

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

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

Draft Minutes of the Executive Committee

**Hyatt Regency Sacramento/Sacramento Convention Center
(also with Video Electronic Transmission)**

November 18, 2022

<u>Officers & Representatives</u>			<u>Present</u>
Sharleen Krater	President	Chico	Yes
Monica Kauppinen	Past President	Sacramento	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Rasheedah Shakoor	President-Elect	Dominguez Hills	Yes
	Chair – Conference Planning Committee		
Richard Jackson	Secretary/Treasurer	AOA Headquarters	Yes
Sandra Gallardo	Elected Representative	Sacramento	Yes
Teresa Loren	Elected Representative	San Diego	Yes
Grace Slavik	Elected Representative	Northridge	Yes
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Maddison Burton	Elected Representative	Monterey Bay	Yes
Miles Nevin	Elected Representative	Long Beach	Yes
Cecilia Ortiz	Elected Representative	Dominguez Hills	No
Bessie Strategos	Elected Representative	Long Beach	Yes
<u>Designated Members</u>			
Helen Alatorre	Chair – AS/Student Union/Rec Committee	Channel Islands	No
Alfredo Macias	Chair – Commercial Services Committee	Long Beach	Yes
Dena Flores	Chair – Bus. & Financial Services Comm.	Los Angeles	No
Rosa Hernandez	Chair – Human Resources Committee	Long Beach	Yes
Matthew Sparks	Chair – Information Technology	Sacramento	No
Gillian Fischer	Chair – Research Administration	Dominguez Hills	Yes
Caroline Johansson	Chair – Philanthropy	San Francisco	Yes
Starr Lee	Chair – Risk Mgmt. & Insurance Programs	Monterey Bay	Yes
Dave Edwards	Chair – Past Presidents Committee	Fullerton	Yes
<u>Board Liaisons (Non-Voting)</u>			
Ann Sherman	CABO Liaison	Chico	No
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes
Lori Redfean	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	Yes
Tammy Kenber	Human Resources Liaison	Chancellor's Office	No

Guest Presenters: None

Agenda Item	Follow-Up Action
<p><u>President's Convening Information</u> Sharleen Krater welcomed everyone at the table and also those participating via Zoom and who were visible on a large screen. 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>A. CALL TO ORDER AND OPENING REMARKS</p> <p>Krater called the EC meeting to order at 8:34 am.</p>	
<p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-2) Richard Jackson added an action item: "2023 Leadership Election by Electronic Balloting," which has three components to it.</p> <p><i>Action Taken: The meeting's agenda was approved as amended (m/ Sandra Gallardo, s/Bessie Strategos).</i></p>	
<p>C. APPROVAL OF 8/19/22 MEETING MINUTES (Agenda, pgs. 3-18)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Miles Nevin, s/ Michelle Crawford).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pg. 19) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p> <p>Two live Webinar presentations by Business Partners were made available to the AOA membership in the last month: one by Follett and one by Chartwells. It was a trial run to see what kind of response we would get, which was modest. We might have more success with topics presented by the campus and Chancellor's Officer folks.</p>	

E. PRESIDENT'S REPORT

1. CSU 101 Presentation

Krater reported on the presentation to new State business and financial employees on the role and value of CSU auxiliaries (and AOA) to the campuses and system. A similar presentation was made to the CSU Board of Trustees.

2. AOA Leadership Academy

AOA's Leadership Academy was designed to develop a pipe-line of people with the interest and knowledge to get more involved in leadership opportunities, whether on the Committee or EC level, and ultimately as AOA President. Several graduates of the inaugural Academy have since assumed leadership positions, and there are other potential candidates from the pool of people who served as representatives on the EC in the past few years.

Krater and Dave Edwards reported on discussions about using a different framework next time: Instead of the one-day training session at a hotel, we might look at a year-long process involving an introductory training session at the annual Conference; possible attendance at an EC meeting, mentorships, and virtual webinars during the year; and a capstone advanced training session at the following annual conference.

Dave Edwards talked about his preliminary work on identifying possible candidates for the next Academy – including contacting the list of people who expressed interest in prior years to see if they were still interested.

