



Auxiliary
Organization
Association

**EXECUTIVE COMMITTEE
MEETING AGENDA
November 18, 2022 – 8:30 am – 2:00 pm**

**Hyatt Regency Sacramento
1209 L Street, Sacramento, CA**

Virtual Zoom Connection:

<https://csuchico.zoom.us/j/85071328529?pwd=UjJMZGgxVWI5NFFYRDN6Q1ZmQmR3QT09&from=addon>

- A. CALL TO ORDER and ANNOUNCEMENTS – *Sharleen Krater*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 8/19/22 MEETING MINUTES **Action Item** (pgs. 3-18)
- D. OLD BUSINESS FOLLOW-UP (pg. 19)
 - 1. Status Report on Pending Items – *Richard Jackson*
- E. PRESIDENT’S REPORT – *Sharleen Krater*
 - 1. CSU 101 Presentation
 - 2. AOA Leadership Academy (with Dave Edwards)
 - 3. AOA Officers Update
 - 4. Current Issues Affecting Auxiliaries (with CO Liaisons)
 - a. CSU Policy Changes Under Consideration
 - 5. Annual Business Meeting with AOA Member Organizations
 - 6. Cloud-Based Storage of AOA Documents
- F. SECRETARY-TREASURER’S REPORT – *Richard Jackson*
 - 1. YTD AOA Financial Activity (pgs. 20-21)
 - a. Transactions Report: 8/1/22 – 11/10/22 (pgs. 22-25)
 - 2. Acceptance of Audited Financial Statements and Audit Report for FY 20-21 **Action Item**
(emailed)
 - a. Auditors Engagement Letter for FY 21-22 Audit (emailed)
- G. PRESIDENT-ELECT’S REPORT – *Rasheedah Shakoore*
 - 1. 2023 AOA Conference Planning Update
 - 2. Education and Training Business Partner Webinar: Chartwells Higher Ed
- H. MEMBER RESOURCES
 - 1. Executive Committee Report to the AOA Membership (No report) – *Richard Jackson*
 - 2. Robert Griffin’s Work Plan – *Richard Jackson*
 - a. Compliance Resource Catalogue (pgs. 26-31)

3. CA Legislative Summary Update *by Robert Griffin* (pgs. 32-37)
4. Survey of General Counsel, Etc. Resources – Rosa Hernandez (emailed)

I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)

1. Service Provider Contract Proposals for 2023 – *Richard Jackson*
 - a. Patrick Bailey, Conference Administrative Manager **Action Item** (pgs. 38-42)
 - b. Taren Mulhause, Conference Session Manager **Action Item** (pgs. 43-51)
 - c. Dixie Johnson, Special Projects Manager **Action Item** (pgs. 52-59)
2. AOA Scholarship Committee 2023 Award Recommendation – Sandra Gallardo (pgs. 60-61)
Action Item
 - a. Recommended Improvements to the AOA Scholarship
3. Committee Travel Allowances for Conference Attendees – Maddison Burton **Action Item** (pg. 62)

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Ann Sherman*
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 63-64)
3. CSU Advancement Liaison Report – *Lori Redfearn* (pg. 65)
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 66)
5. CSU Human Resources Liaison Report – *Tammy Kenber* (pg. 67-68)

K. REPORTS

1. Nominations Committee – *Monica Kauppinen*
 - a. EC Leadership for 2023 (emailed) **Action Item**
 - b. Lifetime Honorary AOA Member Awards (emailed) **Action Item**
2. Long Range Planning Committee – *Monica Kauppinen* (pgs. 69-70)
3. Human Resources Committee – *Rosa Hernandez* (pg. 71)
 - a. HR Legal Update (emailed)
4. Research Administration Committee – *Gillian Fischer* (pgs. 72-73)
5. AS/Student Union/Recreation Committee – *Helen Alatorre* (pg. 74-78)
6. Commercial Services Committee – *Alfredo Macias* (emailed)
7. Business and Financial Services Committee – *Dena Flores* (pg. 79)
8. Information Technology Committee – *Matthew Sparks*
9. Philanthropy Committee – *Caroline Johansson* (pgs. 80-81)
10. Past Presidents Committee – *Dave Edwards* (pgs. 82-83)
11. Risk Management Committee/AORMA Update – *Starr Lee* (pgs. 84-87)

L. INFORMATION AND ANNOUNCEMENTS

M. ADJOURNMENT

FUTURE MEETINGS

January 7, 2023 – Hyatt Regency in Sacramento

SECRETARY-TREASURER:

Richard Jackson
Auxiliary Organizations Association
P.O. Box 2177
Chico, CA 95927-2177

Phone: (530) 345-2009

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
1209 L Street, Sacramento, CA
(also with Video Electronic Transmission)**

August 19, 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	Yes
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	Yes
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 Redfearn
 Carrie Rieth
 Tammy Kenber

Advancement Services Liaison
 Office of General Counsel Liaison
 Human Resources Liaison

Chancellor's Office
 Chancellor's Office
 Chancellor's Office

Yes
 Yes
 No

Guest Presenters: Jeanne Tran-Martin, CSSA Executive Director

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 8:36 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/ Dave Edwards, s/Monica Kauppinen).</i></p>	
<p>C. APPROVAL OF 6/17/22 MEETING MINUTES (Agenda, pgs. 3-11)</p> <p><i>Action Taken: The minutes were approved with a correction to page 6 by Grace Slavik, which should read "overall loss for 2021-22 of \$348K" (m/ Grace Slavik, s/ Bessie Strategos).</i></p>	
<p>PUBLIC COMMENT PERIOD</p> <p>There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pgs. 12-13)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p>	
<p>E. PRESIDENT'S REPORT</p> <p>1. <u>EC Leadership Roster</u></p>	

Krater reported that Dena Flores with the AS at Los Angeles is the new Chair of the Business and Financial Services Committee.

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.

Dave Edwards, Chair of the Past Presidents Committee which develops the curriculum and secures faculty for the multi-day training, commented that it should be made clear in the Academy recruitment process that we are looking for candidates who see themselves in a future leadership role in the next four years (and, thus, who don't plan on retiring before then). We should limit the number of participants to a maximum of ten, with six being the ideal. We should consider people who are otherwise qualified people without requiring them to have had prior experience with AOA.

This is about building a bench for future AOA Officers and President, not providing an opportunity for professional development training or for learning how to become a Standing Committee Chair. However, we could do a stepped approach to leadership development and develop a first-step orientation for members and Newcomers on how AOA works that would prepare them to become Committee Chairs and also put them on a pathway for possible future Leadership Academy participation. We could consider a Chair development session at the Conference, which would also serve to promote the Academy.

One option is to schedule the Leadership Academy schedule in April when the EC meets in Long Beach (so the CO staff can participate), announce the selected participants and faculty at the preceding Conference, and schedule the application process for the previous September to December.

We need to take care how often we schedule a Leadership Academy so that we don't generate a pool of graduates larger than our ability to utilize them. Maybe every other year, or as needed? A possible timeline for the Academy is to solicit interest in November, select participants in January, and hold the training in coordination with AOA's April meetings in Long Beach.

The Past Presidents Committee will be responsible for the content side of it, but needs support on the administrative and infrastructure side (e.g., hotel rooms, AV, food & beverage, which Jackson handled last time).

3. AOA Officers Update

Krater reported the Officers interest in developing a centralized digital location for storing AOA documents of historical interest where they can be accessed by authorized individuals. Suggested for cloud-based software included Box, AOA getting its own website account (e.g., Microsoft Teams), Google Drive (used by some Standing Committees to share and store files).

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 mentioned an update to the Elections Handbook (e.g., advocating for candidates and issues) and International Agreements (both discussed in the Carrie Rieth’s OGC report below), and the University Endorsements policy (when an employee can give testimonials, distinguished from advertising), the Alumni Affinity Partnership Policy, and the Fundraising Events Policy (all three discussed in Lori Redfearn’s report below).

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 (under “Find Policy” see the heading “Draft Policies Available for Public Comment). We can also sign-up to be on the CO’s distribution list of people to whom they send new proposed policies.

F. SECRETARY-TREASURER’S REPORT (Agenda, pgs. 15-20)

1. YTD AOA Financial Report

Jackson reiterated that following the necessary cancellation of the 2022 Conference, AOA rolled-forward most of the Business Sponsorship income and Conference Registration payments to the 2023 Conference in Sacramento, as well as some \$98K in expenses for gifts and supplies that we will be able to use in 2023. We will also be able to apply \$75K of the hotel’s cancellation penalty to offset our conference expenses in Indian Wells in 2024. The net result is a Conference loss of \$386K for the year ending June 30, 2022.

It should be noted that the \$72K “Unrealized Loss” showing at 6/30/22 is a year-end, point-in-time snapshot of the value of this variable account – it is only a paper-loss since we haven’t sold the stocks and “realized” the loss. We expect to recapture this loss as the stock market rebounds.

With the slight loss in expected net income from General Operations, the projected overall loss for 2021-22 is \$417K. Even so, our overall Net Assets (Fund Balance) is a strong \$337K: \$299K of this we have designated as contingency reserves, with \$37K remaining as undesignated and available for spending.

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.

G. CONFERENCE CHAIR/PRESIDENT-ELECT'S REPORT

1. Update on Conference Service Provider RFPs Agenda pgs. 21-25)

Jackson provided a follow-up to last meeting's report on the two Service Provider RFPs that were distributed to AOA members who had asked to be placed on the "bench" and notified of position openings, and also distributed to the entire AOA membership directory:

- The Business Partner Manager position which would begin after the 2023 Conference (Lorlie Leetham's last) and plan the 2024 conference (with Leetham providing training and support as needed).
- The Conference Administrative Manager position (which Dixie Johnson held for many years) which would also begin after the 2023 Conference and plan the 2024 conference.

We received two proposals for the Business Partner Manager position, and the CPC and Officers recommend that Bella Newberg's response to the RFP (attached to the agenda) be accepted.

Action Taken: Bella Newberg's Service Provider proposal was approved as presented (m/ Sandra Gallardo, s/Rosa Hernandez).

