

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 Centric The Pike in Long Beach
and by Audio/Video Electronic Transmission**

April 22, 2022

Officers & Representatives

			<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, V
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	Yes
Bessie Strategos	Elected Representative	Long Beach	Yes

Designated Members

Helen Alatorre	Chair – AS/Student Union/Rec Committee	Channel Islands	Yes, V
Alfredo Macias	Chair – Commercial Services Committee	Long Beach	Yes
Yvette Marquez-Smith	Chair – Bus. & Financial Services Comm.	Northridge	Yes, V
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, V

Board Liaisons (Non-Voting)

Ann Sherman	CABO Liaison	Chico	Yes
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes, V
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	Yes

Guest Presenters: Vlad Marinescuc, VC & Chief Audit Officer (Chancellor’s Office)

Agenda Item	Follow-Up Action
<p><u>President’s Convening Information</u> Krater 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>Krater 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>Krater 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/ Cecilia Ortez, s/ Sandra Gallardo).</i></p>	
<p>C. APPROVAL OF 1/11/22 MEETING MINUTES (Agenda, pgs. 3-9)</p> <p><i>Action Taken: The minutes were approved as presented (m/ Monica Kauppinen, s/ Bessie Strategos).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pgs. 10-11) 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>	

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. Also, the Chancellor's Office will broadcast a Webinar on the McKee Act (Public Records and transparency requirements).

The AS Committee needs to propose specific revised language for the Scholarship Guideline approved last year.

A review of AOA Website analytics and user-survey information will help in deciding what is currently being used and not, and how access to information can be improved.

E. PRESIDENT'S REPORT

1. AOA Leadership Roster (Agenda, pg. 12)

Krater welcomed the new elected members to the Board, and Tammy Kenber who is filling AOA's new Liaison position representing Systemwide Human Resources at the Chancellor's Office.

2. New Member Orientation

Krater noted that it is important that as the leadership of AOA, EC members are familiar with the value of AOA to the 88 CSU auxiliaries, and the value of the auxiliary operations to their respective campuses. We need to stay informed so we can continue to tell our story to our university colleagues, especially with the turnover in key campus leadership positions. It is therefore important that we provide training and communications tools for our members, for EC elected representatives and Standing Committee Chairs, and for our auxiliary members.

In this regard, the New Member Orientation Handbook, which is attached with the agenda materials (and available on the AOA website), is packed with need-to-know information in a concise format. Also, the CSU Auxiliaries 101 PowerPoint discussed below (and also available on the website) is an excellent overview of the purpose and value of CSU auxiliaries – and useful when orienting new campus or CSU leadership, many of whom come from outside the system and have no knowledge of experience of auxiliaries.

3. AOA Officers Update and Plan for the Year

Krater reported on the participation by Past President Monica Kauppinen and herself in the annual two-day CSU 101 training conducted for new Business and Finance staff. They presented an updated CSU Auxiliaries 101 PowerPoint for the information of the new CSU staff and answered their questions. Also, Krater did a similar presentation at the April CABO meeting in Anaheim where there has been a 50% turnover in Vice Presidents of Business and Finance at the

campuses. Many VPs don't have a history or strong understanding of auxiliaries and what they do, so there were some tough questions about the appropriateness of student-run boards and auxiliary accountability. There is a continuing need for relationship-building here.

4. Current Issues Affecting Auxiliaries (with CO Liaisons)

The Board discussed ways to keep abreast of legislative developments pertinent to auxiliaries in addition to Robert Griffin's work (keyword searches, CO and CSSA legislative watchdogs). The CSU Liaisons were asked to alert the Board regarding policies under consideration or development that may affect auxiliaries, and they mentioned an update to the Elections Handbook (e.g., advocating for candidates and issues), the University Endorsements policy (when an employee can give testimonials, distinguished from advertising), an update to the policy on discrimination and retaliation, the sustainability policy, and a draft policy on retreat rights.

5. Guest Presenter: Vlad Marinescuc

Vlad Marinescuc, CSU Vice Chancellor & Chief Audit Officer, delivered a short PowerPoint presentation on the CSU's current campus/auxiliary Audit program which assesses risks/controls in identified key areas, and the Advisory Services program which offers guidance to campuses upon request. He listed the types of audits planned for 2020 -2023, and the top risk priorities CSU-wide:

- Information Security (identify key risks and mitigations)
- Vendor Masterfile (best practices to prevent vendor fraud, 3rd party impersonations, control failures)
- Financial Statements (material internal control weaknesses)

He then answered questions from Board members concerned that auxiliaries didn't have more direct input in the risk assessment process leading up to the campus development of the campus's specific audit plan. Auxiliaries would benefit from the "Summary of Recent Audit Observations" (and have requested that information on common themes in the past), but audit information is only sent to the campus CFOs who usually don't share this useful information with auxiliaries.

