



**EXECUTIVE COMMITTEE
MEETING AGENDA**
April 16, 2021 – 11:00 am – 1:30 pm

Virtual Meeting Zoom Connection:
<https://csus.zoom.us/j/83268492195>
Meeting ID: 832 6849 2195

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- A. VIRTUAL CONVENING PROTOCOL AND CALL TO ORDER – *Monica Kauppinen*
 - B. APPROVAL OF AGENDA **Action Item**
 - C. REVIEW and APPROVAL OF 11/20/20 MEETING MINUTES **Action Item** (pgs. 1-16)
 - D. OLD BUSINESS FOLLOW-UP (pg. 17)
 - 1. Status Report on Pending Items – *Richard Jackson*
 - E. PRESIDENT’S REPORT – *Monica Kauppinen*
 - 1. AOA Orientation
 - a. 2021 Orientation Handbook for New EC Members (e-mail attachment)
 - b. CSU Auxiliaries 101 (e-mail attachment)
 - 2. EC Member Appointments and Revised AOA Leadership Roster (pg. 18)
 - 3. AOA Officers Update and Plan for the Year
 - 4. Current Issues Affecting Auxiliaries (with CO Liaisons)
 - a. HSU Union and ASI Situation
 - b. IT Centralization Memo
 - F. SECRETARY-TREASURER’S REPORT – *Richard Jackson*
 - 1. YTD AOA Financial Report (pgs. 19-21)
 - a. Transactions Report: 11/1/20 – 4/8/21 (pgs. 22-26)
 - 2. Proposed Budget for FY 2021-22 **Action Item** (pgs. 20)
 - 3. Report on Officers Group Acceptance of AOA Tax Returns – Forms Federal 990, State 199 and Attorney General RRF-1 (e-mailed earlier)
 - G. PRESIDENT-ELECT’S REPORT – *Martiz Ware*
 - 1. 2022 AOA Conference Report
 - 2. Revised Conference Presenters Policy **Action Item** (pgs. 27-28)
 - H. MEMBER RESOURCES
 - 1. Executive Committee Report to the AOA Membership (pgs. 29-31) – *Richard Jackson*
 - 2. Website Content and Directory Management – *Dixie Johnson* (pgs. 32-38)

3. CA Legislative Summary Update (*from Robert Griffin*) – *Monica Kauppinen* (pgs. 39-43)

I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)

1. Richard Jackson's Service Provider Contract for 2021-2022 – *Monica Kauppinen* (pgs. 44-52)

Action Item

2. Robert Griffin's Service Provider Contract for 2021-2022 – *Richard Jackson* (pgs. 53-58) **Action**

Item

3. 2021 AOA Policy & Practices Manual – *Richard Jackson* (e-mailed) Info Item

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Jonathan Bowman* (pgs. 59-60)

2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 61-62)

a. CABO Meeting Summary (*e-mail attachment*)

3. CSU Advancement Liaison Report – *Lori Redfearn* (pg. 63-64)

4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 65)

K. REPORTS

1. Long Range Planning Committee/Nominations Committee – *Kacie Flynn*

a. Bylaws Task Group Report (pgs. 66-67)

2. Human Resources Committee – *John Doebler* (pgs. 68-69)

3. Research Administration Committee – *Jennifer Sneed* (pgs. 70-76)

4. AS/Student Union/Recreation Committee – *Iraida Venegas* (pg. 77)

5. Commercial Services Committee – *Aaron Neilson* (pg. 78)

6. Business and Financial Services Committee – *Djeneba Ahouansou* (pgs. 79-80)

7. Information Technology Committee – *Steve DeLuca* (pgs. 81-82)

8. Philanthropy Committee -- *Monica Alejandre* (pgs. 83-84)

9. Past Presidents Committee – *Michele Goetz*

10. Risk Management Committee/AORMA Update – *Dwayne Brummett* (pgs. 85-87)

L. INFORMATION AND ANNOUNCEMENTS

M. ADJOURNMENT

FUTURE MEETINGS

August 20, 2021 – Long Beach (if possible)

November 19, 2021 – Indian Wells (if possible)

January 8, 2022 – Indian Wells (if in-person
Conference)

SECRETARY-TREASURER:

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

Phone: (530) 345-2009

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

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

Draft Minutes of the Executive Committee

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

November 20, 2020

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

Guests: Erica Almaguer, Dave Edwards, Vlad Marinescu, Aaron Neilson, Scott Schorn

Agenda Item	Follow-Up Action
<p><u>Remembrance of Fred Neely</u> President Kacie Flynn shared the news that Fred Neely, our long-time colleague and advocate for auxiliaries, sadly passed away Tuesday night. After his retirement from 49er Shops as Bookstore Manager, Fred worked with Alternative Learning Solutions in the Chancellor’s Office, and for the last seven years worked for AOA as a Conference Service Provider for AOA, taking Business Partner Sponsorships to record levels. We will greatly miss his commitment, personal graciousness, and his constant source of useful counsel.</p> <p><u>President’s Convening Information</u> Flynn welcomed people to the last Executive Committee meeting of the 2020 year. All members and participants in the meeting are using the Zoom online platform indicated in the Agenda Packet emailed in advance of the meeting. AOA’s Bylaws authorize meetings by teleconference so long as participants can communicate concurrently with each other and participate fully in all matters.</p> <p>Flynn went over some meeting mechanics: The roll call of meeting participants and the voting on all action items will be conducted using the live “Chat” feature, which also creates a written historical record for the meeting minutes. She instructed the board in the use of the “hand-raising” feature to signal one’s desire to speak.</p> <p>A. CALL TO ORDER AND OPENING REMARKS</p> <p>Flynn called the EC meeting to order at 12:06 pm, and announced that it is being held virtually as authorized by Article IX, Section 4 of the AOA Bylaws. She requested members to sign-into the meeting using Zoom’s “Chat” feature, and subsequently reported that a quorum was present.</p>	
<p>B. APPROVAL OF AGENDA</p> <p><i>Action Taken: The meeting’s agenda was approved as presented (m/ Todd Summer, s/ Michele Goetz).</i></p>	
<p>C. APPROVAL OF 8/21/20 MEETING MINUTES (Agenda, pgs. 1-13)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Carlos Careaga, s/ Teresa Loren).</i></p>	
<p>PUBLIC COMMENT PERIOD</p>	

There was no public comment period at this meeting.

D. OLD BUSINESS FOLLOW-UP (Agenda, pg. 14)

Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from prior meetings. A contract proposal for ongoing Website management is on this meeting's agenda, but the appointed Bylaws Focus Group will not be able to meet until next year. Flynn will address today a plan for jump-starting a Strategic Planning Group to work with the next year's Long-Range Planning group on a financial model for the future.

E. PRESIDENT'S REPORT

1. Welcoming Vlad Marinescu, CSU Chief Audit Officer

Flynn welcomed Marinescu and invited him to comment on his new role. He briefly discussed his vision for Audit and Advisory Services, stressing a priority to work collegially and listen to what stakeholders need, balancing a customer-centric approach (helping auxiliaries address operational issues in real time) with his obligation to the Board of Trustees. Audits will be based on a systemwide risk analysis and ranking, followed by identifying risk issues with individual campuses. They are moving from a CY to a FY schedule beginning in 2020-21.

2. CABO Liaison and Revised AOA Leadership Roster(Agenda, pg. 15)

Flynn reported that Jonathan Bowman, VP at Sacramento State, who will be next year's CABO representative, has agreed to step into the Liaison slot early given the retirement of VP Doug Dawes from Humboldt State University.

3. Strategic Planning Group – Planning for 2021

Flynn announced getting an early start on strategic planning by recruiting members for the Long-Range Planning process early. She has sent out invitations and will announce the roster at the January conference. The goal of the group is to draft a five-year plan and develop a narrative to go with the financial forecast. For example, the forecast presents alternative future scenarios for the Business Manager position (IC Service Provider or paid staff) and plans for AOA's future in the event of challenges such as COVID.

4. Systemwide Sustainable Procurement Policy

Flynn announced that a revised Procurement Policy draft (with tracked changes) has been distributed. The open-comment period has been extended to December 18 and auxiliaries are encouraged

to send comments to Mike Redmond on the how the proposed purchasing changes will impact auxiliaries.

5. Chief Procurement Officers – Auxiliary Leveraged Deals

A systemwide multi-year strategic partnership with one of the primary food service companies (Aramark, Sodexo, Chartwells, etc.) is being explored by the Chief Procurement Officers Association (CPOA). With Auxiliaries being one of the CPOA’s Centers of Excellence, they have asked Commercial Services and other willing Auxiliary and non-Auxiliary participants to assist in project development, research, and the RFP development/review.

Benefits to the CSU and its Auxiliaries might include: competitive pricing and service terms, financial investment, support of CSU’s food pantries, opportunities to engage alumni business owners, alignment with sustainability and diversity initiatives, and providing students with employment opportunities.

Cynthia Fenimore and Aaron Neilson with AOA’s Commercial Services Committee are actively engaged in this effort.

6. Officers Group Report – Plan for the Conference AOA Update to the Membership

The Officers met in October and in early November to discuss the handling of business normally conducted at the Annual Business Meeting (ABM). Due to the pandemic, there will be no ABM this year, and business will be conducted by email. A packet of annual Committee and financial reports will be distributed to the Membership in mid-December, and an email ballot will be sent to EDs for the election of the 2021 Officers and Elected Representatives. At the AOA Leadership Update on Tuesday morning at the Conference, the results of the election will be announced, and the President will present an Annual Report on AOA and recognize the work of the 2020 EC and AOA Committees.

There were no objections to the plan to use an electronic ballot this year for the membership vote on the 2021 Leadership Roster.

F. PRESIDENT-ELECT’S REPORT

1. 2021 AOA Virtual Conference Report

Conference Chair Monica Kauppinen reviewed the conference plan, including using the Zoom virtual platform for the meetings, and using the EventsAir conference software for registration as well as their new specialized platform for showcasing and interacting with business sponsors. We have hired PSAV to produce the virtual conference, and their team of Stage Managers will orient, train and rehearse the session hosts, presenters and other helpers.

The Conference is planned for partial days on January 11-13 and includes 90 minutes of up-to 9 Concurrent Sessions on each day. Chancellor Castro has been invited to do a short welcome. General Sessions will include updates on key issues from a Chancellor's Office panel, keynotes by Steve Relyea and Vlad Marinescu, and an address from Dr. T.J. Logan, Associate Vice President of Student Affairs at Temple University, who along with guest experts will discuss accelerating hybrid trends in education and opportunities to bridge to the future.

We hope the conference's virtual format will offer the opportunity for more members to attend.

G. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report (Agenda, pgs. 16-22)

Jonathan Bowman presented the following report:

- We received an update on the 23C Procurement initiative which prioritizes and aligns four strategic directions across the CSU. The 23C Plan has tracked, over the last three years, a savings of \$99 million where the original three-year goal was \$65 million. CABO, in support of the 23C program is focused on supporting the integration of CSUBUY, the development of strategic partnerships, and supporting professional certification of procurement personnel.
- Audit and Advisory Services is expanding the Data Analytics (DA) Program. The first phase of this program was launched in 2018 where software was used to mine and review credit card/procurement card data. The DA program is expanding to review HR/Payroll and expenditure analytics. One campus will serve as a pilot in 2020 with additional campuses being reviewed in 2021.
- Spring 2021 in-person activity plans are being submitted to the CO and as of 11/5/2020 the percentage of in-person course sections, students, faculty/staff, and student housing are tracking similarly to fall 2020 numbers.
- Systemwide budget reduction methodology: The state budget for 2020-21 is reducing ongoing support of the California State University (CSU) by \$299 million; legislature required that the CSU mitigate disproportionate negative impacts to low-income students, students from underrepresented minority groups, and other disadvantaged students. Further explanation and the level

of reduction by campus is available in the CSU's 2020-21 Final Allocation Memo.

- CABO continues to navigate the interpretation of how institutional CARES funding can be spent down; different campuses are utilizing different methodologies
- CSURMA Executive Committee approved Risk Management Innovation grant for a systemwide student training management platform; this will allow campuses to track student training for risk management purposes.

Bowman additionally reported that students are wary of coming back to student housing after the November break – impacting in-person learning and housing plans.

2. CSU Business & Finance Liaison Report (Agenda, pgs. 23-25)

Robyn Pennington provided a written report on the agenda items of various Committees of the Board of Trustees at its September and November meetings. In addition, she provided the following update on policies and guidance recently issued:

One of the items on the November Board of Trustees agenda is **Delegation of Financing Approval for Auxiliary Liquidity Loans**. If auxiliaries have questions about liquidity loans or lines of credit or the approval process, please contact Robert Eaton at the CO. Eaton will also discuss this topic at the Chancellor's Office Update Panel at the annual Conference. John Griffin commented this could provide a saving life-line for Commercial Services.

Debit/Credit Card Payments

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

[Educational Broadband Service Contracts](#)

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

[Fiscal Resources for Campus Development](#)

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

[Occupational Therapy Doctorate Degree Programs](#)

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

[Professional Services for Campus Development](#)

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

[Real Estate Service](#)

This policy has been updated and is available in the CSU Policy Library. Campus presidents are responsible for the planning and execution of all matters related to real property development projects on their respective campuses. The Executive Vice Chancellor and Chief Financial Officer is responsible to assist campuses in planning projects and to provide staff review and analysis prior to action by the Board of Trustees. The Chancellor and the Executive Vice Chancellor and Chief Financial Officer shall make a determination as to the applicability of the policy to a specific project.

[Security of Cash and Cash Equivalents](#)

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

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

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

3. CSU Advancement Liaison Report (Agenda, pg. 26)

Lori Redfearn provided the following Advancement update:

Philanthropy

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

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

Most of the donated funds are for specific designated purposes – only 2% are unrestricted funds.

Chancellor Transition

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

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

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

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

4. CSU General Counsel Liaison Report (Agenda, pg. 27)

Carrie Rieth made the following report:

Student Class Actions re: Fees/Tuition Refund Update

CSU continues to vigorously defend against multiple lawsuits seeking to recover a refund of tuition and fees because of the

system's move to virtual learning to protect students, staff and faculty and to ensure continuation of education services in the face of the Covid-19 pandemic. Auxiliaries are assisting by providing necessary information to our outside counsel. OGC litigators will attend the November monthly meeting of the Associated Students and Student Union Directors to discuss the litigation.

New Administration—What to Expect?

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

Foreign Source Reporting

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

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

H. REPORTS

1. Long-Range Planning Committee/Nominations Committee

(Agenda, pgs. 28-29)

Chair John Griffin reported that Flynn previously addressed the strategic Long-Range Planning process for next year.

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

- Rasheedah Shakoor, CSUDH, Associated Students Incorporated
- Sharleen Krater, CSU Chico, Associated Students
- Teresa Loren, SDSU Research Foundation
- Jimmy Francis, CSUN, University Student Union

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

- Martiz Ware, CSU Long Beach, Associated Students

Action Taken: The EC voted unanimously to approve recommending the 2021 EC Leadership Roster to the AOA Membership for adoption (m/ Kacie Flynn, s/ Sharleen Krater).

The Lifetime Honorary Member Award, Outstanding Accomplishment Award, and the Scholarship of Excellence Award will be put on hold this year, because they are more appropriate and impactful awarded at an in-person meeting, and when students return to employment more of them will be eligible to apply for the scholarship.

2. Human Resources Committee (Agenda, pg. 30)

Chair Kristen Pichler reported the Committee has continued to engage in bi-weekly Zoom meet-ups to offer a forum for members to ask questions, share resources, and provide colleagues with much needed moral support. A wide variety of topics have been discussed since our last committee report in August, including but not limited to: new FFCRA regulations for employers with 500+ employees; the President's Payroll Tax Deferral Order; internet and expense reimbursement for employees who are teleworking; the challenges some auxiliaries are experiencing in relation to the migration from Target Solutions to Sum Total; cyber liability; SB 1159 (expanded presumption of workers' compensation liability for COVID-19 illness claims); AB 5 (independent contractors); 3rd party recruitment; severance packages; and remote I-9 verifications.

