

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

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

Draft Minutes of the Executive Committee

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

August 20, 2021

Officers & Representatives

			<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/V
Teresa Loren	Elected Representative	San Diego	Yes
Rasheedah Shakoor	Elected Representative	Dominguez Hills	Yes/V
Jonathan Navarro	Elected Representative	Northridge	No
Bella Newberg	Elected Representative	San Marcos	Yes/V
Todd Summer	Elected Representative	San Diego	Yes/V
Nicole Lane	Elected Representative	Fresno	Yes

Designated Members

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

Board Liaisons (Non-Voting)

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

Guests: Lorlie Leetham

*V = Virtual Participation

Agenda Item	Follow-Up Action
<p><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 4/16/20 MEETING MINUTES (Agenda, pgs. 3-23)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Kacie Flynn, s/ Teresa Loren).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pg. 24) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting. The item about developing policy guidelines for posting to the AOA website is no longer needed, since all posting are being handled by our contracted Website Manager (via coordination by Dixie Johnson) with the exception of Committee members posting to their Group Communications portal.</p> <p><u>BYLAWS TASK FORCE REPORT AND ACTIONS TAKEN</u> (Agenda, pg. 25-26) <u>Bylaws Task Force Report</u> Past President Kacie Flynn reviewed the written Task Force report first referred to Board members at the time of the April meeting. The six-member group resumed the unresolved Bylaws discussion from 2020 concerning</p>	

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

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

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

Recommendation #2 Regards Article IV, Section 7:

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

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

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

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

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

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

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

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

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

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

Recommendation #4 Regards Article VI:

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

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

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

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

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

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

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

ARTICLE III: Membership

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

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

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

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

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

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

ARTICLE VIII: Nominations and Elections

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

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

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

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

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

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

ARTICLE XI: Bylaws Adoption and Amendment

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

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

THE PLAN GOING FORWARD:

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

E. PRESIDENT'S REPORT

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

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

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

2. Presentation on Auxiliaries to CSU Trustees in May

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

3. AOA Officers Update

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

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

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

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

5. Current Issues Affecting Auxiliaries (with CO Liaisons)

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

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

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

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

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

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

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

2. 2021-22 YTD AOA Financial Activity

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

3. 2023 Conference Site

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

G. PRESIDENT-ELECT'S REPORT

1. 2022 AOA Conference Report

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

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

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

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

2. Ongoing Educational Programming for AOA Members Following Conference

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

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

Business Partner Presentations

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

H. MEMBER RESOURCES

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

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

2. Website Content and Directory Management

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

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

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

I. NEW AND RETURNING BUSINESS ITEMS

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

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

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

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

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

J. BUILDING RELATIONSHIPS AND PARTNERS

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

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

From April 14, 2021 Meeting

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

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

3. HEERF Allowable Reimbursements

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

4. Procure to Pay Update

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

From June 30, 2021 Meeting

1. Update on University Policing

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

2. Capital Planning, Design and Construction Updates

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

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

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

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

Recent Key Communications:

Travel and In-Person Meetings

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

COVID-19 Communications

Calstate.edu/coronavirus 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 to be added to the listserv.

CABO

Recent and Upcoming CABO Meeting Dates:

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

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

Lori Redfearn provided the following Advancement update:

Fundraising

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

Division of University Relations and Advancement

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

Policies

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

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

Carrie Rieth made the following report:

I. COVID-19 Vaccination Interim Policy

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

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

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

II. Update to State Travel Ban

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

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

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

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

III. Real Property Development Projects

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

IV. CalNAGPRA Compliance

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

H. REPORTS

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

Nominations for 2022 AOA Executive Committee

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

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

The Nominations Committee is comprised of the following:

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

AOA Scholarship Selection Committee

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

The Scholarship Selection Committee is comprised of the following:

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

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

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

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

Reviewed AOA Mission Statement

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

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

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

Strategic and Contingency Planning for AOA Staff Needs

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

The LRSP Committee is comprised of the following:

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

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

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

AOA Salary Survey

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

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

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

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

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

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

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

Chair Iraida Venegas presented her written report, including:

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

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

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

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

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

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

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

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

Membership Survey (July 2021):

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

Center of Excellence 23C Food Service RFP:

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

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

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

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

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

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

Repopulation Efforts

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

CSU IT Service Centralization

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

Statewide Committees

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

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

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

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

Board Demographics

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

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

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

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

Chair Michele Goetz presented her written report, including:

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

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

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

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

Auxiliary Executive Director Toolkit

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

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

Suggestions for the toolkit included:

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

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

Leadership Academy

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

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

The committee developed the following recommendations:

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

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

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

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

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

The excess liability insurance market is expected to remain firm for California public entities and higher education, due to the effects of catastrophic jury verdicts, settlements, police misconduct, and sexual abuse claims.

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

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

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

L. INFORMATION/ANNOUNCEMENTS

M. ADJOURNMENT

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

Respectfully Submitted,

Secretary/Treasurer