

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

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

Draft Minutes of the Executive Committee

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

November 19, 2021

Officers & Representatives

| | | | <u>Present</u> |
|-------------------|---------------------------------------|------------------|-----------------------|
| 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 | No |
| Bella Newberg | Elected Representative | San Marcos | No |
| Todd Summer | Elected Representative | San Diego | Yes |
| Nicole Lane | Elected Representative | Fresno | Yes |

Designated Members

| | | | |
|-------------------|---|-----------------|-----|
| Iraida Venegas | Chair – AS/Student Union/Rec Committee | Long Beach | Yes |
| Aaron Neilson | Chair – Commercial Services Committee | Cal Poly Pomona | Yes |
| 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 |
| Starr Lee | Chair – Risk Mgmt. & Insurance Programs | Monterey Bay | Yes |
| Michele Goetz | Chair – Past Presidents Committee | San Diego | Yes |

Board Liaisons (Non-Voting)

| | | | |
|------------------|-----------------------------------|---------------------|-----|
| 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 |

Guest Presenters: Ed Hudson (Chancellor’s Office), Jeanne Tran-Martin (CSSA)

| Agenda Item | Follow-Up Action |
|---|------------------|
| <p><u>President’s Convening Information</u> Kauppinen welcomed everyone to the first <u>in-person</u> Executive Committee meeting of year. Some meeting participants are using the interactive Zoom connection provided with the agenda to participate remotely. AOA’s Bylaws authorize meetings by teleconference so long as participants can communicate concurrently with each other and participate fully in all matters.</p> <p>Kauppinen went over some meeting mechanics and noted that voting on all action items will be conducted using the live “Chat” feature, which also creates a written historical record for the meeting minutes. She instructed virtual participants in the use of the “hand-raising” feature to signal one’s desire to speak.</p> <p>A. CALL TO ORDER AND OPENING REMARKS</p> <p>Kauppinen called the EC meeting to order at 8:30 am.</p> | |
| <p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting’s agenda was approved as presented (m/ John Doebler, s/ Sandra Gallardo).</i></p> | |
| <p>C. APPROVAL OF 8/20/21 MEETING MINUTES (Agenda, pgs. 3-24)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Kacie Flynn, s/ John Doebler).</i></p> | |
| <p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pg. 25) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting. Most of the project initiatives will carry over to next year when there will be more opportunity for in-person meetings.</p> | |

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| Next year we will begin to implement the new program of continuing education and training to be delivered remotely to the membership over course of the year. We will start with programs delivered by Business Partners who have paid a premium conference sponsorship for this opportunity. | |
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| <p>E. PRESIDENT’S REPORT</p> <p>1. <u>EC Leadership Update and Revised EC Roster</u> (Agenda, pg. 26) Kauppinen noted that Jonathon Navarro has resigned from the Board due to accepting a state position, and that Bella Newberg has announced her resignation in mid-December. Both of these elected-representative positions are due to expire in January, 2022, so they will not be refilled. Sharleen Krater (ASI, Chico) has accepted Kauppinen’s appointment of her as 2021 President-Elect, filling the Officer’s slot vacated when Martiz Ware accepted his new state position. Rasheedah Shakoor will be standing for election in January as the nominated 2022 President-Elect and, if successful, will be vacating her elected-representative role, and next year’s President will need to appoint someone to complete the final year of her two-year term.</p> <p>2. <u>Voting Results on AOA Recommended Amended Bylaws</u> Kauppinen announced that the EC approved by email ballot submitting the Recommended Amended Bylaws to the AOA membership, also via email ballot, for their adoption. Ten affirmative votes were required (a majority of the 19 current voting members), and we received 16. Richard sent the Bylaws to the membership on November 24, and we have received 18 responses so far: 44 affirmative responses are needed for adoption, 50% of the 87 CSU auxiliaries.</p> <p>Kacie Flynn clarified that the long-standing “management employee” language in Article IV, Section 7 is a generic term (derived more from the nonprofit sector and the FLSA exemption category) has always been interpreted to refer to professional status (not upper-level management) and certainty not as “management” is used in CSU’s MPP regime. It was not designed to be exclusionary.</p> <p><u>Additional Recommendations from the Bylaws Task Force</u> Kacie Flynn reminded the board that the Task Force report presented at the last meeting included other recommendations requiring follow-up:</p> <p>That Long Range Planning Committee and AOA consider evolution in the purpose of AOA, and the need to evaluate the how/if AOA should create space for those managing <i>auxiliary functions</i> on the state-side as part of its service mission.</p> | |
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Standing Committees have conversations about 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 (that is, as an auxiliary employee or state employee).