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

3. Research Administration Committee (Agenda, pgs. 31-35)

Chair Diane Trujillo submitted a written report noting the topics and discussions at the October meeting: Effort Reporting, Draft Sustainability Procurement Policy, AOA website, fringe benefit rates, human subjects/research participant incentives, DOE Foreign Source reporting, Cayuse SP Mini Demo and discussion, and NACUBO program codes. The Committee is developing an Internal Leadership Handbook which will provide guidance in leadership transitions.

4. AS/Student Union/Recreation Committee (Agenda, pg. 36)

Chair Rasheedah Shakoor reported that the committee is holding more meetings (via Zoom) than ever before. Topics from the September meeting included the CO policy input process, security camera policy, viewpoint neutral policy (with Carrie Rieth), student

fee reduction conversations and student fees PR management, COVID challenges, layoff or work force reductions or redirects, and student election application security. The committee is looking into structural changes that will enable focus groups for AS, SU, Rec, Child Care, Leadership Development and Programming.

5. Commercial Services Committee (Agenda, pgs. 37-38)

Aaron Neilson reported that the committee has been active with Member Engagement (conducting surveys and using the AOA website to publish surveys and give members an opportunity to post questions and receive responses, and with the Center of Excellence/Procurement leverage effort that Flynn reported on earlier. It is important to note that the procurement collaborations, intended to save auxiliaries money, do not inhibit the independence of an auxiliary to do something different. The January conference will include sessions on the Procurement initiative, on Food Service innovations, and Bookstore innovations.

6. Business and Financial Services Committee (Agenda, pg. 39)

Chair Carlos Careaga reported they decided not to hold the planned October mini-conference this year due to workloads, and will instead focus on the content for the January conference. His auxiliary experienced the “hardest financial audit ever,” and so is interested in a conference session of what the pandemic-era audits and advisory services will look like, and also a session on the cashless environment. Committee members continue to share information regarding campus facility closures, tactics for responding to the pandemic, campus re-populations and budgeting strategies.

7. Information Technology Committee (Agenda, pgs. 40-41)

Chair Rachel Raynoha talked about the committee’s growth – 18 committee members participated in the November meeting. Hot topics discussed were the CO’s draft on Sustainable Procurement Policy and its potential impact for IT, the review of IT governance and services on some campuses and auxiliaries, the leveraging of similar systems in many auxiliaries (e.g., Kronos services), the impact new privacy requirements in view of Proposition 24’s approval. They also shared information on the Higher Education Community Vendor Assessment Toolkit (HECVAT) Resources. The HECVAT is a questionnaire framework specifically designed for higher education to measure vendor risk. Managing 3rd party risk is critical as more and more services and data are shared externally.

8. Philanthropy Committee (Agenda, pgs. 42-43)

Chair Monica Alejandre submitted a committee report included in the agenda packet. Topics discussed included an update on Assembly Constitutional Amendment 5, a new online survey tool

for foreign source reporting, socially responsible investing in endowment policies, endowment accounting software, board engagement, and Foundation cost allocation policies. At a planned December meeting, proposed agenda topics include stewardship of donor funds, Foundation board assessment, and strategic planning for Philanthropic Foundations.

9. Past Presidents Committee

Chair Michele Goetz had no report for this meeting.

10. Risk Management Committee/AORMA Update (Agenda, pgs. 44-52)

Chair Dwayne Brummett’s referred to the report included in the agenda packet. The report discusses program funding for FY 21/22, the dividends to be paid in July 2021, and the long range goals for the upcoming year. The Unemployment Insurance Program has losses at 3/31 and 6/30, but it did receive the 50% Cares Act Credit which provided some much needed financial relief. Even so, UI losses increased from \$989,390 in FY 18/19 to \$4,207,378 in FY 19/20.

The AORMA Committee approved the FY 21/22 Liability Program total costs of \$6,107,408 which is a 29% increase compared to the contributions paid into the Liability Program for FY 20/21. The self-insured layer continues to be conservatively funded. The FY 21/21 Workers’ Compensation Program costs increased 12% compared to the prior year.

Property Program total costs of \$3,735,954 which is a 31% increase as compared to the contributions paid into the property program for FY 20/21. Property premiums are expected to continue to rise due to the “new normal” catastrophic wildfires and winter storms, as well as uncertainty regarding COVID-19. Crime Program total contributions increased 44% compared to FY 20/21 due to a need to increase the self-insured layer.

On the good news side, the AORMA Committee approved a Liability Program dividend of \$963,144 and a Workers’ Comp Program dividend of \$455,528.

Upcoming Resource Guides include Risk Management Considerations for Accepting Gifts, Acceptance, Evaluation and Storage of Waivers, Indemnification Language and Insurance Requirements for Subcontractors, How to Analyze Certificated of Insurance and Endorsements, and New Realities of Insurance Post COVID-19 and California Wildfires.

I. SECRETARY-TREASURER’S REPORT (Agenda, pgs. 53-57)

Year-to-Date AOA Financial Report

Jackson provided a short narrative summary of AOA’s financial status, inviting questions on the three financial reports provided in the agenda packet. Overall, operations are in good shape, in spite of pandemic effects:

Revenues are holding (there was no pushback on dues invoices this spring, showing that auxiliaries see value in having access to insurance, an annual conference, interactive Standing Committees, and issue briefs on topics of timely concern);

Expenses are reduced due to savings on EC travel and meetings;

Both Conference fees and Business Partner income are reduced in 2021, and the Conference expenses are also less (due to savings on hotel meetings and travel), and the result is likely to be a small overall loss.

AOA’s Total Net Assets of \$550K provide a great cushion against uncertainty (e.g., the potential for a penalty if we need to modify the contract for the 2022 Conference in Indian Wells).

2020-21 Year-to-Date Transactions

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

J. MEMBER RESOURCES

1. EC Report to the AOA Membership (Agenda, pgs. 58-60)
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.

2. Proposed Website Management Agreement (Agenda, pgs. 61-62)
For the last couple years, the ASI at Long Beach has provided support for the new AOA website, updating website features and postings as requested by Dixie Johnson, AOA’s Website Content Manager. AOA is grateful for the loyal and dedicated assistance Long Beach has provided over the years, and for providing the website documentation that now enables AOA to engage an outside professional firm to provide website management services going forward.

The CO assisted AOA in soliciting and negotiating a proposal from the Dent Agency, who does website management for the CO. We have conferred with Dent (whom we found very knowledgeable and service-oriented), Dent has had meetings with Long Beach staff on

structural details, and Dent feels they are prepared to take on the role. Johnson will continue in her Website Content Manager role and act as liaison between AOA and Dent.

Dent's one-year proposal offers:

- 15 hours per month of maintenance and updating support for a flat monthly fee of \$3,096.60;
- A \$300 fee for a security monitoring service; and
- A \$95/hour rate for other projects work we commission (e.g., ATI/ADA compliance remediation).

Action Taken: The Dent Agency's website management proposal was unanimously adopted as presented (m/ John Griffin, s/ Rachel Raynoha).

3. Website Content Manager's Update and Group Communications

An initiative over the past year has been to get Standing Committee members signed up on the website with their respective Groups so members can use the Group Communications tool and post documents to their site. A "how to" demo was presented by AOA's website manager to each Committee at the 2020 Conference, and Dixie Johnson has been following up contacting individuals and by encouraging Chairs to use AOA's Group Communications tool in communicating to their members. When Committees use a separate listserv to contact their members, then the new people that have signed up on group's website miss hearing about Committee news, events and resources. It's important that everyone get behind using the new website's tools and resources.

We are working on new features for the website. A couple of Committees have requested the ability to create sub-groups within the Committee to foster more targeted communications and discussions, and we will pursue this with our new Website Manager. Also we are working to make available to each Committee an album of historical images, graphics and documents in the WordPress gallery section of the website.

4. CA Legislative Summary Update (Agenda, pgs. 63-65)

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

K. NEW AND RETURNING BUSINESS ITEMS

1. Conference Service Provider Contracts for Next Year (Agenda, pgs. 66-105)

The Service Provider contracts attached to the agenda (and the associated costs) are similar to those provided last year – with the exception that we

will not have Fred Neely's planned back-up Business Provider support for Lorlie Leetham next year.

Lorlie Leetham will arrange and manage Business Partner support for the 2022 Conference, at a previously approved cost of \$36K.

Kasey Schoen will step into the lead role providing Conference Administrative support for the 2022 conference, at a cost of \$21,000.

Dixie Johnson will provide back-up support for Schoen's role, at a cost of \$8,000.

Taren Mulhause will again provide Session Coordination services for \$15,000.

Action Taken: The 2021 Conference Service Provider Contracts were unanimously approved as presented (m/ Martiz Ware, s/ Dwayne Brummett).

2. Revised AS/SU/Rec Standing Committee Operating Guidelines

(Agenda, pgs. 106-109)

Chair Rasheedah Shakoor presented for approval an update to her Committee's Guidelines, adding a subcommittee of student-governed auxiliary Executive Directors who will meet at least monthly. This will promote collaboration, problem solving, and sharing of information among the auxiliary leaders.

Action Taken: The Board unanimously approved the revised Committee Operating Guidelines as presented (m/ Sharleen Krater, s/ Monica Kauppinen).

3. Revised IT Committee Operating Guidelines (Agenda, pgs. 110-111)

Chair Rachel Raynoha presented for approval revised IT Guidelines intended to better reflect their membership and roles, including clarifying language on membership requirements to be more inclusive, updating responsibilities for Chair and Vice Chair positions, and scheduling the election for those positions in the fall instead of at the January annual conference.

Action Taken: The Board unanimously approved the revisions to the Committee's Operating Guidelines as presented (m/ Teresa Loren, s/ Dwayne Brummett).

4. Revised HR Committee Operating Guidelines (Agenda, pgs. 112-115)

Chair Kristen Pichler presented updated Guidelines, changing the Vice Chair to the Chair Elect, adding responsibilities for the Secretary role, changing the timing of Committee elections to November, and various other clean-up measures.

Action Taken: The Board unanimously approved the revisions to the Committee's Operating Guidelines as presented (m/ Monica Kauppinen, s/ Rachel Raynoha).

L. INFORMATION/ANNOUNCEMENTS

Flynn expressed her appreciation for being allowed to serve as AOA's "virtual" President – this year was certainly different than expected!

M. ADJOURNMENT

By acclamation, the Executive Committee was adjourned at 2:19 pm.

Respectfully Submitted,

Secretary/Treasurer

MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: April 8, 2020

From: Richard Jackson
 Secretary/Treasurer

File:

Subject: Follow-Up Assignments from the November 20, 2020 Executive Committee Meeting **cc:**

Below is a summary of items needing follow-up action, taken from the minutes of the November 20, 2020 Executive Committee Meeting, or carried over from a prior meeting. This list is intended to aid the responsible parties in their follow-up activities and their preparation of updates or agenda items for the next Executive Committee meeting on April 16, 2021.

Action	Responsible Individual	Notes on Status
Present a contract proposal for post-Long Beach Website maintenance and management.	Richard Jackson	Done
Present policy guidelines for Website administration, including roles for service provider and committee chairs.	Website Content Coordinator Dixie Johnson	Pending. Will be drafted in coordination with new Website Manager.
Meeting of Focus Group to consider Bylaws issue of Standing Committee representation on EC, and other proposed Bylaws revisions.	Kacie Flynn	Task Force's charge and meeting schedule is on the April Agenda.
Develop a succession plan and financial model for AOA Executive Director/Business Manager and other Service Providers, and a strategic plan for the use of unallocated net assets.	Long Range Planning Committee	LRP's charge and meeting schedule is on the April Agenda.



2021 AOA EXECUTIVE COMMITTEE ROSTER

ELECTED OFFICERS ¹

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

APPOINTED OFFICER ²

Richard Jackson	Secretary/Treasurer	AOA Executive Office
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ELECTED REPRESENTATIVES ³

Jonathan Navarro	Term expires 1/22	University Student Union, CSU Northridge
Bella Newberg	Term expires 1/22	CSUSM Corporation, CSU San Marcos
Todd Summer	Term expires 1/22	Aztec Shops, San Diego State
TBD	Term expires 1/22	
TBD	Term expires 1/23	
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 ⁴

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
Dwayne Brummett ^{1/20-6/22}	Risk Management &	Associated Students, Cal Poly SLO
	Insurance Programs	
Michele Goetz	Past Presidents	Research Foundation, San Diego State

DESIGNATED LIAISONS ⁵

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

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

Auxiliary Organizations Association (AOA)

Statement of Financial Position

Fiscal Year 2020-21
(As of 4/8/21)

	2020-21 YTD	Prior Year YTD
ASSETS		
1 Current Assets		
2 Checking/Savings		
3 10000 — Checking Account	259,004	142,645
4 10300 — Money Market Account	482	482
5 Total Checking/Money Market	259,486	143,127
6 Accounts Receivable		
7 11000 — AOA Dues Receivable		
8 11200 — Conference Reg. Fee Receivable		
9 11500 — COGR Reimbursement by CO		
10 11800 — Allowance for Bad Debt	(3,000)	(3,000)
11 11900 — Other Receivable (Conference reimbursement)	2,784	9,724
12 12200 — S-T Deposit with Hotels/Vendors		
13 Total Accounts Receivable	(216)	6,724
14 Other Current Assets		
15 1499 — *Undeposited Funds	18,060	\$8,226
16 Total Other Current Assets		
17 Total Current Assets	277,330	158,076
18 Fixed Assets		
19 14000 — Web Developmt Depreciable Asset	59,790	59,790
20 15000 — Accumulated Depreciation	(29,895)	(9,965)
21 Total Fixed Assets	29,895	49,825
22 Other Assets		
23 12921 — Other Prepaid Expense		
24 12920 — Advance to Robert Griffin		
25 16000 — Vanguard Long-Term Investmts	346,507	270,710
26 16200 — Vanguard Short -Term Investmts	52,136	50,912
27 16500 — L-T Deposit with Hotels/Vendors (Hyatt Palm Spgs, Loews C	15,000	15,000
28		
29 Total Other Assets	413,643	336,623
30 TOTAL ASSETS	720,868	544,524
31		
32 LIABILITIES & NET ASSETS		
33 Liabilities		
34 Current Liabilities		
35 Accounts Payable		
36 20000 — Richard Bromley Account Payable		
37 Total Accounts Payable		
38 Other Current Liabilities		
39 22000 — AOA Dues Deferred Income		
40 22100 — Conference Deferred Income (Registration)		
41 23000 — Erroneous SSA Deposits to Bank Account	4,238	4,238
42 Total Other Current Liabilities	4,238	4,238
43 Total Current Liabilities	4,238	4,238
44 Total Liabilities	4,238	4,238
45 Net Assets		
46 35000 — Fund Balance	623,982	545,306
47 Net Income	92,648	(5,020)
48 Total Net Assets	716,630	540,286
49 TOTAL LIABILITIES & NET ASSETS	720,868	544,524

Auxiliary Organizations Association

General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2020-21
(As of 4/7/21)

