



**EXECUTIVE COMMITTEE  
MEETING AGENDA  
August 20, 2021 – 8:30 am – 2:00 pm**

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

**Virtual Zoom Connection:**

<https://zoom.us/j/95348011438?pwd=dndHcvtMeHpWVWd5OUU5eVRYZJKZz09>  
Passcode is 772386

---

- A. CALL TO ORDER and ANNOUNCEMENTS – *Monica Kauppinen*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 4/16/21 MEETING MINUTES **Action Item** (pgs. 3-23)
- D. OLD BUSINESS FOLLOW-UP (pg. 24)
  - 1. Status Report on Pending Items – *Richard Jackson*
    - a. Bylaws Task Force Report – *Kacie Flynn* (pgs. 25-26)
    - b. Proposed Amended Bylaws – *Kacie Flynn* (pgs. 27-39)
- E. PRESIDENT’S REPORT – *Monica Kauppinen*
  - 1. EC Leadership Update (Roster on pg. 40)
  - 2. Presentation on Auxiliaries to CSU Trustees in May
  - 3. AOA Officers Update
  - 4. EC Meeting Schedule: Add a Virtual EC meeting in June?
  - 5. Current Issues Affecting Auxiliaries (with CO Liaisons)
    - a. CSU Policy Changes Under Consideration
- F. SECRETARY-TREASURER’S REPORT – *Richard Jackson*
  - 1. Draft Financial Statements for FY Ending June 30, 2021 (pgs. 41-43)
  - 2. YTD AOA Financial Activity (pgs. 44)
    - a. Transactions Report: 4/1/21 – 8/13/21 (pgs. 45-47)
  - 3. 2023 Conference Site
- G. PRESIDENT-ELECT’S REPORT – *Martiz Ware*
  - 1. 2022 AOA Conference Report
  - 2. Ongoing Educational Programming for AOA Members Following Conference
    - a. Business Partner Presentations – *Lorlie Leetham* (*time certain*)
- H. MEMBER RESOURCES
  - 1. Executive Committee Report to the AOA Membership (pgs. 48-49) – *Richard Jackson*
  - 2. Website Content and Directory Management – *Dixie Johnson/Richard Jackson*

3. CA Legislative Summary Update (*from Robert Griffin*) – *Monica Kauppinen* (pgs. 50-55)
- I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)
    1. Proposed Richard Bromley 3-Year Contract – *Richard Jackson* **Action Item** (pgs. 56-57)
      - a. Bromley’s Annual Utilization Report
  - J. BUILDING RELATIONSHIPS AND PARTNERS
    1. CABO Liaison Report – *Jonathan Bowman* (pgs. 58-59)
    2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 60-61)
      - a. CABO Meeting Summaries (*e-mail attachments*)
    3. CSU Advancement Liaison Report – *Lori Redfearn* (pg. 62-69)
    4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 70)
  - K. REPORTS
    1. Long Range Planning Committee/Nominations Committee – *Kacie Flynn*
      - a. Nominations Committee Report (pgs. 71-72)
      - b. Long-Range and Strategic Planning Committee Report (pgs. 73-75)
      - c. AOA Scholarship and Awards
    2. Human Resources Committee – *John Doebler* (pg. 76)
    3. Research Administration Committee – *Jennifer Sneed* (pg. 77)
    4. AS/Student Union/Recreation Committee – *Iraida Venegas* (pg. 78-79)
    5. Commercial Services Committee – *Aaron Neilson* (pgs. 80-83)
    6. Business and Financial Services Committee – *Djeneba Ahouansou* (pgs. 84-90)
    7. Information Technology Committee – *Steve DeLuca* (pgs. 91-93)
    8. Philanthropy Committee -- *Monica Alejandre* (pgs. 94-95)
    9. Past Presidents Committee – *Michele Goetz* (pgs. 96-101)
    10. Risk Management Committee/AORMA Update – *Dwayne Brummett* (pgs. 102-104)
  - L. INFORMATION AND ANNOUNCEMENTS
  - M. ADJOURNMENT

**FUTURE MEETINGS**  
November 19, 2021 – Indian Wells  
January 8, 2022: 2 – 5 pm – Indian Wells

**SECRETARY-TREASURER:**  
 Richard Jackson  
 Auxiliary Organizations Association  
 P.O. Box 2177  
 Chico, CA 95927-2177  
  
 Phone: (530) 345-2009

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

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

**Draft Minutes of the Executive Committee**

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

**April 16, 2021**

<b><u>Officers &amp; Representatives</u></b>			<b><u>Present</u></b>
Monica Kauppinen	President	Sacramento	Yes
Kacie Flynn	Past President	Humboldt	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Martiz Ware	President-Elect	Long Beach	Yes
	Chair – Conference Planning Committee		
Richard Jackson	Secretary/Treasurer	AOA Headquarters	Yes
Sandra Gallardo	Elected Representative	Sacramento	Yes
Sharleen Krater	Elected Representative	Chico	Yes
Teresa Loren	Elected Representative	San Diego	Yes
Rasheedah Shakoor	Elected Representative	Dominguez Hills	Yes
Jonathan Navarro	Elected Representative	Northridge	Yes
Bella Newberg	Elected Representative	San Marcos	Yes
Todd Summer	Elected Representative	San Diego	Yes
TBD	Elected Representative	xLong Beach	N/R
<b><u>Designated Members</u></b>			
Iraida Venegas	Chair – AS/Student Union/Rec Committee	Long Beach	Yes
Aaron Neilson	Chair – Commercial Services Committee	Cal Poly Pomona	Yes
Djeneba Ahouansou	Chair – Bus. & Financial Services Comm.	Dominguez Hills	Yes
John Doeblor	Chair – Human Resources Committee	Northridge	Yes
Steve DeLuca	Chair – Information Technology	Northridge	Yes
Jennifer Sneed	Chair – Research Administration	San Diego	Yes
Monica Alejandre	Chair – Philanthropy	San Bernardino	Yes
Dwayne Brummett	Chair – Risk Mgmt. & Insurance Programs	Cal Poly SLO	Yes
Michele Goetz	Chair – Past Presidents Committee	San Diego	Yes
<b><u>Board Liaisons (Non-Voting)</u></b>			
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:** Dixie Johnson

Agenda Item	Follow-Up Action
<p><b><u>President’s Convening Information</u></b></p> <p>Kauppinen welcomed people to the first Executive Committee meeting of the 2021 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>Kauppinen 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><b>A. CALL TO ORDER AND OPENING REMARKS</b></p> <p>Kauppinen called the EC meeting to order at 11:00 am, and announced that it is being held virtually as authorized by Article IX, Section 4 of the AOA Bylaws. She requested members to sign-into the meeting using Zoom’s “Chat” feature, and subsequently reported that a quorum was present.</p>	
<p><b>B. APPROVAL OF AGENDA</b></p> <p><i>Action Taken: The meeting’s agenda was approved as presented (m/ Kacie Flynn, s/ Todd Summer).</i></p>	
<p><b>C. APPROVAL OF 11/20/20 MEETING MINUTES</b> (Agenda, pgs. 1-16)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Bella Newberg, s/ Teresa Loren).</i></p>	
<p><b>PUBLIC COMMENT PERIOD</b></p> <p>There was no public comment period at this meeting.</p> <p><b>D. OLD BUSINESS FOLLOW-UP</b> (Agenda, pg. 17)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from prior meetings. A contract was signed with the Dent Agency for ongoing management of the AOA Website management. A report on the Bylaws Focus Group and the planned Long Range Planning Committee meeting are on this meeting’s agenda.</p>	

## **E. PRESIDENT'S REPORT**

### **1. AOA Orientation**

Primarily for the benefit of the new EC members, Kauppinen briefly discussed the mission of AOA and its primary activities and services, the roles and responsibilities of the governing body members, and the AOA website. She referred to the 2021 Orientation Handbook for New EC Members and the CSU Auxiliaries 101 PowerPoint newly revised by Kacie Flynn.

### **2. EC Member Appointments and Revised AOA Leadership**

#### **Roster** (Agenda, pg. 18)

Kauppinen reported that she appointed Sandra Gallardo with the AS at Sacramento to fill the two-year term vacated by the resignation of Jimmy Francis. She is still working on the appointment to the one-year term vacated when Martiz Ware became President-Elect.

### **3. AOA Officers Update and Plan for the Year**

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

### **4. Current Issues Affecting Auxiliaries (with CO Liaisons)**

#### **The HSU Union and ASI Situation**

When the HSU President exercised his right to terminate the Student Union's Operating Agreement for non-compliance, the AS/SU/RE group raised concerns about the President's actions and whether due-process was followed in dealing with a separate auxiliary operation, and wanted AOA to play an advocate role on behalf of the auxiliary. Kauppinen's conveyed the Officers' view that it was not AOA's role to intervene in campus politics, but rather to determine the facts of a situation and offer support and resource assistance as needed.

Carrie Rieth reported that the Chancellor's Office has been involved to ensure that the rights of the auxiliary are observed, despite the circulating misinformation on this issue. For example, the university has not in fact dissolved the auxiliary – it does not have that authority without the involvement of the separate auxiliary in determining its future role. Neither has the university taken the assets of the corporation – those are controlled by the Board, and there is a Title 5 process to be followed if an auxiliary is to be dissolved. That said, a better course of communications between the campus President and the auxiliary could have helped this from turning into a confusing and inflammatory issue. This situation illustrated the importance of an AOA program to on-board

<p>new campus leaders (some from outside the system) to the special role of the auxiliaries in the CSU, and what role the President has in auxiliary oversight.</p>	
<p>Given the separate corporate status of auxiliaries and the value their flexibility provides to the university, it was suggested that there are opportunities to improve clarity in the Operating Agreement (OA) template provided by the CO, and some modifications may help in situations like this to avoid confusion and conflict. Parts of the OA template agreement seem one-sided. Rieth responded that the CO would be willing to consider changes and clarifications, but there is no flexibility regarding the Title 5 requirements. Kauppinen suggested a working group consider possible clarification modifications (not changing the intent of Title 5), which would be sent to the Officers group and potentially discussed with the CO.</p> <p>Kauppinen and Rieth also mentioned that a review of the Auxiliary Organizations Compliance Guide (last revised in 2017) is a couple years overdue. A draft revision is being finalized for review, and AOA will have the opportunity to review and comment.</p>	<p><b>Kauppinen:</b> Establish a working group to propose clarifying changes to the CO's Operating Agreement template.</p> <p><b>Kauppinen &amp; Rieth:</b> Arrange for an auxiliary review process of proposed changes to the Compliance Guide.</p>
<p><u>IT Centralization Memo</u></p> <p>EVC Steve Relyea sent a memo to campus presidents requesting they consider consolidation as a means of not duplicating IT services and staff on campus and thus control costs. Auxiliaries were not copied on the message. After talking with Steve, Robyn Pennington relayed to the Officers that, while presidents have ultimate authority over how to organize the campus (including IT), the memo was not intended as a mandate but to provide guidance by listing the potential benefits of consolidation for consideration. Each campus is different, and presidents needs to consider their different needs and cultures. Michael Berman, CSU's Chief Information Officer is available to have a clarifying discussion with AOA folks, or attend an EC meeting. And it is important that auxiliaries work with their campus CIOs.</p>	
<p><b>F. <u>SECRETARY-TREASURER'S REPORT</u></b> (Agenda, pgs. 19-21)</p> <p><b><u>AOA Financial Report</u></b></p> <p>For the benefit of new EC members, Jackson provided a brief overview of AOA's financial structure and financial standing, citing the three major revenue sources (Dues, Conference registrations, and Business Partner sponsorships) which fund AOA's general operations (Business Manager, Compliance Consultant, Legal Services, EC and Standing Committee meeting and program costs, website, etc.). The Conference income pays for the five Service Providers who put on the event, the hotel meals, complimentary room costs, content delivery platforms and tech support, CPC meeting and travel, speakers, graphics and marketing, etc.).</p>	

The excess of income over expenses creates the annual net income, which falls to AOA's Total Net Assets. The projected net income at 6/30/21 is estimated at \$118,560 (due to cost savings on travel and meeting costs, postponed programs due to the pandemic, and larger than expected revenue on January's virtual conference). The accumulated Total Net Assets at 6/30/21 are projected to be \$743,966. \$312,111 of this amount is designated for AOA reserves, and \$431,855 are Unallocated Net Assets available for spending on resources and projects in support of the AOA membership.

**Proposed Budget for FY 2021-22**

Jackson presented the budget for the coming fiscal year, noting that the usual inflationary increase in Dues was put on hold this year, as was the usual 3% increase in the Business Manager's contract. The budget anticipates the usual schedule of in-person meetings and travel/meeting costs, creates a \$25K line-of-credit for Standing Committee meetings, presenters and resources (encouraging them to "think big" on their support for the members), adds the new annual contract with the Dent Agency for management of the AOA website, and funds Dixie Johnson's work as Website Content Manager and for keeping the AOA Directory up to date. Net income is projected at \$29,292.

Regarding the Conference budget, the projections for Business Partner sponsorships and Conference Registrations are conservative, since we don't know what to expect with respect to safety measures and auxiliary/CSU travel budgets. In addition to Service Provider costs and hotel meal/comp room expenses, we have provided a conservative amount for technical platform support – again, not knowing what to expect. Worse case scenario, we may expect a \$83K loss.

Even with the worst cast scenario of a \$54,548 loss for the combined General Operations and Conference budgets, we need to consider that we expect a large net income for FY 20-21 and we come out ahead on a two-year perspective. Plus, AOA has a large overall fund balance cushion against uncertainty to draw on as needed to support our ongoing programs.

*Action Taken: The FY 21-22 budget was approved as presented (m/ Todd Summer, s/ Teresa Loren).*

**2020-21 Year-to-Date Transactions**

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

### **3. Report on Officers Group Acceptance of the Audit of AOA Financial Statements for FY 19-20, and Approval to Submit AOA Tax Returns**

For the record, Jackson reported on the Officers approval, on behalf of the EC, of the annual Audit and Tax Returns prepared by AOA's audit firm – both of which were emailed in advance to the EC members for review and comment.

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

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

Conference Chair Martiz Ware expressed hope that we will be able to hold our Conference (again) at the beautiful Hyatt Indian Wells hotel – but are also prepared to hold a virtual conference if necessary. The conference theme is “Better Together,” which both expresses the hope that we can network in-person but, even if it's virtual, the emphasis is on how we can support and learn from each other.

Ware wants to go to another level with our conference sessions, and to that end has included the Committee Chairs in the planning process – which will both provide an additional professional development opportunity for a future AOA leadership role, and also elevate the professional manpower involved in designing keynotes and concurrent sessions that have a “wow!” impact.

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

##### **2. Revised Conference Presenters Policy** (Agenda, pgs. 27-28)

Jackson presented the CPC's recommended policy change for adoption, which is intended to contain the large number of costly complimentary registrations at the conference. 1) Concurrent Session presenters who only are only presenting at one session (and not otherwise participating in the conference or meals) will be entitled to a complimentary registration. Other presenters will need to register and pay for the days of attendance. 2) Presenters who are identified as current or potential business partners will need to commit to a business sponsor sponsorship. 3) Normally the conference will not cover travel expenses for concurrent session presenters, unless the CPC grants an exception, or a Standing Committee covered the cost from their AOA approved budget.



*Action Taken: The revised Conference Presenters Policy was approved as presented (m/ Monica Alejandre, s/ John Doebler).*

## **H. MEMBER RESOURCES**

**1. EC Report to the AOA Membership** (Agenda, pgs. 29-31)  
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. Website Content and Directory Management** (Agenda, pgs. 32-38)

Dixie Johnson, Website Content Manager, reported that her annual update to the AOA Directory is almost completed, as are updated versions of the AOA listservs for auxiliary Executive Directors, CFOs, HR Directors, and Directory Administrators. In her written report is a listing of the Website content, both that publicly available and that only available to registered members. She is actively working with individual Committee Chairs to assist their members in registering on the website and their respective Groups so they can use the Group Communications tool and post documents to their site (instead of using an outside manually created listserv, which doesn't capture everyone who has recently signed up for the Committee). The report gives an update on the number of Committee members who have registered on the Website.

**3. CA Legislative Summary Update** (Agenda, pgs. 39-43)

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

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

**1. Richard Jackson's Service Provider Contract for 2021-22**  
(Agenda pgs. 44-52)

Jackson was sent to a breakout room while Kauppinen presented his contract for renewal, which is the same as the prior year (with no increase in compensation, as with the other Service Providers for this pandemic year).

*Action Taken: Jackson's 21-22 Service Contract was approved as presented (m/ Djeneba Ahouansou, s/ Jennifer Sneed).*

**2. Robert Griffin’s Service Provider Contract for 2021-22**

(Agenda pgs. 53-58)

Jackson presented the Scope of Work included in Griffin’s proposed agreement, which pays him on an hourly basis for work performed, and includes:

- Keeping the EC and the member-organizations apprised of current major compliance and legislative issues and policy developments;
- Providing a free initial consultation with AOA leadership or with member organizations on governance, compliance and business management practices. Requested work beyond the first hour of consulting will be billed at his hourly rate of \$150;
- Undertaking Special Project Services, such as professional analyses and monographs of subjects relating to oversight, governance, corporate and policy compliance and business management issues.

*Action Taken: Griffin’s 21-22 Service Contract was approved as presented (m/ Dwayne Brummett, s/ Aaron Neilson).*

**3. 2021 AOA Policy & Practices Manual**

Jackson reported that the updated Manual (incorporating the approved policy and Committee guideline changes approved last year) was emailed to the EC and is on the website. In addition, existing documents were edited for clarity and consistency in terminology.