3. AOA Officers Update

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

4. Current Issues Affecting Auxiliaries (with CO Liaisons)

Kauppinen reiterated to the CO Liaisons that auxiliaries were often excluded from the review process of some recent CO policies under consideration: AOA feels all parties benefit if auxiliaries are able to raise questions and provide input and opportunities for clarification at the design phase. One suggestion is for the CO to establish a way for AOA (Richard Jackson) to be automatically alerted of any policies in development or pending policy changes that affect auxiliaries so auxiliaries can participate in an open-comment period. For example, Brad Wells has a tickler list of policies up for review in the consultation process. On upcoming item is the establishment of the work group to look at construction costs (what's driving them and sustainability requirements), and Lori Redfearn suggested requesting someone from AOA be part of it.

Redfearn also recommended that AOA work with the EVC for Human Resources to identify an CO HR Liaison to the EC. Also, AOA needs to return to its prior practice of the AOA Officers traveling to the Chancellor's Office once a year and visiting with key staff there on issues of mutual concern.

5. IT Consolidation

Ed Hudson, CSU Chief Information Security Officer, joined the EC remotely to briefly answer questions about the IT Consolidation guideline sent out by Steve Relyea in April. The intent was not to be proscriptive about how IT is structured on campuses (whether distributed or centralized), but to make sure that we do a better job in ensuring that basic data security protections are met. The CIO and ISO are responsible by policy for ensuring best practices and to offer help where needed, and the Presidents need to decide what that structure looks like on their campuses. Steve DeLuca reiterated his recommendation that the Chair of the IT Committee be a formal representative on ISAC, a suggestion Hudson supports.

F. SECRETARY-TREASURER'S REPORT (Agenda, pgs. 27-32)

1. AOA Financial Report

Jackson reported that there are only four months of activity, and the results are skewed because we a lot of Conference income has been posted, but no

expenses as of yet. The come-back-in-person conference in Indian Wells is shaping up quite well. The numbers will be less than our peak years, but better than we might have expected as people get comfortable travelling again.

The Conference budget approved last spring was designed to expect a loss of about \$84K, but with all the possible uncertainty about new virus and travel concerns, who knows that to expect in terms of registrations/cancellations or possible hotel penalties. Last year AOA had net income of about \$160K, so that will help smooth things out if there is a large loss on the conference in January.

Overall, AOA is in good financial shape with \$766,783 in Unrestricted Net Assets as of 6/30/21.

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

AOA's auditors are close to completing their audit of AOA's June 30, 2021 Financial Statements, and draft copies will be emailed to the Board.

G. PRESIDENT-ELECT'S REPORT

1. 2022 AOA Conference Report

Conference Chair Martiz Ware reported that as of the conference registration deadline, AOA had hit its contract minimum room reservation with the Hyatt hotel in Indian Wells.

The conference theme is "Better Together," which both expresses the hope that we can recapture the energy and intimacy of the in-person experience. Even if we wanted to, doing a combination n of in-person and virtual participation is not feasible because of the very expensive technology and streaming costs. Conference participation is surprising good, given the circumstances with virus and travel concerns, both from Business Partners and auxiliary attendees.

The CPC is working with the hotel on security protocols and proof of vaccination/recent testing at the time of registration and a daily self-attestation of status, following both CSU and local guidelines. One of the registration gift-bag items is an AOA logo mask.

Ware has arranged for a celebrity speaker Ben Nemtin at Sunday's opening dinner, who will talk about how to maintain our mental health in challenging conditions. On Monday, he has enlisted Lisa Lee to discuss strategic ways to incorporate diversity and inclusion in our organizations. The conference schedule, including the content for about 7 concurrent sessions, will be going out the membership shortly.