3. AOA Officers Update

At their pre-EC meeting, the Officers discussed succession planning and the implementation of the proposed elected Secretary/Treasurer position.

4. Current Issues Affecting Auxiliaries (with CO Liaisons)

The CSU Liaisons were asked to alert the Board regarding policies under consideration or development that may affect auxiliaries, and they reported that there were no new developments beyond those discussed at the last meeting.

Robyn Pennington noted that the CSU now maintains a list of draft policies on its website that are available for preview and comment in real time:

www.calstate.edu/policies.

5. Annual Business Meeting with AOA Member Organizations

Historically, AOA held an in-person meeting at each year's conference. With the pandemic, we needed to shift to holding both the annual AOA Leadership Election and the Annual Business Meeting by electronic means, and we have continued this practice post-pandemic. It works better to hold elections for AOA Leadership and the Committee Chair positions in December so the results can be reported to the AOA membership at a virtual Annual Business meeting where

potentially more people will be able to participate. An Annual Report distributed to the Membership and the Annual Meeting Agenda both include an annual report by the outgoing President, AOA Treasurer and the Committee Chairs, as well as the 2023 Executive Committee roster.

6. Cloud-Based Storage of AOA Documents

Krater reported the Officers interest in utilizing a centralized digital location for storing AOA documents of historical interest where they can be accessed by authorized individuals. Possibilities are for cloud-based software such as Box, or building on a Google Docs site already in use that is maintained by an AOA Service Provider.

F. SECRETARY-TREASURER’S REPORT (Agenda, pgs. 20-25)

1. YTD AOA Financial Report

Jackson reported that 4 months into the fiscal year, we are on target with both revenues and expenses in the General Operations budget. The Conference report includes significant Business Sponsorship and Conference Registration income that rolled over from the cancelled 2022 Conference, but most of the expenses won’t be recorded until the conference in January, so the net profit picture is distorted at this point.

The important thing to note is AOA’s Net Asset picture. At one time AOA had significant Board Discretionary funds in addition to the Designated Reserves (currently about \$310K). However, with the loss of some \$380K on the cancelled AOA conference, those funds have now been wiped out. We still have a strong Net Assets picture – but it is comprised entirely of our Designated Reserves. Thus, we could not sustain a huge hit on another cancelled conference without severely impacting our reserves.

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.

2. Acceptance of Audited Financial Statements and Audit Report (Emailed)

Action Taken: The Board voted to accept the Audit Report for FY 21-22 submitted by the auditors (m/ Monica Kauppinen, s/Sandra Gallardo).

G. CONFERENCE CHAIR/PRESIDENT-ELECT’S REPORT

1. 2023 AOA Conference Planning Update

Conference Chair Rasheedah Shakoor reported on program for the 2023 Conference in Sacramento, where the General Sessions and meals will be in the Hyatt Regency and the Super Sessions and Concurrent Session at the newly renovated Convention Center across the street.

The conference theme is “A New Chapter” and our marketing team is producing some cool graphics, as well as popular mobile app features such as the Resource Gallery and QR code for use with Business Partners and gamification. There is an impressive array of concurrent educational and training sessions, but they will not be designated by tracks (for HR, Research, etc.) because of the wide appeal of many of the sessions.

The three General Sessions will include an address by the Chancellor at the opening Sunday banquet, a presentation by EVCs Steve Relyea and Sylvia Alva on Monday, and a closing Tuesday noon keynote by Anne Loehr on the topical issue of the post-pandemic hybrid work culture. Super Sessions will include a presentation on current legislative advocacy activity by CSU’s Director of State Relations, and a session focused on developing future AOA leadership. An off-site party night is planned for Monday night with a an array of food and beverages and a live band for dancing. A Tuesday morning Orientation Breakfast is planned for the in-coming Standing Committee Chairs. Standing Committees will meet on Sunday afternoon.

2. Education and Training Business Partner Webinars

Lorlie Leethan arranged a pilot a webinar series with webinar presentations by two Business Partners – Chartwells Higher Education and Follett -- who paid a sponsorship premium to AOA for this additional benefit opportunity. The information will be recorded on U-Tube and available on the website as well. The Long Range Planning Committee might to consider a program of campus and Chancellor’s Office content for future sessions under the guidance of an EC member.