		General Operations				
		2020-2021		2021-2022		
		Revised Budget	YTD 4/7/21	Projected 6/30/21	Preliminary Budget	BUDGET NOTES
1	Income					
2	40000 — AOA Dues	\$200,000	\$119,179	\$241,948	\$246,936	No increase
3	42000 — Standing Committee Income					
4	43000 — Scholarship Donations					
5	44000 — AORMA Dividend	\$444	\$444	\$444	\$555	
6	45000 — Interest Income					
7	46000 — Dividend Income	\$10,000	\$8,933	\$13,000	\$10,000	
8	47000 — Realized Gain on Investments	\$3,000	\$11,579	\$15,000	\$5,000	
9	48000 — Unrealized Gain on Investments	\$5,000	\$23,093	\$25,000	\$10,000	
10	45000 — Extraordinary Income		\$190	\$200	\$200	
11	Total Income	\$218,444	\$163,418	\$295,592	\$272,691	
12						
13	Expense					
14	70000 — Contracted Service – Business Manager	\$44,276	\$29,517	\$44,276	\$44,276	No increase
15	70500 — Sec/Treas Travel & AOA Office Expense	\$2,500	\$1,807	\$1,609	\$4,000	
16	71000 — Compliance Consultant Analyses/Monographs	\$9,500	\$7,200	\$10,000	\$11,000	(Robert Griffin)
17	71500 — Legislative Liaison Travel Exp					
18	72000 — AOA Legal Counsel (requested services)		\$110	\$110		
19	73000 — Retainer- HR Legal Counsel	\$27,000		\$27,000	\$27,000	(Richard Bromley)
20	73500 — AOA HR Legal Counsel Expenses	\$4,000		\$5,141	\$5,000	
21	74000 — Advocacy/Liaison Expenses					
22	75000 — Audit/Tax Prep Expenses	\$15,800	\$15,800	\$15,800	\$16,200	
23	75300 — Insurance Expense	\$3,863	\$3,679	\$3,863	\$4,709	
24	75500 — COGR Dues Expense	\$5,250	\$5,250	\$5,250	\$5,250	
25	76000 — Executive Committee Travel Exp		\$428		\$11,000	Assumes normal meeting schedule
26	76500 — Executive Committee Meeting Exp		\$1,900		\$14,000	Assumes normal meeting schedule
27	AOA Leadership Academy				\$12,000	Provision for Leadership Academy
28	77000 — AS/SU Committee Expenses					TBD
29	77100 — Financial Services Com Expenses					TBD
30	77200 — HR Committee Expenses					TBD
31	AOA Biennial Salary Survey			\$11,000		
32	77300 — IT Committee Expenses		\$1,199	\$1,199		TBD
33	77400 — Research Admin Com Expenses		\$231	\$231		TBD
34	77600 — Commercial Services Committee Expenses					TBD
35	77900 — Philanthropy Committee Expenses					TBD
36	77800 — Standing Committee Meeting/Programs	\$25,000		\$5,000	\$25,000	Provide funding for above 7 Committees (plans TBD)
37	97000 -- Website Depreciation Expense	\$19,930		\$19,930	\$9,965	Amortizes AOA website redesign costs
38	78000 — Web Hosting/Maintenance Exp	\$35,000	\$12,386	\$21,676	\$40,000	Dent Agency
39	Website Content/AOA Directory Updates	\$8,000	\$3,121	\$5,000	\$6,000	Dixie Johnson's AOA Website & Directory contract work
40	AOA Scholarship Program	\$5,000			\$5,000	Provide for Jan 2022 Award
41	79000 — Gifts and Awards Expense	\$500		\$394	\$500	
42	79400 — Bad Debt Expense		\$1,283	\$1,283		
43	Special Projects (Website Implementation)	\$5,000				
44	79500 — Miscellaneous Expenses	\$2,500	\$1,195	\$1,500	\$2,500	
45	Total Expense	\$213,119	\$85,501	\$180,262	\$243,400	
46						
47	Net Income	\$5,326	\$77,918	\$115,330	\$29,292	
48						
49	January Conference Summary					See the Conference budget for details
50						
51	Income	\$112,500	\$204,945	\$204,945	\$495,000	
52	Expense	\$172,839	\$190,215	\$201,715	\$578,839	
53	Net Income	(\$60,339)	\$14,730	\$3,230	(\$83,839)	conservative
54						
55						
56	TOTAL AOA NET INCOME	(\$55,014)	\$92,648	\$118,560	(\$54,548)	Projected loss covered by accumulated net income (see line #70 below)
57						
58						
59	Projected AOA Net Assets as of 6/30/21					
60						
61	Reserves:					
62	Working Capital			\$106,559		
63	Conference Contingency			\$153,532		
64	Special Projects /General Contingency			\$50,000		
65	Total Reserves			\$312,111		
66						
67	Unallocated Net Assets:					
68	Beginning Balance 7-1-20			\$313,295		
69	Add: Projected FY 20/21 income			\$118,560		
70	Total Projected Unallocated Net Assets at 6/30/21			\$431,855		
71						
72	Total AOA Net Assets Projected as of 6/30/21			\$743,966		

AOA Annual Conference Results

	2018	2019	2020	2021	2021	2022	BUDGET NOTES
	Preliminary Final	Unaudited Final	Final	Revised Budget	Preliminary Final	Budget	
INCOME:							
Business Partnerships	\$283,150	\$281,550	\$308,353	\$75,000	\$120,750	\$240,000	Conservative estimate
In-Kind BP Contributions	\$18,000	\$18,000	\$20,250		\$23,245		
Registration Fees	\$249,210	\$276,460	\$300,150	\$37,500	\$60,950	\$255,000	\$595 registration fee (no increase)
Credit Card Convenience Fee	\$3,668	\$3,195	\$3,710				Eliminate fee for BPs
Total Income:	\$554,028	\$579,205	\$632,462	\$112,500	\$204,945	\$495,000	
EXPENSES:							
Credit Card Expense	\$16,722	\$19,308	\$18,454	\$2,500	\$5,203	\$20,000	For BP sponsorships and Member/BP registrations
Contract Services	\$80,848	\$89,065	\$75,158	\$106,839	\$88,839	\$89,839	Plus added FY Conference Planning costs for Spring 2022 (TBD)
Gifts/Awards	\$5,404	\$5,404	\$6,303	\$2,000	\$3,701	\$6,000	Participant Gift Certificate awards/drawings
Hotel/M meal Expense	\$156,956	\$263,362	\$346,501			\$300,000	Includes 170 complimentary registrations for free meals
Marketing/Communication	\$27,729	\$19,339	\$22,644	\$5,000	\$5,150	\$25,000	Long Beach Staff for Design, Mobile App, Media
Meals/Meetings (Non-Hotel)	\$140,183	\$46,471	\$61,312				No off-site venues planned for this year
Pre-Planning Expenses	\$20,405	\$13,785	\$6,633	\$5,000		\$10,000	Provision for Fall in-person meeting costs and travel
Speaker Expenses	\$12,958	\$10,779	\$15,650	\$25,000	\$8,500	\$25,000	Plenary and general interest Session Speakers
Conference Website/Mobile App/Tech Service	\$5,546	\$4,974	\$5,174	\$5,500	\$67,077	\$85,000	On-site and virtual production costs & EventsAir Conf Software
Donated Goods & Services	\$18,000	\$18,000	\$20,250		\$23,245		
Hotel Rebate	(\$9,752)	\$0					
Allowance for Bad Debts	\$0	\$0					
Complimentary Guest Rooms						\$13,000	For Chancellor, EVCs, and key presenters
NACAS BP Marketing Expenses			\$6,911	\$1,000		\$5,000	Provision for travel to annual NACAS Conference
Conference Software Training/Implementation				\$10,000			
Provision for Committee Presenters				\$10,000			
Total Expenses:	\$469,596	\$490,486	\$584,991	\$172,839	\$201,715	\$578,839	
Net Income:	\$84,432	\$88,719	\$47,471	(\$60,339)	\$3,230	(\$83,839)	
Contribution to FOA:							
Net Income After Contribution:							

(CY Presentation)
4/8/21

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 November 1, 2020 through April 8, 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											
52300 — In-Kind Contributions											
General Journal	03/08/21			BusPartner In-Ki...	52300 — In-Kind Contri...	January Co...		89000 — Donate...		23,245.00	23,245.00
Total 52300 — In-Kind Contributions									0.00	23,245.00	23,245.00
49500 — Extraordinary Income											
Sales Receipt	11/10/20	306		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...		30.00	30.00
Sales Receipt	12/31/20	312		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...		25.28	55.28
Sales Receipt	01/31/21	314		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...		91.46	146.74
Sales Receipt	02/28/21	320		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		1499 — *Undepo...		43.05	189.79
Total 49500 — Extraordinary Income									0.00	189.79	189.79
52000 — Business Partner Income											
Sales Receipt	11/09/20	303		Deposit 2 checks	52000 — Business Part...	January Co...		1499 — *Undepo...		21,750.00	21,750.00
Sales Receipt	11/30/20	307		PayPal Deposit ...	52000 — Business Part...	January Co...		1499 — *Undepo...		3,500.00	25,250.00
Sales Receipt	12/31/20	310		PayPal Deposits ...	52000 — Business Part...	January Co...		1499 — *Undepo...		32,000.00	57,250.00
Sales Receipt	01/04/21	309		AOA Dec BP spo...	52000 — Business Part...	January Co...		1499 — *Undepo...		7,500.00	64,750.00
Sales Receipt	01/31/21	313		PayPal Deposits ...	52000 — Business Part...	January Co...		1499 — *Undepo...		20,875.00	85,625.00
Sales Receipt	02/04/21	319		Sponsor Checks...	52000 — Business Part...	January Co...		1499 — *Undepo...		13,625.00	99,250.00
Sales Receipt	02/28/21	317		PayPal Deposits ...	52000 — Business Part...	January Co...		1499 — *Undepo...		1,750.00	101,000.00
Sales Receipt	03/10/21	316		Sponsor Check ...	52000 — Business Part...	January Co...		1499 — *Undepo...		11,000.00	112,000.00
Total 52000 — Business Partner Income									0.00	112,000.00	112,000.00
50000 — Conference Registration Fees											
Sales Receipt	11/30/20	307		PayPal Deposit ...	50000 — Conference R...	January Co...		1499 — *Undepo...		13,800.00	13,800.00
Sales Receipt	12/31/20	310		PayPal Deposits ...	50000 — Conference R...	January Co...		1499 — *Undepo...		28,975.00	42,775.00
Sales Receipt	01/04/21	309		Conference regi...	50000 — Conference R...	January Co...		1499 — *Undepo...		1,500.00	44,275.00
Sales Receipt	01/31/21	313		PayPal Deposits ...	50000 — Conference R...	January Co...		1499 — *Undepo...		7,825.00	50,750.00
General Journal	02/28/21		PayPal ...	PayPay Refunds ...	50000 — Conference R...	January Co...		10000 — Checkl...	600.00		50,150.00
Total 50000 — Conference Registration Fees									600.00	50,750.00	50,150.00
48000 — Unrealized Gains on Investments											
General Journal	02/01/21	Vangd ...		Vangd 12/31/20	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	772.36		-772.36
General Journal	02/01/21	Vangd ...		Vangd 12/31/20	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	772.36		8,289.20
Total 48000 — Unrealized Gains on Investments									772.36	9,061.56	8,289.20
47000 — Realized Gain on Investments											
General Journal	02/01/21	Vangd ...		Vangd 12/31/20	47000 — Realized Gain ...	General Op...		46000 — Dividen...		11,579.10	11,579.10
Total 47000 — Realized Gain on Investments									0.00	11,579.10	11,579.10
46000 — Dividend Income											
General Journal	02/01/21	Vangd ...		Vangd 12/31/20	46000 — Dividend Inco...	General Op...		-SPILT-		918.76	918.76
General Journal	02/01/21	Vangd ...		Vangd 12/31/20	46000 — Dividend Inco...	General Op...		46000 — Dividen...	0.00	6,346.85	7,265.61
Total 46000 — Dividend Income									0.00	7,265.61	7,265.61
45000 — Interest Income											
Deposit	11/30/20			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.02
Deposit	12/31/20			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.04
Deposit	01/31/21			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.06
Deposit	02/28/21			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.08
Total 45000 — Interest Income									0.00	0.08	0.08
44000 — AORMA Dividend											
Sales Receipt	11/09/20	304		Liability Insuran...	44000 — AORMA Divide...	General Op...		1499 — *Undepo...		444.00	444.00

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 November 1, 2020 through April 8, 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 44000 — AORMA Dividend											
40000 — AOA Dues									0.00	444.00	444.00
Sales Receipt	11/09/20	303		Deposit 4 Checks	40000 — AOA Dues	January Co...		1499 — *Undepo...		14,822.00	14,822.00
General Journal	11/09/20	Crt cla...		Crt deposit class	40000 — AOA Dues	January Co...		40000 — AOA D...	14,822.00		0.00
General Journal	11/09/20	Crt cla...		Crt deposit class	40000 — AOA Dues	General Op...		40000 — AOA D...	14,822.00		14,822.00
Sales Receipt	12/15/20	311		Deposit 21 AOA...	40000 — AOA Dues	General Op...		1499 — *Undepo...	54,306.00		69,128.00
Sales Receipt	01/04/21	308		4 AOA Dues Ch...	40000 — AOA Dues	General Op...		1499 — *Undepo...	5,252.00		74,380.00
Sales Receipt	02/04/21	318		Dues Checks De...	40000 — AOA Dues	General Op...		1499 — *Undepo...	720.00		75,100.00
General Journal	03/01/21	Unpd ...	HSU Foundation	HSU Fnd unpaid...	40000 — AOA Dues	General Op...		11000 — AOA D...	1,283.00		76,383.00
Sales Receipt	03/10/21	315		Check Deposit #...	40000 — AOA Dues	General Op...		1499 — *Undepo...	7,060.00		83,443.00
Total 40000 — AOA Dues											
Total Income											
Expense											
78500 — Website Content/Dir Management DJ											
Check	12/06/20	2629	Dixie L. Johnson	DJ -Website Con...	78500 — Website Conte...	General Op...	10000	— Checki...	513.53		513.53
Check	12/06/20	2629	Dixie L. Johnson	DJ - Web Direct...	78500 — Website Conte...	General Op...	10000	— Checki...	255.23		768.76
Check	04/03/21	2661	Dixie L. Johnson	Mar 2021 Updat...	78500 — Website Conte...	General Op...	10000	— Checki...	1,174.65		1,943.41
Check	04/03/21	2661	Dixie L. Johnson	Mar 2021 Updat...	78500 — Website Conte...	General Op...	10000	— Checki...	196.80		2,140.21
Total 78500 — Website Content/Dir Management DJ											
89000 — Donated Goods and Services											
General Journal											
03/08/21											
usPartner In-Kin...											
89000 — Donated Good...											
January Co...											
52300 — In-Kind...											
23,245.00											
23,245.00											
0.00											
23,245.00											
Total 89000 — Donated Goods and Services											
80000 — Conference Contract Services											
80250 — Cnf Contract Srv-Kasey Schoen											
Check	02/08/21	2652	Kasey Schoen	Service Provider ...	80250 — Cnf Contract S...	January Co...	10000	— Checki...	7,000.00		7,000.00
Total 80250 — Cnf Contract Srv-Kasey Schoen											
80450 — Cnf Contract Srv-Lorlie Leetham											
Check	01/27/21	2647	Lorlie Leetham	Final paymt of \$...	80450 — Cnf Contract S...	January Co...	10000	— Checki...	22,500.00		22,500.00
Total 80450 — Cnf Contract Srv-Lorlie Leetham											
80300 — Conf Contract Service-Taren M											
Check	01/27/21	2648	Taren Mulhausa	4th Qtr contract...	80300 — Conf Contract...	January Co...	10000	— Checki...	3,750.00		3,750.00
Total 80300 — Conf Contract Service-Taren M											
80100 — Conf Contract Service-R Jackson											
Check	01/04/21	2638	Richard Jackson	RJ 2021 Cnf Ser...	80100 — Conf Contract...	January Co...	10000	— Checki...	6,839.00		6,839.00
Total 80100 — Conf Contract Service-R Jackson											
80200 — Conf Contract Service-D Johnson											
Check	12/06/20	2629	Dixie L. Johnson	Qty Invoice, De...	80200 — Conf Contract...	January Co...	10000	— Checki...	5,250.00		5,250.00
Check	01/17/21	2641	Dixie L. Johnson	Bonus Pay Jan 2...	80200 — Conf Contract...	January Co...	10000	— Checki...	3,000.00		8,250.00
Check	02/03/21	2651	Dixie L. Johnson	Jan 2021 final Q...	80200 — Conf Contract...	January Co...	10000	— Checki...	5,250.00		13,500.00
Total 80200 — Conf Contract Service-D Johnson											
Total 80000 — Conference Contract Services											
88000 — Web/AV Tech/ E Air Expense											
Check	01/30/21	2650	Richard Jackson	Encore (PSAV) vi...	88000 — Web/AV Tech...	January Co...	10000	— Checki...	61,577.21		61,577.21