**J. BUILDING RELATIONSHIPS AND PARTNERS**

**1. CABO Liaison Report** (Agenda, pgs. 59-60)

Jonathan Bowman presented the following report:

1. 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 the best stakeholder group to move this forward (i.e. Title IX isn't always in Administration and Finance).

2. 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

Next steps for the process:

- Define allocation methodology of benefits to campuses
- Define partnership activation and management structure

3. 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

4. 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

5. Federal Aid Funds (as presented by Mary Ek on 2/12/21)

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

**2. CSU Business & Finance Liaison Report** (Agenda, pgs. 61-62)

Robyn Pennington provided a written report on the agenda items of various Committees of the Board of Trustees at its January and March meetings. Full agendas and item write-ups can be found at: [www.calstate.edu/bot](http://www.calstate.edu/bot). In addition, she provided the following update on policies and guidance recently issued:

**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](http://calstate.edu))

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

## **Budget - Federal Funding**

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

## **Chancellor's Remarks at Auxiliary Organizations Association Annual Conference**

*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. Updates are expected about the lifting of restrictions, depending on guidelines. System-wide meetings will be on a case-by-case basis, and we can probably expect virtual meetings to replace some in-person meetings, so stay tuned.

## **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:subscribe-csupolicylibrary@lists.calstate.edu) to be added to the listserv.

## **CABO**

*Recent and Upcoming CABO Meeting Dates:*

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

**3. CSU Advancement Liaison Report** (Agenda, pgs. 63-64)

Lori Redfearn provided the following Advancement update:

**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.

### **Chancellor's Office Policies**

Alterations to the Naming Policy are on hold. Also, a working group has been established to expand the policy on exterior art work to include all artwork.

#### **4. CSU General Counsel Liaison Report** (Agenda, pg. 65)

Carrie Rieth made the following report:

##### **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.

## **H. REPORTS**

### **1. Long-Range Planning Committee/Nominations Committee**

(Agenda, pgs. 66-67)

Chair Kacie Flynn reported that the Bylaws Task Force needs time to do some additional work before bringing recommendations to the EC for discussion at the next meeting. She requested that the item be carried forward to the next agenda.

### **2. Human Resources Committee** (Agenda, pgs. 68-69)

Chair John Doebler reported 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.

At our February 2021 meeting, in addition to topics that were asked of Richard Bromley, 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.

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.

**3. Research Administration Committee** (Agenda, pgs. 70-76)

Chair Jennifer Sneed reported that due to the move to working remotely in Spring 2020, RAC temporarily moved to a different meeting format for our normally scheduled Spring Meeting. 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. 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 October Meeting Notes are provided in the agenda packet with additional details.

The priority topics for the RAC Committee for our Spring meeting in early May, 2021 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 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.

**4. AS/Student Union/Recreation Committee** (Agenda, pg. 77)

Chair Iraida Venegas reported 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; about reopening plans leading into fall 2021; around some of the issues SJSU University Union is facing with the campus, along with brief updates from each campus regarding ongoing issues and concerns.

An AS/SU/RE meeting is scheduled for April 30, 2021 from 9 a.m. 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. We are 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 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 next revision process can be done in consultation 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. And a conversation regarding Viewpoint Neutrality (VPN) and the 32 minute video.

**5. Commercial Services Committee** (Agenda, pg. 78)

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

- Membership Survey (April/May 2021) regarding:
  - Potential development of subcommittees to address the individual concerns of various groups (real estate, housing, food, etc.)
  - Website/Listserve
  - Templates/Document repository
  - Identify what individuals look to AOA Commercial Service to provide
  - What should we do more of, less of, and what we should stop doing altogether
- AOA website CS discussions
  - Receiving requests for a more robust AOA Website UI for Discussion groups
    - Segmented by area (i.e., food service, bookstore, real estate, etc.)
  - Discussions surrounding the challenges of representing the diversity of operations under the umbrella of “Commercial Services”
- Center of Excellence 23C Food Service RFP
  - A State and Auxiliary Procurement leverage effort: Activity surrounding a larger multi-campus foodservice

agreement is being developed. A handful of 3-4 campuses and auxiliaries are looking to use the RFP for and effective date January 2022 implementation.

- RFP will be an “Opt-In” and strictly voluntary for those who wish to avoid the expensive RFP process.
- Head of the project is Tawny Fleming (Procurement) from Humboldt with support from Arun Casuba and Superlative Group consulting from the CO’s office.
- Auxiliaries assisting in the development of the RFP document include those at Long Beach, SF State, Dominguez Hills, Bakersfield, Sonoma State, Fullerton, San Bernardino, Monterey Bay, Cal Poly SLO, and San Marcos.

**6. Business and Financial Services Committee** (Agenda, pgs 79-80)  
Chair Djeneba Ahouansou reported on the Committee’s conference calls:

March 11, 2021 –Steering Committee

The meeting focused on recapping the annual conference, plans for future meetings, and a board outline of projects and goals for the 2021 year. In order to establish a stronger connection between auxiliary professionals, the committee will work on a directory for all financial services professionals with a mailing list for foster communications. We discussed ways to improve networking among members during the virtual work environment.

Future planned meetings are for:

April 22, 2021 – Steering Committee

May 2021 – Members call

June 2021 – Steering Committee

In April, we will discuss the feasibility of a virtual mini-conference in October. In addition to Steering Committee calls, informal zoom calls amongst committee members who work at ASIs and Unions have occurred to share information and campus updates.

**7. Information Technology Committee** (Agenda, pgs. 81-82)

Chair Steve DeLuca made the following report:

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

### Campus-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

#### **8. Philanthropy Committee** Agenda, pgs. 83-84)

Chair Monica Alejandre reported the Philanthropy Committee will host its 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. 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. Johansson indicated that SFSU has a committee on directors and recently appointed two women of color to their board.

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.

AOA has offered a “line of credit” 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.

#### **9. Past Presidents Committee**

Chair Michele Goetz noted that once former AOA Presidents leave the EC, there is no avenue to stay engaged. The Past Presidents Committee was created so that the expertise of these leaders can continue to be accessed in an advisory or resource capacity when requested. Looking to next year, the group can be help by Providing guidance on how auxiliaries can reach out and educate new CSU leadership, including campus presidents, CFOs, VPs of Research, etc. This could take the form of:

- Creation of Tool Kits providing the kind of information new CO or campus leaders need to know about auxiliaries and the role of AOA.

- Put on a periodic Leadership Academy to develop a pipeline of people for future AOA leadership positions.

The Committee will meet this summer and provide a report at the August meeting.

**10. Risk Management Committee/AORMA Update** (Agenda, pgs. 85-87)

Chair Dwayne Brummett's referred to the report included in the agenda packet.

Overall, *AORMA Liability Program* costs for FY 21/22 increased by only 2% as compared to the current year, FY 20/21.

Between FY 19/20 and FY 20/21, AORMA's reinsurance and excess insurance costs have increased dramatically due to the effects of catastrophic jury verdicts, settlements, police misconduct and sexual abuse claims.

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%. 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%.

**L. INFORMATION/ANNOUNCEMENTS**

**M. ADJOURNMENT**

By acclamation, the Executive Committee was adjourned at 1:43 pm.

Respectfully Submitted,

---

Secretary/Treasurer

**MEMORANDUM**

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

**Date:** August 13, 2021

**From:** Richard Jackson  
 Secretary/Treasurer

**File:**

**Subject:** Follow-Up Assignments from the April 16, 2021  
Executive Committee Meeting      **cc:**

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

Action	Responsible Individual	Notes on Status
Meeting of Focus Group to consider Bylaws issue of Standing Committee representation on EC, and other proposed Bylaws revisions.	Kacie Flynn	Task Group's report is on August meeting 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.	Kacie Flynn, Chair of Long Range Planning Committee	Report on LRP is on August meeting agenda.
Establish a working group to propose clarifying changes to the CO's Operating Agreement template.	Monica Kauppinen	Pending
Arrange for an auxiliary review process of proposed changes to the Compliance Guide.	Monica Kauppinen, Carrie Rieth	Pending
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.



## 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  
AOA Past-President  
April 16, 2021

# **Overview of Recommended AOA Bylaws Amendments**

Presented 8/20/2021

Amendments based on recommendations from the AOA Bylaws Task Force:

## **ARTICLE IV Governance**

- Removes the word ‘assigned’ to clarify Executive Committee elected office-holders must be “...employees, classified as direct or reimbursed” (Section 7).

## **ARTICLE VI Standards of Conduct**

- Addresses the situation where an Executive Committee office-holder has a change in auxiliary role that impacts their eligibility to serve, and gives the determination to the Executive Committee based upon Officers Group recommendation (new Section 3).

Amendments proposed by Robert Griffin to address other items of discussion from the prior year:

## **ARTICLE III Membership**

- Adds clarifying language addressing the question whether CSSA is eligible for AOA membership. This is addressed by expanding the member-organization qualification requirements (Section 1), and adding a more robust membership suspension and termination provision (Section 3).

## **ARTICLE VIII Nominations and Elections**

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

## **ARTICLE XI Bylaws Adoption and Amendment**

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

Other minor changes were made throughout the document to make consistent use of terminology, delete repetition of provisions already covered elsewhere, or make grammatical improvements.

**RECOMMENDED DRAFT**

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

**ARTICLE I  
Name**

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

**ARTICLE II  
Nature and Purposes**

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

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

**ARTICLE III  
Membership**

Section 1. Membership in the corporation shall be open to any auxiliary organization as defined by California Education Code Section 89901 and operating in good standing within the California State University, chartered as a California nonprofit public benefit corporation with federal and state tax-exempt status, and performing an authorized function. Member-organizations shall be current with member dues and be participants in the Auxiliary Organizations Risk Management Alliance (AORMA).

Deleted: .

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

Section 3. Each member-organization shall have one vote on each matter submitted to a vote of the membership in accordance with the Articles of Incorporation, these Bylaws, and as required by law. Notwithstanding the foregoing, any member-organization found to be ineligible for membership, annual dues delinquent, or withdrawn from AORMA, shall be suspended until the circumstances are remedied to the satisfaction of the Executive Committee. Such action to suspend or terminate a member-organization shall be in accordance with the procedures established by the Executive Committee consistent with Section 5341 of the California Corporations Code.

Deleted: that has not paid its annual dues as set forth herein shall have their right to vote suspended until their annual dues are paid and current as determined by the Executive Committee in consultation with the corporation's Treasurer.

Section 4. The corporation's dues for member-organizations shall be established by the

**RECOMMENDED DRAFT**

Executive Committee pursuant to this section. The Executive Committee shall have the power to establish the amount of the annual dues and may increase the dues a maximum of ten (10) percent per calendar year for the next calendar year as may be necessary to sustain the financial stability of the corporation and to maintain the level of service to its members. Member-organizations shall be notified of any dues increase by January 31 of the fiscal year prior to the one in which the increase is effective. The member-organizations shall be invoiced each calendar year on or by April 1<sup>st</sup> for their annual dues. The dues shall be payable within thirty (30) days of being invoiced.

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

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

**ARTICLE IV  
Governance**

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

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

Section 2. Executive Committee office-holders include the officers, representatives, and Standing Committee chairs. Subject to Article V, Section 5 and 6, the nominated officers shall each stand for election at the corporation's membership meeting held at the annual conference. Nominated representatives shall stand for election at the membership meeting and shall serve staggered two-year terms. Standing Committee chairs are selected and serve in accordance with the respective Standing Committee operating

**RECOMMENDED DRAFT**

guidelines approved by the Executive Committee. Elected officers and representatives assume office upon the conclusion of the annual conference and their terms continue throughout the subsequent annual conference or until otherwise succeeded.

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

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

Section 4. The Executive Committee representatives shall number not less than six and no more than ten. To the extent practical, Executive Committee representatives shall be reflective of corporation's constituent interests.

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

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

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

Deleted: ,  
Deleted: , assigned

Section 8. Each Executive Committee representative, standing committee chair, and elected officer shall have one vote on each matter presented to the Executive Committee for action. No Executive Committee voting shall be by proxy.

Section 9. Any action required or permitted to be taken by the Executive Committee may be taken without a meeting by unanimous Executive Committee consent in writing to the action. For the purposes of this section only, "unanimous Executive Committee consent" shall not include any "interested director" as defined in Section 5233 of the California Corporations Code. Such written consent shall have the same force and effect as a unanimous vote of the Executive Committee taken at a meeting. Such written consent or consents shall be filed with the minutes of the proceedings of the Executive Committee. Written consent may be transmitted by first-class mail, messenger, courier, facsimile, e-mail or any other reasonable method satisfactory to the President.

**RECOMMENDED DRAFT**

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

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

**ARTICLE V  
Officers**

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

Section 2. The President serves on the Executive Committee and shall have the power to call and preside at the annual conference and meetings of the membership, meetings of the Executive Committee, and special meetings of the corporation, including the Officers Group. The President or a designee shall have the authority to establish ad hoc committees and appoint committee members and chairpersons thereto.

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

Section 3. The President-Elect shall serve on the Executive Committee, assist the

**RECOMMENDED DRAFT**

President, preside and act in the absence of the President, oversee planning for the annual conference, and succeed to the office of President upon election.

Section 4. The Immediate Past President shall serve on the Executive Committee, chair the Long Range Planning Committee and the Nominations Committee, and perform other duties as requested.

Section 5. The Secretary shall be responsible for Executive Committee and member business meeting minutes, retention of the corporation's records, administration of elections, and the signing of any corporate documents requiring corporate attestation. The Secretary, if a member-organization employee, shall serve on the Executive Committee. If the Secretary is not a member-organization employee, this officer position shall be appointed by the Executive Committee at the Spring meeting.

Section 6. The Treasurer shall be responsible for dues collection and other income receipts, the payment of bills and other forms of indebtedness, the preparation of appropriate tax reports, quarterly reports of all income and expenses, and the preparation of an annual report of income and expenses and a statement of financial condition for each fiscal year ending June 30 for presentation to the corporation's membership at its annual business meeting. The Treasurer, if a member-organization employee, shall serve on the Executive Committee. If the Treasurer is not a member-organization employee, this officer position shall be appointed by the Executive Committee at the Spring meeting.

Deleted: meeting .

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

**ARTICLE VI  
Standards of Conduct**

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

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

Section 3. An elected Executive Committee office-holder shall disclose to the



**RECOMMENDED DRAFT**

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

**ARTICLE VII  
Annual Conference and Meetings**

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

Section 2. The President may call special meetings upon reasonable notice.

Section 3. At the membership meeting conducted at the annual conference, the business, reports, and elections shall be conducted by the corporation's member-organizations present. Each member auxiliary organization is entitled to one vote on all business.

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

Except as otherwise required by law, the Articles, or these Bylaws, the member-organizations present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, even if enough member-organizations have withdrawn to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the membership required to constitute a quorum.

Section 5. Subject to the California Nonprofit Public Benefit Corporation Law, member-organizations in good standing on the day of a membership meeting shall be entitled to vote at such meeting. Voting shall be by a reasonable written procedure adopted by the Executive Committee. Proxy voting shall not be permitted.

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

**ARTICLE VIII  
Nominations and Elections**

Section 1. Except as provided in Section 3 of this Article, the election held at the

Deleted: T

**RECOMMENDED DRAFT**

annual membership meeting to succeed representative and elected officer terms expiring shall be by a vote of the member-organizations present. Nominations shall be submitted by the Executive Committee to the membership well in advance of the election.

Deleted: membership meeting

Section 2. The Executive Committee may formulate procedures that allow a reasonable opportunity for a nominee to communicate to the membership the nominee's qualifications and the reasons for the nominee's candidacy.

Section 3. The Executive Committee may, through written procedures consistent with Corporations Code Section 5513, authorize the election of representatives and officers by electronic transmission.

**ARTICLE IX  
Conduct of Meetings**

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

Section 2. All meetings of the corporation shall be open to member-organizations of the corporation and guests of the member-organizations. The Executive Committee may adopt public reporting and transparency policies and practices consistent with the intent of these Bylaws.

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

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

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

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

Section 5. A majority of the Executive Committee (comprised of a combination of representatives, elected officers, and standing committee chairs) then in office shall

**RECOMMENDED DRAFT**

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

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

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

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

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

**ARTICLE X  
General Provisions**

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

Section 2. The corporation shall keep at its principal office for the transaction of

**RECOMMENDED DRAFT**

business the original copy of its Bylaws, as amended or otherwise altered to date and certified by the Secretary of the corporation, which shall be open to inspection by Executive Committee office-holders and member-organizations at all reasonable times during office hours. Executive Committee office-holders and member-organizations shall have the absolute right, at any reasonable time, to inspect all books, records, documents, of all and every kind and description, and the physical properties of the corporation.

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

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

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

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

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

Section 8. The corporation shall keep the following:

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

**RECOMMENDED DRAFT**

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

**ARTICLE XI  
Bylaws Adoption and Amendment**

Bylaws for this corporation may be adopted or amended by a majority vote of the membership at the membership meeting, at a special meeting, or by teleconference, electronic transmission, or by mail poll.