F. SECRETARY-TREASURER'S REPORT (Agenda, pgs. 13-19)

1. AOA Financial Report

Jackson reported that following the necessary cancellation of the 2022 Conference due to the pandemic surge, AOA was able to roll-forward most of the Business Sponsorship income (\$150K) and Conference Registration payments (\$186K) to the 2023 Conference in Sacramento, resulting in \$336K in conference income already booked for 2023. There were surprisingly few requests for refunds. Similarly, some conference expenses incurred in 2022 were transferred to 2023 since some purchased conference gifts, registration

supplies and speaker deposits will be able to be used next year. We also negotiated an offsetting credit of \$75K for a rebooked 2024 Conference at the Hyatt in Indian Wells. Overall, 2022 expenses of some \$98K are being transferred to future years.

The net result of the carrying forward some 2022 revenues and expenses is that there is no conference income recorded for 2022 -- yet there is still \$384K in 2022 conference expenses.

When the Conference results are included with the projected 6/30/22 net income for AOA's General Operations, the result is an expected net loss of some \$328K. AOA's Total Net Assets at 7/1/22 were \$753,482 (about \$300K of that are designated for contingency reserves), so even after a negative net income of \$328K, we would still have \$126K in Unallocated Net Assets at 6/30/22. This shows the value of AOA's strong financial position and reserves policy.

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. Preliminary Budget for FY 2022-2023

The budget for the 2023 Conference is similar to historical patterns, with the major costs being the food & beverage costs and room costs (including space in the new Convention Center next door). We are taking this post-pandemic opportunity, when we had the opportunity to revise existing hotel contracts, to experiment with shortening the conference by one day -- beginning on Sunday but ending on Tuesday at 2 pm. A shortened conference has been suggested in recent years by AOA members, including Past Presidents, to minimize the time that people are away from their campuses, and this is a trend we're seeing with other professional organizations. Most of the normal content time and networking have been maintained by creative rearrangement of the conference schedule.

The effect of the this change on the conference budget is minimal, since the same number of meals is the same (including two dinners) -- what we are dropping is the night-on-the town which is paid for by the participants. We are budgeting for a potential loss of \$50K -- since due to the rollover we need to keep the conference sponsorship amounts for Business Sponsors and the registration fees the same in 2023, and not build in inflationary increases as usual to cover the steep annual increases in hotel costs. It is AOA's policy to normally budget for a break-even budget, but this year we are electing to allocate a small amount of our Unallocated Net Assets to subsidize 2023 conference costs (if needed) as a service to our members.

The General Operations side of the budget is largely similar to prior years with inflationary increases to service contracts and travel expenses. Included is a provision for a Leadership Academy (\$12,000) and the annual AOA Scholarship

(\$5,000). A substantial provision is made for spending by Standing Committees for speaker presentations and travel costs, as well as expenses for in-person meetings or mini-conferences, and the Committees were encouraged to make better use of these funds. The General Operations budget projects a positive net income, and it may be sufficient to cover any potential loss on the 2023 conference.

Action Taken: The EC voted to approve the 2022-23 AOA budget as presented (m/Rosa Hernandez, s/Grace Slavik).

3. 2024 Annual Conference

Jackson reported that when he rebooked the 2022 conference for 2024 with the Hyatt Regency in Indian Wells, he took the opportunity to shorten the conference by a day (as in Sacramento next year) – so that we are guaranteeing 2 peak room nights instead of three. It will be easier to add another night if that is what's decided, than it would be to cancel a night (and pay a penalty).

G. PRESIDENT-ELECT'S REPORT

1. 2022 AOA Conference Report

Conference Chair Rasheedah Shakoor reported on the CPC's plans so far for the 2023 Conference in Sacramento. Since 46 Business Partners rolled over their sponsorships from 2022, and 320 people rolled over their conference registrations, we are well on our way to a successful conference in terms of revenues and attendance.

The conference theme is "A New Chapter" and our marketing team is producing some cool graphics, as well as popular app features such as the Resource Gallery and QR code for use with Business Partners, gamification, and a "heat map" to show the numbers, interaction pattern and location of interactions throughout the day. The conference focus is, of course, on education and networking with nine subject-matter tracks at three Concurrent Session blocks, Super Sessions and General Sessions. An off-site party night is planned for Monday with, perhaps, Business Partner receptions beforehand. A Tuesday morning Orientation Breakfast is planned for the in-coming Standing Committee Chairs.