H. MEMBER RESOURCES

1. Executive Committee Report to the Membership

No report was sent to the membership this quarter.

2. Robert Griffin’s Work Product and Plans (Agenda, pgs. 26-31)

Robert Griffin, AOA’s Compliance Consultant, has produced an awesome resource tool for auxiliary members: a Compliance Resource Catalogue which is a compendium of monographs, issue briefs and practical guides produced over the years and how combined in one place, along with annotations as to the content, and an active link to the documents for easy reference.

This useful tool, separated into three sections with documents relating to Management, Governance and Compliance, will answer questions that continuously arise related to, for example, Compensation Comparability, UBIT, Transparency Guidelines and Redaction Techniques, Records Access, Payment to Student Officers, Independent Contractors, Administration of Student Organization Funds, Reserves, Open and Closed Meetings, Emergency Powers,

Responsibilities of Auxiliary Governing Boards, Restructuring Auxiliary Organizations, Oversight of Auxiliaries, Lobbying Rules, etc.

This handy and important compliance information needs to be in the hands of auxiliary management and meeting chairs, and will be widely distributed and promoted.

Robert's planned future work includes policy updates and proposed Bylaws provisions.

3. CA Legislative Summary Update (Agenda pgs. 32-37)

Robert Griffin's update was provided in the agenda packet. Alfredo Macias discussed with Robert the impacts of some of these bills on auxiliaries, and he provided the Board with a summary of their discussion.

4. Survey of Auxiliary Resources (Emailed)

HR Committee Chair Rosa Hernandez distributed a survey by the Committee to its member auxiliaries seeking information on whom they use as an Employment Law attorney and what systems they use for HRIS/applicant tracking, managing performance evaluations, training employees, and receiving HR updates. The intent is to provide members with information resource options available to them.

AOA is also gathering a list of Auxiliary General Counsel (not just HR) currently utilized by CUS auxiliaries as resource information for others who have a need. Carrie Rieth noted that some campuses have an attorney on retainer (representing the campus) or a list of vetted legal resources for answering transactional types of questions.

I. NEW AND RETURNING BUSINESS ITEMS

1. Service Provider Contract Proposals for 2023

a. Patrick Bailey, Conference Administrative Manager (pgs. 38-42)

Jackson reported at the last meeting on the detailed RFP that was sent to all interested parties (and the entire AOA membership) for this Conference planning position, formerly held by Dixie Johnson). Patrick Bailey, who is retiring from the Student Union at Northridge, was selected because of his extensive background in conference planning work and the good recommendations offered by those he has worked with. He will begin work at the conclusion of the 2023 conference and plan the 2024 conference. The proposed annual contract payment is \$40,000.

Action Taken: The Board approved the one-year contract proposal submitted by Patrick Bailey for the Conference Manager position, with a follow-up report in April on Patrick's retirement status (m/ Sandra Gallardo, s/ Caroline Johansson).

b. Taren Mulhause, Conference Session Manager (pgs. 43-51)

Jackson presented Taren’s proposal to continue in the role of coordinating and assisting in the work of the Standing Committee members who volunteered to develop the educational/training content for the Concurrent Sessions at the conference. The proposed annual contract payment is \$16,000.

Action Taken: The Board approved the one-year service-provider contract proposal submitted by Taren Mulhause for the Conference Session Manager position, (m/ Monica Kauppinen, s/ Bessie Strategos).

c. Dixie Johnson, Special Projects Manager (pgs. 52-59)

Jackson presented Johnson’s proposal to continue in two roles:

- Providing transitional support for the new Conference Administrative Manager on 2024 Conference planning (\$40/per hour); and
- Updating the AOA Membership Directory and content on the AOA Website; Building or updating the EventsAir conference management software templates for next year; and Providing administrative support for the AOA Nominations, Awards and Leadership Academy processes (\$12,000).