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 November 1, 2020 through April 8, 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 88000 — Web/AV Tech/ E Air Expense											
87000 — Speaker Contract Expenses									61,577.21	0.00	61,577.21
Check	12/15/20	2635	GPS Speakers & Events	Montique Morris ...	87000 — Speaker Contr...	January Co...		10000 — Check!	2,500.00		2,500.00
Check	12/31/20	2637	T.J. Logan	TI Logan 1/12 C...	87000 — Speaker Contr...	January Co...		10000 — Check!	1,250.00		3,750.00
Check	01/20/21	2642	The Human Factor, Inc.	Holly Green Con...	87000 — Speaker Contr...	January Co...		10000 — Check!	2,500.00		6,250.00
Check	01/20/21	2643	Wendy Ashley	Antiracist Leade...	87000 — Speaker Contr...	January Co...		10000 — Check!	500.00		6,750.00
Check	01/20/21	2644	Allen Lipscomb	Antiracist Leade...	87000 — Speaker Contr...	January Co...		10000 — Check!	500.00		7,250.00
Check	01/20/21	2646	T.J. Logan	TI Logan 1/12 C...	87000 — Speaker Contr...	January Co...		10000 — Check!	1,250.00		8,500.00
Total 87000 — Speaker Contract Expenses											
84000 — Marketing/Communication Exp									8,500.00	0.00	8,500.00
Check	03/07/21	2656	CSU, Long Beach Univer...	Aaron Elmlelech ...	84000 — Marketing/Co...	January Co...		10000 — Check!	5,150.00		5,150.00
Total 84000 — Marketing/Communication Exp											
82000 — Cnf Gifts and Awards Expense									5,150.00	0.00	5,150.00
Check	01/27/21	2647	Lorlie Leetham	BP Gifts, trivia p...	82000 — Cnf Gifts and ...	January Co...		10000 — Check!	3,342.85		3,342.85
Check	01/27/21	2647	Lorlie Leetham	Kahoot Subscrip...	82000 — Cnf Gifts and ...	January Co...		10000 — Check!	108.00		3,450.85
Check	02/16/21	2654	Richard Jackson	Gift Card, Grand ...	82000 — Cnf Gifts and ...	January Co...		10000 — Check!	250.00		3,700.85
Total 82000 — Cnf Gifts and Awards Expense											
80800 — Bank Credit Card Fees									3,700.85	0.00	3,700.85
Check	11/30/20			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Check!	1,087.72		1,087.72
Check	12/31/20			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Check!	843.87		1,931.59
Check	01/31/21			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Check!	3,167.30		5,098.89
Total 80800 — Bank Credit Card Fees											
79500 — Miscellaneous Expenses									5,098.89	0.00	5,098.89
Check	11/03/20	2628	Richard Jackson	AOA annual Stat...	79500 — Miscellaneous...	General Op...		10000 — Check!	20.00		20.00
Check	11/03/20	2628	Richard Jackson	PayPal fee, 10/3...	79500 — Miscellaneous...	General Op...		10000 — Check!	19.95		39.95
Check	12/08/20	2632	Richard Jackson	AWS Website fee...	79500 — Miscellaneous...	General Op...		10000 — Check!	32.22		72.17
Check	12/08/20	2632	Richard Jackson	Free Conf Calls ...	79500 — Miscellaneous...	General Op...		10000 — Check!	14.38		86.55
Check	12/08/20	2632	Richard Jackson	PayPal fee, 11/2...	79500 — Miscellaneous...	General Op...		10000 — Check!	19.95		106.50
Check	12/08/20	2632	Richard Jackson	AWS Website fee...	79500 — Miscellaneous...	General Op...		10000 — Check!	34.43		140.93
Check	01/04/21	2638	Richard Jackson	Free Conf Calls ...	79500 — Miscellaneous...	General Op...		10000 — Check!	17.95		158.88
Check	01/04/21	2638	Richard Jackson	PayPal fee, 12/2...	79500 — Miscellaneous...	General Op...		10000 — Check!	19.95		178.83
Check	01/04/21	2638	Richard Jackson	AWS Website fee...	79500 — Miscellaneous...	General Op...		10000 — Check!	33.49		212.32
Check	02/16/21	2654	Richard Jackson	PayPal fee, 1/2...	79500 — Miscellaneous...	General Op...		10000 — Check!	19.95		232.27
Check	02/16/21	2654	Richard Jackson	AWS fee, 1/3/2...	79500 — Miscellaneous...	General Op...		10000 — Check!	39.69		271.96
Check	02/16/21	2654	Richard Jackson	Free Conf Calls ...	79500 — Miscellaneous...	General Op...		10000 — Check!	6.16		278.12
Check	02/16/21	2654	Richard Jackson	Annual PO Box t...	79500 — Miscellaneous...	General Op...		10000 — Check!	410.00		688.12
Check	02/18/21	2655	Athy General's Reg of C...	Annual Renewal...	79500 — Miscellaneous...	General Op...		10000 — Check!	75.00		763.12
Check	03/09/21	2657	Richard Jackson	Two \$50 Amazo...	79500 — Miscellaneous...	General Op...		10000 — Check!	100.00		863.12
Check	03/09/21	2657	Richard Jackson	PayPal fee, 2/2...	79500 — Miscellaneous...	General Op...		10000 — Check!	19.95		883.07
Check	03/09/21	2657	Richard Jackson	AWS fee, 2/3/2...	79500 — Miscellaneous...	General Op...		10000 — Check!	54.26		937.33
Check	03/09/21	2657	Richard Jackson	US Postal Servic...	79500 — Miscellaneous...	General Op...		10000 — Check!	57.75		995.08
Total 79500 — Miscellaneous Expenses											
79400 — Bad Debt Expense									995.08	0.00	995.08
General Journal	03/17/21		HSU Foundation	HSU Fnd unpaid...	79400 — Bad Debt Exp...	General Op...		11000 — AOA D...	1,283.00		1,283.00
Total 79400 — Bad Debt Expense											
79000 — Gifts and Awards Expense									1,283.00	0.00	1,283.00
Check	02/16/21	2654	Richard Jackson	Outgoing gifts t...	79000 — Gifts and Awa...	General Op...		10000 — Check!	393.91		393.91

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 79000 — Gifts and Awards Expense											
78000 — Web Hosting/Maintenance Exp											
Check	12/15/20	2634	Dent Agency LLC	Dent Agency De...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		3,096.60
Check	01/20/21	2645	Dent Agency LLC	Dent Agency Jan...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		6,193.20
Check	02/08/21	2653	Dent Agency LLC	Dent Agency Fe...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		9,289.80
Check	03/10/21	2658	Dent Agency LLC	Dent Agency Ma...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		12,386.40
Total 78000 — Web Hosting/Maintenance Exp											
77300 — IT Committee Expenses											
Check	04/04/21	2663	CSU Northridge Assoca...	CliftonStrengths...	77300 — IT Committee ...	General Op...		10000 — Checki...	1,199.00		1,199.00
Total 77300 — IT Committee Expenses											
76500 — Executive Committee Meeting Exp											
Check	02/16/21	2654	Richard Jackson	Thank-you gift ...	76500 — Executive Co...	General Op...		10000 — Checki...	1,900.00		1,900.00
Total 76500 — Executive Committee Meeting Exp											
76000 — Executive Committee Travel Exp											
Check	12/15/20	2636	CSU Dominguez Hills Fo...	R Chester two 2...	76000 — Executive Co...	General Op...		10000 — Checki...	427.96		427.96
Total 76000 — Executive Committee Travel Exp											
75500 — COGR Dues Expense											
Invoice	11/09/20	COGR ...	CSU Chancellor's Office	One half of ann...	75500 — COGR Dues E...	General Op...		11500 — COGR R...	0.00	5,250.00	-5,250.00
Total 75500 — COGR Dues Expense											
75000 — Audit/Tax Prep Expenses											
Check	12/07/20	2630	KCoe Isom, LLP	Paymt #1 6/30/...	75000 — Audit/Tax Pre...	General Op...		10000 — Checki...	12,000.00		12,000.00
Check	12/15/20	2633	KCoe Isom, LLP	Paymt #2 6/30/...	75000 — Audit/Tax Pre...	General Op...		10000 — Checki...	3,800.00		15,800.00
Total 75000 — Audit/Tax Prep Expenses											
71000 — Retainer - Legislative Liaison											
Check	01/04/21	2639	Robert E. Griffin	RGriffin Leg & C...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	1,650.00		1,650.00
Check	01/04/21	2639	Robert E. Griffin	RGriffin Member...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	600.00		2,250.00
Check	04/03/21	2662	Robert E. Griffin	RGriffin Legis A...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	2,925.00		5,175.00
Total 71000 — Retainer - Legislative Liaison											
70500 — S/T Travel & AOA Office Expense											
Check	12/07/20	2631	AT&T	10/19/20 - 12/...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	404.48		404.48
Check	01/04/21	2640	AT&T	12/19/20 - 1/1...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	198.28		602.76
Check	01/27/21	2649	AT&T	1/19/21 - 2/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	209.61		812.37
Check	03/10/21	2659	AT&T	2/19/21 - 3/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	199.40		1,011.77
Check	04/03/21	2660	AT&T	3/19/21 - 4/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	198.53		1,210.30
Total 70500 — S/T Travel & AOA Office Expense											
70000 — Contacted Service - Sec/Treas											
Check	11/03/20	2628	Richard Jackson	Contract pay, O...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		3,689.67
Check	12/08/20	2632	Richard Jackson	Contract pay, N...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		7,379.34
Check	01/04/21	2638	Richard Jackson	Contract pay, D...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		11,069.01
Check	02/16/21	2654	Richard Jackson	Contract pay, Ja...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		14,758.68
Check	03/09/21	2657	Richard Jackson	Contract pay, Fe...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67		18,448.35
Total 70000 — Contacted Service - Sec/Treas											
Total Expense											
									222,220.16	5,250.00	216,970.16

Auxiliary Organizations Association (AOA)
Custom Transaction Detail Report
November 1, 2020 through April 8, 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Net Income									238,414.52	318,050.14	79,635.62

**AOA
ANNUAL CONFERENCE
PRESENTER/ATTENDEE COMPLIMENTARIES POLICY**

Background & Purpose

At its meeting of November 10, 2000, the Executive Committee adopted by Minute action a policy framework for administering certain typical conference attendee and presenter complimentaries and charges. The policy was revised at the August 15, 2008, June 19, 2009, November 19, 2010, and June 15, 2012 meetings.

Policy

- A. The contract or agreement for keynote and general or super session presentations typically covers what AOA provides in terms of travel, hotel room and meal expenses. A presenter's fee is also typically charged and billed as a conference expense for the AOA Conference.
- B. Keynote and general or super session presenters who waive their fee for the Annual Conference will be provided complimentary travel, hotel room and meals. Should the presenter stay for the entire Conference, the registration can also be a "comp" item, at the discretion of the Conference Planning Committee Chair.
- C. Concurrent session presenters that attend the conference with the sole purpose to present at one of the scheduled concurrent sessions (and do not otherwise participate in the conference or any meals) will be able to do so without obligation to pay a conference registration fee. Presenters that commit to present at multiple concurrent sessions, will be required to register as a conference attendee and pay applicable conference registration fees.

Presenters that are identified as a current or potential AOA business partner will be required to commit to a conference business partner sponsorship.

AOA does not cover travel, hotel room and meals or any other expenses associated with presenting a concurrent session. Exceptions may be considered by the Conference Planning Committee, with the understanding that the AOA standing committee making the request will be responsible for paying for the expenses from the applicable standing committee budget. (non AOA members) will be provided complimentary meals on the day of their presentation. Complimentary meals to be provided to concurrent session presenters for additional days will be at the discretion of the Conference Planning Committee Chair. The Conference

Planning Committee has the option of providing “thank you” gifts to the presenters.

D. The Chancellor and Executive Vice Chancellors will be offered complimentary conference attendance as well as complimentary hotel accommodations for one night. Additional nights will be at the discretion of the Conference Planning Committee Chair. All other Chancellor Office staff will be charged regular conference rates (Early Bird, partial or full as appropriate) unless they fall under one of the other provisions noted above.

E. AOA Business Partners receive a minimum of one conference registration as a benefit of their sponsorship. Gold and above Business Partners receive multiple registrations based on their sponsorship level as listed in the AOA Business Partner Packet.

Business Partner conference registrations above complimentary registration(s) received with sponsorship will be charged at the current member conference rates: i.e., Early Bird rate until deadline, full conference rate, daily rate, and on-site rates.

F. Exceptions to this policy may be considered and granted by the Conference Planning Committee Chair in consultation with the Secretary/Treasurer.

Approved by the Executive Committee on June 15, 2012.

Most recently revised on April 16, 2021

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 November 20, 2020 as well as matters on the agenda for the upcoming EC meeting to be held virtually on April 16, 2021.

2022 AOA Conference

The Conference Planning Committee is planning for an in-person conference at the Hyatt in Indian Wells in January (including virtual features for those unable to attend), and is also making contingency plans should circumstances necessitate shifting to a virtual conference instead. Conference Chair Martiz Ware has innovative ideas for making this in-person conference experience a special experience.

Vlad Marinescu, CSU Chief Audit Officer

Vlad Marinescu, in his new role, briefly outlined his vision for Audit and Advisory Services, stressing a priority to work collegially and listen to what stakeholders need, balancing a customer-centric approach (helping auxiliaries address operational issues in real time) with his obligation to the Board of Trustees. Audits will be based on a systemwide risk analysis and ranking, followed by identifying risk issues with individual campuses. They are moving from a CY to a FY schedule beginning in 2020-21.

AOA Strategic Planning Group

Immediate Past President Kacie Flynn has recruited members for Long-Range Planning Committee deliberations to start this spring. The goal of the group is to draft a five-year plan and develop a narrative to go with AOA's financial forecast. For example, the forecast presents alternative future scenarios for the Business Manager position (IC Service Provider or paid staff) and plans for AOA's future in the event of challenges such as Covid.

Student Class Actions Regarding Fees and Tuition Refund

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

AOA Website Management Agreement

For the last couple years, the ASI at Long Beach has diligently provided support for the redesigned AOA website, updating website features and postings as requested. Beginning in December, the AOA engaged an outside professional firm to provide website management services going forward. The CO assisted AOA in soliciting a

proposal from the Dent Agency, who does website management for the CO. Dixie Johnson will continue in her Website Content Manager role and act as liaison between AOA and Dent.

E-mail Rosters Available for Key Auxiliary Positions

AOA maintains up-to-date rosters listing the current Auxiliary Executive Officer, Chief Financial Officer, and Human Relations Director at each CSU auxiliary. If members have a need to send a message to one of these groups, Richard Jackson can send you the latest version of the directory: rtjackson@csuchico.edu.

Available Services to Auxiliaries from Robert Griffin

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

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

Chief Procurement Officers – Auxiliary Leveraged Deals

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

Chief Procurement Officers – Auxiliary Leveraged Deals

A systemwide multi-year strategic partnership with one of the primary food service companies (Aramark, Sodexo, Chartwells, etc.) is being explored by the Chief Procurement Officers Association (CPOA). With Auxiliaries being one of the CPOA's Centers of Excellence, they have asked AOA's Commercial Services Committee and other willing Auxiliary and non-Auxiliary participants to assist in project development, research, and the RFP development and review.

Benefits to the CSU and its Auxiliaries might include: competitive pricing and service terms, financial investment, support of CSU's food pantries, opportunities to engage alumni business owners, alignment with sustainability and diversity initiatives, and providing students with employment opportunities.

The Agenda for the EC meeting on April 16, 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.

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 April meeting, please send an email to rtjackson@csuchico.edu.