H. MEMBER RESOURCES

1. AOA Education and Training Webinar Series (Agenda, pg. 20)

Lorlie Leetham, CPC Business Partner Manager, discussed the planned new (free) series of educational/training programs to be streamed to AOA members (or Standing Committees) between annual conferences. We could use content not selected for the conference, including programs already available or developed by Business Partners who would pay a premium to AOA for this additional sponsorship benefit. NACAS has experience with an educational programming like this and are a potential partner. A branded AOA Professional

Development Series might also include a CSU Auxiliaries 101 (part of a track for newer auxiliary members) or a Webinar by the CO on the McKee act.

Leetham has taken the initiative to get this continuing education program started, but a project manager is needed to so the legwork and sustain the program – it might, for example, be the President-Elect, an EC elected representative, a new service provider position, a Leadership Academy project, etc. We need to ensure that accessibility issues are addressed. We are assuming this is a benefit that will be valued: It will be interesting to see, given busy work schedules and the amount of information already available on-line, if people show actually show up for the pilot presentations.

Follow-up Action: The Officers need to identify a point person(s) to manage and promote AOA's annual Education and Training Webinar Program.

2. Robert Griffin's Model Auxiliary Meeting Policy Templates (Agenda, pgs. 21-38)

Jackson reported that due to the frequent questions Griffin was getting from auxiliary leaders regarding compliance with open/closed meeting regulations, he provided updated ready-to-go policy frameworks for easy adaptation and adoption by an auxiliary. One template provides model Open Meeting Guidelines including additional details on meetings preparations and conduct, and the other is a model set of procedures for holding permissible closed sessions – which is based on a new monograph also provided by Griffin elaborating on closed-session exceptions within the Seymour Act.

The documents are a handy point of departure in crafting board meeting policy statements and implementing written procedures that best suit each organization.

Action Taken: The EC, by general consensus, approved forwarding Griffins documents to AOA member organizations for their consideration and use.

3. Executive Committee Report to the Membership (Agenda, pgs. 39-40)

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.

Survey of Auxiliary Legal Resources

As resource and reference for our member organizations, Lori Redfearn proposed AOA compile a list of the general counsel utilized by each auxiliary – organized by region (No, Central, So) and auxiliary type.

Follow-up Action: The Officers will consider assembling a list of general counsel, by region and auxiliary type, utilized by CSU auxiliaries -- as a resource tool for member organizations.

4. Website Content and Directory Management (Agenda, pgs. 41-47)

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 Auxiliary Directory Administrators. The AOA member directory has over 625 active members from all the 88 CSU auxiliaries. The well-maintained listservs are important since people are more likely to see information sent directly to them – as Jackson does with key postings sent from the Chancellor’s Officer, CABO, Robert Griffin and others – than they are to go seeking for a resource on the website.

A number of technical corrections were made by the Dent Agency that were pointed out by Steve DeLuca and his staff at Northridge. Jackson relayed Johnson’s recommendation that some posting features be deleted – such as the News Blog or the outdated COVID-19 documents. The means of sharing news and information has evolved primarily to communications between the members of Committees on contact lists and so improvements to the tools and easy accessibility of the Groups feature should be a key initiative.

Johnson 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). Committee Chairs commented that the Website Group lists and their postings maintained on the AOA website was an advantage over having to maintain information on a separate drive from year to year.

For members to be fully engaged in utilizing the website Group communications, it needs to remain useful people and easy to use. Analytics will help us identify what features and items are sought out, and continuing feedback from the Standing Committee Chairs is important. We also need to keep abreast of accessibility issues, add a strong search function, facilitate interactive exchanges, and make changes to the user-interface to more easily highlight/locate Committee resources and reduce the number of steps (clicks) to get there. And we need an on-boarding process for incoming Standing Committee Chairs to acquaint them with productive use of the Website.

Follow-up Action: Additional discussion was carried forward to the next meeting. The Board consensus seems to be that AOA (a Task Force?) look at our website analytics and seek feedback from Committee members 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.

5. CA Legislative Summary Update (Agenda, pgs. 48-52)

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

Lori Redfearn commented that the identification of key services (e.g., child care) and topics pertinent to auxiliaries would help those who are keeping track of the influx of legislative developments (folks like Robert Griffin and John Melikian, the Office of Advocacy and State Relations, CSSA, etc.) to identify matters of interest.

I. NEW AND RETURNING BUSINESS ITEMS

1. Richard Jackson's Service Contract for 2022-2023 (Agenda pgs. 53-61)

With Jackson excused from the room, Krater presented his proposed contract renewal and attached scope of work for discussion and adoption by the Board. Also discussed were succession planning options for filling his roles, as presented previously by the Long-Range Planning Committee, should Jackson move on.