2. 2023 AOA Conference Planning Update

Conference Chair Rasheedah Shakoor reported on CPC's latest plans for the 2023 Conference in Sacramento. Since most of the Business Partners and conference registrants rolled over their sponsorships and paid registrations from 2022, 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 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 workplace culture. Super Sessions will likely 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 with, perhaps, Business Partner receptions beforehand. A Tuesday morning Orientation Breakfast is planned for

the in-coming Standing Committee Chairs. Standing Committees will meet on Sunday afternoon.

3. Education and Training Business Partner Webinars Agenda pg. 26)

Lorlie Leethan is planning to pilot a webinar series with webinar presentations by two Business Partners – Chartwells and Follett -- who paid a sponsorship premium to AOA for this additional benefit opportunity. The information will be saved and posted (via U-Tube?) on the website as well. Cecilia Ortiz offered to help Leethan with the hosting. 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.

H. MEMBER RESOURCES

1. Executive Committee Report to the Membership

No report was sent to the membership this quarter.

2. Committee Website Utilization: Discussion with AOA Chairs

To set the stage, Jackson reminded the EC that when people sign-up on the website to be an AOA member they are encouraged to also sign-up for one or more of the Groups (Committees) to receive information and/or get meeting alerts. Thus, there can be a disconnect when there are also separate email rosters maintained by the Committee's Chair and passed on from year to year: unless care is taken by the Chair to keep the lists in sync, communications using one or the other of the rosters could leave someone out.

At Jackson's prompting there was some discussion about whether having the website Groups function served a useful purpose or added value, given that people probably found it easier to just communicate directly through email (rather than through the website Groups communication tool).

Some Committee Chairs both post items in the group portal and also send content via their email list (one reason given is they cannot send links in the body of the message on the portal). The Committee Chairs' feedback consensus is that Committees need to promote using the website's groups communication tool with their members, since that is the best way to be sure they have reached everyone interested. Even if the Chair kept the Committee email list up to date and in sync with the website listing, Committee members would not necessarily have ready access to it. Many Chairs recommended that Committees only maintain a membership directory on the AOA website. Another advantage of the website is that members of any group can have access to the information of any other group.

In most cases people just want to talk to another person, so making it easy to find and email another AOA member via the website is what's needed most – e.g., providing a good search function.

3. CA Legislative Summary Update (Agenda pgs. 27-32)

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.

I. NEW AND RETURNING BUSINESS ITEMS

1. Revised AOA Scholarship of Excellence Policy (Agenda pgs. 33-34)

Kauppinen presented for approval the slightly amended qualifications language for Scholarship candidates. The first qualification was amended to read:

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

Action Taken: The Scholarship policy revision was approved by the board (m/ Sandra Gallardo, s/Dena Flores).

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Update (No report)

2. CSU Business & Finance Liaison Report (Agenda, pgs. 35-36)

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

July Board of Trustees Key Agenda Items:

Committee on Audit

- Audited Financial Statements and Single Audit Report
 - There was a delay in the fiscal year 2020-2021 audit due to a reporting delay at the State Controller's Office.
 - The CSU consolidates all 23 campuses and the Chancellor's Office into this comprehensive report. In the financial report, we also incorporate the 92 component units which are primarily the auxiliary organizations.
 - Each auxiliary organization conducts their own audits. As of date, all the audit findings on the auxiliary organizations have been corrected and remediated. Of the 92 auxiliaries, 11 of them had a mix of material weaknesses (6) and significant deficiencies (10). A material weakness is noted as a deficiency in internal control over financial reporting, and a significant deficiency indicates an issue that is less severe.
- Review and Approval of the CSU External Auditor (KPMG)

Committee on Campus Planning, Buildings and Grounds

- CSU, Northridge Affordable Student Housing Building #22 & #23 Schematic Design Approval

Committee on Finance

- 2022-2023 Final Budget
- Planning for the 2023-2024 Operating Budget
- Law Enforcement Regulated Equipment and Tools

BOT May 24-25 Meeting – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- CSU, Northridge Global Hispanic-Serving Institution Equity Innovation Hub Approval of Schematic Design
- CSU, Sacramento The Hub, Sacramento State Research Park - Certification of the Final Environmental Impact Report & Approval of the Master Plan
- CSU, Monterey Bay Master Plan Final Environmental Impact Report and Enrollment Ceiling Increase

Committee on Finance

- 2022-2023 Operating Budget Update
- CSU Quarterly Investment Report

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, pgs. 37-50)

Lori Redfearn provided the following Advancement update:

Philanthropy Reporting

Instructions have been submitted to campuses for the 2021-2022 philanthropy reports. In alignment with new CASE Global Reporting Standards a few updates have been made:

- Revocable deferred commitments will only be counted when at least one donor is 65 or over.
- Irrevocable deferred gifts will be counted at Face value.
- Alumni and other affinity group dues may be counted.

- Legally contactable alumni is a new classification that omits alumni who have opted out of communications.

Philanthropy reports are due to the Chancellor's Office on October 7. NACUBO Endowment reports will be due November 4. Reports are signed off by the campus chief Advancement officer and chief financial officer.

Policies and Procedures

The Endorsement Policy workgroup continues to draft a new policy that will address when the university or its employees may endorse a commercial entity. The central consideration is whether the partnership provides a public benefit.

A new Alumni Affinity Partnership policy has been developed to supplement information for the Endorsement Policy. The Alumni Affinity Partnership policy simply formats the Education Code regulations that authorize these arrangements including the specific provisions available for alumni to opt-out. A draft of the policy is attached.

The Fundraising Event Policy is due for its periodic review. It addresses Form 990 reporting and state regulations related to gaming and contracted fundraising services. The current policy is attached. Any recommendations for updates may be submitted to Lori Redfearn Iredfearn@calstate.edu.

4. CSU General Counsel Liaison Report (Agenda, pg. 51)

Carrie Rieth made the following report:

International Agreements—Revision to Systemwide Policy

The International Agreements policy, which applies to auxiliaries, was recently revised in response to concerns raised by research auxiliaries. Key revisions are highlighted below:

*This policy applies to any agreement between the CSU (including on behalf of a campus) or a campus auxiliary, on the one hand, and any third party where the CSU makes a commitment of resources to engage in international activities. Examples of such Agreements include: degree programs offered abroad; articulation agreements; agreements with agents to recruit international students; student, staff and faculty exchange; field trips to, or sponsored by, the campus; **research involving student international travel; and study abroad. This policy does not apply to auxiliary agreements for sponsored research that do not include student international travel.** See*

<https://calstate.policystat.com/policy/11681258/latest>

Travel Ban—AB 1887

AB 1887 prohibits all state entities from (1) requiring any employee, officer, or member to travel, and/or (2) approving a request for state-funded or state-sponsored travel, to a state that discriminates based on sexual orientation, gender identity, or gender expression, including discrimination against same-sex couples or their families. The California Attorney General is required to develop, maintain, and post a current list of all states subject to this travel ban. Last month, the following states were added to the list: Utah, Indiana, Louisiana, and Arizona, each with different effective dates. The complete list of banned states and more information about AB 1887 can be found here: <https://oag.ca.gov/ab1887>.

Class Action Litigation: Student Fees

Auxiliaries soon will receive requests for detailed information about use of the AS fee. Plaintiffs are asking for information about how AS fees were used; who decided how AS fees would be used at each campus; how decisions regarding use of the AS fees were reached; and whether any students have requested a refund of AS fees.

Elections Handbook

The Handbook of Election Issues was updated and is publicly posted. <https://www.calstate.edu/csu-system/administration/general-counsel/Documents/Election%20Issues%20Handbook.pdf>.

5. CSU Human Relations Liaison Report (Agenda, pg. 52-54)

Tammy Kenber submitted a written report covering the following topics:

- The CSU's response to increased turn-over in staff and MPP positions, the current competition for talent, and the recruiting aids they are using.
- Faculty recruitment and retention
- The CSU Staff Compensation Study
- New Employment Policies
- Systemwide review of CSU's Title IX and DHR programs

6. CSSU Relationship

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

H. REPORTS

1. Long-Range Planning Committee/Nominations Committee/AOA Scholarship and Awards

Past President Kauppinen reported on:

- The AOA Scholarship of Excellence plan

- AOA Nominations in the fall
- AOA Leadership Academy
- Ongoing Education/Webinars
- Executive Director Toolkit – Next steps
- Service Providers Succession Plan
- AOA Strategic Planning

2. Human Resources Committee (Agenda, pg. 55)

Chair Rosa Hernandez gave the following report:

QUARTERLY SUMMARY

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

During our June meeting Raven Tyson, Associate Director of Business Operations at Associated Students at San Diego State University and Chair of the CSURMA AORMA Benefits Committee, facilitated a presentation with Alliant to provide an overview of insurance plan options available to AOA Auxiliaries. Our Alliant partners reviewed high level benefit trends and provided insurance plan options available to all Auxiliaries.

Maddison Burton, Director of Human Resources at University Corporation at Monterrey Bay and HR Committee Vice Chair, has been instrumental in helping our committee get organized. Our collective goal has been to build-off of the efforts of previous HR Committees. In our meeting, Maddison reviewed internal resources available in the HR Google Drive and the AOA website. These included: a document to collect topics of interest for future HR Committee Meetings, samples of policies and procedures, and a roster of auxiliaries who are open to help other auxiliaries take in I-9 paperwork if candidates who will telecommute live near other campuses.

In July, COVID mitigation and the impact it has on HR continued to be a topic of discussion. Colleagues shared best practices they have found to manage the fluctuating positive COVID cases and the payroll impact it has on CA Supplemental Pay and Exclusion Pay, when staff expose other staff members in the workplace. We will continue to keep this topic on the agenda to review on a rolling basis.

Another topic that had a lot of discussion was the recent CSU announcement of bonuses and auxiliary comparability. There are quite a few auxiliaries who shared plans on aligning with the CSU, there were colleagues who were planning to do more, and others who are not providing bonuses at this time. It was interesting to hear how each auxiliary group is handling this differently based on what they

have already done in strategizing salaries and increases for staff, and how this impacts commercial, ASI/Union, and Research Foundations differently. The more complex being Research Foundations since they are also navigating grants and specific line-item programs.