Attachments:

AOA Executive Committee Agenda for April 16, 2021

Draft Minutes of the November 20, 2020 Executive Committee meeting

4/8/21

Special Project – Implementation and Maintenance of Content for AOA Website

PROGRESS REPORT AS OF April 16, 2021

1. Current Website Content - Identify and confirm content that is currently available to general public and membership
 - Content available to general public to be posted to website in .pdf format
 - Content available to members can be viewed via an active AOA member account
 - Status: Reviewed/Checked December 2020 Through March 31, 2021

2. Content Available to General Public

Home Page

- Conference
- News
- Jobs – Reviewed. As of 4-5-21, there are 34 active job postings
- News From Our Blog – Reviewed 4-5-21. 3 active news/blog postings (2 were posted in April of 2020, 1 was posted in March of 2019). The news blog is rarely used
- Why Have An AOA Membership? (Information Only)
 - ✓ AOA Membership Directory
 - ✓ Legislative and Compliance Updates
 - ✓ Professional Advisory Resources
 - ✓ Auxiliary Professional Affiliates and Certifications
 - ✓ Job Board
 - ✓ Professional Monograph Series
 - ✓ Group Insurance Programs
 - ✓ Annual Conference
 - ✓ Status: Reviewed April 5, 2021 – No updates

General Information

- About AOA
 - ✓ What is the Auxiliary Organizations Association?
 - ✓ AOA Mission Statement
 - ✓ Past Presidents of AOA (Update yearly)
 - ✓ Status: Reviewed/Updated March, 2021
- List Of CSU Auxiliaries

This document contains:

- ✓ Name of Campus/University
- ✓ Name of Auxiliary
- ✓ Address of Auxiliary
- ✓ Auxiliary URL (active link that will go to individual auxiliary website)
- ✓ Status: Pending. Anticipated completion is May, 2021.
- ✓ Created Auxiliary List for website drop down links
- Membership
 - ✓ How to Become a Member?
 - ✓ Review and updates to Instructions for How to Become a Member
 - ✓ New Member Signup Form (Instructions and Link to Form)
 - ✓ Created new form to record deleted user accounts
 - ✓ Status: Reviewed April 5, 2021 Updated with additional information and instructions for group communications feature
- Public Records
 - ✓ Content introducing public records
 - ✓ Governing Board/Executive Committee (Updated Yearly)
Status: Updated March 2021
 - ✓ Articles of Incorporation (permanent)
 - ✓ Bylaws (permanent-updated only if there are changes)
 - ✓ Exempt Organization Letter of Determination (Permanent)
 - ✓ Policy and Practices Manual (Updated Yearly) Updated April, 2021
 - ✓ Standing Committee Operating Guidelines (Updated as changes are made) Updated March and April, 2021
 - ✓ Audited Financial Statements (Post most recent 5 years) Archive immediate prior three years) Updated March, 2021
 - ✓ IRS Form 990 (Post most recent 5 years) Archive immediate prior three years Updated March, 2021
- Contact US

This document contains contact information for

 - ✓ AOA Secretary/Treasurer/Business Manager
 - ✓ AOA President

- ✓ AOA President Elect
- ✓ AOA Immediate Past President
- ✓ Status: Updated March, 2021

3. Content Available to Members

Member Information (Only AOA members that have created an AOA member profile account AND approved/activated by Auxiliary Administrator can view this information)

- Membership Directory (content describing directory and link to membership data) As of 4-5-2021 there are 578 active member accounts. (Compared to May, 2020 when there were 520 active member accounts) – Currently, this list is sorted by user account and not in alphabetical order
 - ✓ How To Maintain/Update Your Member Account And Group Accounts (Instructions and link to form) – Pending Completion
- Executive Committee Roster –Updated March, 2021
- The Committees of AOA (updated in 2021 to include Philanthropic Committee) Added content on the main page that lists and describes the various committees of AOA
 - ✓ Associated Students/Student Unions/Recreation Centers
 - ✓ Business and Financial Services
 - ✓ Commercial Services
 - ✓ Conference Planning Committee
 - ✓ Executive Committee
 - ✓ Human Resources
 - ✓ Information Technology
 - ✓ Long Range Planning
 - ✓ Nominations (EC Nomination Form Created and Added as a Link)
 - ✓ Past Presidents
 - ✓ Philanthropic Committee
 - ✓ Property Development and Management (Inactive 2018)
 - ✓ Research Administration
 - ✓ Risk Management and Insurance Programs
- CSU Long Beach Added Group Communication Portals. **Current Standing Committee Chairs and Vice Chairs have been assigned the credentials of “Moderators.” The moderator role allows for the posting of any document to the group communications link such as meeting agendas,**

and minutes, power point presentations. The moderator(s) assigned to the All AOA Members group communications link will be limited to the AOA Secretary/Treasurer and as a back up an AOA Service Provider(s). As of 4-5-2021 number of members and number of documents listed are:

- ✓ ASI/Student Unions/Recreation Centers – 66 members/6 documents (In May, 2020 - 64 members/6 documents)
 - ✓ Business and Financial Services – 56 members/8 documents (In May, 2020 - 55 members/7 documents)
 - ✓ Commercial Services – 25 members/10 documents (In May, 2020 - 21 members/1 document)
 - ✓ Human Resources – 72 members/1 document (Remains unchanged from May, 2020)
 - ✓ Information Technology – 32 members/17 documents (In May, 2020 - 26 members/8 documents)
 - ✓ Past Presidents – 7 members/0 documents (In May – 9 members/0 documents)
 - ✓ Research Administration – 47 members/18 documents (In May, 2020 members remain unchanged with 11 documents)
 - ✓ Risk Management – 37 members/0 documents (In May, 2020 – 39 members/0 documents)
 - ✓ All AOA Members – All subscribed/active members have been linked/joined this group communications
- AOA Support Services - Contact information and links to website (content to be updated as needed)
Status: Inserted description of services provided and updated contact information. Status: Pending – Anticipated review to be completed in May, 2021
 - ✓ California State University Risk Management Authority (CSURMA)
 - ✓ Auxiliary Organization Risk Management Alliance (AORMA)
 - ✓ CSURMA/AORMA Benefits Program and Committee Contact Information
 - ✓ AOA Legal Counsel
 - ✓ AORMA Human Resources Consulting
 - ✓ AOA Labor and Employment Legal Counsel
 - ✓ AOA Compliance Consultant

- ✓ CSU Auxiliaries Multiemployer Voluntary Employees' Beneficiary Association (VEBA)
- ✓ AORMA Unemployment Insurance Program
- ✓ AOA Website Design and Development Support
- ✓ AOA Website Content Management
- ✓ AORMA Workers' Compensation Program
- ✓ AOA Service Providers

4. Website Content that has been reviewed/updated/created/Nomination Forms Created With Links Inserted to Forms

- Awards and Achievements (Updated Yearly) – Status: Pending with anticipated review/completion in May, 2021
 - ✓ Lifetime Honorary AOA Member Award
 - ✓ Outstanding Accomplishment Award
 - ✓ Scholarship of Excellence Award
 - ✓ Status: Updated
 - ✓ Lifetime Nomination Electronic Submission Form
 - ✓ Outstanding Accomplishment Award Submission Form

- Content for Standing Committees
 Content will appear under the Connect/Committees/Standing Committees for:
 - ✓ Associated Students, Student Unions, Recreation Center
 - ✓ Business and Financial Services
 - ✓ Commercial Services
 - ✓ Human Resources
 - ✓ Information Technology
 - ✓ Past President's
 - ✓ Philanthropy Committee
 - ✓ Property Development and Management (Inactive 2018)
 - ✓ Research Administration
 - ✓ Risk Management and Insurance Programs
 Content will include:
 - ✓ Role of Committee
 - ✓ Membership
 - ✓ Meetings
 - ✓ Contact Information for Current Chair and Vice Chair
 - ✓ Dates/Location of Meetings (Posted to Calendar)
 - ✓ Copies of Meeting Agenda and Minutes (Posted to Calendar)

✓ Status: Reviewed/Updated as of April, 2021

5. Website Content – Careers Reviewed on April 5, 2021
Currently there are 34 active job postings residing on the website
If a job posting has a close date, the posting will remain on the site until that date. If a job posting does not have a close date, it shall remain on the site for a designated (typically six months) period of time, then the job posting will automatically be deleted from the site.
6. Website Content – Annual Conference – Content for the 2022 conference website will be created/updated summer of 2021.
7. Resources/Reports Currently Located on Website:
 - ✓ AOA COVID-19 Resources for Membership: (Added spring, 2020) Contains 15 documents from Chancellor’s Office, Richard Bromley, Robert Griffin, and includes document examples from various auxiliaries
 - ✓ Management Reports: 18 documents listed
 - ✓ Governance Reports: 14 documents listed
 - ✓ Compliance Reports: 10 documents listed
 - ✓ Legislative Reports: 5 documents listed
 - ✓ Chancellors Office: Added CSU Policy Library
8. Populated Website Content for Calendar of Events, Status: Pending the creation of 2021/2022 meeting dates, times, venue for all AOA committee meetings, CSU Board of Trustees meetings, and AORMA meetings. Currently there are approximately 19 events listed - Request all standing committee chairs to submit all 2021 meeting dates, times, locations, agendas and minutes to AOA Business Manager and AOA Website Content Manager.
9. Created Written Instructions for AOA Members and Word Press Administrators:
 - ✓ Create an AOA member user account
 - ✓ Update/change an AOA member work email/password
 - ✓ View/edit member contact information, profile photo, cover image
 - ✓ AOA members who wish to participate in standing committee group communications

- ✓ Instructions for Word press administrators to accept/reject an AOA member account
10. Review/Update Names of Affiliated Auxiliaries and Campus Drop Down Selections, created in word press. Status: Pending with completion date of May, 2021. Affiliated Auxiliaries and Campus appear in the following pages:
- ✓ Member Sign Up forms
 - ✓ AOA Executive Committee Nomination Forms
 - ✓ AOA Outstanding Accomplishment Form
 - ✓ Lifetime Honorary AOA Member Form
 - ✓ Request to Delete AOA User Account Form
11. Created in Wordpress/Media/Library folders organized by website page to categorize and manage 418 media files. Created a delete folder to manage and track outdated files.
12. Participate in regular conference calls with CSU Long Beach ASI staff and with DENT website managers

2021-22 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

Bills of Interest to Auxiliary Organizations

April 16, 2021

Context: The COVID-19 pandemic continues to drive the first year of the 2021-22 Legislative Session (bill introduction deadline was February 19), with few committee staff-analysis of pending bills. Spot and hijacked bills galore.

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

Assembly:

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: In Assembly Housing & Community Development Committee.

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).

AB 247 (Ramos) -- Small Business & Nonprofit Civil Liability Protection during Covid-19 Pandemic. 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: In Assembly Judiciary Committee.

AB 255 (Muratsuchi) -- Tenancy: commercial leases: COVID-19 rent relief. 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.

NB: 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 area (commercial tenancies). Status: In Assembly Judiciary Committee.

AB 473 & 474 (Chau) – Public Records Act Reorganized. Would reorganize, recodify 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: In Assembly for floor vote.

AB 524 (Rodriguez) – Campus-affiliated Sorority & Fraternity Transparency Act. would establish the Campus-Affiliated 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, 2022, and annually thereafter, specified information;
- 2) that the institution suspend the affiliation 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 on or before August 1, 2022, and annually thereafter. Status: In Assembly Higher Education Committee.

AB 663 (Chen) -- Corporate Board Emergency Powers/Actions. Would apply in relevant part, to all auxiliary organizations as nonprofit public benefit corporations (except 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: In Assembly Banking & Finance Committee.

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: In Assembly Labor & Employment Committee.

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, as introduced, would require 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: In Assembly Judiciary Committee.

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 Labor & Employment Committee.

AB 1025 (Rivas & Garcia) -- Expanded State institutional bid & purchases of Ag Food Products. 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.

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: In Assembly Labor & Employment and Judiciary Committees.

AB 1074 (L. Gonzalez & Kalra) -- COVI-19 related displaced employees; rehiring & retention (extension of existing law). This Bill, as introduced, 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: In Assembly Labor & Employment Committee.

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

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: Above *italicized* terms 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: In Assembly Appropriations Committee.

AB 1363 (L. Rivas) - Childcare - Dual Language Learner Program Enhancements. Would amend the *Child Care & Development Services Act* to enhance standards and support for dual-language learner preschool programs. Status: In Assembly Education Committee.

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 Natural Resources Committee.

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 extends through September 30, 2021.

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

- 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 surrender and exchange transition period.

If enacted as amended, this bill 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: In Assembly Governmental Organization Committee.

SUPPORT SERVICE-PROVIDER AGREEMENT

This SUPPORT SERVICE-PROVIDER Agreement ("Agreement") is made effective this 16th day of April, 2021 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit public benefit corporation ("AOA"), and RICHARD JACKSON, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each may also be referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

Explanatory and Operative Statements

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

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

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

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

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

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

Terms and Conditions

1. **Services to be Provided**

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

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

2. **Term of Agreement**

The term of this Agreement shall be for the fiscal year July 1, 2021 through June 30, 2022. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

3. **Service Fees**

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

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

4. Status of Parties

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

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

5. Extension of Service

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

6. Termination of Services

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

7. Assignment

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

8. Notices

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

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

9. Confidentiality

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

10. Tax Responsibility

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

11. Entire Agreement

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

12. Authorization

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

13. Choice of Law, Jurisdiction and Venue

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

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

14. Severability and Construction

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

15. Counterparts

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

16. Binding Effect

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

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

AUXILIARY ORGANIZATIONS
ASSOCIATION

CONTRACTOR

_____, President

Richard Jackson

Signature

Signature

Date

Date

EXHIBIT A

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

Corporate Secretary and Treasurer Official Duties

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

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

Administrative & Conferencing Function:

Support Tasks

1. Corporate Administration

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

2. Executive Committee Support

- ✓ Arrange for meeting locations and hotel accommodations
- ✓ Assist President and other Officers in preparation and distribution of meeting agendas and associated supporting materials

- ✓ Present quarterly management report to the Executive Committee
 - ✓ Provide support to Standing Committee Chairs in development of meeting sites, hotel contracts, food and beverage arrangements, and budget development
 - ✓ Research site locations for the annual conferences, and negotiate contracts and subsequent revisions as necessary
- 3. Resource Support to Membership**
- ✓ Work with Committee Chairs to annually update AOA Website Directory
 - ✓ Provide orientation and resource materials on AOA website
 - ✓ Report significant information, news alerts, and AOA activity; respond to membership inquiries
 - ✓ Assist in designing and managing AOA training materials and orientations for new auxiliary employees
 - ✓ Coordinate required AOA website updates with the IT Service Provider
- 4. Conference Support Provider**
- ✓ Administer the on-line annual conference registration process and fee collection
 - ✓ Acts as liaison and contact person with the conference hotel and is responsible for conference hotel logistics, including food and beverage menus, and on-site coordination and liaison with the hotel during the conference
 - ✓ Assist the Conference Chair in the preparation of a detailed conference budget, and other conference support as requested by the Conference Chair and other delegated related-subtasks.

Financial Function:

Support Tasks

- 5. Financial Accounting**
- ✓ Process and post all financial transactions (e.g., deposits, disbursements, receivables, invoices, journal entries, banking, hotel bonus points)
 - ✓ Conduct business in accordance with the Accounting and Administrative Policy guidelines and internal controls adopted by the Executive Committee
 - ✓ Provide accounting support for the annual conference
 - ✓ Collect annual dues from the AOA membership
 - ✓ Provide support for Standing Committee Chairs
 - ✓ Manage investment accounts per Investment Policy
- 6. Financial Reports**
- ✓ Generate quarterly reports for Executive Committee (i.e., statement of income and expense, balance sheet, outstanding receivables, return on investment,

reserves), encompassing General Operations, Annual Conference, and Special Projects

- ✓ Provide to the AOA President (monthly) and Executive Committee (quarterly) a listing of all financial transactions
- ✓ Prepare an annual report of income and expenses and a statement of financial condition for AOA's annual business meeting

7. Annual Budgets

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

8. Audit/Tax Returns

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

Contingent Agent:

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

EXHIBIT B

Service Fees

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

1. Administrative & Financial Support Services

Contractor shall perform these services for a flat annual fee amount of \$44,276, payable in monthly installments in arrears. This fee will be charged to the General Operations Budget.

2. Conference Support Services

Contractor shall perform these services for a flat annual fee amount of \$9,839 payable in two installments: \$3,000 in June and \$6,839 in January. The fee will be charged to the Annual Conference Budget.

3. Corporate Secretary and Treasurer Official Duties

No remuneration.

TOTAL COMPENSATION: \$54,115

SUPPORT SERVICE-PROVIDER AGREEMENT

This Support Service-Provider Agreement ("Agreement") is made effective this 1st day of July, 2021 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and ROBERT E. GRIFFIN, the Service-Provider ("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 him to limit or foreclose his other customary business engagements with service-recipients.