Action Taken: The Service Provider Contract was approved as presented (m/ Miles Nevin, s/ Sandra Gallardo).

2. Robert Griffin's Service Provider Contract for 2022-2023 (Agenda pgs. 62-67)

Krater presented Griffin's proposed contract for renewal and the need for a succession plan was discussed.

Action Taken: The Service Provider Contract was approved with the specification of his approved hourly rate as \$150/hour (m/ Sandra Gallardo, s/Cecilia Ortiz).

3. 2022 AOA Policy & Practices Manual

Jackson reported that the updated manual, with the most recent Bylaws and other revisions, was sent to the Board and posted on the AOA website.

4. CPC's Business Partner Manager Position

Leetham announced that she informed the AOA President last year that the 2023 conference currently being planned would be her last, though she would be available to orient the new Business Partner service provider during the planning year for the 2024 Conference. Jackson and Leetham will initiate the process by approaching auxiliary retirees about possible interest in the position and in discussing with NACAS a possible revamped proposal to the one they submitted in 2019.

5. Discussion of Use of AOA Logo

Leetham raised the issue if it is appropriate for a Business Sponsor to use the AOA logo to indicate its partnership affiliation with AOA – e.g., on the website for Chartwell’s systemwide Master Sponsorship Agreement with the CSU for dining services available to campuses who choose to use it. The logo’s inclusion was meant to recognize the strategic role of auxiliary organizations in operating or contracting for dining services, their participation in the RFP process and inclusion in the MSA – not to imply endorsement or favoritism. She noted that MSAs negotiated as part of CSU’s Center of Excellence provide for monies and other benefits back to the CSU. CABO liaison Ann Sherman commented that across the CSU there is a decreasing reliance on state aid and an increase in corporate sponsorships of varying types.

For now, Chartwells has removed the logo and simply refers to “the CSU and its auxiliaries.”

Follow-up Action: Krater postponed further discussion on AOA logo use, and will work with the Officers on proposed sample language.

6. NACAS Partnership Proposal

Leetham presented a proposal from NACAS about they and AOA might work together to provide education and other benefits to our members – for example by sharing educational content and cooperating on business partner development. NACAS is ahead of AOA when it comes to on-going (non-conference) professional development and educational sessions (live and recorded), benchmarking, website content, interactive Q&A with industry professionals, etc. Access to these resources could add to the AOA Education and Training Series options available

The proposal addresses how to get more AOA members access to the NACAS resources - meaning having all CSU campuses have a NACAS Institutional membership which AOA would pay on behalf of the campus (a discounted annual cost of \$26K annually). NACAS members are primarily commercial, and include auxiliary service roles that cross over to the university-side, like parking/housing auxiliaries -- but do not include philanthropic, research, or associated students.

The proposal is simply being passed on from NACAS with an offer to discuss it with the Board if there is interest.

Follow-up Action: Krater postponed further discussion of this topic until the June meeting.

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Update (Agenda, pg. 78)

Chico VP Ann Sherman presented the following notes pulled from recent CABO meetings:

The CABO membership is meeting on Thursday, April 21st, on the last day of the CSU Business Conference. Agenda topics, and possible pertinence to AOA, include the following:

- Chair Announcements and Introductions
 - this is the first in-person meeting in some time; there has been extensive turnover across the 23 campuses, with many new members
- Briefing from Interim Executive Vice Chancellor Brad Wells
- Payment Fraud Strategy Update
 - There have been a series of high-profile attempts (some successful) to change vendor routing numbers, submit fake POs/invoices to vendors or campuses for service or payment, or otherwise engage in scams of various sorts. If the auxiliaries are on a shared IT network, there may be alerts. I will share the information I receive from Tracey Richardson and Dave Beaver.
- HEERF Update
 - The HEERF funds have been generally extended for one year, in recognition of the amount of money involved, the supply chain issues experienced by many, and the sheer volume of work involved in accounting for the funds and updating websites and reports.
- Succession Planning/Workforce Development
 - As noted above, there has been significant turnover among the VPs over the past 2 years. In a similar fashion, a wide range of employees in Business & Finance positions have retired or resigned. Steve Relyea introduced the topic of succession planning for key positions, and a small subset of CABO members have had introductory discussions with David Kervella and Evelyn Nazario of the CO's HR team. I am doing two sessions at the CSU Business Conference, and will share my materials.
- HR Update via Zoom
 - Hard to tell what this might entail 😊, but I'm expecting an update on the wage openers, active negotiations, salary surveys, and some of the Retreat rights for MPPs.
- AOA Presentation
 - Sharleen Lowry and Monica Kauppinen are in the house!
- Procure to Pay Update
 - This implementation is starting at 5 campuses, and is expected to go CSU-wide. It will permit vendors to bid on-line, enter some of their information, and streamline the entire procure-to-pay process.