COMMITTEE LEADERSHIP, 2021

HR Committee Officers for 2022 include the following:

- CHAIR: Rosa Hernandez, Associate Executive Director-Forty-Niner Shops, Inc. at CSU Long Beach
- CHAIR-ELECT: Maddison Burton, Director of Human Resources-University Corporation at Monterey Bay
- SECRETARY: Nora Fernandez, Human Resources Manager- Cal Poly Pomona Foundation, Inc.
- ANNUAL CONFERENCE HR SESSION PLANNER: John Doebler, Human Resources Manager-Associated Students at CSU Northridge

3. Research Administration Committee (Agenda, pg. 56)

Chair Gillian Fischer give a RAC update:

2022 RAC Leadership Team -

Gillian Fischer, Chair

Director, Sponsored Research and Programs
California State University Dominguez Hills

Leslie Rodelander, Vice Chair

Post Award Grant Administrator
Humboldt State University

Valencia Teems, Secretary

Sr. Sponsored Research & Programs Analyst
California State University Dominguez Hills

2022/2023 Meeting Schedule-

Spring RAC Meeting- May 2-3, 2022 – Virtual

Fall RAC Meeting – TBD October 2022

AOA Conference RAC Standing Committee Meeting- January 8, 2023

2022/2023 RAC Meetings-

The Spring 2022 Meeting was virtual and took place May 2-3, 2022. 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.

RAC Leadership has met with Melissa Mullen 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.

Barring another Covid surge, Leadership is currently planning to hold the Fall 2022 as an in-person meeting to be held at CSU Dominguez Hills. This will include a virtual component to make the meeting accessible to more members as well as Compliance and Export Control personnel.

4. AS/Student Union/Recreation Committee (Agenda, pg. 57)

Chair Helen Altaire offered the following report:

AOA Scholarship Guidelines

AS/SU/REC Committee members reviewed AOA scholarship text to provide feedback on desired updates to scholarship eligibility and disbursement of award. The feedback was provided to Monica Kauppinen, AOA Past-President, who is coordinating our annual scholarship process. The most notable update was updated language describing eligible students for application. 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

The *AS/SU/REC Directors Sub-Committee* meet every other month April 15 and June 17, 2022. The next meeting is will be scheduled once we begin the Fall 2022 semester. Agenda items included the following:

- 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

2023 AOA Conference Report

AS/SU/REC Committee has two presentations identified for the 2023 AOA Conference on the following topics and is seeking a 3rd session. Sessions identified currently are as follows:

- The Perfect Storm: On Becoming a Learning Organization, Presented by Ginny Templeton & Liz Roosa Millar, Cal Poly Pomona
- Imposter Syndrome: Moving Past the Stigma, Presented by Kaila Lavin, CSUN

CSUnity Advisor Summit

The *AS/SU/REC Committee* will be coordinating details for an advisor summit with the CSSA executive director. CSUnity is scheduled for September 11-12,

2022 with plenary session scheduled for September 10, 2022. The summit will provide an opportunity for AS government affairs/relations advisors, coordinators and other staff directly involved with ASI efforts, advising efforts and programming efforts of associated students. Agenda items are pending.

ASI Advisors Sub-Committee

Following the CHESS Advisor Summit this past spring, it was suggested that perhaps AS advisors, coordinators, programmers may benefit from meeting more regularly by establishing another subcommittee. The AS/SU/REC committee will be proposing this formally and seeking membership at the upcoming advisor summit at CSUnity.

5. Commercial Services Committee (Agenda, pgs. 58-62))

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

AB 257, 361, 524, 1602, 1775, 1788, 2100, 2422, 2448, 2491, 2539, 2624, 2681, and 2693.

SB 793 and 1308.

6. Business and Financial Services Committee (Agenda, pg. 63)

Chair Dena Flores reported the following:

We have had changes in the leadership of the Finance Committee. Yvette Marquez Smith has accepted a position out of state and thus has stepped down from her position as Chair of the Finance Committee. Carol Lee, who was the Vice Chair, stepped into the role. Recently, Carol accepted a position on the state side at Cal Poly Pomona. At the Finance Committee Meeting, Dena Florez has been appointed as the Chair of the Finance Committee. Dena will finish the term this year and will serve for the following year.

Carol was able to schedule the sessions for the upcoming AOA Conference. Dena has been focusing on the sessions and has been meeting with the presenters. There will be a Finance Committee meeting soon, at which time the committee will appoint a Vice Chair.

7. Information Technology Committee

Chair Matthew Sparks submitted no report.

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

Chair Caroline Johansson offered the following report:

April 27, 2022 Meeting

The AOA Philanthropy Committee met on Wednesday, April 27, 2022 via Zoom. Twenty-six individuals from several CSU's representing University Advancement,

Financial Services and Philanthropic Foundations attended. The following topics were discussed:

CSU Policy Updates

Lori Redfearn, Associate Vice-Chancellor of Systemwide Advancement, provided updates to Chancellor's Office policies and policy updates from our April 22, 2022. Redfearn spoke on the weblink access to the library of CSU Policies at <https://calstate.policystat.com/>, Art Collection Management Policy and the Policy on Sponsorships.

Presentation on Cryptocurrency Gifts

Venesia Thompson-Ramsay, Associate Vice President for Advancement Operations and Secretary/Treasurer of the SF State Foundation and Caroline Johansson, Sr. Director of Advancement Services and Director of Programs and Technology for the SF State Foundation, presented on preparing for and processing donations of cryptocurrency. The SF State Foundation received a large gift of \$22 million in cryptocurrency and they shared their experience with donor engagement, negotiating the gift agreement, custody and liquidation of the cryptocurrency, Foundation gift acceptance policy updates, gift processing and lessons learned.

AOA Executive Committee Update

Philanthropic Committee chair Caroline Johansson provided updates from the April 22, 2022 Executive Committee meeting in Long Beach. Johansson covered logistics and information on the 2023 AOA Conference in Sacramento Jan. 8-10, 2023. She spoke of the need to conduct committee officer elections at the October 26, 2022 Philanthropic Committee meeting. Johansson spoke of the McKee Act and Seymour Act updates for Foundations, the presentation about the Audit Advisory Services and responsible investing practices including the CSU eliminating fossil fuels from investments.

AOA Conference 2023 Planning

Philanthropic committee conference planning reps met with members of the Financial Officers Association (FOA) to discuss a co-presentation/joint session at the 2023 AOA Conference. Gina Curry, Stephen MacKay, John Fuggat and Stacie Corona attended on behalf of FOA. There will be a panel discussion, facilitated by Monica Alejandre (Immediate Past Chair), on scholarship administration from the perspective of philanthropic Foundations, financial auxiliaries and financial aid shops working collaboratively. The other two sessions are in planning stages and should be confirmed shortly.

Next Meeting & Agenda Topics

The next meeting for the Philanthropy Committee will be on Wednesday, August 24, 2022 from 10:00am to 11:30am. The agenda will cover: Chancellor's Office CSU Updates, a presentation on "Investment Policy Statement Development" by Sheldon Gen of the SF State Foundation, "Foundation Project Administration"

presentation by Veronica Roman of CSU San Marcos, Executive Committee updates and reminders about the 2023 AOA Conference in Sacramento.

9. Past Presidents Committee

Chair Dave Edwards reported that the group is intended as a resource for auxiliary leaders, and talked about the program planned at the luncheon for Executive Directors on the first day of the conference.

10. Risk Management Committee/AORMA Update (emailed)

Chair Starr Lee referred to the report sent to EC members which covers the following topics:

- Excess Insurance Renewal Costs
- Property Programs: Revision to coverage terms relative to wildfires
- Workers' Compensation Renewals
- Intellectual Property Infringement Coverage

L. INFORMATION/ANNOUNCEMENTS

M. ADJOURNMENT

By acclamation, the Executive Committee was adjourned at 1:39 pm.

Respectfully Submitted,

Secretary/Treasurer

MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: September 3, 2022

From: Richard Jackson
 Secretary/Treasurer

File:

Subject: Follow-Up Assignments from the August 19, 2022 Executive Committee Meeting **cc:**

Below is a summary of items needing follow-up action, taken from the minutes of the August 19, 2022 Executive Committee Meeting, or carried over from a prior meeting. This list is intended to aid the responsible parties in their follow-up activities and their preparation of updates or agenda items for the next Executive Committee meeting on November 18, 2022.

Action	Responsible Individual	Notes on Status
Launch year-round AOA Education and Training Webinar Series over the next year.	Lorlie Leetham	On Agenda
Assign a Program Coordinator.	AOA President	(Grace Slavik and Miles Nevin expressed interest.)
Assemble a list of general counsel, by region and auxiliary type, utilized by CSU auxiliaries -- as a resource tool for member organizations.	Rosa Hernandez and Miles Nevin will work on a resource list. (HR Committee listings)	On Agenda

Longer-Term Parking Lot:

- Develop an AOA cloud central storage site for documents related to EC agendas, Conference materials, awards, and other historical materials.
- Work with Carrie Rieth to offer a refresher Professional Development Webinar on the McKee Act for viewing by the membership
- Establish a working group to propose clarifying changes to the CO's Operating Agreement template.
- Work with Carrie Rieth to arrange for an auxiliary review process of proposed changes to the Compliance Guide.