Ware discussed the modified conference schedule for 2022 – eliminating the half-day on Wednesday, and ending the conference with a culminating banquet on Tuesday night that includes an interactive discussion by Chancellor Castro with a few auxiliary representatives. The opening Sunday night event 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. Ongoing Educational Programming for AOA Members Following Conference

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

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

McKee Act Training

It was suggested that, given turnover, it would be beneficial to offer refresher training on the McKee Act. This training by the CO would be a good kick-off to AOA proposed Professional Development Webinar Series. People need to understand that whenever the business of an auxiliary is conducted (including on a personal phone), that is a public record, and involves good recording-keeping protocols.

Follow-up Action: The Board consensus was that AOA coordinate a Professional Development Webinar on the McKee Act for viewing by the membership.

Business Partner Presentations

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

H. MEMBER RESOURCES

2. EC Report to the AOA Membership (Agenda, pgs. 33-34)

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

3. Website Content and Directory Management

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

For members to be fully engaged in utilizing the website group communications, we need to make sure we make it as easy to use and useful as possible. Some EC members commented, as did Steve DeLuca at the prior meeting, that the user interface might be improved to more easily highlight/locate Committee resources and reducing the number of steps (clicks) to get there.

The agreement with the Dent Agency provides for regular website maintenance, including the posting and updating of items (provided by our Website Coordinator, Dixie Johnson), and for special projects for modifications or improvements to be undertaken at a specified hourly rate. Some initiatives have been proposed over the last year or so: e.g., added functionality so that the Standing Committees can identify subgroups (like Rec Centers or Child Care Centers for the ASSURE group), improving the user-interface accessing Standing Committee resources (discussed above), adding a strong search function, etc.

Follow-up Action: The Board consensus was that AOA (a Task Force?) look at our website analytics and develop a strategy to gain feedback on the use of the Website, and suggestions on how to improve its utility or ease of use for members. The Website Manager would be asked to comment on potential changes and the costs to implement them for further review by the EC.

4. CA Legislative Summary Update (Agenda, pgs. 35-41)

Robert Griffin put together an update of major legislation impacting auxiliaries, which is included in the agenda packet. Kauppinen pointed to a few items of interest concerning HR/Covid protocols, the Public Records Act and alcohol-linked charitable contributions.

I. NEW AND RETURNING BUSINESS ITEMS

5. Conference Provider Contracts for Next Year (Agenda pgs. 42-86)

The Agenda Packet for the meeting includes extensive submitted documentation on the roles to be performed by the Service Providers in preparation for next year's (2023) conference at the Hyatt Regency in Sacramento. Here are the EC actions required to approve the proposed contract expenditures:

6. \$21,000 for Kasey Schoen’s proposed contract for Conference Administration (the same as last year).
7. For Dixie Johnson’s back-up role in support of Kasey Schoen’s Conference Administration duties, she will charge her hourly rate of \$31.67 on an as-needed basis.

[For her separate contract work keeping the AOA Directory up to date, and as AOA Website Content Manager working in coordination with the Dent Agency (our professional Website Manager), Dixie will charge her hourly rate of \$31.67. The approved AOA budget for 2021-22 already includes an estimated \$6,000 for this role.]
8. \$37,080 for Lorlie Leetham’s proposed contract for Conference Business Partner solicitation and management (same as last year, with the standard 3% annual increase authorized by the EC).
9. \$15,450 for Taren Mulhause’s proposed contract as Conference Session Planning Coordinator (same as last year, with the standard 3% annual increase authorized by the EC).

Action Taken: The Service Provider Contracts were approved as presented (m/ Djeneba Ahouansou, s/ John Doeblor).

10. AOA Scholarship Committee 2022 Award (Agenda pgs. 87-88)

Flynn presented the Scholarship Committee report and recommendations.

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

This year, the amount of the scholarship award was budgeted at \$5,000, but the Committee recommends that the top two candidates (with the same scored ratings) both be awarded a \$5,000 scholarship – especially since last year no award was made.

AOA received 10 applications which were independently reviewed and scored. Based on the committee’s review, it recommends Julia Glorioso (CSU San Marcos) and Paola Galvez (CSU San Bernardino) both be named award recipients.