2. CSU Business & Finance Liaison Report (Agenda, pgs. 79-80)

Robyn Pennington presented her written report which included reports to the Board of Trustees in January and March of its various Committee activities:

- *Committee on Audit;*
- *Joint Committee on Education Policy and Campus Planning,*
- *Buildings and Grounds;*
- *Committee on Campus Planning, Buildings and Grounds;*
- *Committee on Finance.*

Full agendas and item write-ups 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 to be added to the listserv.

CABO

Recent and Upcoming CABO Meeting Dates:

- February 9 (Virtual)
- April 21 (Anaheim; in conjunction with CSU Business Conference)

3. CSU Advancement Liaison Report (Agenda, pg. 81)

Lori Redfearn provided the following Advancement update:

Larry Salinas has completed his one-year contract as interim Vice Chancellor for University Relations and Advancement. Currently, the Division is reporting to acting Chancellor Steve Relyea. Interim Chancellor Jolene Koester will begin her service on May 1, 2022 and we will inform AOA of any additional changes under her leadership.

Endorsements A workgroup will be convening to create policy related to university endorsement of products or services. This may include authorizations required for an employee to act as a spokesperson for the university. The intent is to identify communications that may be permissible and when such endorsements might be monetized. Some of the questions to be considered: When does a testimonial about the experience of using a product become an advertisement for the benefit of the company? To what extent might the university promote a vendor that has been engaged in a master contract?

Art Collection Management The finalized policy on art collection management has posted to PolicyStat. Campuses may exempt auxiliaries, museums, special collections, or galleries from the policy. The ability to exempt recognizes that museums and galleries may have independent policies that adhere to more stringent accreditation or industry standards. Auxiliary foundations should consider how the university art review committee may intersect with a gift acceptance committee. <https://calstate.policystat.com/policy/8294159/latest>

Responsible Investing Responsible investing remains a hot topic for foundation investment committees, donors, and campus constituents. The California State University is transitioning away from fossil fuel investment in the Systemwide Investment Fund Trust (SWIFT), Intermediate Duration Fund (IDP) and Total Return Portfolio (TRP). The Chair of the Board of Trustees encouraged auxiliary foundations to do the same but acknowledged the independence of auxiliaries to make fiduciary decisions. Other responsible investing topics to consider are exposures in Russia and how to review investment managers through a diversity, equity, and inclusion lens. An emerging best practice is the integrate the statement of responsible investing into the foundation's investment policy.

The Great Resignation, Retirement, Reassignment, Reimagination... Whatever you call it, the CSU and auxiliaries are experiencing significant turnover. Transitions in Dean, Department and Financial Aid areas should draw the attention of auxiliary foundation staff to make sure new hires understand their opportunities and responsibilities related to philanthropic scholarship and program fund distribution.

4. CSU General Counsel Liaison Report (Agenda, pg. 82)

Carrie Rieth made the following report:

Auxiliary Settlement Agreements and the McKee Act

Settlement agreements entered into by an auxiliary organization are subject to disclosure under the McKee Act and should not include promises of confidentiality that are inconsistent with this obligation.

General Liability Waiver—Translations Available

The Release of Liability/Informed Consent form referenced in EO 1051 has been translated into the following languages:

- Spanish
- Tagalog
- Vietnamese
- Chinese (simplified & traditional versions)
- Korean

Interpreted waivers should be provided only to individuals providing services who are not students or employees of CSU. Students and employees should sign only the approved English version.

The risk management allowance for interpretation for waivers is limited to waivers and does not extend to contracts, agreements and official correspondence.

Class Action Litigation: Student Fees

Our attorneys in the class action lawsuit continue to collect information from campuses about the AS fee.

Department of Justice Issues ADA Website Accessibility Guidelines

The Department of Justice recently issued guidance on web accessibility under the ADA. The guidance document describes how state and local governments and businesses open to the public can make sure their websites are accessible to people with disabilities in line with the ADA's requirements. See <https://beta.ada.gov/web-guidance/>.

The Department declared that web accessibility is a priority and that the Department is committed to using its enforcement authority to ensure website accessibility.