Auxiliary Organizations Association

General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2022-23
(As of 11/8/21)

		<u>General Operations</u>		
		YTD	2022-23 Budget	% of Budget
1	Income			
2	40000 — AOA Dues	\$79,537	\$246,936	32%
3	42000 — Standing Committee Income			
4	43000 — Scholarship Donations			
5	44000 — AORMA Dividend		\$555	0%
6	45000 — Interest Income	\$0		
7	46000 — Dividend Income	\$1,798	\$12,000	15%
8	47000 — Realized Gain on Investments		\$5,000	0%
9	48000 — Unrealized Gain on Investments	(\$20,079)	\$10,000	-201%
10	45000 — Extraordinary Income	\$19	\$5,000	0%
11	Total Income	\$61,275	\$279,491	22%
12				
13	Expense			
14	70000 — Contracted Service – Business Manager	\$15,201	\$45,604	33%
15	70500 — Sec/Treas Travel & AOA Office Expense	\$1,403	\$4,000	35%
16	Compliance Consultant Analyses/Monographs	\$5,100	\$12,000	43%
17	71500 — Legislative Liaison Travel Exp			
18	72000 — AOA Legal Counsel (requested services)			
19	73000 — Retainer- HR Legal Counsel		\$27,000	0%
20	73500 — AOA HR Legal Counsel Expenses		\$5,000	0%
21	74000 — Advocacy/Liaison Expenses			
22	75000 — Audit/Tax Prep Expenses	\$6,700	\$16,700	40%
23	75300 — Insurance Expense	\$5,842	\$4,900	119%
24	75500 — COGR Dues Expense	\$5,500	\$5,500	100%
25	76000 — Executive Committee Travel Exp	\$382	\$15,000	3%
26	76500 — Executive Committee Meeting Exp	\$4,668	\$25,000	19%
27	AOA Leadership Academy		\$12,000	0%
28	77000 — AS/SU Committee Expenses			
29	77100 — Financial Services Com Expenses			
30	77200 — HR Committee Expenses			
31	AOA Biennial Salary Survey			
32	77300 — IT Committee Expenses			
33	77400 — Research Admin Com Expenses			
34	77600 — Commercial Services Committee Expenses			
	77900 — Philanthropy Committee Expenses			
35	77800 — Standing Committee Meetings/Programs		\$5,000	0%
36	97000 — Website Depreciation Expense		\$9,965	0%
37	78000 — Web Hosting/Maintenance Exp	\$12,386	\$40,000	31%
38	78500 — Website Content/AOA Directory Updates	\$1,082	\$9,000	12%
39	AOA Scholarship Program		\$5,000	0%
40	79000 — Gifts and Awards Expense		\$1,000	0%
41	79400 — Bad Debt Expense			
42	Special Projects (Website Implementation)			
43	79500 — Miscellaneous Expenses	\$958	\$4,000	24%
44	Total Expense	\$59,223	\$246,669	24%
45				
46	Net Income	\$2,052	\$32,822	6%
47				
48	<u>January Conference Summary</u>			
49				
50	Income	\$571,920	\$460,500	124%
52	Expense	\$154,886	\$492,500	31%
54	Net Income	\$417,034	-\$32,000	-1303%
55				
59				
60	TOTAL AOA NET INCOME	\$419,086	\$822	50984%
61				
62				
63	Projected AOA Net Assets as of 6/30/23			
64				
65	Reserves:			
66	Working Capital		\$121,700	
67	Conference Contingency		\$138,696	
68	Special Projects/General Contingency		\$50,000	
69	Total Reserves		\$310,396	
70				
71	Unallocated Net Assets:			
72	Beginning Balance 7-1-22		\$1	
73	Add: Projected FY 22/23 income		\$822	
74	Total Projected Unallocated Net Assets at 6/30/23		\$823	
75				
76	Total AOA Net Assets Projected as of 6/30/23		\$311,219	

Auxiliary Organizations Association

Profit and Loss Budget vs. Actual – January Conference

Fiscal Year 2022-23

(As of 11/8/22)

		<u>January Conference</u>	
		FY 2022-23	2023 Conference
		YTD	Budget
1	Income		
2	50000 — Conference Registration Fees	\$195,325	\$200,000
3	52000 — Business Partner Income		
4	52100 — Business Partner Reg Fee	\$6,595	
5	59000 — Other Conference Income (credit card fees)		
6	52000 — Business Partner Income – Other	\$370,000	\$255,000
7	Total 52000 — Business Partner Income	\$376,595	\$255,000
8	52300 — In-Kind Contributions		\$5,500
9	Total Income	\$571,920	\$460,500
10			
11	Expense		
12	80000 — Conference Services		
13	80200 — Conf Contract Service	\$36,165	\$97,000
14	80500 — Service Provider Travel Expense		
15	80700 — Registration Area Support		
16	80000 — Conference Contract Services – Other		
17	Total 80000 — Conference Services	\$36,165	\$97,000
18	80800 — Bank Credit Card Fees		
19	82000 — Cnf Gifts and Awards Expense	\$6,753	\$5,000
20	83000 — Hotel Function & Meal Expense	\$83,525	\$270,000
21	83500 — Hotel Credit on Expenses		(\$10,000)
22	83000 — Hotel Function & Meal Expense – Other		
23	Total 83000 — Hotel Function & Meal Expense	\$83,525	\$260,000
24	84000 — Marketing/Communication Exp	\$2,325	\$25,000
25	85000 — Non-Hotel Function/Meal Exp		\$50,000
26	86000 — CPC Expenses		
27	86100 — CPC Travel Expense		\$10,000
28	86500 — CPC Meeting Expenses	\$4,288	\$10,000
29	86000 — CPC Expenses – Other		
30	Total 86000 — CPC Expenses	\$4,288	\$20,000
31	87000 — Speaker Contract Expenses	\$16,250	\$25,000
32	88000 — Web/Mobile App/AV Tech Expense	\$5,580	\$5,000
33	NACAS Conference Bus Partner Marketing Expenses		
34	Complimentary Guest Rooms		
35	89000 — Donated Goods and Services		\$5,500
36	89400 — Allowance for Bad Debt		\$0
37	Total Expense	\$154,886	\$492,500
38			
37	Net Income	\$417,034	\$ (32,000)

Income	Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
49500 — Extraordinary Income												
Sales Receipt		08/09/22	57		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		5.36	5.36
Sales Receipt		09/08/22	61		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		13.94	19.30
Total 49500 — Extraordinary Income										0.00	19.30	19.30
52000 — Business Partner Income												
52100 — Business Partner Reg Fee												
General Journal		07/01/22	Rvs De...		Rews Cnf Def Inc	52100 — Business Part...	January Co...		52000 — Busines...		6,000.00	6,000.00
Sales Receipt		09/30/22	62		PayPal Sept 202...	52100 — Business Part...	January Co...		10000 — Checki...		595.00	6,595.00
Total 52100 — Business Partner Reg Fee										0.00	6,595.00	6,595.00
52000 — Business Partner Income - Other												
General Journal		07/01/22	Rvs De...		Rews Cnf Def Inc	52000 — Business Part...	January Co...		-SPLIT-		149,500.00	149,500.00
General Journal		07/01/22	Rvs De...		Rews Cnf Def Inc	52000 — Business Part...	January Co...		22100 — Confer...		185,000.00	334,500.00
Sales Receipt		08/29/22	59		2023 Cnf spons...	52000 — Business Part...	January Co...		10000 — Checki...		30,000.00	364,500.00
Sales Receipt		08/31/22	60		PayPal Aug 202...	52000 — Business Part...	January Co...		10000 — Checki...		2,750.00	367,250.00
Sales Receipt		09/30/22	62		PayPal Sept 202...	52000 — Business Part...	January Co...		10000 — Checki...		2,750.00	370,000.00
Total 52000 — Business Partner Income - Other										0.00	370,000.00	370,000.00
Total 52000 — Business Partner Income										0.00	376,595.00	376,595.00
50000 — Conference Registration Fees												
General Journal		07/01/22	Rvs De...		Rews Cnf Def Inc	50000 — Conference R...	January Co...		52000 — Busines...		179,855.00	179,855.00
Sales Receipt		08/28/22	56		PayPal Deposit J...	50000 — Conference R...	January Co...		10000 — Checki...		2,380.00	182,235.00
Sales Receipt		08/31/22	60		PayPal Aug 202...	50000 — Conference R...	January Co...		10000 — Checki...		7,735.00	189,970.00
Sales Receipt		09/30/22	62		PayPal Sept 202...	50000 — Conference R...	January Co...		10000 — Checki...		5,355.00	195,325.00
Total 50000 — Conference Registration Fees										0.00	195,325.00	195,325.00
48000 — Unrealized Gains on Investments												
General Journal		09/30/22	Post V...		Vangd Sept 2022	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	1,229.94		-1,229.94
General Journal		09/30/22	Post V...		Vangd Sept 2022	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	18,849.26		-20,079.20
Total 48000 — Unrealized Gains on Investments										20,079.20	0.00	-20,079.20
46000 — Dividend Income												
General Journal		09/30/22	Post V...		Vangd Sept 2022	46000 — Dividend Inco...	General Op...		-SPLIT-		189.59	189.59
General Journal		09/30/22	Post V...		Vangd Sept 2022	46000 — Dividend Inco...	General Op...		46000 — Dividen...		1,608.51	1,798.10
Total 46000 — Dividend Income										0.00	1,798.10	1,798.10
45000 — Interest Income												
Deposit		07/31/22			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.02
Deposit		08/31/22			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.04	0.04
Deposit		09/30/22			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.06
Total 45000 — Interest Income										0.00	0.06	0.06
40000 — AOA Dues												
General Journal		07/01/22		Various	Rews AR Dues 6...	40000 — AOA Dues	General Op...		11000 — AOA D...	39,481.00		-39,481.00
General Journal		07/01/22	Rvs De...		Rvs Dues Def In...	40000 — AOA Dues	General Op...		22000 — AOA D...		113,850.00	74,369.00
Sales Receipt		08/29/22	58		Two dues checks	40000 — AOA Dues	General Op...		10000 — Checki...		5,168.00	79,537.00
Total 40000 — AOA Dues										39,481.00	119,018.00	79,537.00
Total Income										59,560.20	692,755.46	633,195.26
Expense												