Action Taken: The Board approved the one-year service-provider contract proposal submitted by Dixie Johnson for the Special Projects Manager position, (m/ Caroline Johansson, s/ Miles Nevin).

2. AOA Scholarship Committee 2023 Award (Agenda pgs. 60-61)

Sandra Gallardo reminded the Board of the slightly amended qualifications language for Scholarship candidates that was approved at the last meeting to include graduate students:

“Be a currently enrolled full-time undergraduate or graduate CSU student with at least one more academic year of full-time coursework.”

The Committee received 44 applications from students attending 14 different CSU campuses. Each application was independently reviewed and scored. Scoring was based on four items with the weights that have historically been a part of the process: GPA (20%), Service to Auxiliary (30%), Resume (20%) and Strength of Essay (30%).

The Committee met October 17, 2022, and after careful consideration and deliberation, the Committee voted unanimously to **recommend that John Barcelona from Cal State Long Beach be awarded the 2023 AOA Scholarship.**

Action Taken: The Board unanimously voted to award this year’s Scholarship to John Barcelona (m/ Michelle Crawford, s/Sandra Gallardo).

Recommended Improvements to the AOA Scholarship

In consideration of next year's Scholarship process, the committee offered the following recommendations:

- Explore providing two scholarships at \$2,500 each to reward more applicants
- Clarification of several parts of the AOA Scholarship of Excellence Policy: the Required Award Eligibility Criteria and Selection sections.
- Revise the Scholarship Application Instructions
- Set a minimum GPA minimum (e.g. 3.0) but remove it in the scoring/weighting process
- Weight the "service to auxiliary" the most in scoring. Suggested weights for scoring
 - Service to Auxiliary, 50%
 - Resume, 20%
 - Strength of Essay, 30%

For Future Consideration and Action: Approval of proposed changes to the AOA Scholarship.

3. Committee Travel Allowances for Conference Attendees

Maddison Burton suggested the Standing Committees be permitted to allot a portion of their Committee budgets, or access a separate AOA Travel Awards fund, to subsidize travel to the AOA conference for those unable to attend due to a financial burden. This program would be limited in scope (e.g., up to two awards of \$500) and would require an applications process. Maybe limit it to first-time attendees?

Normally, Committee budgets are used for meeting room and food costs, or to pay presenters, but Committees (e.g., RAC) have offered small travel awards in the past to attend Committee meetings (not the Conference). Board members commented that this idea fits with the initiative to encourage in-person attendance at meetings.

For Future Consideration and Action: Burton suggested this item be tabled until the April meeting when a more specific proposal can be made for the use of all Committees.

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Update (Emailed)

Ann Sherman submitted the following report:

CABO met in person October 25 during the Facilities and Capital Planning meeting Oct 24-26.

The primary topic of conversation was the enrollment trends across the CSU, and the financial consequences of the decline. Across the system, enrollment is down 7%, with year-over-year declines at 21 of the 23 system campuses.

Despite these declines, several campuses continue to be over-enrolled against target, which has led to a state funding re-allocation discussion. The impact of such a decision would be dramatic, as some campuses would be affected by a "double-whammy" of both declines in tuition and fees, as well as lesser state funding. To that end, much of the decision parameters relate to the pace of any re-allocation, giving individual campuses enough time over the next couple-few years to right-size themselves to their current reality.

The Board of Trustees established its State budget ask at its September meeting, in order to permit better advocacy and planning with the State Dept of Finance, prior to the Governor's January budget proposal. The CSU has requested significant funding beyond the Governor's 5% compact commitment, primarily to address the salary negotiations and discrepancies that have emerged in comparison to market wages. Part of the 5% compact, however, is predicated on a 1% enrollment increase, which appears unlikely.

Insurance costs, and rates established by CSURMA (the CSU Risk Management Authority) was another extensive topic. Due to both recent natural disasters, and the litigious employment climate in California, a number of traditional carriers have pulled out of the state. Those that remain are hedging their coverage with rate increases.

And, finally, Jenny Novak from the Chancellor's Office presented on wildfire mitigation, preparedness, and response.