The above amended and expanded Bylaws were approved by a majority of the corporation membership at their meeting on \_\_\_\_\_

Deleted: January 14, 2020

\_\_\_\_\_  
Richard Jackson  
Secretary/Treasurer

DRAFT

## RECOMMENDED DRAFT

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

### HISTORY OF AMENDMENTS:

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

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

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

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

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

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

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

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

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

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

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

**RECOMMENDED DRAFT**

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

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

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

January 14, 2020 – Increased the advance notice to the membership of a dues increase. Prohibited officers from receiving compensation for performing official duties. Distinguished Secretary/Treasurer official responsibilities from Business Manager duties. Authorized the Executive Committee to adopt reasonable voting procedures for the annual meeting of the membership, deleting the provision for nominations from the floor and the written ballot requirement. Supplied consistent terminology for auxiliary organization members (i.e., “member-organizations” or “membership”), and more clearly defined the Executive Committee as consisting of elected officers, elected representatives, and standing committee chairs elected by their respective committees. Made other minor revisions and clarifications.



## 2021 AOA EXECUTIVE COMMITTEE ROSTER

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

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

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

Richard Jackson	Secretary/Treasurer	AOA Executive Office
-----------------	---------------------	----------------------

### **ELECTED REPRESENTATIVES** <sup>3</sup>

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

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

Iraida Venegas	AS/Student Union/Rec	Associated Students, CSU Long Beach
Aaron Neilson	Commercial Services	Foundation, Cal Poly Pomona
Djeneba Ahouansou	Business & Financial Services	Associated Students, CSU Dominguez Hills
John Doeblor	Human Resources	Associated Students, CSU Northridge
Steve DeLuca	Information Technology	Associated Students, CSU Northridge
Kacie Flynn	Long Range Planning	SP Foundation, Humboldt State University
	Nominations	
Jennifer Sneed	Research Administration	Research Foundation, San Diego State
Monica Alejandre	Philanthropy Committee	Associate VP for Operations, CSU San Bernardino
Dwayne Brummett <sup>1/20-6/22</sup>	Risk Management &	Associated Students, Cal Poly SLO
	Insurance Programs	
Michele Goetz	Past Presidents	Research Foundation, San Diego State

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

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

\*\*\*\*\*

- 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 7/28/21)

	2020-21 Year-End	Prior Year Year-End
<b>ASSETS</b>		
<b>1</b> Current Assets		
<b>2</b> Checking/Savings		
<b>3</b> 10000 — Checking Account	390,233	245,750
<b>4</b> 10300 — Money Market Account	482	482
<b>5</b> Total Checking/Money Market	390,715	246,232
<b>6</b> Accounts Receivable		
<b>7</b> 11000 — AOA Dues Receivable	46,677	93,187
<b>8</b> 11200 — Conference Reg. Fee Receivable		
<b>9</b> 11500 — COGR Reimbursement by CO		
<b>10</b> 11800 — Allowance for Bad Debt	(3,000)	(3,000)
<b>11</b> 11900 — Other Receivable (Conference reimbursement)	2,784	2,784
<b>12</b> 12200 — S-T Deposit with Hotels/Vendors		
<b>13</b> Total Accounts Receivable	46,461	92,971
<b>14</b> Other Current Assets		
<b>15</b> 1499 — *Undeposited Funds		\$5,651
<b>16</b> Total Other Current Assets		
<b>17</b> Total Current Assets	437,176	344,854
<b>18</b> Fixed Assets		
<b>19</b> 14000 — Web Developmt Depreciable Asset	59,790	59,790
<b>20</b> 15000 — Accumulated Depreciation	(49,825)	(29,895)
<b>21</b> Total Fixed Assets	9,965	29,895
<b>22</b> Other Assets		
<b>23</b> 12921 — Other Prepaid Expense	3,000	3,000
<b>24</b> 12920 — Advance to Robert Griffin		
<b>25</b> 16000 — Vanguard Long-Term Investmts	375,964	303,218
<b>26</b> 16200 — Vanguard Short -Term Investmts	51,980	51,819
<b>27</b> 16500 — L-T Deposit with Hotels/Vendors (Hyatt Palm Spgs, Loews C	15,000	15,000
<b>28</b>		
<b>29</b> Total Other Assets	445,944	373,037
<b>30</b> <b>TOTAL ASSETS</b>	<b>893,085</b>	<b>747,786</b>
<b>31</b>		
<b>32</b> <b>LIABILITIES &amp; NET ASSETS</b>		
<b>33</b> Liabilities		
<b>34</b> Current Liabilities		
<b>35</b> Accounts Payable		
<b>36</b> 20000 — Richard Bromley Account Payable		
<b>37</b> Total Accounts Payable		
<b>38</b> Other Current Liabilities		
<b>39</b> 22000 — AOA Dues Deferred Income	123,468	119,763
<b>40</b> 22100 — Conference Deferred Income ( Registration)		
<b>41</b> 23000 — Erroneous SSA Deposits to Bank Account	4,238	4,238
<b>42</b> Total Other Current Liabilities	127,706	124,001
<b>43</b> Total Current Liabilities	127,706	124,001
<b>44</b> Total Liabilities	127,706	124,001
<b>45</b> Net Assets		
<b>46</b> 35000 — Fund Balance	623,786	545,109
<b>47</b> Net Income	141,593	78,677
<b>48</b> Total Net Assets	765,379	623,785
<b>49</b> <b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>893,085</b>	<b>747,786</b>

**Auxiliary Organizations Association**

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

Fiscal Year 2020-21  
(As of 7/28/21)

		<b>General Operations</b>		
		2020-2021		2021-2022
		Revised Budget	YE 6/30/21	Adopted Budget
1	<b>Income</b>			
2	40000 — AOA Dues	\$200,000	\$243,230	\$246,936
3	42000 — Standing Committee Income			
4	43000 — Scholarship Donations			
5	44000 — AORMA Dividend	\$444	\$444	\$555
6	45000 — Interest Income			
7	46000 — Dividend Income	\$10,000	\$12,183	\$10,000
8	47000 — Realized Gain on Investments	\$3,000	\$11,800	\$5,000
9	48000 — Unrealized Gain on Investments	\$5,000	\$48,924	\$10,000
10	45000 — Extraordinary Income		\$192	\$200
11	<b>Total Income</b>	<b>\$218,444</b>	<b>\$316,772</b>	<b>\$272,691</b>
12				
13	<b>Expense</b>			
14	70000 — Contracted Service – Business Manager	\$44,276	\$44,276	\$44,276
15	70500 — Sec/Treas Travel & AOA Office Expense	\$2,500	\$2,230	\$4,000
16	Compliance Consultant Analyses/Monographs	\$9,500	\$9,300	\$11,000
17	71500 — Legislative Liaison Travel Exp			
18	72000 — AOA Legal Counsel (requested services)		\$110	
19	73000 — Retainer- HR Legal Counsel	\$27,000	\$27,000	\$27,000
20	73500 — AOA HR Legal Counsel Expenses	\$4,000	\$3,295	\$5,000
21	74000 — Advocacy/Liaison Expenses			
22	75000 — Audit/Tax Prep Expenses	\$15,800	\$15,800	\$16,200
23	75300 — Insurance Expense	\$3,863	\$3,679	\$4,709
24	75500 — COGR Dues Expense	\$5,250	\$5,250	\$5,250
25	76000 — Executive Committee Travel Exp		\$428	\$11,000
26	76500 — Executive Committee Meeting Exp		\$1,900	\$14,000
27	AOA Leadership Academy			\$12,000
28	77000 — AS/SU Committee Expenses			
29	77100 — Financial Services Com Expenses			
30	77200 — HR Committee Expenses			
31	AOA Biennial Salary Survey		\$4,200	
32	77300 — IT Committee Expenses		\$1,199	
33	77400 — Research Admin Com Expenses		\$231	
34	77600 — Commercial Services Committee Expenses			
35	77900 — Philanthropy Committee Expenses			
36	77800 — Standing Committee Meeting/Programs	\$25,000		\$25,000
37	97000 -- Website Depreciation Expense	\$19,930	\$19,930	\$9,965
38	78000 — Web Hosting/Maintenance Exp	\$35,000	\$24,773	\$40,000
39	Website Content/AOA Directory Updates	\$8,000	\$5,563	\$6,000
40	AOA Scholarship Program	\$5,000		\$5,000
41	79000 — Gifts and Awards Expense	\$500	\$394	\$500
42	79400 — Bad Debt Expense			
43	Special Projects (Website Implementation)	\$5,000		
44	79500 — Miscellaneous Expenses	\$2,500	\$2,056	\$2,500
45	<b>Total Expense</b>	<b>\$213,119</b>	<b>\$171,614</b>	<b>\$243,400</b>
46				
47	<b>Net Income</b>	<b>\$5,326</b>	<b>\$145,157</b>	<b>\$29,292</b>
48				
49	<b>January Conference Summary</b>			
50				
51	<b>Income</b>	\$112,500	\$209,740	\$495,000
52	<b>Expense</b>	\$172,839	\$213,305	\$578,839
53	<b>Net Income</b>	(\$60,339)	-\$3,565	(\$83,839)
54				
55				
56	<b>TOTAL AOA NET INCOME</b>	<b>(\$55,014)</b>	<b>\$141,593</b>	<b>(\$54,548)</b>
57				
58				
59	<b>AOA Net Assets as of 6/30/21</b>			
60				
61	<b>Reserves:</b>			
62	Working Capital		\$106,559	
63	Conference Contingency		\$155,552	
64	Special Projects/General Contingency		\$50,000	
65	<b>Total Reserves &amp; Restricted Funds</b>		<b>\$312,111</b>	
66				
67	<b>Unallocated Net Assets:</b>			
68	Beginning Balance 7-1-20		\$313,295	
69	Add: FY 20/21 income		\$141,593	
70	<b>Total Unallocated Net Assets at 6/30/21</b>		<b>\$454,888</b>	
71				
72	<b>Total AOA Net Assets as of 6/30/21</b>		<b>\$766,999</b>	

**AOA Annual Conference Results**

	2018	2019	2020	2021	2022
	Acttttttttttt Preliminary Final	Unaudited Final	Final	Final	Budget
<b>INCOME:</b>					
Business Partnerships	\$283,150	\$281,550	\$308,353	\$120,750	\$240,000
In-Kind BP Contributions	\$18,000	\$18,000	\$20,250	\$23,245	
Registration Fees	\$249,210	\$276,460	\$300,150	\$65,745	\$255,000
Credit Card Convenience Fee	\$3,668	\$3,195	\$3,710		
<b>Total Income:</b>	<b>\$554,028</b>	<b>\$579,205</b>	<b>\$632,462</b>	<b>\$209,740</b>	<b>\$495,000</b>
<b>EXPENSES:</b>					
Credit Card Expense	\$16,722	\$19,308	\$18,454	\$5,203	\$20,000
Contract Services	\$80,848	\$89,065	\$75,158	\$98,589	\$89,839
Gifts/Awards		\$5,404	\$6,303	\$4,752	\$6,000
Hotel/M meal Expense	\$156,956	\$263,362	\$346,501		\$300,000
Marketing/Communication	\$27,729	\$19,339	\$22,644	\$5,150	\$25,000
Meals/Meetings (Non-Hotel)	\$140,183	\$46,471	\$61,312		
Pre-Planning Expenses	\$20,405	\$13,785	\$6,633		\$10,000
Speaker Expenses	\$12,958	\$10,779	\$15,650	\$8,500	\$25,000
Conference Website/Mobile App/Tech Service	\$5,546	\$4,974	\$5,174	\$67,866	\$85,000
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
NACAS BP Marketing Expenses			\$6,911		\$5,000
Conference Software Training/Implementation					
Provision for Committee Presenters					
<b>Total Expenses:</b>	<b>\$469,596</b>	<b>\$490,486</b>	<b>\$584,991</b>	<b>\$213,305</b>	<b>\$578,839</b>
<b>Net Income:</b>	<b>\$84,432</b>	<b>\$88,719</b>	<b>\$47,471</b>	<b>-\$3,565</b>	<b>(\$83,839)</b>
	Fiscal Year	Fiscal year	Fiscal Year	Fiscal Year	Cal Year

7/28/21

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

Income	Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Expense											0.00
80000 — Conference Contract Services											
80300 — Conf Contract Service-Taren M											
Check		08/04/21	2685	Taren Mulhouse	2nd Qtr 2021 c...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,750.00	3,750.00
Total 80300 — Conf Contract Service-Taren M										3,750.00	3,750.00
80100 — Conf Contract Service-R Jackson											
General Journal		07/01/21	Rev Pre...		Rev RJ Prepd '2...	80100 — Conf Contract...	January Co...		12910 — Other P...	3,000.00	3,000.00
Total 80100 — Conf Contract Service-R Jackson										3,000.00	3,000.00
Total 80000 — Conference Contract Services										6,750.00	6,750.00
79500 — Miscellaneous Expenses											
Check		08/04/21	2684	Richard Jackson	PayPal fee, 7/2/...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95	19.95
Check		08/04/21	2684	Richard Jackson	AWS fee, 7/3/2...	79500 — Miscellaneous...	General Op...		10000 — Checki...	68.02	87.97
Total 79500 — Miscellaneous Expenses										87.97	87.97
79400 — Bad Debt Expense											
General Journal		07/01/21	Write off	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										1,283.00	1,283.00
76500 — Executive Committee Meeting Exp											
Check		08/04/21	2684	Richard Jackson	Hyatt IW, Deposi...	76500 — Executive Co...	General Op...		10000 — Checki...	1,000.00	1,000.00
Check		08/04/21	2684	Richard Jackson	Hyatt IW, Deposi...	76500 — Executive Co...	General Op...		10000 — Checki...	1,000.00	2,000.00
Total 76500 — Executive Committee Meeting Exp										2,000.00	2,000.00
75500 — COGR Dues Expense											
Invoice		07/01/21	AOA20...	CSU Chancellor's Office	One half of ann...	75500 — COGR Dues E...	General Op...		11900 — Other R...	-5,250.00	-5,250.00
Check		07/03/21	2679	Council On Governm...	FY 21-22 Memb...	75500 — COGR Dues E...	General Op...		10000 — Checki...	10,500.00	5,250.00
Total 75500 — COGR Dues Expense										5,250.00	5,250.00
75300 — Insurance Expense											
Check		08/04/21	2686	CSURMA	21-22 Liability/...	75300 — Insurance Exp...	General Op...		10000 — Checki...	4,709.00	4,709.00
Total 75300 — Insurance Expense										4,709.00	4,709.00
70500 — S/T Travel & AOA Office Expense											
Check		07/03/21	2680	AT&T	6/19/21 - 7/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	222.78	222.78
Check		08/04/21	2687	AT&T	7/19/21 - 8/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	222.32	445.10
Total 70500 — S/T Travel & AOA Office Expense										445.10	445.10
70000 — Contacted Service - Sec/Treas											
Check		08/04/21	2684	Richard Jackson	Contract Pay Jul...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,689.67	3,689.67
Total 70000 — Contacted Service - Sec/Treas										3,689.67	3,689.67
Total Expense										24,214.74	24,214.74
Net Income										-24,214.74	-24,214.74