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
78500 — Website Content/Dir Management DJ											
Check	09/02/22	2808	Dixie L. Johnson	Jun - Aug Websi...	78500 — Website Conte...	General Op...		10000 — Checki...	144.00		144.00
Check	09/02/22	2808	Dixie L. Johnson	Jun - Aug Memb...	78500 — Website Conte...	General Op...		10000 — Checki...	246.40		390.40
Check	09/02/22	2808	Dixie L. Johnson	Jun - Aug Noml...	78500 — Website Conte...	General Op...		10000 — Checki...	691.20		1,081.60
Total 78500 — Website Content/Dir Management DJ											
86000 — CPC Expenses											
86500 — CPC Meeting Expenses											
Check	08/31/22	2807	Richard Jackson	Hotel meet cost...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	2,132.19		2,132.19
Check	08/31/22	2807	Richard Jackson	AV meet costs 8...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	1,408.65		3,540.84
Check	08/31/22	2807	Richard Jackson	CPC dinner 8/1...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	82.44		3,623.28
Check	10/18/22	2819	City of Sacramento (Con...	SacConcNtr No...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	665.00		4,288.28
Total 86500 — CPC Meeting Expenses											
Total 86000 — CPC Expenses											
80000 — Conference Contract Services											
80460 — Bella Newberg											
Check	10/13/22	2817	Isabel Newberg	BN BP Serv Agre...	80460 — Bella Newberg	January Co...		10000 — Checki...	1,760.00		1,760.00
Total 80460 — Bella Newberg											
80450 — Cnf Contract Srv-Lorlie Leetham											
Check	07/03/22	2793	Lorlie Leetham	Lorlie L #1 Feb-...	80450 — Cnf Contract S...	January Co...		10000 — Checki...	9,270.00		9,270.00
Check	08/27/22	2804	Lorlie Leetham	Lorlie L #1 May-...	80450 — Cnf Contract S...	January Co...		10000 — Checki...	9,270.00		18,540.00
Total 80450 — Cnf Contract Srv-Lorlie Leetham											
80300 — Conf Contract Service-Taren M											
Check	10/13/22	2818	Taren Mulhausa	TM Serv Agreem...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,862.50		3,862.50
Total 80300 — Conf Contract Service-Taren M											
80100 — Conf Contract Service-R Jackson											
Check	08/10/22	2800	Richard Jackson	Per RJ 22-23 ser...	80100 — Conf Contract...	January Co...		10000 — Checki...	3,000.00		3,000.00
Total 80100 — Conf Contract Service-R Jackson											
80700 — Registration Area Support											
General Journal 07/01/22 Rus Pre...											
Total 80700 — Registration Area Support											
80500 — Service Provider Travel Expense											
Check	08/27/22	2803	Taren Mulhausa	T Mulhausa CPC...	80500 — Service Provid...	January Co...		10000 — Checki...	639.34		639.34
Check	08/27/22	2804	Lorlie Leetham	L Leetham CPC ...	80500 — Service Provid...	January Co...		10000 — Checki...	659.99		1,299.33
Check	08/31/22	2807	Richard Jackson	RJ CPC travel 8/...	80500 — Service Provid...	January Co...		10000 — Checki...	340.23		1,639.56
Total 80500 — Service Provider Travel Expense											
80200 — Conf Contract Service-D Johnson											
Check	09/02/22	2808	Dixie L. Johnson	Jun - Aug Supp...	80200 — Conf Contract...	January Co...		10000 — Checki...	4,326.40		4,326.40
Check	09/02/22	2808	Dixie L. Johnson	Jun - Aug Build ...	80200 — Conf Contract...	January Co...		10000 — Checki...	249.60		4,576.00
Total 80200 — Conf Contract Service-D Johnson											
Total 80000 — Conference Contract Services											
88000 — Web/AV Tech/ E Air Expense	08/10/22	2800	Richard Jackson	EAir Cfn ann sof...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	5,580.00		5,580.00
Check	08/10/22	2800	Richard Jackson						36,164.99	0.00	36,164.99

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 88000 — Web/AV Tech/ E Air Expense									5,580.00	0.00	5,580.00
87000 — Speaker Contract Expenses											
87500 — Speaker Travel Expenses											
Check	09/19/22	2810	Gotham Artists Talent S...	Anne Loehr 202...	87500 — Speaker Trave...	January Co...		10000 — Checki...	1,000.00	0.00	1,000.00
Total 87500 — Speaker Travel Expenses									1,000.00	0.00	1,000.00
87000 — Speaker Contract Expenses - Other											
General Journal	07/01/22	Rvs Pre...		Rvs Cnf Prepd ...	87000 — Speaker Contr...	January Co...		-SPLIT-	11,250.00		11,250.00
Check	09/19/22	2810	Gotham Artists Talent S...	Anne Loehr 202...	87000 — Speaker Contr...	January Co...		10000 — Checki...	5,000.00		16,250.00
Total 87000 — Speaker Contract Expenses - Other									16,250.00	0.00	16,250.00
Total 87000 — Speaker Contract Expenses									17,250.00	0.00	17,250.00
84000 — Marketing/Communication Exp											
General Journal	07/01/22	Rvs Pre...		Rvs Cnf Prepd ...	84000 — Marketing/Co...	January Co...		87000 — Speake...	2,325.24		2,325.24
Total 84000 — Marketing/Communication Exp									2,325.24	0.00	2,325.24
83000 — Hotel Function & Meal Expense											
General Journal	07/01/22	Rvs Pre...		Rvs Cnf Prepd ...	83000 — Hotel Functio...	January Co...		87000 — Speake...	75,205.00		75,205.00
Check	11/06/22	2820	Richard Jackson	Conv Center Me...	83000 — Hotel Functio...	January Co...		10000 — Checki...	8,320.00		83,525.00
Total 83000 — Hotel Function & Meal Expense									83,525.00	0.00	83,525.00
82000 — Cnf Gifts and Awards Expense											
General Journal	07/01/22	Rvs Pre...		Rvs Cnf Prepd ...	82000 — Cnf Gifts and ...	January Co...		87000 — Speake...	6,752.72		6,752.72
Total 82000 — Cnf Gifts and Awards Expense									6,752.72	0.00	6,752.72
80800 — Bank Credit Card Fees											
Check	07/31/22			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	26.03		26.03
Check	08/31/22			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	254.33		280.36
Check	09/30/22			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	546.69		827.05
Total 80800 — Bank Credit Card Fees									827.05	0.00	827.05
79500 — Miscellaneous Expenses											
Check	08/10/22	2800	Richard Jackson	Pay Pal Fee 7/2/...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		19.95
Check	08/10/22	2800	Richard Jackson	Amazon Web Sr...	79500 — Miscellaneous...	General Op...		10000 — Checki...	87.52		107.47
Check	08/10/22	2800	Richard Jackson	AOA ann Zoom L...	79500 — Miscellaneous...	General Op...		10000 — Checki...	474.40		581.87
Check	08/31/22	2807	Richard Jackson	Pay Pal Fee 8/2/...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		601.82
Check	08/31/22	2807	Richard Jackson	Amazon Web Sr...	79500 — Miscellaneous...	General Op...		10000 — Checki...	103.44		705.26
Check	10/04/22	2814	Richard Jackson	Pay Pal Fee 9/2/...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		725.21
Check	10/04/22	2814	Richard Jackson	Amazon Web Sr...	79500 — Miscellaneous...	General Op...		10000 — Checki...	108.04		833.25
Check	11/06/22	2820	Richard Jackson	Pay Pal Fee 10/2/...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		853.20
Check	11/06/22	2820	Richard Jackson	Amazon Web Sr...	79500 — Miscellaneous...	General Op...		10000 — Checki...	104.93		958.13
Total 79500 — Miscellaneous Expenses									958.13	0.00	958.13
78000 — Web Hosting/Maintenance Exp											
Check	07/30/22	2799	Dent Agency LLC	Dent Agency Ju...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		3,096.60
Check	08/22/22	2801	Dent Agency LLC	Dent Agency Jul...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		6,193.20
Check	09/19/22	2811	Dent Agency LLC	Dent Agency Au...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		9,289.80
Check	10/12/22	2815	Dent Agency LLC	Dent Agency Se...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		12,386.40
Total 78000 — Web Hosting/Maintenance Exp									12,386.40	0.00	12,386.40
76500 — Executive Committee Meeting Exp											
Check	08/28/22	2806	Sharleen Krater	Skater group E...	76500 — Executive Co...	General Op...		10000 — Checki...	145.04		145.04

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	08/31/22	2807	Richard Jackson	Hotel meet cost...	76500 — Executive Co...	General Op...		10000 — Checki...	2,382.98		2,528.02
Check	08/31/22	2807	Richard Jackson	AV meet costs 8...	76500 — Executive Co...	General Op...		10000 — Checki...	1,408.66		3,936.68
Check	08/31/22	2807	Richard Jackson	RJ dinner with h...	76500 — Executive Co...	General Op...		10000 — Checki...	66.38		4,003.06
Check	10/18/22	2819	City of Sacramento (Con ...	SacConvCnt No...	76500 — Executive Co...	General Op...		10000 — Checki...	665.00		4,668.06
Total 76500 — Executive Committee Meeting Exp									4,668.06	0.00	4,668.06
76000 — Executive Committee Travel Exp											
Check	09/02/22	2809	CSU Chico Associated St...	Shar Krater AUG...	76000 — Executive Co...	General Op...		10000 — Checki...	381.85		381.85
Total 76000 — Executive Committee Travel Exp									381.85	0.00	381.85
75500 — COGR Dues Expense											
General Journal	07/01/22	COGR ...		Reverse COGR Pre...	75500 — COGR Dues E...	General Op...		12910 — Other P...	11,000.00		11,000.00
Invoice	07/01/22	AOAZ0...		One half of ann...	75500 — COGR Dues E...	General Op...		11900 — Other R...		5,500.00	5,500.00
Total 75500 — COGR Dues Expense									11,000.00	5,500.00	5,500.00
75300 — Insurance Expense											
Check	08/27/22	2802	CSURMA	22-23 Liability/...	75300 — Insurance Exp...	General Op...		10000 — Checki...	5,842.00		5,842.00
Total 75300 — Insurance Expense									5,842.00	0.00	5,842.00
75000 — Audit/Tax Prep Expenses											
Check	10/12/22	2816	KCoe Isom, LLP	Partial 6/30/22 ...	75000 — Audit/Tax Pre...	General Op...		10000 — Checki...	6,700.00		6,700.00
Total 75000 — Audit/Tax Prep Expenses									6,700.00	0.00	6,700.00
71000 — Retainer - Legislative Liaison											
Check	10/01/22	2813	Robert E. Griffin	RGriffin Leg/co...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	5,100.00		5,100.00
Total 71000 — Retainer - Legislative Liaison									5,100.00	0.00	5,100.00
70500 — S/T Travel & AOA Office Expense											
Check	07/03/22	2792	AT&T	6/19/22 - 7/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	262.90		262.90
Check	07/30/22	2798	AT&T	7/19/22 - 8/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	275.99		538.89
Check	08/27/22	2805	AT&T	8/19/22 - 9/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	258.02		796.91
Check	08/31/22	2807	Richard Jackson	RJ EC travel 8/1...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	340.23		1,137.14
Check	10/01/22	2812	AT&T	9/19/22 - 10/1...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	266.29		1,403.43
Total 70500 — S/T Travel & AOA Office Expense									1,403.43	0.00	1,403.43
70000 — Contacted Service - Sec/Treas											
Check	08/10/22	2800	Richard Jackson	RJ Service Contr...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,800.33		3,800.33
Check	08/31/22	2807	Richard Jackson	RJ Service Contr...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,800.33		7,600.66
Check	10/04/22	2814	Richard Jackson	RJ Service Contr...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,800.33		11,400.99
Check	11/06/22	2820	Richard Jackson	RJ Service Contr...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,800.33		15,201.32
Total 70000 — Contacted Service - Sec/Treas									15,201.32	0.00	15,201.32
Total Expense									221,436.07	5,500.00	215,936.07
Net Income									280,996.27	698,255.46	417,259.19

Auxiliary Organizations Association

2023 Annual Conference Edition

INTRODUCTION

Over the decades, AOA has published a series of monographs, issue-briefs and practical guides on matters of value to member-organizations – who Stanley Fish would undoubtedly identify as an *interpretative community*: a “community made up of those who, by virtue of training, experience, and practice, have internalized the norms of a purposive enterprise.” Indeed!