2. CSU Business & Finance Liaison Report (Agenda, pgs. 63-64)

Robyn Pennington noted that the CSU is eagerly awaiting to hear on January 10 what the Governor's budget will provide for the CSU system.

Pennington presented her written report which included reports to the Board of Trustees in September and November on the various agenda items before its Committee on Capital Planning, Buildings and Grounds, and its Committee on Finance.

Full agendas and item write-ups for the board of Trustees can be found at: www.calstate.edu/bot

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, pg. 65)

Lori Redfearn provided the following Advancement update:

Philanthropy Reporting

Campuses have submitted their philanthropy reports for the fiscal year 2021-2022. Preliminary data indicates that gift commitments again surpassed \$500 million. Gift receipts will exceed \$465 million.

The NACUBO endowment reports are in process. Preliminary data from NACUBO indicates university endowments experienced an 8.65 percent investment loss on average. This may cause newer endowments to drop below the initial gift value (corpus). Generally, spending policies using smoothing factors, like average market value over 12 quarters, support distributions even when the fund is underwater. Downturns in the market are opportunities to have a conversation with the donor about making an annual gift to support the distribution.

Auxiliaries should also be reviewing carry-over funds in spending accounts before making distributions from underwater endowments.

Policies and Procedures

The Endorsement Policy workgroup has completed its initial draft and will circulate to Chief Administration and Business Officers and Vice Presidents for Advancement for feedback before review with presidents. It will then be available for broader comment. The Endorsement Policy addresses when the university or its employees may endorse a product or service when there is a clear public benefit to the university. Auxiliary organizations are not under the same legal regulation but will be encouraged to use the policy as a guide for decision-making based on mission and values.

The California legislature passed a ban on scholarship displacement which will go into effect on January 1. The law prohibits displacement of institutional aid (State University Grant, EOP, scholarships) when a student receives a scholarship from a private funder. Scholarships distributed by a CSU auxiliary organization are considered institutional aid. Auxiliaries are encouraged to award scholarships in the Spring/Early Summer so they may be considered in the student's federal, state, and institutional aid packaging.

University Relations and Advancement Recruiting

The Division of University Relations and Advancement is currently recruiting for an Assistant Vice Chancellor, Federal Relations and an Assistant Vice Chancellor, Advocacy and State Relations.

4. CSU General Counsel Liaison Report (Agenda, pg. 66)

Carrie Rieth made the following report:

Liability Waiver Form Update

Risk Management recently revised the Waiver of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims form. The revised version which includes a broader indemnification provision should be used by campuses and auxiliaries. See <https://calstate.policystat.com/policy/12609095/latest/>

CSU Policy for the Distribution of Tickets and Passes to Events and Report of Ceremonial Role

The CSU Policy for the Distribution of Tickets and Passes to Events and Report of Ceremonial Roles was recently revised and for the first time has been posted to PolicyStat. See <https://calstate.policystat.com/policy/12260985/latest/?showchanges=true>

The policy explains circumstances when a ticket or pass given to a university employee is not considered a gift under conflict of interest rules and is not required to be reported on the employee's Form 700. Tickets and passes must be distributed in strict compliance with the policy for this exception to apply.

Tickets or passes for CSU athletic games or events performed by students are not considered gifts and are not subject to the policy.

5. CSU Human Relations Liaison Report (Agenda, pg. 67-68)

Tammy Kenber submitted a written report covering the following topics:

- The CSU is gathering employment data from campuses for the Federal Government database on Postsecondary Education
- The focus groups for the Faculty Compensation study
- Systemwide review of CSU's Title IX and Discrimination, Harassment and Retaliation (DHR) programs
- Kenber announced she has accepted position with UC Davic

6. CSSU Relationship

Krater introduced Jeanne Tran-Martin, CSSA Executive Director, who presented a brief report on CSSA's staff and current issues.