Auxiliary Organizations Association (AOA)  
 Custom Transaction Detail Report  
 April 1 through August 13, 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	04/03/21	2660	AT&T	3/19/21 Invoice	10000 - Checking Acc...	General Op...	X	70500 - S/T Tra...	198.53	198.53	-198.53
Check	04/03/21	2661	AT&T	3/19/21 - 4/18...	70500 - S/T Travel & A...	General Op...		10000 - Checki...	198.53		0.00
Check	04/03/21	2661	Dixie L. Johnson	March 2021 Inv...	10000 - Checking Acc...	General Op...	X	-SP/IT-		1.371.45	-1,371.45
Check	04/03/21	2661	Dixie L. Johnson	Mar 2021 Updat...	78500 - Website Conte...	General Op...		10000 - Checki...	1,174.65		-196.80
Check	04/03/21	2662	Robert E. Griffin	March 2021 Inv...	10000 - Website Conte...	General Op...	X	10000 - Checki...	196.80		0.00
Check	04/03/21	2662	Robert E. Griffin	March 2021 Inv...	10000 - Website Conte...	General Op...	X	71000 - Retaine...	2,925.00		-2,925.00
Check	04/04/21	2663	CSU Northridge Associa...	AOA Grf Reimb...	10000 - Retainer - Leg...	General Op...	X	10000 - Checki...	2,925.00		0.00
Check	04/04/21	2663	CSU Northridge Associa...	AOA Grf Reimb...	10000 - Retainer - Leg...	General Op...	X	77300 - IT Com...	1,199.00		-1,199.00
Check	04/14/21	2664	Richard Jackson	Contract Pay, M...	10000 - IT Committee...	General Op...	X	-SP/IT-	1,199.00		0.00
Check	04/14/21	2664	Richard Jackson	Contract Pay, M...	70000 - Contracted Ser...	General Op...		10000 - Checki...	3,689.67		-634.97
Check	04/14/21	2664	Richard Jackson	FreeGrCall fees...	79500 - Miscellaneous...	General Op...		10000 - Checki...	16.77		-618.20
Check	04/14/21	2664	Richard Jackson	PayPal fee, 3/2...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		-598.25
Check	04/14/21	2664	Richard Jackson	Annual Zoom Inv...	79500 - Miscellaneous...	General Op...		10000 - Checki...	56.85		-541.40
Check	04/14/21	2664	Richard Jackson	Annual Survey ...	79500 - Miscellaneous...	General Op...		10000 - Checki...	157.40		-384.00
Check	04/14/21	2665	Dent Agency/ LLC	2021 04/09 AOA...	10000 - Checking Acc...	General Op...	X	78000 - Web Ho...	384.00		0.00
Check	04/14/21	2665	Dent Agency/ LLC	Dent Agency Ma...	10000 - Web Hosting/...	General Op...	X	10000 - Checki...	3,096.60		-3,096.60
Check	04/14/21	2665	Human Resources Strat...	Invoice 40% of \$...	10000 - Checking Acc...	General Op...	X	77250 - AOA Sa...	4,200.00		-4,200.00
Check	04/14/21	2666	Human Resources Strat...	First payment o...	77250 - AOA Salary Su...	General Op...	X	10000 - Checki...	4,200.00		0.00
Sales Receipt	04/15/21	5	Human Resources Strat...	AOA Dues Depo...	1499 - *Undeposited F...	General Op...	X	40000 - AOA D...	584.00		584.00
Deposit	04/15/21	5	Human Resources Strat...	AOA Dues Depo...	40000 - AOA Dues	General Op...	X	1499 - *Undepo...	584.00		0.00
Deposit	04/15/21	5	Human Resources Strat...	AOA Dues Depo...	10000 - Checking Acc...	General Op...	X	1499 - *Undepo...	584.00		584.00
Check	04/27/21	2667	Taren Mulhausa	Contract Pay 1st...	1499 - *Undeposited F...	General Op...	X	10000 - Checki...	584.00		0.00
Check	04/27/21	2667	Taren Mulhausa	Contract Pay 1st...	10000 - Checking Acc...	General Op...	X	80300 - Conf C...	584.00		-3,750.00
Check	04/27/21	2668	Taren Mulhausa	1st Qtr 2021 Co...	80300 - Conf Contract...	January Co...	X	10000 - Checki...	3,750.00		0.00
Check	04/27/21	2668	Taren Mulhausa	4/19/21 Invoice	10000 - Checking Acc...	January Co...	X	70500 - S/T Tra...	199.85		-199.85
Check	04/27/21	2668	Taren Mulhausa	4/19/21 - 5/18...	70500 - S/T Travel & A...	General Op...	X	10000 - Checki...	199.85		0.00
Check	04/30/21	2670	Richard Jackson	Interest	10300 - Money Market...	General Op...	X	45000 - Interest...	0.02		0.02
Check	04/30/21	2670	Richard Jackson	Interest	45000 - Interest Income	General Op...	X	10300 - Money ...	0.02		0.00
Check	05/01/21	2670	Richard Jackson	Payment & Reim...	10000 - Checking Acc...	General Op...	X	-SP/IT-	8,727.32		-8,727.32
Check	05/01/21	2670	Richard Jackson	Payment & Reim...	10000 - Checking Acc...	General Op...	X	10000 - Checki...	3,689.67		-5,037.65
Check	05/01/21	2670	Richard Jackson	FreeGrCall fees...	79500 - Miscellaneous...	General Op...		10000 - Checki...	9.72		-5,027.93
Check	05/01/21	2670	Richard Jackson	PayPal fee, 4/2...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		-5,007.98
Check	05/01/21	2670	Richard Jackson	AWS fee, 4/3/2...	79500 - Miscellaneous...	General Op...		10000 - Checki...	69.53		-4,938.45
Check	05/01/21	2670	Richard Jackson	EventsAR annu...	88000 - Web/AV Tech...	January Co...		10000 - Checki...	4,938.45		0.00
Check	05/01/21	2670	Richard Jackson	(5.50) See RI rel...	82000 - Cnf Gifts and ...	January Co...		10000 - Checki...	4,938.45		0.00
Check	05/02/21	2671	Richard Jackson	AOA Conference...	10000 - Checking Acc...	January Co...	X	82000 - Cnf Gift...	0.00		-1,101.58
Check	05/02/21	2671	Richard Jackson	AOA Conference...	82000 - Cnf Gifts and ...	January Co...	X	10000 - Checki...	1,101.58		0.00
Check	05/03/21	2671	Richard Jackson	AOA Conference...	82000 - Cnf Gifts and ...	January Co...	X	40000 - AOA D...	1,101.58		0.00
Sales Receipt	05/03/21	6	Richard Jackson	Pc Thank you ...	1499 - *Undeposited F...	General Op...	X	1499 - *Undepo...	122,300.00		122,300.00
Sales Receipt	05/03/21	6	Richard Jackson	Pc Thank you ...	40000 - AOA Dues	General Op...	X	1499 - *Undepo...	122,300.00		0.00
Deposit	05/03/21	6	Richard Jackson	AOA 2021 Dues...	40000 - AOA Dues	General Op...	X	1499 - *Undepo...	122,300.00		122,300.00
Deposit	05/03/21	6	Richard Jackson	AOA 2021 Dues...	10000 - Checking Acc...	General Op...	X	1499 - *Undepo...	122,300.00		0.00
Deposit	05/03/21	6	Richard Jackson	AOA 2021 Dues...	10000 - Checking Acc...	General Op...	X	10000 - Checki...	122,300.00		0.00
Sales Receipt	05/03/21	9	Richard Jackson	RI deposit of cc ...	1499 - *Undeposited F...	January Co...	X	82000 - Cnf Gift...	50.00		50.00
Sales Receipt	05/03/21	9	Richard Jackson	RI deposit of cc ...	82000 - Cnf Gifts and ...	January Co...	X	1499 - *Undepo...	50.00		0.00
Deposit	05/03/21	9	Richard Jackson	RI deposit of cc ...	82000 - Cnf Gifts and ...	January Co...	X	1499 - *Undepo...	50.00		50.00
Deposit	05/07/21	2672	Dent Agency/ LLC	2021 05/10 AOA...	10000 - Checking Acc...	General Op...	X	10000 - Checki...	5,835.00		5,835.00
Deposit	05/07/21	2672	Dent Agency/ LLC	2021 05/10 AOA...	10000 - Checking Acc...	General Op...	X	1499 - *Undepo...	5,835.00		0.00
Deposit	05/07/21	2672	Dent Agency/ LLC	2021 05/10 AOA...	10000 - Checking Acc...	General Op...	X	10000 - Checki...	5,835.00		5,835.00
Check	05/13/21	2672	Dent Agency/ LLC	2021 05/10 AOA...	1499 - *Undeposited F...	General Op...	X	10000 - Checki...	5,835.00		0.00
Check	05/13/21	2672	Dent Agency/ LLC	2021 05/10 AOA...	10000 - Checking Acc...	General Op...	X	78000 - Web Ho...	3,096.60		-3,096.60
Sales Receipt	05/16/21	1	Dent Agency/ LLC	Dent Agency Ap...	78000 - Web Hosting/...	General Op...	X	10000 - Checki...	3,096.60		0.00
Sales Receipt	05/16/21	1	Dent Agency/ LLC	Dent Agency Ap...	1499 - *Undeposited F...	General Op...	X	40000 - AOA D...	5,835.00		5,835.00
Sales Receipt	05/16/21	1	Dent Agency/ LLC	Dent Agency Ap...	40000 - AOA Dues	General Op...	X	1499 - *Undepo...	5,835.00		0.00

Auxiliary Organizations Association (AOA)  
 Custom Transaction Detail Report  
 April 1 through August 13, 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Sales Receipt	05/16/21	7			1499 - *Undeposited F...	General Op...	X	4000 - AOA D...	38,687.00		38,687.00
Sales Receipt	05/16/21	7			4000 - AOA Dues	General Op...	X	1499 - *Undepo...		38,687.00	0.00
Deposit	05/17/21				1000 - Checking Acc...		X	1499 - *Undepo...	38,687.00		38,687.00
Deposit	05/17/21				1499 - *Undeposited F...		X	1000 - Checki...		38,687.00	0.00
Sales Receipt	05/26/21	8			1499 - *Undeposited F...	General Op...	X	4000 - AOA D...	34,719.00		34,719.00
Sales Receipt	05/26/21	8			AOA 2021 Dues...	General Op...	X	1499 - *Undepo...		34,719.00	0.00
Deposit	05/26/21				1000 - Checking Acc...		X	1499 - *Undepo...	34,719.00		34,719.00
Deposit	05/26/21				1499 - *Undeposited F...		X	1000 - Checki...		34,719.00	0.00
Deposit	05/31/21				10300 - Money Market...		X	4500 - Interest...	0.02		0.02
Deposit	05/31/21				Interest		X	10300 - Money ...		0.02	0.02
Check	06/05/21	2673	Dixie L. Johnson	June 2021 Invo...	1000 - Checking Acc...	General Op...	X	-SPILT-		0.02	0.00
Check	06/05/21	2673	Dixie L. Johnson	Jun 2021 Updat...	78500 - Website Conte...	General Op...	X	1000 - Checki...	2,152.52		-5,441.59
Check	06/05/21	2673	Dixie L. Johnson	Jun 2021 Updat...	78500 - Website Conte...	General Op...	X	1000 - Checki...	289.07		-3,289.07
Check	06/05/21	2673	Dixie L. Johnson	Jun 2021 Suppo...	80200 - Cont Contract...	General Op...	X	1000 - Checki...	3,000.00		-3,000.00
Check	06/05/21	2674	AT&T	5/19/21 Invoice	1000 - Checking Acc...	General Op...	X	70500 - S/T Tra...		222.78	-222.78
Check	06/05/21	2674	AT&T	5/19/21 - 6/18...	70500 - S/T Travel & A...	General Op...	X	1000 - Checki...	222.78		0.00
Check	06/05/21	2675	Richard Jackson	Payment & Reim...	1000 - Checking Acc...		X	-SPILT-		5,100.35	-5,100.35
Check	06/05/21	2675	Richard Jackson	Contract Pay, M...	70000 - Contracted Ser...	General Op...	X	1000 - Checki...	3,689.67		-1,410.68
Check	06/05/21	2675	Richard Jackson	PayPal fee, 5/2/...	79500 - Miscellaneous...	General Op...	X	1000 - Checki...	19.95		-1,390.73
Check	06/05/21	2675	Richard Jackson	AWS fee, 5/3/2...	79500 - Miscellaneous...	General Op...	X	1000 - Checki...	40.73		-1,350.00
Check	06/05/21	2675	Richard Jackson	EventsAIR Premi...	88000 - Web/AV Tech...	January Co...	X	1000 - Checki...	1,350.00		0.00
Check	06/09/21	2676	Dent Agency LLC	2021 0607 AO...	1000 - Checking Acc...	General Op...	X	78000 - Web Ho...		3,096.60	-3,096.60
Check	06/09/21	2676	Dent Agency LLC	Dent Agency Ma...	78000 - Web Hosting/...	General Op...	X	1000 - Checki...	3,096.60		0.00
Sales Receipt	06/13/21				1499 - *Undeposited F...	General Op...	X	1000 - Checki...	0.00		0.00
Sales Receipt	06/13/21				1499 - *Undeposited F...	General Op...	X	80450 - Cnf Co...	0.00		-9,000.00
Check	06/15/21	2677	Lorlie Leetham	Cnf Service Cont...	1000 - Checking Acc...		X	1000 - Checki...	9,000.00		0.00
Check	06/30/21	2678	Robert E. Griffin	1st Qtr Feb-Apr...	80450 - Cnf Contract S...	January Co...	X	71000 - Retain...	2,100.00		-2,100.00
Check	06/30/21	2678	Robert E. Griffin	June 2021 Invo...	1000 - Checking Acc...		X	1000 - Checki...	2,100.00		0.00
Check	06/30/21	2681	Richard Jackson	Griffin Legis A...	71000 - Retainer - Leg...	General Op...	X	-SPILT-		6,756.10	-6,756.10
Check	06/30/21	2681	Richard Jackson	Payment & Reim...	1000 - Checking Acc...		X	1000 - Checki...	3,689.67		-3,066.43
Check	06/30/21	2681	Richard Jackson	Contract Pay, Ju...	70000 - Contracted Ser...	General Op...	X	1000 - Checki...	19.95		-3,046.48
Check	06/30/21	2681	Richard Jackson	PayPal fee, 6/2/...	79500 - Miscellaneous...	General Op...	X	1000 - Checki...	46.48		-3,000.00
Check	06/30/21	2681	Richard Jackson	AWS fee, 6/3/2...	79500 - Miscellaneous...	General Op...	X	1000 - Checki...	3,000.00		0.00
Check	06/30/21	2682	Richard Jackson	Cnf Support Pay...	80100 - Cont Contract...	January Co...	X	-SPILT-		30,295.49	-30,295.49
Check	06/30/21	2682	Richard Jackson	Per 7/1/18 - 6/...	1000 - Checking Acc...		X	1000 - Checki...	27,000.00		-3,295.49
Check	06/30/21	2682	Constangy, Brooks, Smi...	R Bromley contr...	73000 - Retainer- HR ...	General Op...	X	1000 - Checki...	3,295.49		0.00
Check	06/30/21	2682	Constangy, Brooks, Smi...	R Bromley expe...	73500 - HR Counsel E...	General Op...	X	1000 - Checki...		3,096.60	-3,096.60
Check	06/30/21	2683	Dent Agency LLC	2021 0708 AO...	1000 - Checking Acc...		X	78000 - Web Ho...		3,096.60	0.00
Check	06/30/21	2683	Dent Agency LLC	Dent Agency LLC	1000 - Checking Acc...		X	1000 - Checki...	3,096.60		0.00
General Journal	06/30/21	Vngd J...			78000 - Web Hosting/...	General Op...	X	-SPILT-		154.81	-154.81
General Journal	06/30/21	Vngd J...			46000 - Dividend Inco...	General Op...	X	46000 - Dividen...	0.24		-154.57
General Journal	06/30/21	Vngd J...			48000 - Unrealized Ga...	General Op...	X	46000 - Dividen...	154.57		0.00
General Journal	06/30/21	Vngd J...			16200 - Vanguard Sho...	General Op...	X	46000 - Dividen...		1,461.24	-1,461.24
General Journal	06/30/21	Vngd J...			46000 - Dividend Inco...	General Op...	X	46000 - Dividen...		18,501.26	-19,962.50
General Journal	06/30/21	Vngd J...			48000 - Unrealized Ga...	General Op...	X	46000 - Dividen...	19,962.50		0.00
General Journal	06/30/21	Vngd J...			Vangd June 2021	General Op...	X	50000 - Confer...	4,795.00		4,795.00
Sales Receipt	06/30/21	10			1499 - *Undeposited F...	January Co...	X	1499 - *Undepo...		4,795.00	0.00
Sales Receipt	06/30/21	10			50000 - Conference R...	January Co...	X	1499 - *Undepo...	4,795.00		4,795.00
Deposit	06/30/21				10000 - Checking Acc...	January Co...	X	1000 - Checki...		4,795.00	0.00
Deposit	06/30/21				1499 - *Undeposited F...	January Co...	X	45000 - Interest...	0.02		0.02
Deposit	06/30/21				10300 - Money Market...		X	10300 - Money ...		0.02	0.00
Deposit	06/30/21				45000 - Interest Income	General Op...	X	1000 - AOA D...		45,394.00	-45,394.00
General Journal	06/30/21	Arrec 6...	Various		40000 - AOA Dues	General Op...	X	4000 - AOA D...	45,394.00		0.00
General Journal	06/30/21	Arrec 6...	Various		11000 - AOA Dues Rec...	General Op...	X	22000 - AOA D...	123,468.00		123,468.00
General Journal	06/30/21	Definc ...	Various		40000 - AOA Dues	General Op...	X				

Auxiliary Organizations Association (AOA)  
 Custom Transaction Detail Report  
 April 1 through August 13, 2021

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
General Journal	06/30/21	Definc ...	Various	Post Def Inc Jan ...	2200 - AOA Dues Def...	General Op...		4000 - AOA D...		123,468.00	0.00
General Journal	06/30/21	RJ Prepd		RJ Prepaid '22 Cnf	80100 - Conf Contract...	January Co...		12910 - Other P...		3,000.00	-3,000.00
General Journal	06/30/21	RJ Prepd		RJ Prepaid '22 Cnf	12910 - Other Prepaid ...	January Co...		80100 - Conf C...	3,000.00		0.00
General Journal	06/30/21	Webste...		Post amortizatio...	97000 - Depreciation ...	General Op...		15000 - Accum...	19,930.00		19,930.00
General Journal	06/30/21	Webste...		Post amortizatio...	15000 - Accumulated ...	General Op...		97000 - Depreci...		19,930.00	0.00
General Journal	07/01/21	Write off	HSU Foundation	HSU Fnd unpaid...	11000 - AOA Dues Rec...	General Op...		79400 - Bad De...	1,283.00		-1,283.00
General Journal	07/01/21	Write off	HSU Foundation	HSU Fnd unpaid...	79400 - Bad Debt Exp...	General Op...		11000 - AOA D...	5,250.00		5,250.00
General Journal	07/01/21	AOA20...	CSU Chancellor's Office	CSU Chancellor's Office	11900 - Other Receiva...	General Op...		75500 - COGR ...		5,250.00	0.00
General Journal	07/01/21	AOA20...	CSU Chancellor's Office	CSU Chancellor's Office	11900 - Other Receiva...	General Op...		11900 - Other R...	3,000.00		3,000.00
General Journal	07/01/21	Rev Pre...		Rev RJ Prepd '22...	80100 - Conf Contract...	January Co...		12910 - Other P...		3,000.00	0.00
General Journal	07/01/21	Rev Pre...		Rev RJ Prepd '22...	12910 - Other Prepaid ...	January Co...		80100 - Conf C...		3,000.00	0.00
General Journal	07/03/21	2679	Council On Government...	Membership Inv...	10000 - Checking Acc...	General Op...		75500 - COGR ...	10,500.00		-10,500.00
General Journal	07/03/21	2679	Council On Government...	FY 21 -22 Memb...	75500 - COGR Dues E...	General Op...		10000 - Checki...		10,500.00	0.00
General Journal	07/03/21	2680	AT&T	6/19/21 Invoice	10000 - Checking Acc...	General Op...		70500 - S/TT Tra...		222.78	-222.78
General Journal	07/03/21	2680	AT&T	6/19/21 - 7/18...	70500 - S/TT Travel & A...	General Op...		10000 - Checki...	222.78		0.00
General Journal	07/03/21	2684	Richard Jackson	Payment & Reim...	10000 - Checking Acc...	General Op...		-SPLTT-		5,777.64	-5,777.64
General Journal	08/04/21	2684	Richard Jackson	Contract Pay, Jul...	70000 - Contracting Ser...	General Op...		10000 - Checki...	3,689.67		-2,087.97
General Journal	08/04/21	2684	Richard Jackson	Contract Pay, Jul...	79500 - Miscellaneous...	General Op...		10000 - Checki...	19.95		-2,068.02
General Journal	08/04/21	2684	Richard Jackson	Contract Pay, Jul...	AWS Fee, 7/3/2...	General Op...		10000 - Checki...	68.02		-2,000.00
General Journal	08/04/21	2684	Richard Jackson	Contract Pay, Jul...	Hyatt W, Deposi...	General Op...		10000 - Checki...	1,000.00		-1,000.00
General Journal	08/04/21	2684	Richard Jackson	Contract Pay, Jul...	Hyatt W, Deposi...	General Op...		10000 - Checki...	1,000.00		0.00
General Journal	08/04/21	2685	Taren Mulhause	Contract Pay 2n...	10000 - Checking Acc...	General Op...		80300 - Conf C...		3,750.00	-3,750.00
General Journal	08/04/21	2685	Taren Mulhause	Contract Pay 2n...	10000 - Checking Acc...	General Op...		10000 - Checki...	3,750.00		0.00
General Journal	08/04/21	2686	CSURMA	Invoice # RMA0...	10000 - Checking Acc...	General Op...		75300 - Insuran...	4,709.00		-4,709.00
General Journal	08/04/21	2686	CSURMA	21-22 Liability/...	75300 - Insurance Exp...	General Op...		10000 - Checki...	4,709.00		0.00
General Journal	08/04/21	2687	AT&T	7/19/21 Invoice	10000 - Checking Acc...	General Op...		70500 - S/TT Tra...		222.32	-222.32
General Journal	08/04/21	2687	AT&T	7/19/21 - 8/18...	70500 - S/TT Travel & A...	General Op...		10000 - Checki...	222.32		0.00
									759,864.19	759,864.19	0.00

Apr 1 - Aug 13, 21

## 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 April 16, 2021 as well as matters on the agenda for the upcoming EC meeting to be held on August 20, 2021.