While these writings were initially circulated informally, provided as handouts at past AOA Conferences or posted on the AOA website in a variety of formats, a complete series was not organized and kept accessible systematically. At the 2017 Annual Conference, a complete and annotated compendium of the documents was posted on the Conference website as the first *Compliance Resource Catalogue*.

The *Compliance Resource Catalogue*, 2023 Conference Edition updates or revises many of these past resource documents, and includes a full range of additional writings treating contemporary issues faced by auxiliary organizations. Click on the **red** document entry number to link to the actual document in PDF format. Deleted documents have been retired to the AOA archive and are not accessible through the *Catalogue*.

The *Catalogue* category-entries on *management*, *governance* and broad *compliance* are perennial and often present vexing, unique issues. Each entry-document includes a brief annotation and should be used only as a point of departure for further research and inquiry. None constitute legal or accounting advice. The analysis and conclusions are strictly the author’s own and do not represent positions of any other person or entity, including AOA.

AOA remains committed to offering timely, practical resource materials. An enhanced website will keep these documents and periodic updates in the hands of auxiliary organization managers.

CATALOGUE FORMAT

The catalogue entries are grouped by topical categories – each given a document reference number. These categories and the entries within each category should not be viewed as mutually exclusive. Each entry includes the publication title, year published (and any revision year), plus an annotation that briefly describes its nature, scope and *au courant*. The document formats have varied over the years depending on the original audience, type of issue and author(s) at the time. The entry formats are varied; yet they have a single purpose: *form paths along which auxiliary leaders may successfully manage and resolve governance and operational issues*.

The Catalogue will be posted on the AOA Resources website.

Comments, suggestions, corrections or questions on the publication series are encouraged and may be directed to Robert Griffin, Legislative & Compliance Advisor: GRIFR@aol.com

Management Documents

Doc #	Title	Date	Annotation
M-1	<i>Instruments of Change: The Viability of Auxiliary Organizations in the 21st Century</i>	1998	A monograph review of auxiliary organization legal framework, common services, and examples of more innovative support activities leading into the 21 st Century (w/ examples. Historical value. Dated 12 pages.
M-2	<i>Model Checklist for Developing a Business Plan</i>	1998	A comprehensive (but dated) checklist of questions pertinent to writing a business plan. 17 pages. Deleted and Archived
M-3	<i>Safeguarding Contributions</i>	2002	An analysis of safeguarding donor funds held in a multi-function auxiliary organization. Dated. 8 pages. Deleted and Archived
M-4	<i>Auxiliary Organizations as Fiduciaries: Trusts and The Treatment of Related Assets</i>	2003	This monograph surveys the various roles in which auxiliary organizations receive, hold & administer trust-related accounts. Dated . 22 pages. Deleted and Archived
M-5	<i>Compensation Comparability: Structuring Auxiliary Organization Compliance</i>	2011 Revision	A comprehensive review of the Ed Code/Title 5 salary & wage comparability requirements; and suggested compliance approaches. 18 pages. Dated . Updated from 2008 revision
M-6	<i>Auxiliary Services Risk Responsibility Assessment Checklists</i>	2009	Background, references and checklists for assessing & managing risks related to auxiliary organization services. Dated . 6 pages. Deleted and Archived
M-7	<i>Taxable Possessory Interest in Auxiliary Leases</i>	2009	A brief summary of the <i>possessory</i> interest property tax law, how it might be used to assess auxiliary commercial lease interests, and the exemption process. 1 page.
M-8	<i>Professional Fiduciaries Act: Implications & Suggestions for Auxiliary Organizations</i>	2009	An Issue Brief summary of the PFA with suggested compliance action. NB: PFA was amended by AB 997 in 2011 to exclude planned/trust gifts administered by charitable organizations (including auxiliary organizations). Deleted and Archived
M-9	<i>Unrelated Business Income Tax Rules: Application to Membership and User Fees Charged by Auxiliary Organizations</i>	2009	Monograph review of auxiliary legal framework; UBIT rules & exemptions on typical membership & fee-charged activities; and documentation/reporting techniques. Dated but still useful. 22 pages.
M-10	<i>Redaction Techniques: A Guide for Editing Protected Records Prior to Release for Information Requests</i>	2011	This guide summarizes techniques & methods for editing of organization records containing both disclosable & protected material in response to a records access request under policy & practices of the organization. Dated . 12 pages.
M-11	<i>Records Access Guide for Auxiliary Organizations</i>	2012	Guide summarizes status of access requirements for records held by auxiliary organizations (including McKee Act); typical document access schedules; and sample policy. Dated . 25 pages.

2023 Annual Conference Edition: AOA Compliance Catalogue

Doc #	Title	Date	Annotation
M-12	<i>Understanding the Critical Section 509(a) Classification</i>	2018	The <i>IRC</i> §509 classification in federal tax law should be carefully sought & periodically reviewed. This <i>Issue Brief</i> provides background and summarizes the several “public charity subsets.” 3 pages.
M-13	<i>Express or Implied Requirements for Auxiliary Organizations as Tax-Exempt Nonprofit Public Benefit Corporations</i>	2022 Revision	A comprehensive matrix of the major statutory & regulatory requirements for auxiliary organizations. Included are cross-walk references to related requirements of auxiliary organizations in the Ed Code & Title 5, with commentary footnotes. 5 pages.
M-14	<i>The Appropriate Generally Accepted Accounting Principles for Auxiliary Organizations</i>	1999 (2014 rev)	Monograph tracing evolution of nonprofit financial standards; analysis of GASB documentation; model tier-testing to judge GASB or FASB. 9 pages.
M-15	<i>Auxiliary Organization Transparency Guidelines</i>	2013	A matrix of the key corporate documents to be given public access by auxiliary organizations. 1 page.
M-16	<i>Auxiliary Organization GAAP Determination-Analysis Sequence</i>	2022 Revision	A thumbnail summary of the analysis-sequence for determining auxiliary use of FASB or GASB. 1 page.
M-17	<i>Payments to Student Officers & Directors: An Analysis</i>	2018 Revision	Monograph analyzing methods/legal framework for payments to student governing board members & officers, including undocumented students. 12 pages.
M-18	<i>Misclassification of Employees</i>	2015	Brief summary of the misclassification of employees as “independent contractors” issue. DOL source. 1 page. Dated. Deleted and Archived
M-19	<i>Public Records Disclosure Extended Request Practices: Text Messaging and Social Media</i>	2017	The <i>City of San Jose court</i> decision extended disclosure reach for California records to personal account emails relating to the public’s business. Identifying likely email account-use scenarios may provide guidance for the development of policy and practices. 4 pages.
M-20	<i>The Dynamex Opinion: Restricting the Independent Contractor Classification</i>	2019	An analysis of the California Supreme Court decision restricting the independent contractor classification and setting an ABC test. Dated. Decision superseded in part by statutes and referendum. 16 pages.
M-21	<i>A Hot Potato! Administration of Student Organization Funds</i>	2022 Revision	Involvement of auxiliary organizations in handling student organization funds should be closely scrutinized from the several issue-perspectives. Look beyond CSU and campus policy and procedures. 6 pages.
M-22	<i>Understanding Auxiliary Organization Reserve Funds</i>	2021	A position paper outlining the policy and practices framework within which reserve funds are established and managed. 7 pages.

Governance Documents

Doc #	Title	Date	Annotation
G-1 v	<i>Appropriations, Expenditures and Other Asset Dispositions: Role and Authority of Governing Board</i>	2022 Revision	A summary of the legal framework within which auxiliary organization governing boards exercise decisions in concert with the campus president relating to appropriations, expenditures & other asset dispositions. 3 pages.
G-2	<i>Open Meeting Law Requirements Applicable to Auxiliary Organizations: A Comparison Summary Chart</i>	2010	A handy chart comparing the key statutory requirements of the Romero and Seymour Acts. Includes references to the respective sections in each of the statutes by each key requirement. 6 pages.
G-3	<i>Auxiliary Organization Governance Critical Factors Checklist</i>	Undated	A practical list of major factors & related questions for an engaged & responsible auxiliary organization board member. Suggested for inclusion in Board Manuals. 2 pages.
G-4	<i>Auxiliary Organization Standards of Conduct and Commitment: A Policy Development and Practices Guide</i>	2012	A comprehensive monograph tracing the standards of board member conduct & the related statutory “financial interest” & “interested directors” requirements. Includes model policy & procedures. 24 pages.
G-5	<i>The Role & Responsibilities of Auxiliary Governing Boards</i>	2022 Revision	A comprehensive survey of the auxiliary organization legal framework, including aspects relating to governing boards under nonprofit public benefit corporation law. Includes useful appendices. 37 pages.
G-6	<i>“Interested Director” Transaction Decision Analysis Sequence</i>	2012	A practical decision-sequence to judge situations involving potential “interested director” transactions. The steps assume the board has not adopted more restrictive standards than the statutory requirements. 2 pages.
G-7	<i>Principal Investigator Serving on Auxiliary Board</i>	2015	Memorandum summary analysis of the issue of university PIs serving on board of auxiliary-employer. 3 pages.
G-8	<i>Revised Model Open Meeting Guidelines</i>	2020 Revision	An expanded set of key provisions & practices urged upon auxiliary organization governing bodies & sub-boards under Seymour Act. 4 pages.
G-9	<i>Managing Board Closed Sessions</i>	2019	A brief survey of <i>Seymour</i> and <i>Romero</i> closed session requirements, and some practices in managing such sessions. 6 pages.
G-10	<i>A Guide to Documenting Meetings</i>	2020	A brief, handy guide to crafting agendas and taking Board and committee minutes, Includes sample forms. 7 pages.
G-11	<i>Auxiliary Board Financial Interest Standards</i>	2020	A summary highlighting the dual financial interest standards for auxiliary organization governing boards. 2 pages.