K. REPORTS

1. Nominations Committee]

Election of Executive Committee Leadership for 2023:

The EC considered the following proposed Minute Actions:

- a. Approved submission of the 2023 Leadership Roster to a vote of the AOA member-organizations, as recommended by the Nominations Committee per Chair Monica Kauppinen

EC Representative #1– Michelle Crawford, Executive Director of Associated Students, Cal Poly SLO

EC Representative #2 – Liz Roosa Millar, Executive Director of Associated Students, Cal Poly Pomona

EC Representative #3 – Curtis Sicheneder, Associate Executive Director of Associated Students, CSU Chico

EC Representative #4 – Andrew Singletary, Director of Information Technology at the Union WELL, CSU Sacramento

2023 Secretary and Treasurer (Officer) – Grace Slavak, Director of Sponsored Programs Admin, The University Corporation, CSU Northridge

2023 President Elect (Officer) – Heather Cairns, Director of Licensing & Facilities Manager, The University Corporation, CSU Northridge

- b. Adopted the proposed *Membership Electronic Balloting Procedures drafted by Robert Griffin*
- c. Authorized the 2023 Leadership Election to be conducted by electronic balloting; and
- d. Designated Secretary/Treasurer Richard Jackson Ballot Tally-Agent.

Action Taken: The Board approved the foregoing four balloting actions related to the election of the 2023 AOA EC Leadership (m/ Miles Nevin, s/Rasheedah Shakoor).

Lifetime Honorary AOA Member Awards

Kauppinen reported that she didn't appoint an Award Nominations Committee Chair and that there was no Award Nominations Committee selected this year, which is the standard process provided in the Bylaws. Rather, acting as the Nominations Committee Chair, she solicited nominations for Lifetime Honorary Awards this year. She reported that two nominations were submitted celebrating the very substantial and consequential contributions over a number of years of Fred Neely (now deceased), and Dustin DeBrum (who is now a state employee).

The discussion didn't revolve around the obvious and considerable contributions of the nominees, but rather whether their qualifications matched and awards criteria in the policy statement, and even if the criteria were appropriate or should be changed. Because there not a diverse and representative Award Nominations Committee, there was not an opportunity for a deliberative and comprehensive vetting process. A range of questions emerged having to do with whether it makes a difference if contributions were done in a paid capacity (as

part of one's auxiliary or state employment, or as a service provider) or in a volunteer capacity, what are the criteria and timing for appropriate nominators and nominees, etc. Is a separate special award needed for retired service providers?

It was determined no Awards be considered this year. In the next year there needs to be additional clarity and perhaps revisions proposed to the Nominations policy, and the appropriate Award Nominations Committee process needs to be followed in soliciting and vetting nominations for next year.

For Future Consideration and Action: The Nomination Committee Chair needs to structure a review, clarification and possible revision of the criteria for the Lifetime Honorary AOA Member Award prior to the start of the nominations process next year.

2. Long Range Planning Committee (Agenda, pg. 69-70)

Kauppinen presented the Committee's written report with suggestions regarding:

- The Scholarship of Excellence process
- The Leadership Academy timeline (discussed elsewhere in these minutes)
- The handling of Ongoing Education and Webinars for members
- The Executive Director Toolkit, and
- Service Provider Succession Planning

3. Human Resources Committee (Agenda, pg. 71)

Chair Rosa Hernandez submitted a report on HR Committee activities:

- An Employment Law Update from Richard Bromley. Topics spanned from wage and hour laws, time clocks and rounding, bonuses, arbitration agreements and pitfalls with harassment claims and volunteers.
- A survey of Committee members regarding vendors and general resources and tools they rely on for support. The topics surveyed included: legal counsel, HR Systems, Training Systems, Performance Management Tools, "go-to" resource for HR Updates, and even an opportunity to "shout out" a vendor.
- The agreement between AOA and Employers Group, which will be up for renewal in December 2022.

4. Research Administration Committee (Agenda, pgs. 72-73)

Chair Gillian Fischer give a RAC update:

- The 2022 RAC Business Meeting included an introduction to the 2022 RAC Leadership Team, a Chancellor's Office Update on the policy on International Agreements as well as other Chancellor's Office initiatives, and a follow up discussion on the HERD Survey.
- Topics for the RAC Spring Meeting included updates from the CO's office on NSPM-33 and the International Agreement Policy (including impacts on

travel, cybersecurity, trainings, etc.), updates from some of the newly founded committees including IRB and Export Control, Professional Development opportunities from the C.O., and a continuing discussion about paying faculty from other CSU Campuses. Day 2 was followed by a meeting by the Sponsored Programs User Group (SPUG) regarding an RFP to several Electronic Research Administration providers in an attempt to standardize and reduce costs across the CSU.