Action Taken: The two proposed Scholarship were approved as presented (m/ Sandra Gallardo, s/Djeneba Ahouansou).

Scholarship Guidelines Changes

AS/SU/RE provided feedback regarding the current scholarship language which states that the award is 'limited to sophomores or juniors.' After discussion, in recognition of the changing demographics of the student population, as 5-year or 6-year graduation rates have become more standard and class standing labels may cause confusion or be misconstrued, the Board elected to change the language to include full-time undergraduates or graduates with at least one academic year remaining.

Action Taken: The Board asked that the Committee provide specific revised language to the policy for EC action.

11. Lifetime Honorary AOA Member Award Report

Flynn reported that there were no award recommendations this year, as is sometimes the case.

J. BUILDING RELATIONSHIPS AND PARTNERS

CSSA Update

Executive Director Jeanne Tran-Martin provides an overview of CSSA's mission to advocate for students statewide and its staff structure, and its policy agenda and priorities (see <https://calstatestudents.org/cssa-2021-2022-policy-agenda/>).

1. CABO Liaison Update (Agenda, pgs. 89-93)

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

From August 11, 2021 Meeting:

Travel and Hospitality – Tips from the Auditors included: awareness of the “optics” of an expense should it become to public awareness; no per diem reimbursements, only actual costs; travel reimbursed based on the most economical mode to transportation or route.

CSU 2019 State Leadership Accountability Report (SLAA) – The focus is on reducing waste and strengthening internal controls, and includes auxiliaries.

Affordable Student Housing Items – Plans were reviewed for the 11% of students who live on campuses, 30% of whom are low income. What is meant by the term “affordable” varies by area. The State has offered \$2B to be split between the CSU, UC and Community Colleges.

Athletics & Use of Name Impacts -- The NCAA suspended its rules relating to name, image, and likeness (NIL), allowing student athletes to engage in NIL

activities consistent with the law of the state where their school is located. The California NIL law will go into effect in January 2023.

Public-Private Partnerships (P3) Refresher -- There are currently 54 operational P3s in the CSU, the majority of them involving energy. Legal issues and misunderstandings tend to occur around CSU's sovereignty and around prevailing wage.

From October 12 Meeting:

Campus Information Security Briefings – E.g., Cyber Hygiene Project

SB 169 – One time Facilities Programs -- Student Housing Grant Program: Grants for the construction of student housing or acquisition/renovation (commercial property) for affordable, low-cost student housing.

System wide Risk Management updates -- State of the Insurance Market

Audit and Advisory Services – Notable observations included vendor management, auxiliary organization financial controls and IT decentralized computing (campus oversight).

2. CSU Business & Finance Liaison Report (Agenda, pgs. 94-95)

Robyn Pennington presented her written report which included reports to the Board of Trustees in September and November of its various Committee activities. Full agendas and item write-ups can be found at:

www.calstate.edu/bot

Recent Key Activities:

Divestment from Fossil Fuels in University Investment Portfolios and Funds

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

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

The California State University's effort to transition from fossil fuels is focused on its own investment portfolios only. Auxiliary organizations are not obligated to adopt the recommendations of the Investment Advisory Committee and are free to pursue an investment strategy that best supports their own specific

mission. The chair of the board encourages auxiliary organizations and foundations to evaluate their investments in fossil fuels and take appropriate actions that represent their fiduciary responsibilities and the university's sustainability policies.

CSU Policy Library

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

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

3. CSU Advancement Liaison Report (Agenda, pgs. 96-105)

Lori Redfearn provided the following Advancement update:

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

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

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

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

4. CSU General Counsel Liaison Report (Agenda, pg. 106)

Carrie Rieth made the following report:

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.

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/>.

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.

CalNAGPRA Compliance

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

H. REPORTS

1a. Nominations Committee (Agenda, pgs. 107-108)

Chair Kacie Flynn offered the following recommendations for the 2022 EC Leadership slate, to be put to a vote of the AOA membership by electronic ballot in December.