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Doc #	Title	Date	Annotation
G-12	<i>Student Body Organizations – Formed as Unincorporated Nonprofit Associations</i>	2017	A brief description of an alternative legal structure for campus students body organizations providing only “student body organization activities.” 2 pages
G-13	<i>Restructuring Auxiliary Organizations: 1st Principles</i>	2021	An issue brief discussion of key principles that should guide the restructuring of an auxiliary organization. 4 pages.
G-14	<i>Open Meeting Exceptions under the “Seymour Act”</i>	2022	A survey of circumstances (analogous) for holding closed sessions under Ed Code § 89923. 7 pages.
G-15	<i>Understanding Board Special Meeting Notice Requirements under the “Seymour Act”</i>	2022	A brief analysis of the often-misunderstood notice requirements for calling and holding a Board (or sub-board) special meeting under Ed Code § 89922. 4 pages.
G-16	<i>Auxiliary Board Emergency Powers, Meetings and Actions</i>	2022	A survey of the legal frameworks within which auxiliary (other than SBOs) boards may meet and take action in emergency situations. 8 pages.
G-17	<i>Student Body Organization Board Emergency Powers, Meetings and Action</i>	2022	A survey of the legal framework within which student body organization governing boards may meet and take action in emergency situations. 10 pages.

[Compliance Documents continue on next page]

Compliance Documents

	Title	Date	Annotations
C-1	<i>Separate But Related: A Legal Orientation for Auxiliary Managers</i>	1995	EXTRACTS ONLY Selected legal and compliance topics. Historical value. Some references are dated. See Cover Sheet for particulars. 40 pages.
C-2	<i>Auxiliary Organization Oversight: Dimensions and Departures</i>	2022 Revision	An Issue Brief analysis, with case examples, of the comprehensive external oversight functions exercised over auxiliary organizations & how they work – or not. 10 pages.
C-3	<i>Auxiliary Organization Oversight: Why the Attorney General Cares</i>	2013	An Issue Brief summarizing the oversight role of the AG’s Charitable Trust Section (& Registry) over auxiliary organizations as California nonprofit public benefit corporations. Dated . See Entry C-4 . 2 pages.
C-4	Enhanced Enforcement Oversight of Nonprofit Public Benefit Corporations (Including Auxiliary Organizations)	2022 Revision	Summary analysis of recent AG increased enforcement authority over charitable organization activities & reporting practices and changes. 5 pages.
C-5	<i>IRS Forms 990 and 1023 Disclosures: Intersecting Federal and State Requirements</i>	2022 update	A summary analysis of the IRS Forms 990 & 1023 disclosure requirements in relation to the McKee Act provisions. 6 pages.
C-6	<i>Auxiliary Organization Corporate Formation and Ongoing Reporting Checklist</i>	2021 Updated	A checklist of the formation & ongoing steps/filings required of an auxiliary organization/nonprofit public benefit corporation under existing CSU practices and Corporation Code requirements. 4 pages.
C-7	<i>Auxiliary Organization Lobbying Rules</i>	2017	A summary analysis of the statutory and regulatory framework for auxiliary organizations engaged in lobbying and political activities. 2 pages.
C-8	<i>Incompatible Roles: A Perspective on the Appropriate Auxiliary Organization Oversight Role of the CFO</i>	2021	An analysis of the legal and policy framework that the author views should guide the appropriate oversight role of a campus CFO. 2 pages.
C-9	<i>Is Education Code Section 89926 Operative?</i>	2021	A short analysis of why Ed Code § 89926 on student body organization judicial branches appears inoperative and in conflict with Corp Code § 5210. 1 page.
C-10	<i>What is Campus Policy?</i>	2018	The traditional and accepted attributes of campus policy development are contrasted with a more less formal approach. 1 page.

REG/9/22

2021-22 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

Bills of Interest to Auxiliary Organizations

November 11, 2022

Session Deadlines: The last day to introduce bills this calendar year of the 2021-22 California Legislative Session was February 18. May 27 was the last day for each house to pass bills introduced in that house. August 31 was the last day to pass bills in the Session, and the Governor had until September 31 to sign or veto bills across his desk by September 1.

Bills Enacted: This summary update includes only tracked bills that were enacted and chaptered in 2022 of the 2021-22 Session, plus others found to be of broader interest to auxiliary organizations from a search and analysis of all 2022 enacted and chaptered bills.

Bill Information Link @:

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

Assembly:

AB 257 (Holden *et al*) -- Fast Food Facility and Employment Standards. This bill, as amended, enacts the *Fast Food Accountability & Standards Recovery Act* (FAST), and would, in major part:

- Establish a state-wide administrative rule-making framework (Fast Food Sector Council) to periodically review and set minimum fast food industry wage, working hours, training and employment standards (and recommend health and safety rules);
- Require fast food franchise compliance with applicable FAST rules and implementing orders, together with violation liability provisions;
- Prohibits fast food restaurant franchisee from discharging, or discriminating or retaliating against any employee, as specified, together with employee cause of action for employer violations.

Enacted as amended, FAST appears to apply to certain campus fast food facilities operated through auxiliary organizations using defined contracted services of fast food chains/restaurant franchises. These auxiliary organizations would face likely unknown additional costs under terms of existing, renegotiated or new contracts; and realize concomitant benefits of improved fast food worker and operation standards. Enacted and chaptered 9/5/22.

AB 361 (R. Rivas) – Open Meetings: State & Local Boards: Teleconferences During Declared Emergency. This urgency measure suspended state and local agency legislative bodies from certain open meeting law requirements (tied to Governor Executive Orders) resulting from declared pandemic emergency conditions. Enacted and chaptered 9/16/21.

Application of this bill extended to CSU campus student body organization legislative bodies under the *Gloria Romero Act* (only until January 31, 2022). AB 361 coverage did not include auxiliary organizations under the “Seymour Act,” applicable Corporations Code provisions permitting meetings by teleconference, or emergency actions.

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

- each institution of higher education to include in the institution’s requirements for campus recognition of a campus-affiliated sorority or fraternity, as defined, a requirement that the institution collect from the sorority or fraternity on or before July 1, 2023, and annually thereafter, specified information;
- the institution suspend recognition of any sorority or fraternity that does not comply with the collection requirements; and
- that each institution with sororities or fraternities to compile the collected information into a publicly accessible report posted, and archived for a 10-year minimum, on each respective campus Greek Life internet homepage or its equivalent on or before October 1, 2023, and annually thereafter.

Enacted and chaptered 9/13/22.

AB 1467 (Cervantes) – Student safety: sexual assault and domestic violence procedures and protocols: sexual assault and domestic violence counselors. This bill 1) requires sexual assault and domestic violence counselors at CSU campuses to be independent from the Title IX office; 2) prohibits sexual assault and domestic violence counselors from releasing the identity of the victim without first obtaining specific permission; and 3) authorizes the chancellor to collaborate with specified entities when reviewing executive orders related to discrimination, harassment, and retaliation. Enacted and chaptered 9/27/22.

AB 1602 (McCarty *et al*) – Student, Faculty, and Staff Housing Financing, would establish the *California Student Housing Revolving Loan Fund Act of 2022* to provide zero-interest loans to qualifying applicants, including the California State University, for constructing affordable student, faculty and staff housing.

The bill would establish the California Student Housing Revolving Fund, a continuously appropriated fund in the State Treasury. The bill intends a \$5,000,000,000 appropriation for purposes of the housing loans, and requires a needs/budget reporting and board coordination framework. Enacted and chaptered 6/22/22.

AB 1775 (C. Ward) – Occupational safety: live events, as amended, adds an occupational safety regime upon contractors (including hosting auxiliary organizations) of live entertainment events, to:

- Define key terms, including “auxiliary organization,” “contracting entity,” and “entertainment events vendor.”
- Require contracting auxiliary organizations hosting an entertainment event at a public events venue require certification, and as a contract condition, by the entertainment events vendor that employees and any subcontractors involved in setting up, tearing down, or production of the event meet prescribed occupational safety requirements.

NB: Above requirement does not apply to direct employees of contracting auxiliary organization.

- Set violation curing and penalty framework.
- Allow adoption of stricter safety standards for such events.

Enacted and chaptered 9/29/22.

AB 1788 (Cunningham *et al*) – Sex trafficking: hotels: actual knowledge or reckless disregard: civil penalty, This bill, as amended, expands the existing regulatory framework over sex trafficking (as defined) using hotels (as defined) to:

- Allow imposed civil penalties against hotel if defined supervisors knew of, or recklessly disregarded, sex trafficking activities, or that employee knowingly benefited by participating in such activities and failed to report to law enforcement within 24 hours;
- Authorize local prosecutors to seek equitable relief or specified civil penalties for such activities; and
- Set court discretion, factors and enhanced civil penalties for egregious activities.

This bill appears inapplicable to auxiliary organization support service within specified definition of a hotel:

(a) “Hotel”, “motel”, “inn”, “boardinghouse”, and “lodginghouse keeper” means any person, corporation, partnership, unincorporated association, public entity, or agent of any of the aforementioned, who offers and accepts payment for rooms, sleeping accommodations, or board and lodging and retains the right of access to, and control of, the dwelling unit.