- Topics for the RAC Fall Meeting included updates from the CO's Sponsored Programs Office, Standardizing CO-Issued Funding Opportunities, a presentation on Financial and Nonfinancial Conflicts of Interest, and a continuing discussion about paying faculty from other CSU Campuses.
- RAC Leadership has met with Melissa Mullen and Ana Aguirre from the Chancellor's Office multiple times. Discussions included possible professional development opportunities to be provided by the C.O. and re-starting the Best Practices Committee, including the structure and initial topics for the working groups.

5. AS/Student Union/Recreation Committee (Agenda, pgs. 74-78)

Chair Helen Alatorre's report included the following items:

AS/SU/REC Directors Sub-Committee

- Recent referendum success and challenges, including alternative consultation
- Run-for-Office application pool success or interest (most campuses present reported low interest)
- Election platforms

CHES Advisor Summit

- Benefits of Serving as a Student Leader – have/are they changing? Are we adjusting to the change?
- Students first! What new challenges do we see for our student leaders and what can we do to address them?
- Leadership Development – from nuts and bolts to personal growth. Are we equipping student leaders with the right skills?

AOA Scholarship Guidelines

Reviewed the AOA scholarship text to provide feedback on desired updates to scholarship eligibility and disbursement of award. The recommendation was made that applicants: *Be an undergraduate or graduate CSU student with at least one more academic year of full-time coursework.*

AS/SU/REC Directors Sub-Committee

- Shared Governance Joint Statements
- Cal State Student Association (CSSA)
- Juneteenth Symposium Reflections
- The Great Resignation – reflections on how we might help each other

- Campus in a Minute – a quick update or snapshot provided by each campus present

CSUnity Advisor Summit

- Campus Updates – What’s happening on your campus
- AS/I Executive Officer Scholarship/Compensation Packages
- Advising vs. Supervising
- Risk Management Issues: Event Planning & COVID, Farmer’s Markets
- AS President statements

6. Commercial Services Committee (emailed)

Chair Alfredo Macias offered the Committee’s 2022-2023 Goals:

- Increase engagement in the CS Committee
- Hold 2 meetings For Commercial Service members
- Hold Monthly Meetings for Businesses within Commercial Services regarding:
 - New passed bills and affects to commercial services.
 - Best practices for campuses coming back to life
 - What the future holds for Commercial services.
 - Food service , Bookstore, ASI, etc.

In consultation with Robert Griffin, Macias presented a summary on the following Assembly and Senate Bills:

AB 524, 1602, 1775, 1788, 2100, 2422, 2448, 2491, 2539, 2624, 2681, and 2693.

SB 793 and 1308.

7. Business and Financial Services Committee (Agenda, pg. 79)

Chair Dena Flores reported that she has been working on the sessions for the AOA Conference, including replacing one of the sessions with a panel discussion with the Chancellor’s Office.

There have been staffing changes in both the Chancellor’s Office and in the campus Auxiliaries, so this is a good time to offer a refresher of the services and support offered by the Chancellor’s Office. As we are transitioning back to in-person, it will be good opportunity to share updates, offer a Q&A, and discuss how best to plan for compliance audits.

Flores has also been working on building the Finance Committee contact listing.

8. Information Technology Committee

Chair Matthew Sparks submitted no report.