### **2022 AOA Conference**

Registration is open on the AOA website for the in-person conference in January at the Hyatt Regency in Indian Wells. The conference theme is, appropriately, “Better Together.” Conference Chair Martiz Ware has innovative ideas for making this conference experience a special one.

### **Proposed Bylaws Revision**

At the August EC meeting, the AOA Officers will present proposed amendments to the AOA Bylaws, with a recommendation they be approved and sent to the AOA membership for adoption. The draft will incorporate changes recommended by the Bylaws Task Force in a report to the EC last April (including the matter of qualifications of Standing Committee Chairs sitting on the EC). Other proposed changes would strengthen the provisions for AOA membership and provide that elections for EC office may be held via electronic voting procedures (as was done last year in advance of the conference).

### **AOA Strategic Planning Group**

Past President Kacie Flynn has initiated meetings of Long-Range and Strategic Planning Committee. The goal of the group is to draft a five-year plan and develop a narrative to go with AOA’s financial forecast, considering such issues as 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.

### **Resources for Auxiliaries**

AOA’s Past Presidents Committee is developing a framework or “toolkit” to help auxiliary leaders introduce and educate their campus leadership to the role of auxiliaries and the benefit to the campus. The Committee also has recommendations regarding the organization of the next AOA Leadership Academy and its administration.

### **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](mailto: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](mailto:grifr@aol.com).

**The Agenda for the EC meeting** on August 20, 2021 is attached. If anyone wishes to see any or all of the attachments to the Agenda, please send an email to [rtjackson@csuchico.edu](mailto:rtjackson@csuchico.edu).

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

Attachments:

*AOA Executive Committee Agenda for August 20, 2021*

*Draft Minutes of the April 16, 2021 Executive Committee meeting*

8/13/21

# 2021-22 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

## Bills of Interest to Auxiliary Organizations

August 20, 2021

**Context:** The COVID-19 pandemic continues to drive the first year of the 2021-22 Legislative Session (bill passing deadline is September 10). Both houses return from the Summer Recess on August 16.

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

### Assembly:

**AB 12** (Seyarto et al) -- Personal information: social security numbers. Would require state agencies, as soon as is feasible, but no later than January 1, 2023, to stop sending any outgoing United States mail to an individual that contains the individual's social security number unless the number is truncated to its last four digits, except in specified circumstances. Passed Assembly and ready for Senate floor vote as Urgency Measure (effective when enacted) (7/15/21).

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

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

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

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

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

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

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

**AB 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: Passed Assembly; in Senate for floor vote (7/8/21).

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

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

Before Assembly Health Committee (4/15/21).

**AB 488** (Irwin) -- Charitable organizations: charitable fundraising platforms and platform charities (amended). Would expand application of the *Supervision of Trustees and Fundraisers for Charitable Purposes Act* to include a regulatory and reporting framework over charitable fundraising platforms and platform charities as charitable fund trustees under the AG. Passed Assembly; before Senate Appropriations Committee (7/5/21).

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

- 1) each institution of higher education to include in the institution’s requirements for campus recognition of a campus-affiliated sorority or fraternity, as defined, a requirement that the institution collect from the sorority or fraternity on or before July 1, 2023, and annually thereafter, specified information;
- 2) that the institution suspend recognition of any sorority or fraternity that does not comply with the collection requirements; and

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

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

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

Bylaws may include provisions implementing the above emergency powers.

Requirements for board meetings by remote facilities updated.

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

Status: Passed Assembly; amended in Senate; back to Assembly (7/15/21).

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

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

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

The Bill, 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: Pass Assembly; before Senate Judiciary Committee (6/17/21).

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

employee's total accrual of paid sick leave to exceed 80 hours or 10 days, as specified. The bill would raise the employer's authorized limitation on the employee's use of carryover sick leave to 40 hours or 5 days. Status: In Assembly Appropriations Committee (inactive -- 6/3/21).

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

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

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

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

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

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

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

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

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

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

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

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

This proposed statutory extension of the displaced-workers' framework would only potentially impact any contracted services at hotel-type operations under a campus auxiliary organization

(for example, Kellogg West at Cal Poly Pomona). Unknown additional administrative costs would likely be incurred. Status: Passed Assembly; before Senate Appropriations Committee (7/12/21).

**AB 1267** (Cunningham) -- Alcoholic Beverages: Advertising or Promoting Proceeds Donation to Charitable Organization (amended). Would, as an exception to present prohibition, until January 1, 2025, authorize a winegrower, a beer manufacturer, a distilled spirits manufacturer, or a craft distiller to donate a portion of the proceeds from the sale of an alcoholic beverage to a nonprofit charitable organization, subject to certain limitations, including a prohibition on a promotion or advertisement of the donation that encourages, promotes, or otherwise references the consumption of alcoholic beverages. Passed Assembly; before Senate Appropriations Committee (7/15/21).

**AB 1276** (Carrillo & L. Gonzalez) -- Single-use food accessories & service ware in food facilities & full-service restaurants (many amendments). 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: Passed Assembly; before Senate Appropriations Committee (7/7/21).

**AB 1363** (L. Rivas) – Childcare – Dual Language Learner Program Enhancements (amended).

Would amend the Child Care & Development Services Act to enhance standards and support for dual-language learner preschool programs. Status: Passed Assembly; before Senate Appropriations Committee (7/7/21).

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

Definition for small On-line Retailer

Recycling Standards:

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

Definition for At-store Retailer

Recycling Standards:

- Establish At-Store Recycling Program, including in return bins
- Provide returnable plastic carryout bags clearly marked for return

- Process collected bags in compliance with recycle requirements
- Maintain 3 years of collection, transporting & recycling records

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

## **Senate:**

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

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

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

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

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

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

Licensee conditions include:

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

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

**MEMORANDUM OF AGREEMENT BETWEEN  
CONSTANGY, BROOKS, SMITH & PROPHETE, LLP  
AND THE AUXILIARY ORGANIZATIONS ASSOCIATION  
CALIFORNIA STATE UNIVERSITIES**

The Auxiliary Organizations Association, California State Universities, ("AOA") hereby agrees to retain the law firm of Constangy, Brooks, Smith & Prophete, LLP as its legal counsel for human resources advice and information from Richard E. Bromley, as set forth below, for the period of July 1, 2021 through June 30, 2024, for an annual fee of Twenty-Seven Thousand Dollars (\$27,000.00) payable upon billing as a non-refundable retainer within thirty (30) days from date of billing.

Constangy, Brooks, Smith & Prophete, LLP (the "Firm") and the AOA agree:

1. The Firm and its designated colleagues will stay well-informed of all matters of legal significance to the Auxiliary Organizations of the California. State University system, including legislative, judicial, and administrative matters at the federal and state levels and any CSU rulings which would affect Auxiliary Organizations.
2. The Firm will participate in the annual conference of the AOA in a manner mutually agreed upon by Richard E. Bromley and the AOA. Expenses for travel and materials will be billed and paid separately by the AOA to the extent they exceed the above-referenced annual retainer.
3. The Firm or its designated colleagues who are acceptable to the Association will attend and participate in the Human Resources Committee meetings of the AOA. Expenses for travel and materials will be billed and paid separately by the AOA to the extent they exceed the above-referenced annual retainer.
4. The Firm will prepare material on significant legal matters for distribution at the Human Resources Committee meetings and for inclusion in the Association's newsletter when appropriate.
5. The Firm will provide telephone consultations of one hour or less to the auxiliary members of the AOA on human resources matters affecting their organizations, such that these consultations will be paid through the above annual retainer. The Firm will name one or more colleagues, including Richard E. Bromley, to whom questions may be referred. Consultations exceeding the one hour limit or multiple consultations on the same matter that exceed the one-hour limit will be billed directly to the auxiliary member entity at the billing rate set forth below.
6. The Firm will provide to the AOA Secretary Treasurer at the end of each fiscal year an itemization of services provided to the AOA and its member auxiliaries under this agreement.
7. The Firm will perform any additional work requested by members of the AOA at the capped rate of Three Hundred Fifty Dollars per hour (\$350.00/hour).



8. This agreement does not pertain to litigation matters that are referred to and managed by the California State University Risk Management Authority and/or the Auxiliary Organizations Risk Management Alliance (CSURMA/AORMA) and its insurers. For such litigation matters, the Firm and CSURMA/AORMA will agree on, or come to an understanding regarding, the rates to be charged.

In WITNESS THEREOF, this agreement has been executed by the parties as of the dates indicated below.

AUXILIARY ORGANIZATIONS ASSOCIATION  
CALIFORNIA STATE UNIVERSITIES

CONSTANGY, BROOKS, SMITH &  
PROPHETE, LLP

By: \_\_\_\_\_  
Richard Jackson, Secretary/Treasurer

By: \_\_\_\_\_  
Richard E. Bromley

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CABO Update to AOA**

*Notes pulled from April 14 and June 30 CABO meetings*

From April 14, 2021 Meeting

1. Telework/telecommuting best practices
  - CABO discussed specific cases in which telecommuting could be beneficial, including but not limited to easing space constriction on campus, providing work/life balance for employees, reduced commuting costs for employees, less traffic congestion, etc.
  - Challenges of telecommuting include fairness and equity amongst employees, loss of oversight of employee productivity and behavior, data security and integrity concerns, loss of engagement with the University, etc.
  - Contemporary practices indicate that “Telework should be considered when there are advantages for both the employer and the employee, but management rights must be asserted and upheld”
  - A CABO advisory group is development recommendations for a system wide telecommuting policy
  
2. Bargaining discussions from a campus perspective
  - Repopulation plans may not require meet and confers unless there are changes or impacts to the employees’ work environment (e.g. vaccination, testing, health screening, workstation layout)
  - Even though there may be commonality based upon a system-wide policy, each campus may implement differently based on its campus culture or organizational structure.
  - Variations in guidelines from local and regional authorities may create issues.
  
3. HEERF Allowable Reimbursements
  - Items included additional student aid, refunds for housing & parking, subsidizing on and off-campus housing (through lost revenue reimbursed through expense documentation), and subsidizing food services (increased house for food service to reduce density, etc.).
  - Reimbursement to auxiliaries through campus operating agreement terms
  
4. Procure to Pay Update
  - Proposal to implement CSUBUY Procure 2 Pay marketplace was presented by Arun Casuba
  - Value proposition for end users
    - i. Access to discount products and services through multiple suppliers
    - ii. Streamlined checkout
    - iii. Access to single reconciliation tool for purchases and payments made through CSUBuy
  - Four pilot campuses were identified: Bakersfield, Chico, Fresno, and San Bernardino
  - Timeline to implement- two years for pilot campuses (wave 1), and one year for each additional wave (2 and 3)

From June 30, 2021 Meeting

1. Update on University Policing
  - Chancellor Castro reaffirmed that the CSU would not “defund, disarm, or dissolve our police departments”
  - New policy Campus Police and Safety Advisory Committee was implemented
    - <https://calstate.policystat.com/policy/9839304/latest/>
  - Campuses are asked to look into whether unarmed Community Service Specialists to conduct routine campus patrols. Some campuses already use this model, with some using student assistants to perform the patrols
2. Capital Planning, Design and Construction Updates
  - Presented proposed changes to administrative fee applied to campus capital projects
  - Proposed changes would simplify invoicing process by using a common basis for administrative fees, construction insurance, and Office of Fire Safety (new office).
  - Funding updates:
    - 2021/22 Deferred Maintenance Funding - \$325M
    - 2021/22 Affordable Housing - \$500M; envisioned and a multi-year program, scope may be broadened
3. Update on Common Human Resources System Implementation
  - a. CHRS is now 100% developed
  - b. CSU is on track to have all 24 campuses ready to go live by the end of 2022

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

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

### **Board of Trustees**

#### **July 13-14 (Virtual Meeting) – Key Agenda Items**

##### *Committee on Audit*

- Report on Financial Statements Audit Corrective Actions

##### *Committee on Finance*

- Reporting of Auxiliary Liquidity Loans Approved by the Chancellor under Delegated Authority
- 2021-2022 Final Budget

##### *Committee on Educational Policy*

- Recovery with Equity: A Roadmap for Higher Education After the Pandemic
- Graduation Initiative 2025
- The Post-Pandemic Student Experience

#### **May 18-19 (Virtual Meeting) – Key Agenda Items**

##### *Committee on Audit*

- Fiscal Year 2021-2022 Audit Plan

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

- California Environmental Quality Act Report

##### *Committee on Finance*

- California State University, Monterey Bay Conceptual Approval of a Public-Private Partnership Mixed-Use Development Project
- California State University Annual Debt Report
- California State University Quarterly Investment Report Discussion
- 2021-2022 Operating Budget Update
- Auxiliary Organizations

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

### **Recent Key Communications**

#### **Travel and In-Person Meetings**

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

## **COVID-19 Communications**

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

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

## **CSU Policy Library**

A reminder that a new CSU Policy Library went live last fall. The library provides a comprehensive way to quickly find CSU systemwide policies and is available at <https://www2.calstate.edu/policies>. This library replaces former Executive Orders, ICSUAM, SUAM, and Coded Memorandum repositories and lists. The landing page highlights new or newly revised policies as well as those accessed most frequently.

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

## **CABO**

*Recent and Upcoming CABO Meeting Dates:*

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

## Advancement Report

### Fundraising

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

It is anticipated that the university overall successfully reached fundraising goals despite the challenges of the pandemic.

### Division of University Relations and Advancement

Recruitment is underway for an Assistant Vice Chancellor, Marketing and Communications. This position leads the university branding efforts and strategic communications. One of the projects under this department is the Economic Impact Report <https://www2.calstate.edu/impact> which includes powerful evidence of statewide and regional impact.

Jim Gelb, Assistant Vice Chancellor, Federal Relations retired on June 30. George Conant assumed the interim AVC position. Michael Losquadro, Senior Advisor for Campus Advancement also retired on June 30 and that position remains vacant.

### Policies

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

Submitted by Lori Redfearn



Origination:	7/29/1977
Last Revised:	7/29/1977
Next Review:	7/29/2020
Owner:	<i>Lori Redfearn: Asst VC, Systemwide Advancement</i>
Area:	<i>University Relations and Advancement</i>
Codes:	<i>EO 0276</i>

## Policy and Procedure for the Acceptance and Installation of Exterior Artwork on The California State University and Colleges Campuses

The following policy (EO 276) and procedure apply to the acceptance and installation of sculpture or other artwork to be permanently located on the grounds or the exterior of buildings or other structures on the campuses or The California State University and Colleges. This action is taken pursuant to Chapter III, Section 7, Subdivision "g" of the Standing Orders of the Board of Trustees.

### Policy

1. Artwork shall be architecturally or artistically significant to overall campus design.
2. Artwork shall be compatible with the approved Campus Physical Master Plan as to scale, size, and location.
3. Subject matter or theme or such artwork shall be directed to achieving long-term public acceptance as an appropriate artistic expression.
4. Materials of such artworks shall be compatible with that used on the campus.
5. The highest quality of workmanship and care shall be used in the production and placement of such artworks.
6. Artwork shall be structurally sound.

