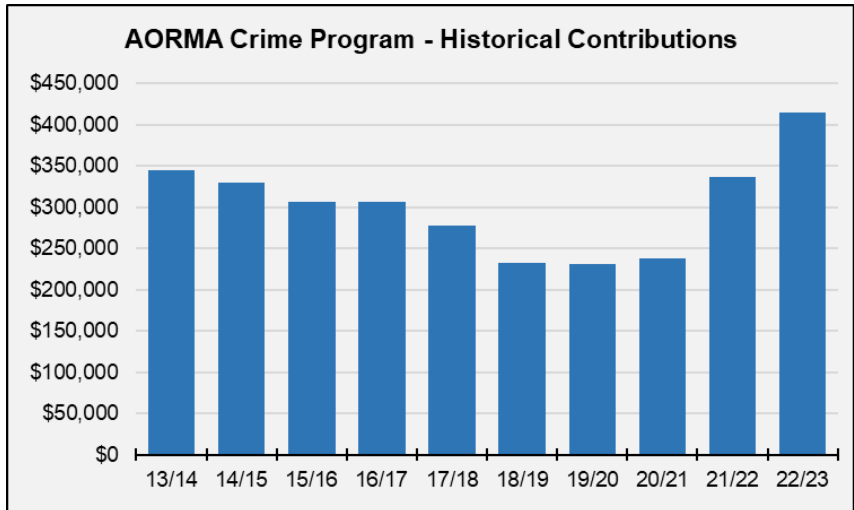
Extreme weather events (drought, extreme heat, extreme precipitation, hurricanes, tornadoes) and wildfires are causing billions of dollars of property damage across the country with a greater frequency than even a few years ago. These types of losses have led to rate increases across the country even for insureds without major losses. The CSURMA property programs (Campus and AORMA) have experience major property losses (in excess of \$1M) which is accelerating the program’s rate increases.

Claims involving hacking, ransomware and loss of personal information continue to rise worldwide. Ransomware now accounts for 75% of all cyber insurance claims, according to the credit rating agency AM Best. The percentage increase in claims is outpacing that of premiums, which means that the

prospects for the cyber insurance market are grim. This renewal was extremely challenging but coverage was successfully renewed. AORMA purchased the deductible buy-down option, so they continue to have a \$15,000 deductible.

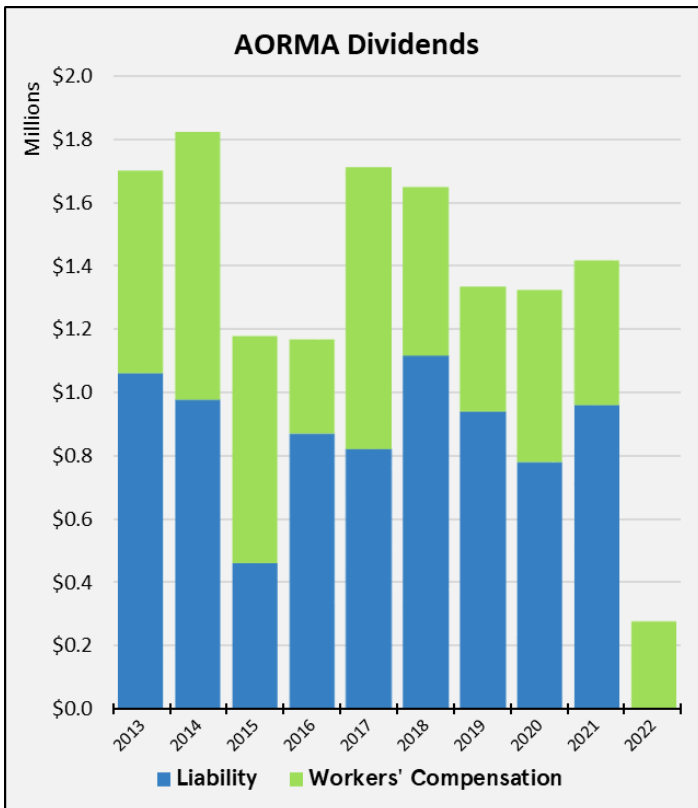
**G. FY 22/23 Crime Program Total Funding**

The AORMA Committee approved the FY 22/23 AORMA Crime Program total contributions of \$415,107, which is a 25% increase as compared to FY 20/21. The contributions within this program are increasing due to claims activity.



**H. Dividend Payable in July, 2022**

The AORMA Committee approved a dividend of (1) \$279,323 (25% of the maximum dividend available) from the workers' compensation program to be dispersed in July 2022, and (2) \$624,919 (25% of the maximum dividend available) from the liability program to be used to offset the FY 22/23 anticipated contribution increases.



The AORMA Committee has maintained the practice of conservative funding and dividend distribution to preserve retained funds in the programs in order to reduce the possibility of assessments. The AORMA Committee annually evaluates its adopted retained funds ratio guidelines when deciding on the appropriate dividend to declare. These guidelines create benchmarks that measure the Programs' financial stability.

## **I. FY 21/22 Long Range Action Plan**

The AORMA Committee will be overseeing the following risk management projects during FY 21/22:

- Resource Guide – Risk Management Considerations for Accepting Gifts.
- Resource Guide – Acceptance, Evaluation and Storage of Waivers.
- Resource Guide – Indemnification Language and Insurance Requirements for Subcontractors (including a review checklist).
- Resource Guide – How to Analyze Certificates of Insurance and Endorsements.
- Resource Document – Separate but Related, How the CSU and Auxiliary Organizations work in Partnership with the AOA, and the Benefits of Risk Financing through CSURMA.
- Evaluation of Auxiliary owned property located away from Campus.
- Resource Guide - Good practices While Working from Home.
- Risk Management Aspects Surrounding Public Records Acts Requests.
- Intellectual Property Insurance for the CSU’s Tech Transfer Programs.