Terms and Conditions

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

1. Services to be Provided

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

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

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

2. Term of Agreement

The term of this Agreement shall be July 1, 2021, ending June 30, 2022. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

3. Service Fee and other Charges

In full consideration of the services satisfactorily performed by CONTRACTOR under this Agreement, AOA shall pay to CONTRACTOR in accordance with 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 and Officers Group*]. It is mutually understood and accepted that:

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

c). that the 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 SSA, or by an amended SSA.

6. Termination of Services

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

7. 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. The addresses of each are:

AOA:

Contractor:

Attn:
[Address]

Attn:
[Address]

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).

9. 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.

10. 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.

11. 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 with jurisdiction 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 with jurisdiction 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..

12. 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.

13. 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.

14. 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, Business Manager

Robert E. Griffin, INDIVIDUAL

Signature

Signature

Date

Date

EXHIBIT A

[Scope of Work Statement appended]

Scope of Work

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

1. *Current Compliance Developments*. Keep current on relevant major compliance issues, Federal and California legislation, CSU regulations, and system-wide policy developments (including Executive Orders, *ICSUAM* and coded memoranda) affecting AOA member-organizations. Significant issues that come to the attention of Consultant or Business Manager shall be analyzed, summarized and reported, *as requested*, to the Executive Committee and member-organizations. [*Authorized Rate* (total estimated hours: 30)]

2. *AOA Leadership Consultation*. *As requested*, comment on and advise the AOA leadership and Business Manager on governance, compliance, policy development, legislative matters and business transactions. [*No Charge for meetings, email or telephone conversations; research/analysis at Authorized Hourly Rate* (total estimated hours: 10)]

3. *Member-Organization Initial Consultation*. Provide *initial consultation* with member-organization executives on legislative or oversight issues, governance, compliance, policy development and management practices, exemption status, corporate formation, restructurings and dissolution, and related matters. This service element contemplates up to a one-hour limit per matter. [*Authorized Rate* (total estimate hours: 20)]

B. Special Project Services. As assigned and authorized by the Business Manager, provide extended consultation, author, update, and/or edit professional papers, analytical reports or research on subjects relating to the oversight, governance, compliance, policy development, exemption status, corporate formation, restructuring and dissolution, and management or related matters of auxiliary organizations. [*Authorized Hourly Rate* (total estimate hours: 20)]

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

February 12, 2021 CABO Update to AOA
April 16, 2021 Executive Committee Meeting

- CABO teams are looking into areas that could be centralized via shared services across campuses
 - IT procurement
 - Baseline data needs to be gathered; a survey will be drafted and distributed to CABO by March
 - Payroll
 - Identified the reasons for why we want to enter into a shared services agreement for payroll: cost savings, efficiencies, improved services, aligning processes, addressing immediate needs, etc.
 - Next steps to include: develop a survey to send to CABO members to get a better idea of campus priorities and interests and meet with University of California to discuss their shared services project.
 - Travel Management
 - Team is working on developing matrix of current management systems
 - Title IX Investigations
 - Determined that shared-service opportunities are primarily around specialized personnel including Hearing Officers and Investigators.
 - Next steps include: engage with CSU and other campus Title IX stakeholders about sharing specialized personnel for feasibility and gain input from CABO via survey to determine best stakeholder group to move this forward (i.e. Title IX isn't always in Administration and Finance).

- Corporate Partnerships update
 - Phase 1 has been completed, includes 20 out of the 23 campuses
 - CSU Chancellor's Office is working with ADC and Superlative
 - 20+ categories prioritized
 - Completed
 - Beverage contracts available with Coca Cola
 - In Process
 - Fleet Services
 - Food Services
 - Janitorial/Sanitation/Maintenance Repair Operations
 - Next Areas to be reviewed
 - Cell Towers/IT
 - Banking/Financial Services
 - Furniture
 - Other areas to be considered
 - Airlines
 - Architects
 - Car Rental
 - Computers
 - Contractors
 - Engineers
 - Freight Graduation/Bookstore
 - Hotel
 - Life Science & Pharmaceuticals
 - Media Services
 - Office Supplies

- Pharmaceuticals
- Next steps for the process:
 - Define allocation methodology of benefits to campuses
 - Define partnership activation and management structure

Cybersecurity Update

- CSU CIO and CISO presented ways campuses can proactively respond to cyber security threats
 - Implement multifactor authentication (Duo)
 - Create self-evaluation framework to find most relevant vulnerabilities
 - Consider CARES/HEERF as a potential source of funding, if appropriate

Capital Programs Update (as presented by Vi San Juan)

- Governor's proposed budget includes one-time deferred maintenance funding; \$175M for both CSU and UC
- This amount could change in the May budget revise
- Public Private Partnerships – CPDC has suite of document templates, process review being conducted by Audit and Advisory Services

Federal Aid Funds (as presented by Mary Ek on 2/12/2021)

- CARES Act (HEERF I) – Awarded Spring 2020
 - Funds to be expended up to 12 months after award (prior to ~May X, 2020)
 - Funds to be drawn from G5 system 12 months + 90 days (~August X, 2020)
 - FY20/21 financial data will include HEERF I awards
- CRRSAA (HEERF II) – Legislation signed December 2020
 - Awards currently in process
 - Campuses must draw down minimal amount to claim awards within 90 days of award
 - Funds to be expended 12 months after award date
 - Funds to be drawn from G5 12 months + 90 days
 - Balances will be primarily reflected in FY21/22 financial data
- HEERF III – In Process
 - Potential Award \$750M
- All HEERF funds can be reimbursed for expenditures back to March 2020
- Finally – change is the only real constant right now. Stay flexible and adaptable.
 - Campuses are working on what summer and fall semesters will look like for students
 - Campuses are also working on what repopulating campus will look like for faculty and staff
 - Timing on all of this is still a little unknown given the Governor's recent announcement about California opening up on June 15th

April 2021 - Business and Finance Liaison Report

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

Board of Trustees

March 23 (Virtual Meeting) – Key Agenda Items

Committee on Audit

- Audited Financial Statements and Single Audit Report

Committee on Campus Planning, Buildings and Grounds

- California State University, Northridge Sierra Annex Schematic Design Approval

Committee on Finance

- California State University Quarterly Investment Report
- California State University Information Security

January 26-27 (Virtual Meeting) – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- Sonoma State University Master Plan Revision for Student Housing Project

Committee on Finance

- California State University, Fresno – Approval of the Final PublicPrivate Partnership Agreement for the Central Utility Plant Replacement Project
- Reporting of Auxiliary Liquidity Loans Approved by the Chancellor under Delegated Authority
- Strategic Partnerships
- 2020-2021 Student Fee Report
- 2021-2022 Operating Budget Update

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

Key Communications

2021-22 Budget and 2020-21 (Current Year) Budget Restoration

See: [Statement on Governor's 2021-22 January Budget Proposal | CSU \(calstate.edu\)](#)

See: [CSU Statement on Immediate Action Agreement for Relief to Californians Experiencing Pandemic Hardship | CSU \(calstate.edu\)](#)

Budget - Federal Funding

See: [CSU Statement on Higher Education Emergency Relief Fund | CSU \(calstate.edu\)](#)

Chancellor Remarks at Auxiliary Organizations Association Annual Conference Remarks

See: [Remarks by Dr. Joseph I. Castro - January 11, 2021 | CSU \(calstate.edu\)](#)

Travel and In-Person Meetings

See: [Microsoft Word - SR-Presidents FY2020-21-Meetings 06-25-20 \(calstate.edu\)](#)

The memo issued by Steve Relyea in June 2020 limiting travel and in-person meetings for the current fiscal year is still in effect unless until superseded or expired.

COVID-19 Communications

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

CSU Policy Library

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

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

CABO

Recent and Upcoming CABO Meeting Dates:

- February 12 (Virtual)
- April 14 (Virtual)

Advancement Liaison Report

Leadership Transition

After serving the CSU Chancellor's Office with dedication for more than 12 years, Vice Chancellor **Garrett Ashley** will be leaving his leadership role as vice chancellor for University Relations and Advancement, effective April 30. Garrett will become senior advisor to Cal State Fullerton President Fram Virjee. In his new role, Garrett will provide advice and counsel on matters related to advancement, external relations and government relations. His experience as vice chancellor at the CO will provide strategic support to the president, vice president and Advancement Division in their continuing efforts to expand resources and achieve the strategic vision for Cal State Fullerton.

Lawrence (Larry) Salinas has been appointed interim vice chancellor of University Relations and Advancement. Larry is among the Chancellor's most trusted advisors, having served extremely capably on his cabinet at Fresno State, in support of the campus' government relations program. The Chancellor has known him for over 20 years and considers him to be among the most effective and strategic relationship builders and networkers in the state. His 35-plus years of experience "working the halls" in Sacramento and Washington D.C., and cultivating relationships with public and elected officials, policymakers, donors and members of the media, will be of great strategic benefit as leads UR & A.

A native of Austin, Texas, Larry has lived most of his life in the San Joaquin Valley, where he earned a Bachelor of Science in political science at Fresno State as a first-generation college student. Prior to joining me at the Chancellor's Office, Larry served between 2016 and 2021 as the principal government liaison between Fresno State and policy makers, at the local, state and federal levels. During that time, he also leveraged his professional relationships by inspiring strategic partnerships with Chevron and other organizations in support of the university's mission. In addition, he established his own named scholarship for students majoring in political science.

Before joining Fresno State, Larry served in various senior leadership roles at the University of California Office of the President and UC Merced (as a founding staff member), and as a lead staff member for a California assemblyman and lieutenant governor as well as for three members of Congress.

Diversity and Inclusion

The Vice Presidents for Advancement, in their role as president of the philanthropic foundations, have been reviewing the diversity of foundation boards and discussing strategies for enhancing inclusion. California passed legislation in 2020 that will require publicly held corporate boards to achieve diversity by January 2023. Though nonprofit boards are not subject to the regulation, it serves as a benchmark for good practices. It states that a board of more than 9 members must have at least three directors from underrepresented communities defined as Black, African American, Hispanic, Latino, Asian, Pacific Islander, Native American, Native Hawaiian, Native Alaskan or who self-identifies as gay, lesbian, bisexual or transgender. Two years ago a similar regulation addressed gender equity requiring boards with more than 9 directors to have 3 female directors.

Current averages at CSU auxiliary foundations: 37% female, 63% male; 31% underrepresented groups; 46% alumni.

Cost Allocation/Reimbursement Plans

The Vice Presidents for Advancement have expressed concern over inequitable fees and cost recovery charged for administrative services by third party auxiliaries. They are currently reviewing methodologies used and services provided for comparison purposes.

For foundations receiving services from the university, it is policy to ensure that costs incurred by the CSU Operating Fund for services, products, and facilities provided to CSU enterprise programs/activities/funds, auxiliary organizations and entities external to the university are properly and consistently recovered with cash and/or a documented exchange of value. Allowable direct costs incurred by the CSU Operating Fund shall be recovered based on actual costs incurred. Allowable and allocable indirect costs shall be recovered according to a cost allocation/reimbursement plan that utilizes a documented methodology for identification of indirect costs and a basis for allocation.

There are some activities that are integral to supporting the core educational objectives of a university, but which are not fully funded through the CSU operating fund. In some cases, Operating Fund resources are used to support those efforts. Those efforts are recognized as providing either tangible or intangible value that ultimately inures to the overall benefit of the university and its educational mission even though the activity might reside in an auxiliary organization or enterprise program/activity/fund. Two of the more common examples of such activities are fundraising and externally sponsored research and grants. If a cost allocation/reimbursement plan incorporates such exchanges of value they must be well documented and clearly articulate the benefit to the overall educational mission.

Lori Redfearn
Assistant Vice Chancellor, Systemwide Advancement
California State University, Office of the Chancellor

1. Update to International Agreement Policies

The CSU International Agreement policies have been revised and are posted to PolicyStat. These policies now expressly apply to auxiliary organizations.

International Agreements (formerly Executive Order 1080)

- <https://calstate.policystat.com/policy/9428572/latest/>

Exchange Programs and Campus Activities Abroad (formerly Executive Order 1081)

- <https://calstate.policystat.com/policy/9428568/latest/>

International Students (formerly Executive Order 1082)

- <https://calstate.policystat.com/policy/9428570/latest/>

2. Potential Claim to Class Action Settlement Monies

Campuses and/or auxiliary organizations may be able to submit to recover monies in connection with settlements reached in a variety of class action lawsuits. The CSU works with the law firm Crowell & Moring to pursue these matters. Interested auxiliary organizations are able to retain Cromwell & Moring as well.

The following potential settlements may apply:

The first settlement concerns dairy products, specifically butter and cheese products, sold since 2008. A “direct purchaser” of butter and cheese can make a claim. A “direct purchaser” is someone who bought the product(s) directly from a defendant as opposed to from an intermediary or middleman like a vendor, retailer or wholesaler. The claim deadline is April 23.

The others are settlements of lawsuits concerning beef, chicken, pork and turkey sold since 2008. The covered products include not only the raw meats, but any products containing any of these meats. A direct purchaser as well as an “indirect purchaser” can make a claim. An “indirect purchaser” is someone who did not buy the product directly from a defendant, but from an intermediary or middleman like a vendor, retailer or retailer. For example, if a campus bought a covered product from a food services vendor or supplier, it would be an indirect purchaser of that product. The earliest animal protein claim deadline is May 17.

AUXILIARY ORGANIZATION ASSOCIATION BYLAWS TASK GROUP REPORT

Task Group Membership:

- Michele Goetz: Assoc. Vice President & CEO, SDSU Research Foundation
- Keith Kompsi: Director, Foundation Financial Services, Fresno Association, Inc.
- Martiz Ware: Director Administrative Services, ASI, Long Beach
- Rasheeda Shakoor: Executive Director, ASI, Dominguez Hills
- Kacie Flynn: Executive Director, Humboldt State Sponsored Programs Foundation
- Dave Edwards: Executive Director, Associated Students Inc., CSU Fullerton

Topic: There has been a great deal of discussion over the past year about auxiliary versus state employees participating on the Executive Committee (EC) and/or representing AOA as an officer. A direct result of this discussion was the removal of proposed changes to those sections of the AOA Bylaws that spoke to this issue. It was concluded that before any further action was taken, additional discussion and consideration needed to be undertaken to deliberate the matter.

Action: Assemble a small task group of the EC including (2) Officers, (2) Past Presidents, and (2) other AOA members to work through this discussion and come up with a proposal for the Executive Committee to review.

Summary Report for the Executive Committee:

The Bylaws Task Group met April 8, 2021 to review and discuss AOA Bylaws, specifically in reference to the current Article IV Sections:

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

Section 7. Executive Committee representatives and officers, except for the Secretary and Treasurer, must be member-organization management employees, classified as direct, assigned or reimbursed.

Recommendation to Executive Committee are as follows:

- **Action:** We recommend 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 change 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?

The current AOA Mission Statement says, “We are a consortium of diverse, entrepreneurial, service-orientated California State University auxiliary organizations, **whose purpose is to assist in exemplary services, programs, and facilities that further the educational mission of each campus.**”

As such, AOA should consider that despite our dues being exclusively funded by auxiliaries, we still need to offer value and professional development that reflects the needs of our ever-changing campus services, programs, and facilities.

- **Action:** We recommend striking the word ‘assigned’ from Article IV, Section 7. “...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.

- **Action:** We recommend that 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.

- **Action:** We recommend adding a new section to Article IV that addresses when there is a change to an incumbent’s auxiliary role that impacts their eligibility to serve 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.

Respectfully submitted,

Kacie Flynn
2021 AOA Past-President

AOA HUMAN RESOURCES COMMITTEE REPORT APRIL 2021

QUARTERLY SUMMARY

In the spring of 2021, the auxiliary human resources (HR) professionals continued to address updating and new regulations in response to the COVID-19 pandemic as well as new federal, state and local regulations that went into effect at the beginning of the year.

After not meeting as a committee since the before the 2019 holiday break and Annual AOA Conference, the committee resumed its regular meeting schedule in February. The committee decided to change the frequency of our regular zoom-based meetings to a monthly schedule, with the understanding that we would begin meeting more frequently if needed.