- Executive Committee Representatives (4 positions open):

Cecilia Ortiz, Executive Director

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

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

Miles Nevin, Executive Director

Associated Students Inc.,
California State University Long Beach

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

Maddison Burton, Director of Human Resources

University Corporation
California State University, Monterey Bay

Nominee's Area of Expertise: Human Resources

Bessie Strategos, Grants & Contracts Administrator

Long Beach Research Foundation
California State University, Long Beach

Nominee's Area of Expertise: Research Administration

- 2022 President Elect:

Rasheedah Shakoor, Executive Director

Associated Students Inc.,
California State University, Dominguez Hills

Nominee's Area of Expertise: Associated Students

- 2022 President :

Sharleen Krater, Associate Director of Training & Development

Associated Students
California State University, Chico

Nominee's Area of Expertise: Associated Students / Human Resources

Action Taken: The EC approved submitting the Committee's 2022 Leadership recommendations to a vote of the AOA membership (m/ John Doeblor, s/Michele Goetz).

1b. Long-Range Planning Committee (Agenda, pgs. 109-110)

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

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

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

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

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

At the most recent October 29th meeting we took the Business Manager Scope and the Conference Admin Scopes and started to draft out new 'position descriptions' to review at our December LRSP meeting.

2. Human Resources Committee (Agenda, pg. 111-112)

Chair John Doebler reported the 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.

Topics included the Governor's announcement about requiring vaccinations for State workers and the Chancellor's Office announcement on mandatory vaccinations; COVID Testing policies/processes and how the auxiliaries are partnering with their campuses on implementing any mandatory testing and vaccination policies.

The Committee invited a paid special guest Rachel Shaw and her team to present on the topic of ADA Accommodations. The committee was encouraged to invite other auxiliary members outside of the committee membership to the presentation and we had several additional guests attend.

AOA Salary Survey

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

3. Research Administration Committee (Agenda, pg. 113-118)

Chair Jennifer Sneed reported that the Fall 2021 Meeting took place in October in a virtual format and was a great success with a turn-out of about 114 RAC attendees at some points. The agenda included Pre-Award, Post Award and Compliance topics of great interest to the group, a CO Audit Update, and discussions on Export Control and Employee Recruitment, Morale and Retention.

4. AS/Student Union/Recreation Committee (Agenda, pgs. 119)

Chair Iraida Venegas reported on the topics discussed at their October meeting, including proposed revised wording for the AOA Scholarship criteria to insure returning students can apply, telecommuting policies among auxiliaries, background checks and vaccinations for Sport Club Coaches, position vacancies, and AOA conference topics.

5. Commercial Services Committee (Agenda, pg. 120-125)

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

AOA Conference

The committee is planning session topics on the use of technology, contactless technology, quality retail experiences, and Affordable Learning Solutions.

Membership Survey

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

Center of Excellence 23C Food Service RFP:

A State and Auxiliary Procurement leverage effort: The final vendor being selected as we speak. 4 campuses and auxiliaries are participating, ranging from retail only, residential dining only, large, small, etc. Most participating campuses looking to start contract 1/2022. The RFP will be an "Opt-In" and strictly voluntary for those who wish to avoid the RFP process (Systemwide pouring rights is an example). Concerns include CSU requiring bidders to contribute capital to CSU potentially diverting capital away from individual campuses.

6. Business and Financial Services Committee (Agenda, pg. 126)

Chair Djeneba Ahouansou reported on topics discussed in April and October meetings: the impact of campus repopulation, automated service providers to facilitate internal processes, the implementation and impacts of GASB 74, Children's Centers' reopening, staff shortages, the VEBA trust and the increase in its administrative fee, and compliance audits.

Planned conference topics include Remote Auditing in a COVID Environment, Leveraging Campus Systems to Create Solutions, Identifying, Preventing and

Responding to Fraud, and Managing Costs: Card Acceptance Using a Service Fee Program.

7. Information Technology Committee (emailed)

Chair Steve DeLuca presented his written report, including issues discussed at the September meeting:

Improved AOA/CIO Connections

Members of the IT Committee met with Dr. Michael Berman, CSU Chief Information Officer (CIO). The purpose of the meeting was to discuss how AOA can stay engaged with the CSU CIO Council. The members of the Council consist of all CIOs throughout the CSU. Starting in 2022, the IT Committee Chair will attend Council meetings as invited.