H. REPORTS

1. Long-Range Planning Committee (Agenda, pgs. 85-86)

Chair Monica Kauppinen reported the 2022 AOA Long Range & Strategic Planning (LRSP) Committee held its first meeting of the year on April 5, 2022 via Zoom. The agenda items were as follows:

1. Provide new members an overview of the work done by the 2021 LRSP committee.
2. Review the final drafts of the position descriptions and plan the report to be provided to the EC this month.
3. Discuss next steps for the current work and any other projects for LRSP.

Summary of 2021 Work

Major project was planning for future AOA support staff. The roles include business manager, conference administrator, business partner support services, conference education track development and special projects. Early meetings identified and broadly discussed three options:

1. Current service provider model of independent contractors,
2. Hired staff, such as a paid executive director, and
3. Partnerships/Contracting with other professional organizations such as NACAS.
- 4.

To get a baseline budget the costs for each main service providers were consolidated. It was agreed that in order to best understand the possible costs and viability for each option that more new scopes of service should be drafted based on AOA needs and not current incumbents.

It was agreed that the outcomes of the work would be presented to EC for consideration when the *next natural vacancy occurs*, not affecting any existing service provider contracts coming up for renewal in 2022.

Position Descriptions

Positions were drafted by grouping related services that could *potentially* be combined into a full-time equivalent employee(s) or revised contracted scope of work. The result was six (6) functions that could each be filled separately or combined in different ways based in AOA needs and viability of supporting one or more of the identified options.

The *draft* positions, to be distributed to EC members under separate cover, are:

1. Operations Manager
2. Financial Management/Accountant
3. Secretary/Treasurer (Not Compensated)
4. Administrative Conference Coordinator
5. Business Partner Manager
6. Educational Content Coordinator

If AOA leadership ultimately decides to stay with the service provider model, or perhaps to address any short-term needs, 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.

2. Human Resources Committee (Agenda, pg. 87)

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

During our February meeting the topics focused on the California Supplemental Paid Sick Leave, ongoing impact of COVID mitigation and tracking and Vaccination Compliance. Colleagues also shared challenges in recruitment, where it has been difficult to fill positions. There have also been questions on resources, vendors and best practices, which also come up on a regular basis.

In March, our meeting focused on “Getting Back to Basics”, where we prioritized organizing the committee so that the resources we share are accessible and easy to find. We discussed having a master membership list that is reviewed and maintained regularly, the idea of incorporating a list of “subject matter experts”

that can be an internal resource to the group, and developing ad-hoc subcommittees that align with auxiliary types (Commercial/Associated Students-Union/Research Foundations). Most of the work we do impacts all of us, but there are times when specific things come up that are very specific to certain sister auxiliaries. The group was very receptive to this idea and there were several colleagues who volunteered to help spear head those efforts if needed.

THEMES FOR THE YEAR

As we continue to plan for the coming year, the goal is to build off of our March meeting with the theme of “Back to Basics”. We want to make sure that the foundation for communication and getting organized is a priority to ensure the resources we have are accessible to our members. We also discussed the idea of having a vendor list. One of the frequently asked questions is “who do you use for evaluations/for payroll/for x”. This will help us organize a quick list so that if colleagues can have a starting point, and then from there reach out to colleagues for feedback.

3. Research Administration Committee (Agenda, pg. 88-89)

Chair Gillian Fischer give a RAC update:

2022/2023 RAC Meetings-

Jennifer Sneed reported on the plans to transition the 2022 RAC Business Meeting, which is usually held during the AOA Conference, from in-person to virtual during the last EC meeting in January.

The 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. There were approximately 85 attendees. Less than the RAC Spring and Fall virtual meetings, but solid attendance for a last-minute meeting.

The Spring 2022 Meeting will continue to be virtual and will be taking place May 2-3, 2022. The current plan is to have a hybrid format for Fall 2022, with the in-person meeting to potentially be held at CSU Dominguez Hills. This will include a virtual component to make the meeting accessible to more members.

The priority topics for the RAC Committee for our Spring Meeting will be 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.

4. AS/Student Union/Recreation Committee (Agenda, pg. 90)

Chair Helen Altaire reported that the Committee’s Annual Meeting, due to the conference cancellation, was held virtually via Zoom on January 11, 2022. Topics

included confirmation of the new 22-23 chair and vice chair, conference updates for next year, and open discussions regarding challenges and best practices in navigating COVID-19 concerns and the return to campus for our various auxiliaries.