In our February 2021 meeting, AOA attorney, Richard Bromley was a featured speaker where he provided valuable legal advice and responded to membership questions. In addition to topics that were asked of Richard, the committee discussed many topics including compensating former independent contractors; HRIS systems that other members were utilizing; compensation practices for student employees who moved out of the area; and COVID-19 vaccination priorities, communications and policies.

Our March 2021 meeting was robust with discussion and questions that the membership asked their peers for guidance. We discussed the multiple topics including need for an updated Annual AOA Salary Survey; the new SB95 COVID-19 Supplemental Paid Sick Leave regulation that was signed into law retroactive back to 1/1/2021; additional discussion around COVID-19 vaccination policies; work from home expense allowances / reimbursements; telecommuting agreements; compensating individuals who do not qualify as independent contractors; CA Pay Data Reporting Requirements due on 3/31/2021; MOUs with the host university; and Affirmative Action Plan vendors.

AOA SALARY SURVEY

The committee is requesting that the AOA Salary Survey be conducted in 2021 so that our auxiliaries will have the information as we begin/continue to repopulate our campuses and the associated hiring that will be required. Many committee members would also like the information so they can conduct internal salary range assessments against the marketplace and other auxiliaries.

The chair has reached out to Richard Lane, who has conducted the surveys in past years, to gather information on the process of conducting the survey and get a cost estimate. Once that information is gathered, the chair will submit it to Richard Jackson so the amounts can be allocated from the budget. We would like to start the process in May with the goal of having the completed survey near the beginning of the next CSU fiscal year.

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- April 2021

2020 RAC Leadership Team (Outgoing)-

-Diane Trujillo, Chair

Director, Sponsored Programs Administration
California State University San Bernardino

-Jennifer Sneed, Vice Chair

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

-Trina Beckwith, Secretary

Director, Office of Sponsored Projects
California State University, San Marcos

2020 Meeting Schedule-

Spring RAC Chats- April 9, April 23, May 7, May 21, and June 4

Fall RAC Meeting- Virtual October 5 and 6, 2020

Due to the move to working remotely in Spring 2020, the Research Administration Committee temporarily moved to a different meeting format for our normally scheduled Spring Meeting. Under the direction of RAC Chair, Diane Trujillo and in collaboration with Melissa Mullen, Director- Sponsored Programs at the Chancellor's Office, the RAC Leadership Team put on a series of five (5), hour long "RAC Chats". This format allowed RAC membership to stay in contact, keep ongoing conversations on hot topics moving forward, and keep everyone up to date on the changing landscape of research administration due to the pandemic.

RAC had great member turn out for the virtual RAC Chats and for the virtual Fall 2020 RAC Meeting. We had 90+ attendees at all meetings. The Zoom format worked well for both the RAC Chats, informal short meetings with membership held twice a month from April through June, as well as for the more traditional Fall Meeting held in October. Some of the topic areas for our meetings were issues with working remotely, such as accepting electronic signatures and finding work/life balance. We also discussed Fringe Benefit Rates, Human Subjects/Research Participant Incentives, and DOE Foreign Source Reporting. The Fall Meeting Notes are attached here with additional details. (This agenda had been shared with the last RAC update to the Executive Committee in November.) The Spring RAC Chat slides and notes are all available on the AOA Website.

2021 RAC Leadership Team (Incoming)-

-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

Plans for 2021 RAC Meetings-

The Spring 2021 Meeting will continue to be virtual and will be taking place on Monday, May 3rd and Tuesday, May 4th. We are starting to look into the possibility of a hybrid format for Fall 2021. We have discussed the potential location of the in-person meeting to be held in San Diego, with a virtual component to be continued to keep membership attendance at the meeting high. We are waiting to work on this plan once we see how the CSU CO and campuses start reopening and once the CSU travel policy is updated this summer.

The priority topics for the RAC Committee for our Spring Meeting will be updates from the CO's office on CARES Act funding and Foreign Influence, a HERD Survey discussion, and a continuing discussion about paying faculty from other CSU Campuses. The agenda is being finalized this week and will be posted on the AOA website before the meeting in May.

The new RAC Leadership team is working to institute a new plan with our RAC meetings to keep a running list of pending items discussed to get back to all unanswered questions/topics so that we can provide as much closure/updates as possible to members. We are working on an idea for a newsletter to keep these topics, and the related answers, as part of an ongoing discussion for the RAC group.

We are also working on updating our membership lists between the AOA Website and our RAC Google Group to make sure everyone is getting transitioned over to the AOA Website as the main mechanism to reach everyone. This will be a focus for the Leadership Team after the Spring Meeting.

Respectfully Submitted by RAC Chair,

Jennifer Sneed, Associate Director
Sponsored Research Administration
SDSU Research Foundation
Email- jsneed@sdsu.edu

DAY AND DATE	LOCATION
Mon & Tues, Oct 5&6, 2020	ZOOM

MEETING TITLE	START TIME	END TIME
RAC Fall 2020 Meeting	09:00 AM	12:00 PM

MEETING FACILITATOR	FACILITATOR	NOTE TAKER	TIMEKEEPER
Diane Trujillo	Jenny Sneed	Jenny Sneed	

CALL-IN NUMBER	PASSWORD	WEB LINK
+1 213 338 8477 (US Toll) 83244385836#	RAC\$\$\$	https://csusb.zoom.us/j/83244385836?pwd=RzNzMDVodXBpK2hsanpHb2M0bXRLdz09

ATTENDEES
RAC Membership

AGENDA AND NOTES

#	DAY ONE: TOPIC	LED BY	MIN
1.	Welcome and Introductions	Diane Trujillo & Dr. Dorota Huizinga	15

Gave a nice introduction to San Bernardino. She is curious if the spending numbers will be going down. She would like this committee to review that. Wished us a good meeting.

2.	Campus Updates	All	110
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Bakersfield- Vincent- Enrollment is at an all time high. Trying different support services to retain students. They had Richard Branson as a Key Note Speaker at ... Audit was clean, no findings at all. They have a Dean retiring. Moved to AdobeSign to help route/sign documents. Campus is still closed except for essential staff.

Channel Islands- Scott Perez- Searching for a new Provost. This will be their eight Provost. Looking for someone to stay long term. Despite the pandemic, proposals are still going out the door. But, they are expecting lower expenditures. Not much is happening on campus right now. Some protocols have been revised. Got their first NIH award. Three year award to the data program. Biomedical training, to help get more people through the program quicker. They are using AdobeSign now for proposals. Things are going really well this this. Enroll is down, but not by much. Working remotely is going well. Looking for a replacement for a staff member that just retired.

Chico- Julie Jessen- New state of the art Science building is almost done. Chico State Enterprises- finished up their first year. Pre and Post together. Things are going well. Completed two big audits with no findings. Strengthened their compliance. Process of a Cayuse implementation. Pulling in Auxiliary and Campus info into the new system. Also purchased IRB module. Looking forward to better tracking and recording for reports. Getting into a partnership with "something" in Sacramento

Dominguez Hills- Gillian Fischer- New VP for Finance. Looking for an Executive Director, fourth time in four years. Awarded a SPAD grant from NIH. Brought in.... Enrollment is steady. Implemented a new Masters Program. New student housing. Last year was used to focus on Sponsored Programs policy updates. Most of their services has moved electronic.

East Bay- Chantel Ebarle- Pre/Post is back on campus. They are half staffed. They have implemented Cayuse as of Spring of 2020. They have submitted quite a few proposals. R&D expenditures have more than tripled. Faculty seem to have ramped up their efforts. President has wanted the campus to repopulate.

Fresno- Doug Carey- Searching for a new president since he is leaving to become Chancellor. Freshman enrollment has gone up. \$47M in 19/20 in research. Implementing new IRB and IACUC this fall. Student Research Symposium in April.

Fullerton Yolanda-

Humboldt- Kacie Flynn- Recording breaking year in proposals. \$60M in submissions. Campus access is pretty limited. Deans are approving access as needed. Campus is closed to the public, mostly only researchers on campus. New Provost from Denver. Expanding on Cronos. Using DocuSign for almost everything in order to be paperless. They are hosting the San Jose football team.

Long Beach- Maria Reyes- Welcoming a new VP for Academic Affairs. New dorms are under construction. Everything is pretty much virtual right now. Small outbreak caused a shutdown. Recruiting for a new Contract Manager. Enrollment numbers are strong. Clean audit this year.

Los Angeles- Rowynn Spencer- New Provost from Monterey. They went to Cayuse and things are going smoothly. Lots of submissions. Their sponsored programs office is open.

Monterey Bay- Cindy Lopez/Martin Medina- New Provost and reporting structures have changed. Discussed budget shortages across campus. Was using DocuSign, not due to price will be moving to Adobe Sign. Just received a Gear Up award that was submitted and not funded in 2018. Cindy is looking forward to hearing more about foreign influence. Post award update- something about invoicing.

Maritime- Yvonne Harris- We will be losing our Senior Contracts person to Early Exit Program. All of our pre-award staff are working remotely. Our student enrollment is up. On Census day (9/28/20) we have 31,510 students, that includes 354 more students enrolled. With respect to funding - we compare activity between July 1 to June 30th. FY2020, we submitted 188 proposals and were awarded 136 total \$26M. In comparison, JY2019, we submitted 229 proposals and were awarded 101 total \$22.1M. This suggests that although we submitted fewer proposals in FY2020, it suggests that our proposals are more competitive. We have a budget cut about 10%; however, ORIED was allowed to retain their residual to resource faculty. Limited access to campus We are starting to implement our Export Controls protocols and procedures. Export control policy is one of 3 under review and we have established an Export Controls Advisory Committee.

Northridge- Sheree Schrager- New President will be announced soon. About 85 PI's back in their labs. Revised IP Policy is under review. Wanting to hear about the new Sustainable Policy. May get the new Bio Safety module in Cayuse. Food Service has reduced their staff and outsource. CFO will be retiring at the end of the year. Moved Post Docs and visiting Scholars state-side. Has something to do with Federal vs. State minimum wage. Grace has been promoted to Associate Director- Congratulations! **Discussion about IP between Sheree and Cindy.

Pomona- Myna Weber- Executive Director of the Foundation has been appointed. CFO position is still vacant. Four Dean vacancies. Pre-Award is working remotely. Zoom all day.

Sacramento- Monica K.- Virtual hugs! 20% layoffs and furloughs in auxiliary- dining. Filed for a fictitious name- Sacramento State Sponsored Research. Moving to Cronos. Using OnBase- workflow that ends in Adobe Sign.

San Diego- Renee Lechner- New Interim VP for Research, Hala Madanat. She is one of our successful PI's on campus. Research Foundation is now reporting up to the VPR. Mission Valley project has started. Finalized our Strategic Plans for campus- one of the goals is for SDSU to become an R01. Foundation is still remove, but some faculty have repopulated. Exploring adding Info Ed Subaward monitoring. Post Award audit- no findings.

San Francisco- Susan Pelton- Still remote. Screening app for staff on campus. Some research is moving back on campus. Pre Award has not slowed down and awards are still coming in. Being conservative about returning funds to campus since worried about expenditures being down. Biggest news on campus, (low enrollment), \$17M deficit- 130 staff were laid off. Some of the layoffs were grant funded staff. This is causing some issues and will not help the budget. May lead to a new classification since this should not have happened. They had two staff in the office receive layoff notices too. They are already down by 5. Operations have been pretty smooth during working remotely. Looking at research service organizations to see what kind of cuts can be made there.

San Jose- Samantha- She is the new director of sponsored programs. Only allowing some essential research to happen. Building out their research endeavors. They lost their Executive Director. They are making their Sponsored Project Office more functional. Looking into upgrading their Cayuse.

San Luis Obispo- Amy Velasco- New Provost and new ... due to retirements. Fall Quarter opened with limited on campus staff, students. Post award staff is coming into the office. Essential research has continued. F&A rate was negotiated but no change was made. Dining and Housing has been hit hard with moving remote. Very busy.

San Marcos- Melissa Teetzel- New Provost from San Jose. Awards dipped slightly last year. Expenditures are up. Beginning implementation of Cayuse. Working with Denise Bell and Sue on policy and procedure updates. Most staff are remote. No audit findings.

Sonoma- Steve Karp- Lots of new leadership. Their Provost left campus. Enrollment is down about 1000. Research office is state side. All hires have to be approved by President/campus. Layoffs in dining services, but not in sponsored research yet. Talked about the fire. Telecommuting is going well. Off campus research is working well.

Stanislaus- Lisa Austin- Construction of the student union is done. Was open for about a month before the move to remote. Pre Award is remove. Post Award is coming into the office. New NIH award.

San Bernardino- Paulina Tagle/Diane Trujillo- Paulina joined SB in June, working remotely. \$30M in awards in 19/20. Submitted \$47M in proposals. No slow down with working remotely. Already submitted \$20 in proposals in first quarter with the same amount coming in as awards. Just got a \$10M award- Cyber Security. Has a pre-award opening. Diane (post award) has a few job openings. Cleared Single audit with no findings. CO audit still has some issues. NSF audit has some findings they are working through. Hired LOM to help with policies and procedures.

3.	Chancellor's Office Updates	Melissa Mullen	20
New Chancellor starting in January. A building renovation was done right before COVID. Budget update discussion with the Board. They told the campuses to ask for what they needed even though a budget crisis was coming. Adobe Sign is being used for processes that have moved from paper. 700 Form update- moving to electronic signatures. 700U will be picked up right after. New chief audit officer is heading up the audits.			
4.	Research Opportunities	Leslie Ponciano	5
Went over things that her office has done this year. Discussed Upcoming Events- She does year round proposal review service. Pulled data on how things went during the last 6 months of proposal review. 82% successful rate (9 of 11 respondents were funded.)			
5.	Round Table Discussion: Effort Reporting	All	30
Michelle is working on building a new policy. Really looking for definitive answer to Effort Reporting- How often? Who can certify if the faculty member has left?			

#	DAY TWO: TOPIC	LED BY	MIN
1.	RAC Chair Report	Diane Trujillo	30
<p>Overview of RAC Chat topics- paying faculty from other campuses and subawarding to other campuses. AOA Executive Committee update- Update to the RAC Operating Guidelines document (discussed between Diane and Monica). The updates were approved at the August Executive Committee meeting. This added in the Secretary position. RAC Nominations- Open for nominations until 10/25. Transition meeting in November with the transition in January. AOA Website- Encouraged members to join/sign up for the website. Candidate Statements (for nominations)- Gillian for Vice Chair, and Nora and Chantel for Secretary. Gillian (Vice Chair)- Really likes all the participation in RAC. Nora (Secretary)- Over 20 years of experience in Research Administration. Even though she is very busy, she knows that RAC is very important to the system. Likes the “team” of RAC. Chantel (Secretary)- She volunteered for the position. She thinks it is great to be part of a big group. She likes that we have so many campuses to find best practices from. Would love to be secretary.</p>			
2.	Fringe Benefit Rates	Diane Trujillo	30
<p>Rates and vacation accruals Vacation pay out disallowance- San Bernardino- Local government agency is the current disallowance.</p>			
3.	Human Subjects/Research Participant Incentives	Julie Wessel/Trina Beckwith	30
<p>Must have tracking. Trina gave more background on how the San Marcos policy/procedures were put into place.</p>			
4.	Round Table Discussion: DOE Foreign Source Reporting	Sandra Nordahl	30
<p>Reporting on foreign sources that give more than \$250K. SDSU has a tracking spreadsheet. Confirming if the foreign source has direct influence. SDSU Comptroller handles the reporting. Sandra is curious how other campuses are handling this. Diane/San Bernardino- The Financial Aid office is handling the tracking. Melissa- Asked a question about the upcoming disclosures.</p>			
5.	SPA Policies	Melissa Mullen	30
<p>Technical Letter HR/Salary 2020-8- GRSFIF Discussion- the new policy changes the terms from “Salary Differential” to “accompanying base salary increase”. The changes have to do with the fact that the pay increase is pensionable. The audit and the policy change is now just updating the terminology being used. CSU Policy Updates- ICSUAM- Now CSU Stat- CSU Policy Library. They removed the ICSUAM numbering system. So, they put “Sponsored Programs” in the policy title. Next- working on putting the policies into one document with multiple chapters. They are currently working on the format, then will focus on the content. She will need RAC input to help with these changes. Uniform Guidance updates are coming that will affect this new policy manual. 2CFR200.216 and 2CRF200.340 Melissa has some Systemwide Partners she would like to include in the Spring Meeting. (See her slide) There were some ideas in the chat about this. Grace asked a question about IDC reporting.</p>			
6.	Cayuse SP Demo	Sherrie Hixon/Nora Momoli	30
<p>There are lots of questions and interest in the Cayuse system.</p>			
7.	NACUBO Codes/Program Codes	Sherry Pickering	10

Describes the expenses by purpose (example- Instruction). Cost Match expenses should match the NACUBO code on the research award.