AOA Website UI Refresh

CSUN USU Marketing has agreed to evaluate the User Interface for the CSU AOA website. CSUN USU Technology Support Services will be providing an update at our next meeting in December.

AOA IT Committee Membership

Many members of the IT Committee have transitioned to other opportunities, leaving several vacancies. There is a charge to recruit new IT Committee members.

8. Philanthropy Committee Agenda, pg. 127)

Chair Monica Alejandre reported on the October Committee meeting, which as over 20 individuals attending., which included a report on the virtual April meeting of over 21 folks at which the following were discussed:

AOA Conference Topics

Endowment Best Practices

Ian Hannah (Sonoma) facilitated a conversation on endowment best practices as it relates to frequency of endowment deposits into investment accounts, underwater endowment determination and approval of endowment distribution. Committee members discussed their processes and procedures for endowment deposits. In terms of underwater endowments, campuses had different practices. The important takeaway was to ensure processes and procedures are well documented and that campuses follow them. In terms of endowment distribution approval, some campuses had board and/or investment committee approval whereas other campuses abided by the spending policy.

Hannah also addressed the recent announcement by the Chancellor's Office that the CSU will not pursue any further investments in fossil fuels in the University's

three investment portfolio: Systemwide Investment Fund Trust (SWIFT), Intermediate Duration Portfolio (IDP), and Total Return Portfolio (TRP).

Board Authority

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

9. Past Presidents Committee (Agenda, pgs. 128-134)

Chair Michele Goetz presented her written report, including:

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

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

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

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

10. Risk Management Committee/AORMA Update (Agenda, pgs. 135-139)

Chair Starr Lee referred to the report included in the agenda packet which included a summary of the funding and dividend information for FY 22/23 as approved by the AORMA Committee in September 2021.

The AORMA Liability Program has a self-insured risk pool layer of \$500,000. This means that all costs up to \$500,000 per occurrence are self-insured through CSURMA AORMA. The claim costs in excess of \$500,000 are insured through reinsurance and excess insurance. The AORMA Committee approved the FY 22/23 Liability Program total costs of \$6,702,561 which is a 40% increase compared to the contributions paid into the Liability Program for FY 21/22. However, in order to keep the percentage increase under 30%, the AORMA Committee approved a dividend of \$624,919 from the Liability Program to be used to lower members' contributions.

Over the last few years, the liability insurance marketplace has seen a mass exodus of insurance carriers, especially in the western states. The insurance industry continues to see significant increases in plaintiff demands, jury verdicts and high dollar claims. Claims that used to resolve for \$5M to \$10M are now costing public entities and their insurers \$20M to \$30M. The "social inflation" that has had a huge impact on these costs continue to deplete the insurance market's surplus, limiting the capacity and availability of insurers willing to write California public entity business.

The reinsurer providing the \$4,500,000 excess of \$500,000 coverage layer added a PFAS exclusion to its reinsurance agreement.

The AORMA Committee approved the FY 22/23 Workers' Compensation Program total costs of \$4,021,437, which is a 23% increase compared to FY 21/22. Costs are increasing because payroll is going up.

The AORMA Committee approved the FY 22/23 Property Program total costs of \$6,031,522 which is a 56% increase as compared to the contributions paid into the property program for FY 21/22. The Property Program funding includes costs for Cyber Liability, Pollution Liability and Limited Earthquake insurance. Extreme weather events (drought, extreme heat, extreme precipitation, hurricanes, tornadoes) and wildfires are causing billions of dollars of property damage across the country with a greater frequency than even a few years ago. These types of losses have led to rate increases across the country even for insureds without major losses. The CSURMA property programs (Campus and AORMA) have experience major property losses (in excess of \$1M) which is accelerating the program's rate increases.

Claims involving hacking, ransomware and loss of personal information continue to rise worldwide. Ransomware now accounts for 75% of all cyber insurance claims.

L. INFORMATION/ANNOUNCEMENTS

M. ADJOURNMENT

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

Respectfully Submitted,

Secretary/Treasurer