The *AS/SU/REC Directors Sub-Committee* meets once a month. For this quarter, there was 1 committee meeting held on February 18, 2022. The next meeting is scheduled for April 15, 2022. Agenda items included the following:

- Guest Speaker: Sharleen Krater, AOA President
- Cal State Student Association (CSSA) & California Higher Education Student Summit Updates
- Feedback on AB 1737
- AS Elections
 - Recent referendum success and challenges, including alternative consultation
 - Run for Office application pool success or interest - most campuses present reported low interest
 - Election platforms
- Campus in a Minute – a quick update or snapshot provided by each campus present.

The AS/SU/REC Chair hosted the *CHESS Advisor Summit* on Monday, March 14 via Zoom. The summit provided an opportunity for AS government affairs/relations advisors, coordinators and other staff directly involved with the Lobby Corps efforts, advising efforts and programming efforts of associated students. Agenda items included the following:

- 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?

5. Commercial Services Committee (Agenda, pg. 91)

Alfredo Macias reported that Commercial Services has been active with the following:

Goals for the year: Increase committee engagement on sustainability.

Membership Survey July 2021: 126 Surveys sent out, 25 responses from 16 unique campuses regarding best practices, collaboration, and resources/documents.

Top Issues:

- Create a contact Directory of AOA members that are proficient if not experts in specific fields and or tasks. example meal plan contracts, housing agreements, conference service. The Expert Directory can provide AOA member access to some one that can provide Documents and resources has all 3 of the main reason why people join AOA.
- Getting Commercial Services committee member to join the Commercial services portal 125 member out of 251 have joined. The goal is to reach out to all Commercial services members to join the portal.
- Monthly Zoom Calls with Financial Service Directors
- Challenges of representing the diversity of operations under the umbrella of “Commercial Services” and having a meeting that provides value to this group.
- Bill AB 2652 Analysis-this bill as amended by author on March 24th, 2022, would, as it, relates to the CSU require each campus to ensure that on campus food service vendors accept payment through EBT. There may be non reimbursables setup and ongoing costs and certainly both transaction and social service support benefits. Action- We will be reaching out to Commercial services members to gauge impact on operations.
- Alert on Senate Bill 1335 regarding solid waste: food service packaging: state agencies, facilities, and property.

6. Business and Financial Services Committee (Agenda, pgs. 92-93)

Chair Yvette Marquez-Smith reported that a FS Steering Committee call was held on March 17th with minutes provided to the EC.

The March meeting focused on how we were all disappointed that the annual conference had to be canceled to the Covid-19, but it was a wise decision by AOA for our safety and protection. We also discussed dates for future meetings and a broad outline for the Fall Mini-Conference. For example, what should the structure be – in-person or zoom, and what do we want to topics do we want covered, so we can invite the right presenters.

Committee members shared information regarding Chancellor’s Office increase in audits; View Point Neutrality Audit/Guidelines; excess funds distributions at year-end and the wage tiered levels for student assistants.

Future planned meeting for committee members or for the Steering Committee via Zoom are scheduled monthly. In addition to the steering committee calls, informal zoom calls amongst primarily BFS members who work at ASI’s and Unions have occurred to share information and updates regarding their campuses.

7. Information Technology Committee (Agenda, pg. 94)

Chair Matthew Sparks presented his written report:

The IT Committee underwent some quick changes at the end of last year with the sudden resignation of Steve De Luca. Our next step is confirming a vice chair. The goals we have for this year are:

ITAC Presence: To continue to request an AOA IT presence at Information Technology Advisory Committee (ITAC). The members of ITAC are the CIOs of each CSU. We have received tentative informal permission to attend.

Shared Risk Assessments: We are looking into the possibility of sharing Application risk assessment documentation between campuses. If one campus has already completed a HECVAT document, it should be transferrable to other campuses. We plan to work with the CSU ISO office on this and plan to document what third-party risk assessment tools are available and what might work well for all of us.

Level-1 Data Processes: The AOA IT committee will be reaching out to all Auxiliaries to survey them about their Level 1 Data Processes. This will be presented as a report at the Annual AOA meeting.

Fall Committee IT Workshop: We plan to host a Fall Workshop for the AOA IT Committee in a virtual environment and with a light agenda. At that time we will identify and begin work on the January IT presentations.

8. Philanthropy Committee Agenda, pgs. 95-96)

Chair Caroline Johansson reported the Committee met for its annual meeting on Wednesday, February 2nd via Zoom. Twenty-three Individuals from several CSU's representing University Advancement, Financial Services and Philanthropic Foundations attended.