### Procedure

1. Design of the artwork in final form shall be submitted to a committee designated by the President for consideration of art form, materials, location, quality of workmanship, and costs involved. The committee shall include the Campus Consulting Architect and the Campus Consulting Landscape Architect.
2. The artwork, after consideration by the above committee, shall be presented to the Campus Planning Committee for consideration.
3. The artwork, after consideration by the Campus Planning Committee, shall be submitted to the University or College President for final approval. Submittal shall include either photographs, a rendering or model of the artwork, plus a statement when available by the artist as to his/her intent in creating the artwork.

# Supersedes

No Preexisting Executive Order

## Issued by

Glenn S. Dumke, Chancellor

All revision dates:

7/29/1977

## Attachments

[Transmittal Letter](#)

COPY



## **Policy on the Art Collection Management**

### **POLICY**

Works of art may be received through commissions, purchases, gifts, or loans. Works of art donated for sale are exempt from this policy. Museum collections are exempt from this policy to comply with the standards of the American Alliance of Museums.

This policy also addresses safe installation on campus public spaces and sets standards to properly manage collections.

Each campus shall create a policy and procedure based on these standards and the president shall appoint a university art review committee. Campus policy shall express the extent to which the policy and procedures apply to auxiliary organizations.

#### Section 1. Definitions

**Works of Art:** refers to any medium or type of work that may include but not be limited to assemblages, bas-reliefs, ceramics, earthworks, electronic media, network-based, fiber, frescoes, inscriptions of text, mobiles, mosaics, murals, paintings, photographs, sculpture, textiles, tapestries, waterworks, and works that form integral physical parts of buildings. Works of art may also include functional elements of capital improvement projects such as benches, gates, lighting devices, and landscaping that are intended as artistic elements.

**Public Space:** is defined as any property or open space that is visible or accessible from a public right-of-way. These include but are not limited to sidewalks, plazas, buildings, parking areas, and sports and recreational facilities. Public space can also be classified into interior public space and exterior public space.

**Provenance:** a work of art's place of origin and its record of ownership.

#### Section 2. Appointment and Composition of University Art Review Committee

The president shall appoint a review committee with experts in the policy areas of consideration. This committee should include at a minimum faculty or other professionals with art expertise, a representative from university advancement, and a representative from facility planning. The committee should be consulted in both acquisition and deaccession.

The president has full discretion for appointment of any additional subject matter experts or representatives of constituent groups and may do so on an ad hoc basis.

#### Section 3. Artistic Value

Acquisition of works of art for public, often long-term, display requires much consideration. A work of art's meaning, impact on the viewers, where it is placed in a particular site, and length of stay are all elements of its aesthetic.

As institutions of advanced learning, works acquired should represent the highest engagement with current practice and research within visual arts discipline and campus curriculum. When possible, artists should be involved throughout the acquisition process. Partnership between a campus and the creator and/or donor of a work is a creative project; the process should be documented and archived.

## Section 4. Acquisition

The acquisition process should be guided by the mission and values of the CSU system and the campus. Acquisitions and written collecting plans that guide them should reflect the university's commitment to inclusive excellence. The campus art review committee appointed by the President shall make recommendations for acquisition.

Areas to address include provenance/ownership, copyright/reproduction rights, donor intent, assignment of collecting unit, gift valuation, source of installation and preservation funds, conservation plan, and deaccession rights.

1. Acquisitions should be of aesthetic merit and quality and should not unnecessarily duplicate a work already in the collection. A deed of gift or bill of sale must be exchanged between title holders and campus.
2. Ownership should have clear, uncontested, and demonstrable title to the work. All potential acquisitions will be evaluated in terms of documentation as to origin, previous ownership, history, and possible legal and ethical standards.

In fulfilling public trust obligations, the review committee will examine the history of ownership to avoid acquisition of works that may have been illicitly exported, stolen, looted, pillaged, confiscated, or otherwise acquired through coercion or clandestine excavation.

Further, the rights of lineal descendants of indigenous tribes will be honored related to human remains, funerary objects, sacred objects, and objects of cultural patrimony acquired from federal or tribal lands. Campuses will comply with the Native American Graves Protection and Repatriation Act and California Native American Graves Protection and Repatriation Act through separate campus policy and procedure.

3. Copyrights to images of object should transfer with ownership of the work of art. Alternatively, rights to reproduce images for educational or commercial purposes should be established with the copyright holder at the time of acquisition using a licensing agreement.
4. Donated works of art must document the donor's intent regarding use in a campus collection or permission to sell for the benefit of the university's educational purposes. Campuses shall not accept gifts that are unreasonably encumbered with conditions set by the donor regarding ownership, use, display, or future disposition.
5. A funding source for costs associated with installation, de-installation, and preservation should be identified in the acquisition review.
6. [The American Association for State and Local History](#) as well as [American Alliance of Museum](#) direct that objects acquired by a collecting unit should not be capitalized. Insurance values and/or appraisals may be necessary for risk management purposes or to meet donor needs and a clear cataloguing and tracking authority should be established by each campus. Professional appraisals are not required to consider and accept a work by gift in cases where a donor seeks no tax benefits from their gift, but valuations are highly recommended.

## Section 5. Collection Management

Each campus and its staff have a legal and ethical responsibility for the care, preservation, and use of the works of art, and design in their collections. The physical protection, conservation and preservation, handling, storage, display, and use of the collections must meet current professional standards.

The use of the collections is as much a responsibility of the campus as its preservation. The collections must remain available for the campus's education and research programs and for use by students, faculty, other scholars, and related institutions.

1. Record-keeping and Inventory: The maintenance of accurate, complete, and updated record keeping and cataloguing for its collections is one of the campus's most important collections management responsibilities. Records concerning the acquisition, identification, provenance, condition, insurance value, location, photographic documentation, conservation history, exhibition, and publication history of works of art in the permanent collections are maintained by a designated office.

Inventories of the art collection are conducted every three years. Spot-check inventories should be conducted throughout the year.

2. Conservation/Preservation: Each campus should maintain a long-range conservation plan. The plan should address the long-term care needs of the object, costs of that care, and any insurance. Other considerations include the financial and reputational impact of damage or vandalism, of controversy arising from a work or its installation, and/or of failures of a work to accomplish its purpose in a given site.
3. Loans of works of art require a written request to the campus, approval of the collection manager, and appropriate insurance coverage for loss or damage.

## Section 6. Public Space Installation

Structural integrity and public safety shall be considered when artwork is on public display.

4. The campus Architect is responsible for the review of design, attachment properties and placement location to ensure public safety is not impaired. Items for review may include temporary art walls, trophy cases, cement backed exterior wall murals, free standing steel and concrete sculptures, and the attachments elements. Anchorage, fastening system, attachments and supports consistent with materials used are to be considered. Some projects may require a campus building permit and inspection.
5. The campus Building Official is responsible for review and inspection of compliance with fire lanes, accessible path of travel, egress, fire hydrants, blue phones, fire alarm devices, and fire sprinkler components. Flame-retardant fabrics may be required. The Deputy State Fire Marshal may require a special permit application to address fire safety issues.

## Section 7. Deaccession and Disposal

Deaccessioning is the permanent removal of an object from the collection inventories. In evaluating their existing collection, campuses may determine that some items are unfit and should be removed through de-accessioning procedures. The campus art review committee appointed by the President shall make recommendations for deaccession.

Primary among the criteria for deaccessioning are the following:

1. The authenticity, attribution, or genuineness of the object is determined to be false or fraudulent and the object lacks sufficient aesthetic merit or art historical importance to warrant retention. A forgery should be clearly marked as such and never returned to the market without full disclosure.
2. Possession of the object is not legitimate; that is, the work may have been stolen or illegally exported or imported in violation of applicable state, federal, and foreign laws. Indigenous tribes may request the return of human remains or cultural items under federal and state law.
3. The object is judged to be of poor quality, either intrinsically or in comparison with other objects of the same type.
4. The object is redundant or a duplicate with no special value.
5. The object is clearly outside of the collecting scope of the campus collection.
6. The physical condition of the object is so poor that the cost of restoration exceeds the value of the object or will render it essentially false.
7. The object cannot be properly stored or cared for.

It is the CSU's policy not to accession works of art to collections with the intention of disposing of them at a later date.

Deaccessioning shall not serve to provide general operating funds; the proceeds from deaccessioning must be used as acquisition funds or for direct care of the collections (conservation assessment and treatment only).

Review Considerations and Procedure for Deaccessioning:

1. Exercise care to assure that the recommendations are based on authoritative expertise.
2. Special consideration may apply to living artists including consultation and notification of works considered for deaccession or disposal. Significant reputational damage can be made to living artists by noteworthy deaccessions; in cases of deaccession of works by living artists, an effort to place the work with another institution of similar prestige should be made.
3. Restrictions, limitations, and restraints imposed by the donor shall be honored or renegotiated when feasible.
4. Deaccessioning must comply with all applicable local, state, U.S. federal law, and California State University policies in force at the time and must observe any terms and obligations that pertain to the acquisition of the work by the campus.
5. Transference of copyright ownership shall be considered where applicable.

6. Outside review and appraisal are recommended for objects valued over \$5,000.

## Methods of Disposal

The following may be taken into account in selecting a method of disposal:

1. Preferred method of disposal is sale, through publicly advertised auction, or sale to or exchange with another public institution. Special circumstances (e.g., conditions specified by the donor at the time of acquisition) may require alternative means of disposal, subject to approval by the campus President.
2. Exchange with or sale to another museum or appropriate collecting organization, or in the case of a work of art by a living artist, special consideration may be given to exchange with the artist.
3. Objects damaged beyond reasonable repair that are not of use for study or teaching purposes may be destroyed.
4. Student works of minimal market value may be returned to the artist.
5. In general, the disposal of an object, whether by sale or exchange, shall be conducted with a view toward maximizing the advantage and yield to the campus, without however, compromising the highest standards of professional ethics, the institution's standing in its community, or its responsibilities to the donor and the artist.

## Section 8. Authority

General Counsel will review the policy and draft the appropriate authority language.

## References

[American Alliance of Museums Ethics, Standards, and Professional Practices](#) (Unlawful Appropriation of Objects During Nazi Era)

[Native American Graves Protection and Repatriation Regulations Title 43 of the Code of Federal Regulations Part 10](#)

[California Native American Graves and Protection Act](#)

[UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property 1970](#)

I. COVID-19 Vaccination Interim Policy

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

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

II. Update to State Travel Ban

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

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

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

III. Real Property Development Projects

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

IV. CalNAGPRA Compliance

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

## AUXILIARY ORGANIZATION ASSOCIATION NOMINATIONS COMMITTEE REPORT

### Nominations for 2022 AOA Executive Committee

Each fall, the Executive Committee, as the Association's governing body, seeks nominations for terms upcoming on the next year's Executive Committee. A general call went out to the membership via email July 31, 2021. Nominations are open for the following positions:

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

##### *Qualifications:*

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

#### **President-Elect** (1 position open)

##### *Qualifications:*

- Served on the AOA Executive Committee for at least two years
- Served on the AOA Conference Planning Committee for at least one year
- Demonstrated leadership abilities in group settings
- Proficient public speaking skills
- Ability to serve as a primary advocate and spokesperson for AOA
- Ability to lead the Executive Committee and AOA

Nominations are currently being accepted through the AOA website until September 30, 2021.

##### *The Nominations Committee shall comprise of the following:*

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

### AOA Scholarship Selection Committee

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

*The Scholarship Selection Committee shall comprise of the following:*

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

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

Respectfully submitted,  
Kacie Flynn  
AOA Past-President  
August 20, 2021



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

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

### **Reviewed AOA Mission Statement**

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

*“We 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.”*

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

We asked ourselves, “What do we think AOA’s purpose is in a very practical sense?” We can choose to evolve and recognize there’s not necessarily a distinction between services and functions. Our understanding of AOA ‘*membership*’ can at times be very linear (e.g. we pay dues and we gain voting rights) but functions can be much broader. It’s possible the fear of losing our autonomy and our “essence” may be holding us back.

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

### **Thinking about Data Needs**

The original charge for this year’s LRSP Committee was to start with the previously provided financial forecast (presented 8/2020) and begin to develop accompanying recommendations to the Executive Committee (EC) for a longer-term strategic plan. The original question focused on the long-term viability of our current service provider model. In the past there have been numerous EC and Long-Range Planning Committee discussions around three identified models:

- Prior AOA Member Service Provider Model - Independent Contractors who bring experience as past AOA leadership (primarily retirees but on occasion prior or current auxiliary employees) to deliver specialized/targeted services based on experience.

As an organization we know that historically we've lucked out with past and current Service Providers, and since this model became the norm the organization has greatly benefited from it. We're also concerned it may not be sustainable in the long-term as we continue to grow. We started by doing a SWOT analysis for the current 'Service Provider Model' discussing the strengths and weaknesses.

Service Providers can bring with them a level of continuity, institutional knowledge, and an experienced understanding of the CSU system. It has proven to be a very cost-effective strategy. There can also be uncertainty with turnover if there is a 'lack of a pipeline' for new retirees wanting to fill those spots, and we could become too insular/experience groupthink by not soliciting more outside perspectives.

- Contracting with another Professional Organization – Exploring partnership options with an organization (such as NACAIS) to run administrative functions such as conference services or business partner sponsorships.

This was formally explored at one point (a few years ago) with a formal proposal from NACAIS. The cost for this option would have meant a significant change in our annual expenses had we opted to contract with them.

- Hired Staff – Paid employees who would work directly for AOA with newly defined position descriptions, encompassing all or some of the current organizational needs.

To fully explore this as a true alternative we need to define the position description(s) and our administrative needs. Based on the scope of duties, we can then estimate salary costs for those staff roles and determine if a) we can actually afford this as an option and b) what would we need to do financially in the long-term to sustain benefited employee costs.

We discussed the need for a full-time administrative coordinator/business manager type of position (not necessarily an Executive Director). With the governance the EC currently provides, our needs would be more functional vs. visionary/leadership.

Some of the data we'd like to have available to further this discussion would be 1) other models of similar organizations (e.g. how are they set up? how many paid staff vs. number of members?) 2) Looking at costs for this type of employee or third-party groups to contract with (e.g. revisiting the NACAIS quote), 3) Looking at current costs of each service provider position to understand the base budget, and 4) Looking at data trends with auxiliaries and campuses (e.g. East Bay, Bakersfield, Sonoma, Channel Islands as having stateside auxiliary-type services).

## **Timeline**

We agreed to meet monthly via zoom for the remainder of the calendar year, with the hopes of presenting recommendations to the EC in the near future.

## **Vacant LRSP Seat**

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

*The LRSP Committee is comprised of the following:*

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

Respectfully submitted,  
Kacie Flynn  
AOA Past-President  
August 20, 2021

# AOA HUMAN RESOURCES COMMITTEE REPORT JULY 2021

## **QUARTERLY SUMMARY**

The HR Committee continues to meet monthly as a forum for members to ask questions, seek advice, share resources and hear from invited guests. Attendance at the meetings ranges from around 30 up to 50 members each month. During each meeting, a brief update on any relevant committee business is provided by the Chair.

During our April 2021 meeting, Chris Fondacaro, CSU Learning Systems Manager, was a guest at the meeting and presented on the CSU Learn system. Prior to the meeting, a survey was sent out to the membership to help Chris target his presentation to the audience and assist committee members with challenges their auxiliaries had with using CSU Learn. Following the presentation, the committee discussed topics such as MOU's, flexible work schedule policies and splitting work schedules for partially remote and in office during the same day.

During our May & June 2021 meetings, the committee members continued to share topics for discussion and guidance from their auxiliary peers. Some of the topics discussed included Thompson Reuters Tax Navigator for foreign national hires, student employee background checks, leave rights for independent contractors, telecommuting expense reimbursements with hybrid schedules, compliance with Cal/OSHA guidelines, collecting vaccination records and integrating auxiliary policies with the upcoming CSU vaccine requirements.

## **AOA SALARY SURVEY**

The committee launched the salary survey project and a sub-committee has been working on the process with our vendor, Richard Lane. The sub-committee is being led by the HR Committee Chair-Elect, Rosa Hernandez. We are nearing the stage of data collection from the auxiliaries so the data can be analyzed and compiled into the survey.

## **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- August 2021**

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

-Jennifer Sneed, Chair

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

-Gillian Fischer, Vice Chair

Director, Sponsored Research and Programs  
California State University Dominguez Hills

-Chantal Ebarle, Secretary

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

### **2021 Meeting Schedule-**

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

Fall RAC Meeting- Scheduled for October 11 and 12- Tentatively Full Virtual

### **2021 RAC Meetings-**

The Spring 2021 Meeting, held in May 2021, was fully virtual and held via Zoom. The meeting was a great success. We had a wide range of topics across Post Award, Pre-Award and Compliance areas. The speakers were all fantastic. The full meeting notes are available on the AOA Website in the RAC Group but I also wanted to also highlight a few areas of from our discussion here. Leslie Ponciano from the Chancellor's Office joined us and talked about the various workshops, peer groups and mentoring opportunities offered through her office. Sue DeRosa from LOM, along with a group of RAC members (Leslie Rodelandier and Chantal Ebarle) continued with an ongoing discussion about the HERD Survey. And finally, the highlight of the meeting was Michael Caldwell from the Chancellor's Office spoke to us about faculty compensation- various ways to pay faculty both within and between campuses. This is a hot topic for RAC and will continue into our Fall Meeting.