9. Philanthropy Committee Agenda, pgs. 64-65)

Chair Caroline Johansson offered the following report:

Following on hot topics that were identified in 2021 and as a result of an area of interest survey conducted by Ericka Scott of Cal Poly SLO, the following topics were presented to the committee during 2022 meetings:

- **Board Orientations** – Campus foundation representatives shared successful procedures for onboarding new board members.
- **Endowment Investment Management vs. Investment of Non-Endowed Cash** – Presented by Ian Hannah of Sonoma State University Foundation, Keith Kompsi of California State University, Fresno Foundation and Todd Au of Graystone Consulting. Topics included CSU total endowment market value, return objectives, asset allocations, fund performance, spending policies and endowment trends.
- **Cryptocurrency Gifts** – Presentation by SF State on how they processed a gift of \$25 million in cryptocurrency and the factors to consider when processing cryptocurrency such as negotiating the gift agreement, custody and liquidation, gift processing, updating the Foundation gift acceptance policy and IRS Requirements.
- **Foundation Project Administration** – Veronica Roman, Manager, Foundation Project Administration of the CSU San Marcos Foundation, presented on the topic of the Foundation Project Administration position that was created to establish best practices while providing a resource for campus partners on the use of Foundation projects with emphasis on honoring the donor’s intent when administering project funds. She explained how guidelines were created for project director roles and responsibilities, creation of project agreements, spending plans, expenditure reviews, tools and resources and FAQ’s.
- **Investment Policy Statement Development** - Sheldon Gen, Ph.D., a Professor of Public Administration in the School of Public Affairs and Civic Engagement and the Faculty Representative on the San Francisco State Foundation’s board of directors, presented on “Investment Policy Statement Development” updates. The goal was to move from an emphasis on structure of the portfolio to an environment of socially responsible investing that is in alignment with SF State’s ESG goals and values.
- **Oversight and Evaluation of OCIO/Investment Advisors** – Vice chair Ian Hannah introduced Jim Scheinberg of North Pier Search Consulting as the presenter on the topic of fiduciary oversight and investment advisor evaluation. Hannah explained to the committee that we all have a general fiduciary duty to periodically review/evaluate our investment policies, performance, and even investment providers/advisors. Investment program performance review of OCIO’s should include adherence to policies, fulfillment of provider service agreements, performance evaluation (rolling periods and specific inflection examination).

10. Past Presidents Committee (Agenda, pgs. 82-83)

Chair Dave Edwards reported that the group is intended as a resource for auxiliary leaders. The AOA President requested the groups assistance with the following projects:

1. Educational Session for Potential Future Leaders

AOA would like to provide an educational session at the annual conference focused on providing potential future leaders of AOA an opportunity to learn about pathways to leadership, the committee structure of AOA, and the many leadership opportunities available in AOA.

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.

2. AOA Leadership Academy

Plans were underway for the second Leadership Academy when COVID-19 hit in early 2020. The AOA leadership discussed how the AOA Leadership Academy could be re-established, specifically suggesting the academy be moved to a spring, instead of fall, timeframe.

The first academy was specifically designed to identify people ready to move into a leadership role and to provide a pipeline of qualified and interested candidates for AOA president. Clearly this was successful as evidenced by selection of several members of the first cohort for president-elect, committee chair, and member-at-large roles. Feedback from the current officers indicates that the pool of candidates for the president-elect position looks strong for the next couple of years.

Based on this information, the Executive Committee made the following recommendations:

- Re-engage with previous applicants for the Leadership Academy who were not previously selected or could not participate due to the pandemic and determine if there is continued interest in participating.
- Based on the response, the Executive Committee would determine if there is a need to seek additional applicants.
- The AOA Officers and Past Presidents would have an initial meet and greet at the annual conference in January with the selected applicants.
- This group of applicants would then be brought together for a Leadership Academy during the April Executive Committee meeting.

The AOA Executive Committee continues to examine how best to proceed with the AOA Leadership Academy in the future.

11. Risk Management Committee/AORMA Update (Agenda, pgs. 84-87)
 Chair Starr Lee referred to the report sent to EC members which covers Current Long Range Goals, Accomplishments for 2023 and Program Activity for 2023:

- Program Costs and Dividends
- Workers' Compensation Reinsurance Agreement
- Intellectual Property Infringement Coverage
- Insurance Requirements in Contracts
- Certificates of Insurance and Endorsements

L. INFORMATION/ANNOUNCEMENTS

M. ADJOURNMENT

By acclamation, the Executive Committee was adjourned at 1:32 pm.

Respectfully Submitted,

Secretary/Treasurer