The following topics were discussed:

Financial Officers of Association (FOA) Collaboration

Alejandre shared that the Financial Officers Association is planning on having an in-person conference the week of April 18th. Alejandre suggested the AOA Philanthropy Committee collaborate with FOA to see if there are any areas in which both can partner up on conference topics. An area suggested is scholarship accounting and/or gift accounting and how that gift funds sustain state side programs. Alejandre will work with new chair, Caroline Johansson (SFSU) on this. Update: Caroline Johansson will contact FOA committee members in charge of their programs at AOA Conference after their conference in April to see if we can collaborate at 2023 AOA Conference in Sacramento.

Board Orientations

The Philanthropy Committee discussed board orientation which focused on how they are conducted and how often. Monica Alejandre shared CSUSB conducts their board orientation once a year and they review the bylaws, the organization structure, the foundation operating budget, the endowment. Venesia Thompson- Ramsay shared that SF State also covers similar areas but focuses on

the purpose of the foundation and what the roles and expectations of the board members are. Aaron Moore added that the Chancellor's Office uses the recruitment process for when board members are getting the opportunity to interact with President, the Vice Chair of the foundation and others.

Foundation Finances

Ian Hannah (Sonoma Foundation), Keith Kompsi (Fresno Foundation), and Todd Au (Graystone Consulting) presented on the topic of endowment investment management vs. investment of non-endowed cash.

AOA Philanthropic Group Portal

Due to the combined efforts of Johansson and Hannah to get the word out about the AOA Philanthropic committee and with the help of Dixie Johnson, the group portal registrations have increased from 14 to 27 members as of the date of this report.

Next Meeting & Agenda Topics

The next meeting for the Philanthropy Committee will be on Wednesday, April 27, 2022 from 1:00pm to 2:30pm. The agenda will cover: Policy updates from the Chancellor's Office, a presentation about accepting Cryptocurrency gifts, AOA Executive Committee Updates, and open discussion topics that may include hybrid vs. in person Board meetings.

9. Past Presidents Committee (Agenda, pgs. 97-99)

Chair Dave Edwards presented his 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 purpose of the Past President's Committee is to actively engage previous presidents of AOA in ways that attempt to keep them connected to the AOA, while also allowing AOA to benefit from their expertise and leadership. Membership is comprised of all AOA Past-Presidents currently employed in the CSU or by a CSU auxiliary.

This past year, the committee was asked to address 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.

10. Risk Management Committee/AORMA Update (Agenda, pgs. 100-101)

Chair Starr Lee referred to the report included in the agenda packet, including:

Current Long Range Goals:

- Resource Guide – Risk Management Considerations for Accepting Gifts
- Resource Guide – Acceptance, Evaluation and Storage of Waivers
- Resource Guide – Indemnification Language and Insurance Requirements for Subcontractors (including a review checklist)
- Resource Guide – How to Analyze Certificates of Insurance and Endorsements

- Evaluation of Property Schedules and Off-Campus Locations
- Resource Guide - Good Practices While Working From Home
- Risk Management Aspects Surrounding Public Records Acts Requests
- Separate but Related (How the CSU and Auxiliary Organizations work in partnership with the AOA)
- Intellectual Property Insurance for the CSU's Tech Transfer Programs

CSURMA Insurance Requirements in Contracts (IRIC) Manual:

An updated version (2022.1) of the CSURMA IRIC manual is posted on the CSURMA website within the Risk Management section. The manual is reviewed every two-years for any updates or changes to suggested insurance requirements. The newly released Version 2022.1 includes the following modifications:

- Updated Additional Insured Charts & Comparison of AI Endorsements
- Further clarification on The Myth of "Following Form" Coverage
- More detail on perils of contractor SIR coverage
- Declarations Pages, Schedule of Endorsements, and Prior Work Exclusions
- Standard Limits for Airport tenants, vendors & users
- Sample CA Workers' Compensation exemption

Certificates of Insurance (COI) and Endorsements – Review Checklist Resource Guide: The COI and endorsement checklist is posted on the CSURMA website within the Risk Management section.

Indemnification Language and Insurance Requirements for Subcontractors:

The Indemnification Language and Insurance Requirements for Subcontractors – Resource Guide is posted on the CSURMA website within the Risk Management section. This document provides additional details to include in your agreements when subcontractors may be involved in your project.

CSURMA Property Insurance – Off Campus Locations:

Effective July 1, 2022, the CSURMA AORMA Property Program will include limits on all properties located away from Campus and particularly those in remote locations.

Building Appraisals:

Every five years, CSURMA contracts with Alliant Appraisal Services to appraise all of your owned buildings valued at \$1MM or above (*all buildings regardless of value are appraised every ten years*). The appraiser will contact you directly to set up an appointment.

L. INFORMATION/ANNOUNCEMENTS

M. ADJOURNMENT

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

Respectfully Submitted,

Secretary/Treasurer