We are still in the planning stages for the Fall 2021 Meeting. We have confirmed that the dates will be Monday, October 11 and Tuesday, October 12. We were originally envisioning a hybrid meeting with both in-person and virtual opportunities, but because of the ever-changing guidelines and restrictions due to COVID, we are rethinking this and leaning towards fully virtual again. A determination will be finalized this month.

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

Respectfully Submitted by RAC Chair,

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

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

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

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

Friday, February 19, 2021 (3:00 p.m. – 5:00 p.m.) meeting covered the following:

- A. Viewpoint Neutrality Discussion
  - a. *Guest:* Luoluo Hong, Ph.D., Associate Vice Chancellor, Student Affairs/Enrollment Mgmt.
- B. II. Undocumented and DACA Student Support
- C. Mandatory Fee Adjustments during COVID-19 (CPI, HEPI, Etc.)
- D. HSU Student Center
- E. 2020 CSU Fee Lawsuit Status
- F. III. Repopulation Plans and Strategies

Friday, April 16, 2021 (3:00 p.m. – 5:00 p.m.) meeting covered the following:

1. Student Leadership Discussion – Tonee Sherrill
2. Reserve Policies & Practices – Tamsen Burke
3. CSSA Plenary Meetings – Jeanne Tran

Friday, June 18, 2021 (3:00 p.m. – 5:00 p.m.) meeting covered the following:

*Guests:* Luoluo Hong, Ph.D., Associate Vice Chancellor, Student Affairs/Enrollment Mgmt.  
Ray Murillo, Systemwide Director, Student Affairs Programs

*Topics:* EO 1068  
Viewpoint Neutrality compliance  
Student Participation in Policy Development policy changes

No meeting scheduled in July, next meeting scheduled for Friday, August 20, 2021 (3:00 p.m. – 5:00 p.m.)

The topic of Viewpoint Neutrality continues to be a topic of conversation.

New Interim Associate Vice Chancellor for Student Affairs & Enrollment Management for the California State University Office of the Chancellor, Dr. Suzanne D. Phillips. Might be good to invite and welcome her to the upcoming AOA Annual Conference in January. Dr. Phillips is filling Dr. Hong's role. She will need an introduction into Auxiliaries.

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

informed of the important role student-led auxiliaries' play. AS/SU were developed to maintain and promote student voice and vote.

Looking to schedule the AS/SU/RE meeting for Friday, September 24, 2021, time: TBD.

Chaired the CSSA/CSUnity Advisor's Board Meeting on Monday, August 9, 2021 (10:00 a.m. – 12:00 p.m.)

Topics covered:

- A. Telecommuting policies among auxiliaries – Who is keeping them or developing/extending post repopulation? –Alfredo CSUSB. There is a mixture of options.
- B. What campuses are doing about in-person programs and meetings for the fall? Campuses are doing both.
- C. Do any AS's have rules about having cameras on for Zoom meetings?
- D. How do folks appoint or select student government leaders to serve on their internal committees?
- E. Are there any planned activities as we prepare for the special election 9/14? - Dr. Ashley Cal Poly Pomona
- F. **If there would be a rescinding the Governor's EO N-29-20 and what that would mean and entail for virtual meetings?** – Annie CSUCI
- G. Jeanne Tran-Martin, CSSA Executive Director (Time Certain: 10:25 a.m.)
- H. Future Advisor Meeting and the use of Zoom.

There is interest in having the AOA Executive Board work with the Chancellor's Office regarding the Governor's EO N-29-20 and getting an extension. Several campuses are opting to have virtual meetings for the academic year 2021-2022.

RE: EO N-29-20 allows **local or state legislative bodies to hold meetings via teleconference** and to make meetings accessible electronically without violating the open meeting laws found in the Bagley-Keene Act or the Brown Act.

## AOA COMMERCIAL SERVICES STANDING COMMITTEE

### August, 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) Membership Survey July 2021 (summary attached).
  - a. 126 Surveys sent out, 25 responses from 16 unique campuses....20% response rate
  - b. Data supports previous discussions surrounding the challenges of representing the diversity of operations under the umbrella of “Commercial Services”
  - c. 48% of respondents unaware of Commercial Service Portal
  - d. Low interest in leveraging AOA in regards to legislation advocacy.
- 3) Center of Excellence 23C Food Service RFP
  - a. A State and Auxiliary Procurement leverage effort – Bidding opened on CSUBUY 5/6/21, closes 8/13/21. 4 campuses and auxiliaries participating, ranging from retail only, res dining only, large, small, etc. Most participating campuses looking to start contract 1/2022.
  - b. RFP will be an “Opt-In” and strictly voluntary for those who wish to avoid the RFP process (Systemwide pouring rights example).
  - 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. Concerns:
    - i. CSU requiring bidders to contribute capital to CSU potentially diverting capital away from individual campuses
    - ii. Individual campus engagement in selection process
    - iii. A plethora of others
- 4) Conference planning:
  - a. A focus on engaging vendor partners to provide session material, driving new partnership opportunities for AOA
- 5) Monthly Zoom calls with CSU FSD’s, no general meetings occurred.
  - a. Challenges of representing the diversity of operations under the umbrella of “Commercial Services” and having a meeting that provides value to this group.
- 6) Nominations for 22-23 Vice Chair underway, closing 8/31.

Respectfully Submitted,

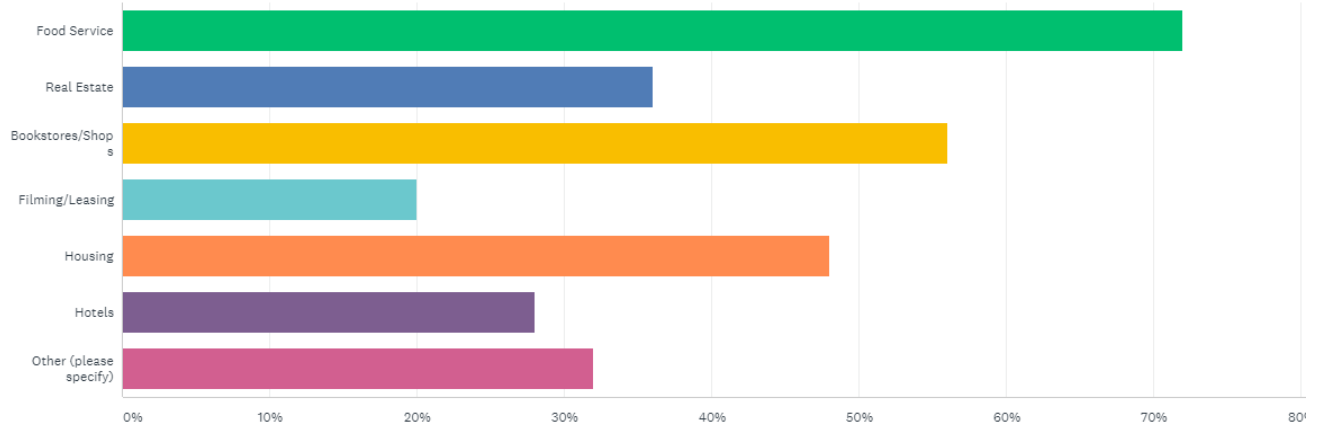
**Aaron Neilson**

2021 Chair, AOA Commercial Services Standing Committee



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

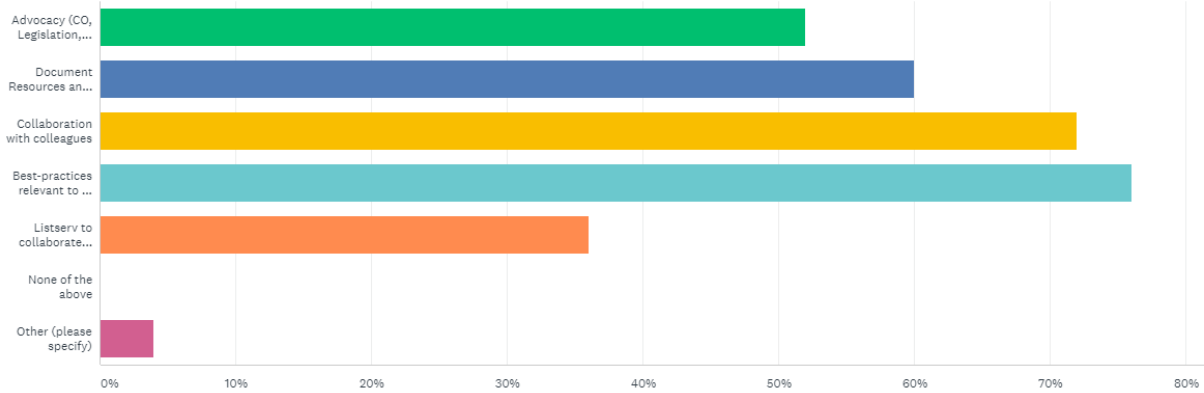
Answered: 25 Skipped: 0



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

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

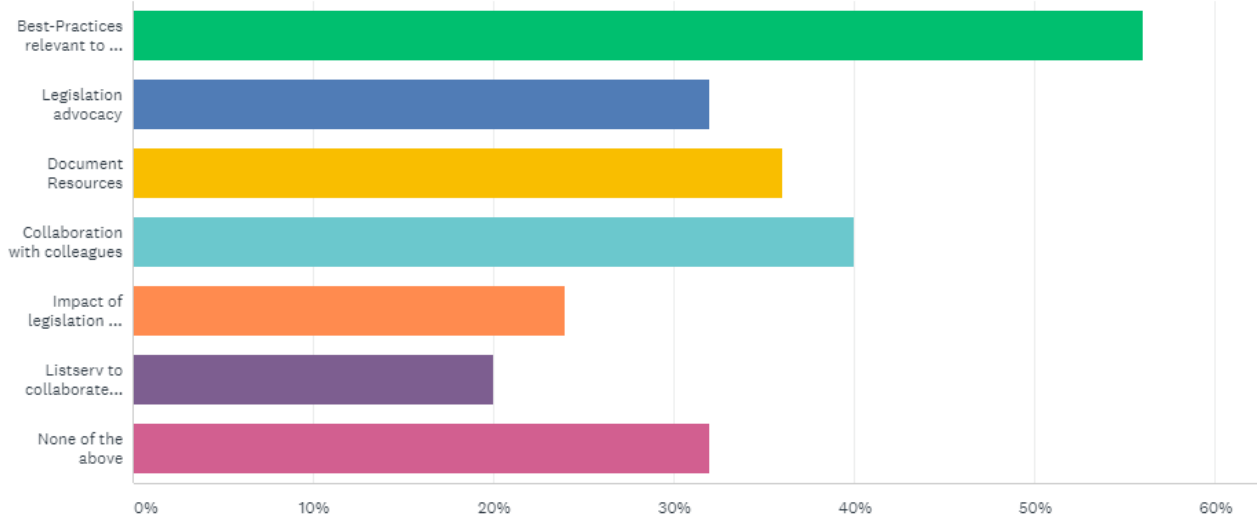
Answered: 25 Skipped: 0



**OTHER=** Job Board

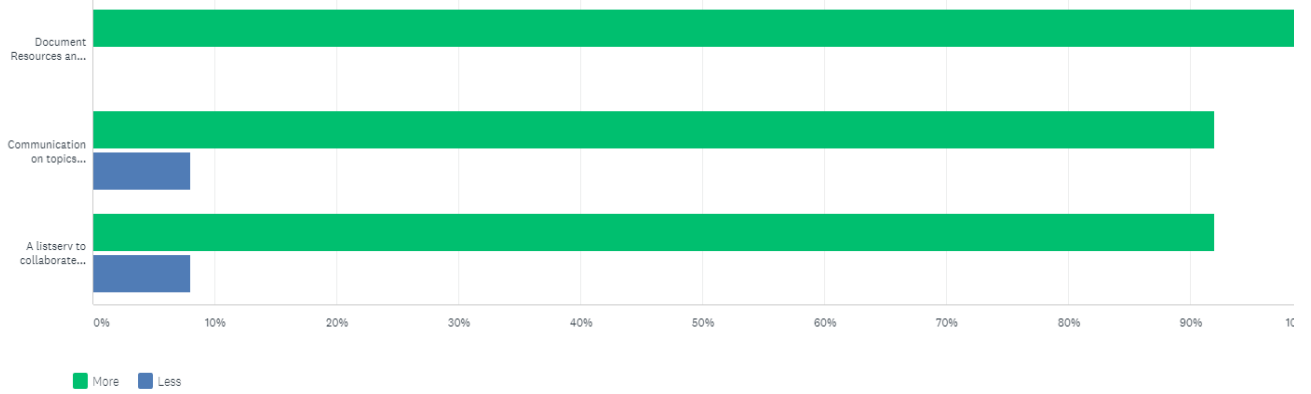
### I primarily rely on other organizations (i.e., NACAS, ICBA, AUREO, etc.) to provide:

Answered: 25 Skipped: 0



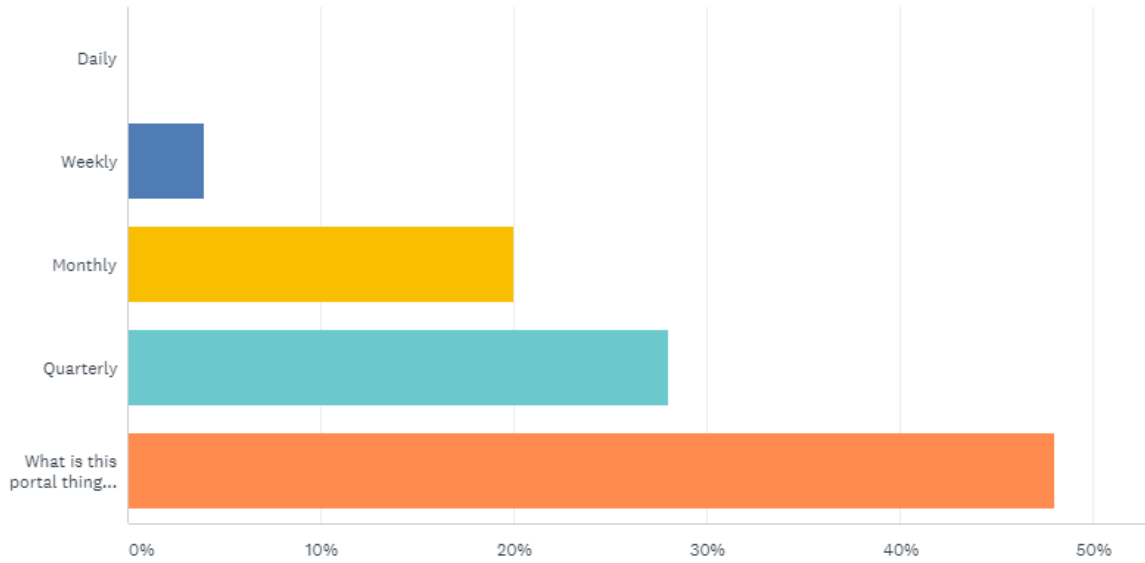
### I wish the AOA website provided (more/Less)

Answered: 25 Skipped: 0



### I access the commercial services portal

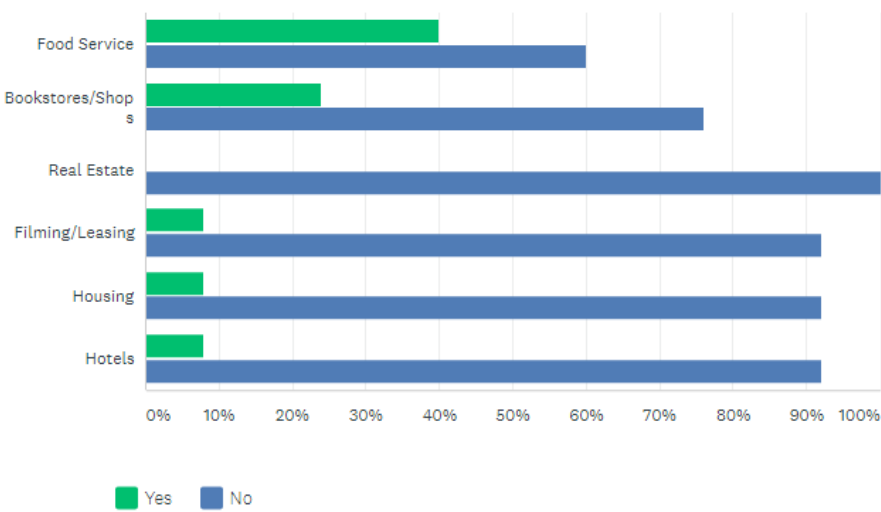
Answered: 25 Skipped: 0



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

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

Answered: 25 Skipped: 0



Report to AOA executive Committee  
Business and Financial Services Subcommittee  
August 12, 2021

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

- April 22, 2021– Steering committee
- May 20, 2021 – General Members Meeting
- July 15, 2021 – General Members Meeting

Committee meeting minutes have been provided to the executive committee.

These meetings have focused on discussing the various issues happening on our individual campuses, assessing the impact of campus repopulation on our organization, and looking into automated service providers to facilitate our internal processes. We have also discussed the impact of GASB 74 for our individual organizations as its guidance will be implemented during the audit of the fiscal year 2020-2021. Additionally, we have brainstormed session topics for the January conference. Topic ideas discussed include:

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

Future planned meetings for the committee are scheduled as follow:

- August 19<sup>th</sup>, 2021 – Steering Committee
- September 16<sup>th</sup>, 2021 – Steering Committee
- October 2021 – Member call (TBD)

During the August steering committee call, we will be discussing the status of our audits and the feasibility of a virtual mini-conference in October.