AS/SU/RE Committee Report

AS/SU/RE Director's Subcommittee met on Friday, March 19, 2021.

-There was a conversation about what happened at the Humboldt State University Center.

-Discussion about reopening plans leading into fall 2021.

-Discussions around some of the issues SJSU University Union is facing with the campus.

-Received brief updates from each campus.

-Went over ongoing issues/concerns.

-Looking to schedule a AS/SU/RE meeting on April 30, 2021 from 9 a.m. to – 1 p.m. (tentative). There is typically no meeting scheduled in the spring (usually September), but due to current issues, we will meet to go over items on how to plan for the fall semester. Looking forward to hearing more about Governor Newsom's June 15, 2021 plan to re-open the state.

-AOA President, Monica Kauppinen set-up a meeting with Carrie Reed and Dustin to go over the legal perspective point of view regarding the Humboldt State University Center situation.

-Richard suggested doing a video tape or training to highlight what auxiliaries are and why they are formed and how they benefit the campuses. This can be presented to campus presidents and AVP's.

-The CSU Auxiliary Organizations Compliance Guide is out of date. It was written several years ago, but AOA was not consulted. Carrie Reed agreed that the guide can be more consultative with AOA.

-There was also a conversation on how Student Affairs and the Office of General Counsel should be working together to operationalize the compliance guide.

-Conversation regarding Viewpoint Neutrality (VPN) 32 minute video.

AOA COMMERCIAL SERVICES STANDING COMMITTEE

April, 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) Membershipo Survey April/May 2021
 - a. Potential development of subcommittees to address the individual concerns of various groups (real estate, housing, food, etc.)...Or not
 - b. Website/Listserve
 - c. Templates/Document repository
 - d. Identify what individuals look to AOA Commercial Service to provide
 - e. What should we do more of, less of, and what we should stop doing altogether
- 3) AOA website CS discussions
 - a. Receiving requests for a more robust AOA Website UI for Discussion groups
 - i. Segmented by area (i.e., food service, bookstore, real estate, etc.)
 - b. Discussions surrounding the challenges of representing the diversity of operations under the umbrella of “Commercial Services”
- 4) Center of Excellence 23C Food Service RFP
 - a. A State and Auxiliary Procurement leverage effort – Activity surrounding a larger multi-campus foodservice agreement being developed. A handful of 3-4 campuses and auxiliaries looking to use the RFP for and effective date January 2022 implementation.
 - b. RFP will be an “Opt-In” and strictly voluntary for those who wish to avoid the expensive RFP process.
 - c. Head of the project is Tawny Fleming (Procurement) from Humboldt with support from Arun Casuba and Superlative Group consulting from the CO’s office.
 - d. Auxiliaries assisting in the development of the RFP document include:
 - i. Long Beach
 - ii. San Francisco State
 - iii. Dominguez Hills
 - iv. CSU Bakersfield
 - v. Sonoma State
 - vi. CSU Fullerton
 - vii. CSU San Bernardino
 - viii. CSU Monterrey Bay
 - ix. Cal Poly SLO
 - x. San Marcos

Respectfully Submitted,

Aaron Neilson

2021 Chair, AOA Commercial Services Standing Committe

Report to AOA executive Committee
Business and Financial Services Subcommittee
April 8, 2020

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

- March 11, 2021– Steering committee

Committee meeting Minutes have been provided to the executive committee.

The March meeting focused on recapping the annual conference, dates for future meetings and a broad outline of projects/goals to achieve for the committee during the 2021 year. To establish stronger and better connections between all business and financial services professionals of the auxiliaries, the committee will work on a directory for all financial services professionals of the auxiliaries. From there a mailing list could be created to communicate better amongst auxiliaries similar to the Eds' mailing list. Additional ideas discussed included

- Stronger representation of all various auxiliary organizations during all members meeting
- Ways to improve networking amongst members during the virtual work environment

Future planned meetings for the committee are:

- April 22nd, 2021 – Steering committee
- May 2021 – Member call (TBD)
- June 2021 – Steering Committee (TBD)

During the April steering committee call, we will be discussing the feasibility of a virtual mini-conference in October. In addition to the steering committee calls, informal zoom calls amongst primarily BFS members who work at ASI's and Unions have occurred to share information and updates regarding their campuses.

AOA Business & Financial Services

Steering Committee

Minutes

March 11, 2021 @ 2:00 PM PST

Join Zoom Meeting <https://csudh.zoom.us/j/87090320863?from=addon>

Meeting ID: 870 9032 0863

Or iPhone one-tap: 16699006833,87090320863# or 13462487799,87090320863#

Dial: +1 669 900 6833 (US Toll) or +1 346 248 7799 (US Toll)

1. Call To Order – 2:02pm
2. Roll Call
3. Approval of Agenda
4. Feedback from 2021 AOA Conference
 - Virtual vs in-person time management and focus
 - In person/networking hour
5. 2021 Initiatives
 - a. Monthly/Quarterly meeting with all BFS members
 - i. Presenters/speakers for various committee-wide meetings
 - ii. Breakout rooms organized per area
 - b. BFS Directory
 - i. Template for our next meeting
 - ii. Chancellor's Office Questionnaire Resource
6. Announcements
 - a. Children's Center – reopening efforts and CDE funding
 - b. Budget Season – forecasting based on hybrid/in person model
7. Adjournment – 2:44pm

AOA IT Committee Report

April 2021

OVERVIEW

The IT Committee has met once following the annual AOA Annual Conference. Due to COVID-19, the meeting was conducted via Zoom. The meeting was primarily to discuss ISAC, level-1 data processes, 3rd-party risk assessments, and two memos from the Chancellor's Office. The meeting also touched on repopulation efforts for the Fall 2021 semester.

ISAC

It was announced that CSU-wide Deloitte services are available for auxiliaries to take advantage of their products and services at CSU pricing. Risk management, including mitigations such as multi-factor authentication (MFA) was also discussed. Some campus ISOs are evaluating third-party risk assessment tools.

LEVEL-1 DATA PROCESSES

The secure transfer of level-1 data has caused challenges for at least one auxiliary in the era of COVID-19 and the resulting minimal staffing mandates ("skeleton crews"). Auxiliaries tackled this issue with various solutions, depending on their campus resources and policies. The solutions include designated on-premise servers, Adobe Sign, Drop Box (one-way and HIPPA-compliant), OneDrive, and Google Spaces.

THIRD-PARTY RISK ASSESSMENTS

Third-party cloud application risk assessment services are desperately needed throughout the auxiliaries. Steve DeLuca presented Privva to various groups, including ISAC and the AOA IT Committee. Privva independently presented their product to some CSU ISOs. Deloitte also offers a similar solution. Steve will discuss Deloitte's third-party risk assessment solution with CSU ISO Ed Hudson.

IT SERVICE CENTRALIZATION MEMO

A memo was circulated with considerations for CSU campus presidents to consolidate their IT services under a centralized umbrella. Several points were made in the memo, including the elimination of redundant hardware and software and the ability to trace the true costs of IT. Some auxiliaries are in the process of partial consolidation with their various campus counterparts. Auxiliaries at other campuses are expected or encouraged to operate as mostly independent entities with regard to their IT services. At the time of the March meeting, it appears that no auxiliary employees were converted to state employees.

ITAC PRESENCE

A question was raised on whether AOA IT should have a presence at the Information Technology Advisory Committee (ITAC). The members of ITAC are the CIOs of each CSU.

SYSTEM-WIDE VIDEO SECURITY CAMERA POLICY

A memo from the Chancellor's Office regarding the video security camera policy was discussed and whether any auxiliaries faced challenges with the policy. Most auxiliaries consult with their respective campus police departments, which have varying levels of involvement. Some auxiliaries procure the hardware themselves and determine independently the number of cameras and their placement, and simply provide their police department with access to the camera system. Other auxiliaries mention that they consult with their police department, who provide guidelines on camera placement and the number of cameras in an area. Overall, the new policy does not appear to have adverse effects on auxiliary IT departments.

FALL REPOPULATION PLANNING

A question was asked on whether to host a Fall Workshop for the AOA IT Committee. It was decided that, due to probable ongoing repopulation events occurring simultaneously, a workshop should be held in a virtual environment and with a light agenda.

Respectfully submitted:

Steve Deluca
AOA IT Committee Chair &
Information Technology Coordinator
Associated Students CSUN, inc.

Philanthropy Committee Report

Spring 2021

Status of the Philanthropy Committee

A Vice-Chair has been nominated and agreed to serve on the Philanthropy Committee for the 2021 year. The individual is Caroline Johannson, on behalf of the San Francisco State University Foundation.

Philanthropy Committee Planning Meeting

The planning group for the Philanthropy Committee met on Tuesday, April 9, 2021. The group consisted of Alejandre (CSUSB), Redfearn (CO), Hannah (SSU), Unterman (CSUN) and Johannson (SFSU). The the following topics were discussed:

I. Welcome and Introductions

A new addition to the planning group of the Philanthropy Committee is Caroline Johannson from SFSU. The group decided that there should be 6-7 members on the planning group in order to create a succession plan for future chair and vice chair positions.

II. Annual Meeting Agenda Topics

The Philanthropy Committee will host it's annual meeting on Thursday, April 22 from 9am-10:30am via Zoom. The topic of recruiting a diverse foundation board as well as a presentation on CSU board demographic and term information will be discussed as the main agenda topic for the annual meeting. The group reported how some boards will use their board chair to go out on visits and meet with potential members which has resulted in a diverse board. Johannson indicated that SFSU has a committee on directors and recently appointed two women of color to their board. The goal for the annual meeting will be for philanthropic foundations to share their experiences on what they've been doing to increase diversity and expand on their board leadership.

Potential discussions for future meetings will include a discussion on administrative services cost recovery, NACUBO findings, asset allocation including a discussion on

recent student interest in the divestment of fossil fuels and reviewing SRI investments

III. Philanthropy Committee Trainings/Development

Alejandre noted that there may be “line of credit” available from AOA to expand on how the Philanthropy Committee can provide more programs or events this year. Possible suggestions included speakers for the Philanthropy Committee, training opportunities, or presentations on strategic planning and mission alignment for philanthropic boards. Alejandre will ask the executive committee for more clarification on the budget available so the group can start making plans.

IV. Vice Chair nominations

Caroline Johansson (SFSU) has agreed to serve as Vice Chair for the Philanthropy Committee for the 2021 year.

V. Other

Discussion regarding miscellaneous topics that members of Philanthropic foundations are interested in - use and dissemination of board surveys and board meeting management software demo. Members will be asked at the annual meeting for other discussion items.



CSURMA AORMA UPDATE FOR THE AOA EXECUTIVE COMMITTEE MEETING APRIL 2021

The AORMA Committee has not met since the last AOA Executive Committee update was provided in January 2021.

FY 21/22 AORMA Coverage Programs:

1. *AORMA Liability Program Costs*: The contributions within the January 2021 budgeting letter are final and will not change (unless a member provided Alliant with updated exposure information). Overall, the program costs for FY 21/22 increased by only 2% as compared to the current year, FY 20/21. In order to keep costs as low as possible, the AORMA Committee approved the following cost control measures:

- The AORMA Committee has always been fiscally conservative when calculating contributions and declaring dividends. This has proven to be exceptionally beneficial as AORMA was able to offset part of the increase to the FY 21/22 program funding by using a portion of the program's retained funds.
- As a rating basis, the current pandemic level payroll was used in the FY 21/22 rating as a way to lower contributions.
- The year-over-year member contribution increase was capped at +20%.
- Currently, AORMA shares the cost of the excess insurance policies with the Campuses. AORMA's percentage share of these costs has been lowered from 10% to between 5% to 7%.

Between FY 19/20 and FY 20/21, AORMA's reinsurance and excess insurance costs increased 239%. 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. The Program Administrator is currently working on renewing the reinsurance and excess insurance. CSURMA's excess liability program has seen claims activity for both the AORMA and Campus programs. Ironshore withdrew as lead underwriter and was replaced by Argonaut at July 1, 2020. Argonaut has announced they are non-renewing all California policies at July 1, 2021. AORMA's lead underwriter for the primary \$4.5 million excess of \$500,000, Markel, has also withdrawn from the California market and will non-renew at July 1, 2021. The Program Administrator expects that the excess liability tower will have to be substantially rebuilt again this year and that coverage terms will be further restricted. As a result, it is anticipated that costs will continue to rise for the next few years.

2. *AORMA Unemployment Insurance Program Costs*: All program members have received the updated UIP Fund Balance Report at December 31, 2020 as well as their updated program costs. These costs will be revised again once the unemployment insurance claims are received for the

quarter ending 3/31/21. As shown in Table 1, the UI claims increased dramatically within both FY 19/20 and FY 20/21.

Fortunately, the UI claims for the quarter ending December 31, 2020 decreased by more than 50%. (See Table 2 below.) The UI claims for the quarter ending March 31, 2021 have been estimated to be similar to the December 31, 2020 claims. However, a new federal relief package was approved which extends UI benefits until the end of August 2021. This may increase claims, but this relief package will provide reimbursement of 75% of UI claims rather than the current 50%.

Table 1

Historical UI Claims	
Fiscal Year	Total
FY 15/16	\$1,005,681
FY 16/17	\$1,130,305
FY 17/18	\$1,213,648
FY 18/19	\$1,092,274
FY 19/20	\$4,207,378
FY 20/21	<i>Est.</i> \$10,455,153

Table 2

Historical UI Claims Per Quarter	
UI Claims Paid w/in the Quarter	Total
April 1, 2020 to June 30, 2020	\$3,307,523
July 1, 2020 to September 30, 2020	\$3,633,641
October 1, 2020 to December 31, 2020	\$1,756,994
January 1, 2021 to March 31, 2021	<i>Est.</i> \$1,756,994

The **final** FY 21/22 AORMA Unemployment Insurance Program member costs will be sent out in early June 2021.

3. AORMA Property Program Costs: The rates within the January 2021 budgeting letter are final. Although the rates will not change, a Member’s final property program costs may change if its total property values are updated between now and June 30, 2021. Property losses to both the AORMA and Campus programs have increased over the past three years. Between FY 19/20 and FY 20/21, the Property Program reinsurance and excess insurance premium increased by 30%. Property premiums are expected to continue to rise due to California’s “new normal” catastrophic wildfires and intensified winter storms, which effects the entire property insurance market.
4. AORMA Workers’ Compensation Program Costs: The rates within the January 2021 budgeting letter will not change; however, all program members will have a chance to change their estimated payroll for FY 21/22. The Program Administrator has already requested updated payroll from all members.
5. AORMA Crime Insurance Program Costs: The costs within the January 2021 budgeting letter are final and will not change. Overall, the program costs for FY 21/22 increased by 43% as compared to the current year, FY 20/21. The premium increase is due to multiple large claims reported in the past few years. Further, industrywide losses uncovered due to the Covid-19 disruption will likely result in additional increases in the future.



CSURMA AORMA Committee Election:

The AORMA Committee currently has one open seat. The following four AORMA Committee members are up for re-election for a new two-year term beginning July 1, 2021:

Bella Newberg

Associate Vice President, Business Development & Executive Director
California State University San Marcos Corporation

Cecilia Ortiz

Director
Donald P. and Katherine B. Loker University Student Union, Incorporated

Trina Knight

Human Resources Director
University Enterprises, Inc., CSU Sacramento

Bill Olmsted

Executive Director
University Union Operation of CSUS, Inc.