# AOA Business & Financial Services

## Steering Committee

### Agenda

April 22, 2021 @ 2:00 PM PST

Join from PC, Mac, Linux, iOS or Android:

<https://csudh.zoom.us/j/83491143091?from=addon>

Meeting ID: 834 9114 3091

Or iPhone one-tap: 16699006833,83491143091# or 13462487799,83491143091#

Or Telephone (not recommended as toll charges apply):

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

1. Call To Order 2:14pm
2. Roll Call
3. Approval of Agenda
  - a. M/D. Florez S/J. Navarro
4. 2021 Meeting Dates
  - a. Third Thursday of the month – 2pm
  - b. Next Committee Meeting: May 20, 2021
5. 2021 Initiatives
  - a. Finance professionals’ directory of auxiliaries
  - b. Encourage BFS page registration through the EDs on an annual basis
6. 2021 Mini Conference

- a. Free and Virtual
- b. October 2021
- c. Topics: Data Security, Lessons from the Pandemic, New Normal for Automation, Virtual Working Environment, Financial Technologies (FinTech), Successful Transition in Financial policies and procedures, Status of Internal Audits from the CO
- d. Logistics: Dena Florez
  - i. Webinar License for AOA
- e. IT interest: Jonathan N. to reach out to the AOA IT group

7. Announcements

8. Adjournment – 2:51pm

# AOA Business & Financial Services

## Membership Meeting

### Agenda

May 20, 2021 @ 2:00 PM PST

Join from PC, Mac, Linux, iOS or Android:

<https://csudh.zoom.us/j/83750676736?pwd=Z1JjVkxON0tNZjdmclNoVWpLL3lZdz09>

Password: 322400

Or iPhone one-tap: 16699006833,83750676736# or 12532158782,83750676736#

Or Telephone (not recommended as toll charges apply):

Dial: +1 669 900 6833 (US Toll) or +1 253 215 8782 (US Toll)

Meeting ID: 837 5067 6736

International numbers available: <https://csudh.zoom.us/u/kdBMvjcYxR>

#### 1. Call To Order

a. 2:06pm

#### 2. Roll Call

#### 3. Approval of Agenda

a. M/Teresa Loren S/Y. Marquezsmith

#### 4. 2021 BFS Meeting Calendar

a.

#### 5. 2022 AOA Conference – Session Topics

a. Perspective of BFS area for repopulation – October Mini-conference

i. SDSU Research Grant – testing hybrid model for remote work at  
SDSU

- ii. 49er shops looking into remote work for the Finance Departments (LBSU)

- iii. Staff vs Administration preference at CPP

- 1. Cash driven functions are expected to be back first

- 2. Administration requires managers presence

- 3. Housing occupation is at 75% at CPP

- b. Audit session – with the Chancellor’s Office

- c. Collaborating with IT on the mini conference for purposeful sessions

- i. Dates: October 20-21, 2021

## 6. Hot Topics

- a. CSUN Repopulation starting July 6<sup>th</sup>

- i. Provide services a 25% in the summer, 50-75% in the fall and 100% by January 2022

- b. Children’ center reopening at CSUDH, CSUN and CPP

- c. Optimistic enrollments at CSUN and CSULB, decreasing enrollment at CPP due to SAT testing being waved. Students

## 7. Announcements

## 8. Adjournment

- a. 2:37 pm



# AOA Business & Financial Services

## Membership Meeting

### Agenda

July 15, 2021 @ 2:00 PM PST

Join from PC, Mac, Linux, iOS or Android:

<https://csudh.zoom.us/j/83750676736?pwd=Z1JjVkxON0tNZjdmclNoVWpLL3lZdz09>

Password: 322400

Or iPhone one-tap: 16699006833,83750676736# or 12532158782,83750676736#

Or Telephone (not recommended as toll charges apply):

Dial: +1 669 900 6833 (US Toll) or +1 253 215 8782 (US Toll)

Meeting ID: 837 5067 6736

International numbers available: <https://csudh.zoom.us/u/kdBMvjcYxR>

1. Call To Order 2:02pm
2. Roll Call
3. Approval of Agenda
  - a. M/Teresa Loren S/Idris Aydin
4. 2022 BFS Mini-Conference
  - a. IT collaboration for Mini-conference: not interested
  - b. Dena to provide logistics
5. 2022 AOA January Conference – Session Topics
  - a. CSU Audit & Compliance Team – provide area update
  - b. Floquast – remote accounting solution provider (help with remote month-end closing activities)

- c. Blackline – automation of accounting processes for easier workflow
- d. Executive Order 1000 – CSU/Chancellor’s Office updates
- e. Remote/Hybrid work schedule for Auxiliaries
  - i. Campus vision/mandate may differ
  - ii. Tax return issues with employees

## 6. Hot Topics

- a. Repopulation efforts and vaccination/testing requirements
- b. Office supplies for hybrid work schedule
  - i. Computers, chairs, etc.
  - ii. SD, DH, LB and MB Corp in a hybrid schedule for Fall
- c. Internet/Cell Phone Reimbursement for Remote employees
- d. Hiring Difficulties
- e. CSUN switching to CFS Peoplesoft Financials
- f. GASB 84 – Auxiliaries no longer considered fiduciary activities

## 7. Announcements

## 8. Adjournment 2:51 pm

# AOA IT Committee Report

August 2021

## OVERVIEW

The IT Committee has met once in April 2021 and will meet again on August 18th and September 2021.

## REPOPULATION EFFORTS

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

## CSU IT SERVICE CENTRALIZATION

As you know, a memo was circulated with considerations for CSU campus presidents to consolidate their IT services under a centralized umbrella. In the April technology report I wrote, "Auxiliaries at other campuses are expected or encouraged to operate as mostly independent entities with regard to their IT services." This is true, however I believe the goal for the CSU will inevitably be to centralize all technology services, including auxiliaries. For technical reasons this makes sense. Today's Security challenges alone is a reason for the CSU to centralize.

Moving forward auxiliaries should be looking at their prospective campus IT before implementing an independent solution. If the campus cannot provide a service, then collaborate and build the solution together. In some cases this is easier said than done as the campus may not have resources or necessary relationships are not in place. It is important for members of the IT Committee to establish and maintain relationships with their individual campus peers. At CSUN I sit on the Computer and Mobile Device Committee. I also sit on two CSU Adobe Sign workgroups. I have some excellent relationships with campus IT leaders.

As a committee I believe it is important for our members to have as much presence as possible on stateside committees. We currently have one permanent seat on ISAC (Information Security Advisory Committee), the committee consists of all CSU ISOs (Information Security Officers). Sitting on ISAC allows us to receive important CSU security information first hand. This year the IT Committee will be asking for a second permanent seat on ISAC. It will be beneficial for auxiliaries to have a permanent seat on the Information Technology Advisory Committee (ITAC). This committee consists of all the CSU Chief Information Officers (CIOs) including Michael Berman.

## CIO INVITATION

I have drafted an invitation to Michael Berman, CIO for the CSU to speak at a future AOA IT Committee meeting. This will be an extended meeting to include the Executive Committee and any other auxiliary employees.

Respectfully submitted:

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

# AOA IT Committee Meeting

Michael Berman  
Chief Information Officer  
The California State University  
401 Golden Shore  
Long Beach, CA 90802

Dear Mr. Berman,

On behalf of the Executive Committee of the Auxiliary Organization Association (AOA), we are honored to invite you to speak at a special AOA IT Committee meeting. The event is scheduled for Tuesday, October 5th, 2021 from 2:00pm to 4:00pm PDT via Zoom. The Zoom link is <https://csun.zoom.us/j/8186778888>

The AOA IT Committee is made up of auxiliary IT administrators at all 23 CSU campuses. We ask that a key objective of this meeting is provide a roadmap of future CSU technology projects and strategies.

Please consider speaking at this special AOA IT Committee meeting. We ask that you please let us know by September 5th, 2021. Thank you in advance for your consideration, and we very much look forward to hearing from you.

Regards,

Steve DeLuca  
AOA IT Committee

## **Philanthropy Committee Report Spring 2021**

### **Spring 2021 Meeting**

The AOA Philanthropy Committee met on Thursday April 22 via Zoom. Over 21 Individuals from several CSU's representing University Advancement, Financial Services and Philanthropic Foundations attended.

The following topics were discussed:

### **Board Demographics**

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

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

### **Recruiting Diverse Board Members**

The Philanthropy Committee discussed possible strategies for increasing diversity on boards. Recommendation for Foundations boards to:

- Use diversity, of all aspects, as a lens but not the purpose for recruiting a new board member. They should bring skills and perspectives that enhance the board.
- Evaluate if gift expectations an obstacle.
- Implement term limits as a tool and opportunity to increase board diversity
- Identity strategies to increase board diversity such as reaching out to diverse chambers and women's professional organizations.
- Consider engagement strategies that target diverse audiences to identify a pipeline of board recruits.
- Create opportunities for leadership that interest diverse constituencies so diverse board members feel a sense of belonging.
- Ensure onboarding for board members addresses diversity and ensure that an environment of inclusivity is created for all members. As campuses start to grow the gender balance in boards, it's important to consider the activities that keep them engaged.

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

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

Alejandre announced that the summer and fall meetings dates for the Philanthropy Committee have been set and asked members to place a hold on their calendar for the following dates:

**Philanthropy Committee Summer Meeting:** Thursday, August 26, 2021, 9:30-10:30am

**Philanthropy Committee Fall Meeting:** Thursday, October 28, 2021

Alejandre asked committee members to send suggested agenda topics to her at [malejandre@csusb.edu](mailto:malejandre@csusb.edu).

## AOA Past President Committee Meeting Report

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

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

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

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

### **1. Auxiliary Executive Director Toolkit**

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

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

Suggestions for the toolkit included:

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



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

Recommendation: The committee recommends that AOA consider establishing working groups to focus on some of the other suggested tools and create a section of the AOA website where these tools could be housed and easily accessed by the membership.

## **2. Leadership Academy**

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

The committee discussed the initial leadership academy and level of interest that was generated. The first academy was specifically designed to identify people ready to move up into a leadership role and to provide a pipeline of qualified and interested candidates for AOA president. Clearly this was successful as evidenced by selection of Monica Kauppinen and Martiz Ware, members of the first cohort, for successive president-elect roles. Feedback from Kacie Flynn and others was that the pool of candidates for the president-elect position looks strong for the next couple of years. The committee also discussed the level of commitment needed to put on the academy, the need for continued engagement of the first cohort, whether the curriculum would need to be updated and the amount of administrative support that was needed.

The committee developed the following recommendations:

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

3. Next meeting - The past president's committee set their next meeting time at the AOA Annual Conference on Sunday, January 9 from 4:00 – 5:00 p.m.

## Auxiliary Overview Briefing Framework

### I. Background

- What is an auxiliary – [CSU Auxiliary Fact Sheet](#)
- Number of auxiliaries on campus
- Purpose of each auxiliary
- Date founded and relevant history
- Physical location on or off campus
- Latest Annual Report or Promotional Materials
- Overview of Assessment & Evaluation Practices
- History/Milestones of our Auxiliary on This Campus

### II. Management

- Executive Director bio
- Reporting lines within university
- Organizational Chart
- Management team roster
- Board composition and subcommittees
- Board of Directors Roster
- Board of Directors Bios
- Board meeting dates/location
- Number of employees
- Overview of services

### III. Governing Documents

- Articles of Incorporation
- Bylaws
- Committee charters
- Operating Agreement
- Delegation of Authority
- Values Statement
- Strategic plan/Organizational goals

### IV. Financial Overview

- Financial Statements
- General Fund Budget Overview
- Detailed General Fund Budget Review
- EO 1000 cost allocations, exchange of value
- Other campus contributions
- Volume and/or Workload Indicators
- Compliance audit (if applicable)

Outstanding CSU audit findings (if applicable)

Property valuations (if applicable)

## **V. IT Overview**

Software systems

Cybersecurity measures

Shared Services

## **VI. Facilities Overview**

Overview of facilities owned or leased by auxiliary

Type of facility

Reason for ownership or lease

Ground leases

Property list and map

Revenues and expense

Debt Service

## **VII. Auxiliary Specific Categories**

### **a. Sponsored Research**

#### **i. Facilities & Administrative Costs (F&A)**

F&A summary

F&A agreement

#### **ii. Proposals and Awards Metrics**

Proposal and Award History

Awards Summary by College

Award Detail by College

Top 20 PIs and Top PI Profiles Funding History by Agency or other metrics

Research Highlights or Annual Research Report

Research investments

F&A distribution policy

High-profile programs

#### **iii. Additional Employment Policy**

[Overload summary and policy](#)

[CSU Policy on Additional Employment](#)

### **b. Commercial Services**

#### **i. Dining Services**

Self-operated, quick serve restaurants, convenience stores, catering and concessions

Hours and locations

Sustainability initiatives

Projected revenue

- ii. Campus Stores
  - Location and hours
  - Digital vs. print materials
  - Contracted vs. self-managed
- iii. Real estate and/or student housing
- iv. Licensing programs

**c. Student Unions**

- i. Specialized facilities
- ii. Events
- iii. Leased space to the university
- iv. Food Service
- v. Facility usage data
- vi. Conference and event services
- vii. Collaborative programs and services with the university

**d. Associated Students**

- i. Student executives
- ii. Board meeting frequency, structure, and administrative support
- iii. Student leader and board decision making process
- iv. Current advocacy and activism (campus, local, state, and federal)
- v. Current campus issues addressed by student leaders
- vi. How mandatory student fees are used (if applicable)

**e. Philanthropic**

- i. Gifts - Major donors

- ii. Scholarships
- iii. Endowments
- iv. Campaigns

**VIII. Point of Contact:**

Name

Title

Auxiliary name

Contact info: email and phone numbers

Assistant name and contact information

**IX. COVID-19 Response**

Repopulation Plan

Detailed COVID-19 adjustments by department

**X. Applicable CSU System-Wide Governance**

CSU Policy Library - [PolicyStat](#)

CSU Compliance Guide for Auxiliaries - [POLICY AND PROCEDURE APPLICABLE TO CSU AUXILIARY ORGANIZATIONS](#)

**XI. Other Resources**

AOA Website – [Auxiliary Organizations Association \(AOA\) – Supporting The Educational Mission of California's State Universities](#)

AOA 101 slide deck

CSU 101 slide deck

Board of Trustees presentation

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

### 1. FY 21/22 Excess Insurance Renewal Costs:

Shown below is a summary of the CSURMA AORMA Reinsurance and Excess Insurance renewal costs. Because the Member’s rates and premiums are finalized prior to Staff completing the marketing of the reinsurance / excess insurance policies, the year over year increases (excess of budgeted) are paid in arrears. Therefore, we expect substantial increases to the FY 22/23 program costs. More information will be provided after the AORMA Committee meets in September 2021.

All of the major CSURMA AORMA coverage programs renew on July 1<sup>st</sup>. This year has seen especially significant changes year over year due to hardening of the insurance market, particularly in the excess liability market. Table 1 shows a year over year summary.

**Table 1**

AORMA Risk Pool Year Over Year Insurance Cost at July 1, 2021				
Coverage	FY 20/21	FY 21/22	\$ Change	% Change
Reinsurance and Excess Liability	2,789,066	3,504,135	715,069	26%
Property	2,445,205	3,917,302	1,472,097	60%
Workers' Compensation	2,373,711	3,245,226	871,515	37%
Cyber	68,098	216,199	148,101	217%
Fidelity	237,847	237,847	0	0%

**Reinsurance and Excess Liability** – CSURMA’s excess liability program has seen loss development in the first excess layers for both the AORMA and Campus programs. Ironshore withdrew as lead underwriter and was replaced with 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 non-renewed at July 1, 2021. The excess insurance tower had to be substantially rebuilt again this year. The excess liability insurance market is expected to remain firm for California public entities and higher education, due to the effects of catastrophic jury verdicts, settlements, police misconduct, and sexual abuse claims.

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

**Workers’ Compensation** – Workers’ compensation costs are increasing as payroll is expected to rise in FY 21/22 due to the auxiliary organizations restarting operations.

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

**Fidelity / Crime** – The crime program costs remained flat for FY 21/22, but we expect costs will increase next year due to loss experience.

## 2. AORMA Committee Members:

The following members were elected to serve an additional two-year term on the AORMA Committee from July 1, 2021 to June 30, 2023.

**Bella Newberg – Third Term**

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

**Cecilia Ortiz – Second Term**

Director  
Loker Student Union  
California State University, Dominguez Hills

**John Melikian – First Term (Appointed by Chair)**

General Counsel and Risk Manager  
University Enterprises, Inc. (UEI)  
California State University, Sacramento

**Bill Olmstead – Third Term**

Executive Director  
Union WELL Inc.  
California State University, Sacramento

**Will Marchese – First Term (Appointed by Chair)**

Associate Executive Director, Legal & Facilities  
Cal Poly Corporation (San Luis Obispo)

## 3. Property Appraisals:

The AORMA Committee approved the cost for all auxiliary owned buildings with a value of over \$1,000,000 to be appraised in 2021 or 2022.

## 4. AORMA Liability Program Maximum Allowable Hourly Rate for Legal Counsel:

The AORMA Committee approved an increase to the maximum allowable hourly rate for legal counsel from \$225 to \$250, and for specialty legal counsel from \$275 to \$300. The Committee



California State University Risk Management Authority  
Auxiliary Organizations Risk Management Alliance

also delegated authority to CSURMA's General Counsel to approve a higher rate as necessary on a case-by-case basis.