Campus housing facilities operated by an auxiliary organization generally serve to accommodate only qualified university students and faculty as residents under regulated licenses or leases.

One auxiliary organization does operate a “hotel” on a campus and may be subject to this regulatory framework.

Enacted and chaptered 9/29/22.

AB 1997 (Gipson) – CSU emergency response programs; report. This bill requires the Chancellor of the California State University, on or before July 1, 2023, to convene a stakeholder workgroup that includes a representative from specified stakeholders, including faculty, staff, and students.

The working group would evaluate and report on alternative options to current emergency response programs on the campuses and alternative dispute resolution options to resolve employee conflicts. The stakeholder workgroup submits a report to the Legislature and the Chancellor 9 months after the first meeting of the stakeholder workgroup that includes recommendations to alleviate concerns of current campus emergency response programs. The bill would repeal these provisions on July 1, 2027.

Enacted and chaptered 9/30/22.

AB 2131 (Mullin) – Child Care Center Licensing. This bill authorizes the Department of Social Services (CDSS), in consultation with the State Department of Education, as specified, to implement the single childcare center license by an all- county letter or similar written instruction that shall have the same force and effect of regulations until regulations are adopted. Further, on January 1, 2024, repeals provisions referring to an optional toddler program for children between 18 and 36 months of age Enacted and chaptered 9/30/22.

AB 2422 (McCarty) – CSU: Investments. This bill, *inter alia*, authorizes the CSU campus CFO, upon approval of the trustees, to additionally invest certain held money (including Special Project Funds) in qualified institutional commingled funds, as specified, subject to registration standards. Enacted and chaptered 9/25/22.

AB 2459 (Cervantes) – Postsecondary Education; Student Housing; Data Collection. This bill, as applied to the CSU, requires each campus with campus-owned, campus-operated, or campus-affiliated student housing to collect and post on its external and internal internet websites, data on student housing, as specified, and report annually to the Legislature on such collected data. Enacted and chaptered 9/27/22.

AB 2482 (Calderon) – Public postsecondary education: student health: pilot program: wellness vending machines. This bill establishes a pilot program, until July 1, 2029, that would require the California State University to install at 5 campuses of their segments at least one vending machine that dispenses wellness products, as provided, with a follow-on results report to the Legislature as prescribed. Enacted and chaptered 9/30/22.

AB 2681 (Bloom) – California Concert & Festival Crowd Safety. This bill, as amended in Senate, sets (in parallel with existing event crowd safety standards applicable to property owned or operated by state agencies), minimum, yet comprehensive city/county large outdoor event safety standards, including pre-event planning, *authorization* permitting, cost recovery and other procedural requirements (CCFCSA).

Preexisting local special event protocols in substantial compliance with the CCFCSA would be exempt.

Defined “large outdoor events”¹ held at “nonpermanent venues” by or through auxiliary organizations would be rare, likely sited on campus property, and subject to present state agency/CSU threat and risk assessment standards.²

Such an auxiliary organization-sponsored large crowd event planned within “local authority” would be subject to the CCFCSA, and would impose prudent assessment, planning and process standards – *and allow local authority to set additional requirements for such events*.

Enacted and chaptered 9/19/22.

AB 2693 (Reyes) – COVID Exposure. This bill extends to January 1, 2024, the sunset date for COVID-19 related workplace reporting requirements and for Cal/OSHA’s authority to disable an operation or process at a place of employment when the risk of COVID-19 infection creates an imminent hazard. Enacted and chaptered 9/29/22.

AB 2827 (Quirk-Silva) – Child daycare facilities. This requires the Department of Social Services to revise its regulations to permit children with exceptional needs, as defined, to use outdoor play spaces simultaneously with nondisabled children without first seeking a specified regulatory waiver and to specify any health and safety requirements that are required to be met when that simultaneous play occurs. The bill would authorize the department to implement those provisions by means of an all-county letter or similar instruction on or before January 1, 2024. Enacted and chaptered 9/30/22.

¹ Estimated attendance threshold of 10,000. See Gov’t Code § 50032(c)(1).

² Example: The Cal Poly, SLO, annual Open House “Tractor Pull” is an event likely subject to the CCFCSA.

Senate:

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

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

Licensee conditions include:

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

If enacted, this bill, as amended, may require auxiliary organizations, as licensee music venue operators or concessionaires, or their licensees, to restructure (by surrender and exchange) from other existing license types, and to comply with Type 90 music venue license conditions.

Enacted and chaptered 9/3/22.

SB 1011 (Committee on Government Organization) – Alcoholic Beverages. This bill: 1) expands how the Department of Alcoholic Beverage Control (ABC) may issue specified special temporary licenses to nonprofit organizations; 2) authorizes ABC to conduct specified duties electronically; and 3) makes other technical changes to the Alcoholic Beverage Control Act.

Specifically:

- 1) Increases, from three to four per calendar year, the number of special temporary licenses that may be issued by ABC to nonprofit organizations to conduct fundraising sales and strikes the provision that such a license issued for a period exceeding two days be used solely for retail sales.
- 2) Allows ABC to send a licensee an application to renew their license via email and allows a licensee whose license has been automatically canceled because of non-renewal to pay to renew their license electronically through ABC's online payment portal; and allows ABC to send notices of cancellation via email.
- 3) Allows ABC to conduct hearings held on a protest, accusation or petition for a license via electronic means. Any party may file a written motion to object to an electronic hearing and request the hearing be held in person. The motion must include a proposed county for the location of the hearing and good cause why an electronic hearing would be inappropriate.
- 4) Clarifies specified United States Bureau of the Census tract numbers referenced in the Act correspond to those identified within the 2010 census.

Enacted and chaptered 7/19/22.

SB 1162 (Limón) – Employment: Salaries and Wages. This bill requires employers of 100 or more workers hired through labor contractors to provide the Department of Fair Employment and Housing (DFEH) certain specified information, including pay data, about their workers. This bill also requires employers to provide the pay scale for a position to an applicant for employment and include it in job postings. Enacted and chaptered 9/27/22.

SB 1202 (Limón) – Business entities: Secretary of State: document filings. This bill makes various technical, non-substantive, and clarifying changes throughout the Corporations Code in preparation for the Secretary of State’s (SOS) automated filing system, including, among others, standardizing terms, making practices uniform across all business entity types, and updating cross-references. Enacted and chaptered 9/27/22

The CSU *Advocacy & State Relations Office* provided valuable assistance in coordinating bill coverage.

REG/11/3/22

TO: AOA Officers
FROM: Patrick Bailey

Please accept this as my proposal to provide support services as Conference Administrative Manager for the AOA CPC. I have responded to five prompts included in the RFP and have also included a copy of my resume and the names and numbers of three references. If while you are making your decision you have any questions or need any additional information, please feel free to reach out to me directly.

Thank you for your consideration. I appreciate it.

Very best,

Patrick Bailey
patrickhbaileyjr@gmail.com
626.235.8620

1. I'd like to express my interest in providing Conference Administrative Manager for the 2024 AOA Conference. My experience in conference coordination, program management and my knowledge of AOA and the CSU will help me be very successful in this capacity.
Yes, should be able to carve out some training time during the last month of the year. Yes, I am available to attend the 2023 conference and yes, I absolutely would be ready to support the 2024 CPC by February.
2. From 1991 – 2002 I was employed by the University-Student Union at California State University, Los Angeles serving as Executive Director for 10 of those years. During my tenure there, I never missed an AOA annual conference or any of the Associated Students/Student Union subcommittee meetings (I also served a term as chair the committee). While at CSULA, AOA contracted with the USU to assist in conference location selection and to provide conference signage (remember the Lodge at Sonoma & the Monterrey Marriott?)

Starting in September 2019 I served as the Executive Director of the Associated Students at Cal State, Northridge. Again, I have been an active conference attendee and have participated in the AS/Student Union committee.

Additionally, I would add that during my volunteer experience in the Association of College Unions International (ACUI) I have a long history of coordinating and hosting conferences, tournaments and a variety of other gatherings and events. I served as chair of ACUI's 100th Anniversary Celebration and conference, chaired and served as host for the ACUI annual conference (Anaheim & Washington DC), hosted two College Bowl National Tournaments, two National Billiards tournaments and one National Table Tennis championships on campus, chaired/hosted three regional ACUI conferences, and twice hosted the PAC-12 Directors conference.

I'd would also add that during my 35+ years working in higher education, I have always been responsible for signature campus programs from New Student Orientation to Commencement and have programmed artists from Yoyo Ma to Maya Angelou. Twice in my career, I have had the honor of presenting the President of the United States of America.

3. My professional experiences coupled with my personal knowledge of AOA and the CSU prepares me well to assume this position. I am very detailed orientated and have both of my degrees in Communications. Professionally I have been a member and have attended NACAS conferences, so would be very familiar in that environment and its membership.

4. For the first year of services, I would request \$40,000 (\$10,000 a quarter)

5. REFERENCES

Marsha Herman-Betzen, former Executive Director ACUI

812.340.2167

Debra L. Hammond, Executive Director CSUN USU

818.720.4812

Jason Cline, CEO of SHRM-Atlanta

317.331.7808

PATRICK H. BAILEY, JR.

CONTACT INFORMATION

7507 McConnell Avenue Los Angeles, CA 90045-1037
626.235.8620
patrickhbaileyjr@gmail.com

PROFESSIONAL EXPERIENCE

Current position

Executive Director, Associated Students, Inc.
California State University, Northridge
2019- present

Duties and Responsibilities include:

- Administrator in charge of student funded corporation. Responsible for all aspects of the CA non-profit 501©3 to include fiscal and program management, human resources, risk management, facilities, and student development.
- Requires building strong relationships and partnerships across the entire campus community to enhance the educational experience for students.
- Oversees the establishment of organization-wide and unit specific strategic planning and assessment of programs. Responsible for organizations marketing, public relations, assessment and communication.

Employment history

Director, Student Involvement and Development
California State University, Northridge

Duties and Responsibilities include:

- Lead Administrator for several key components of Student Life. Oversee all aspects of New Student Orientation Programs, University Commencement Ceremonies, and all signature campus programs.
- Lead the Matador Involvement Center, Student Clubs and Organizations, Fraternity and Sorority Life, Volunteer/Community Engagement and Leadership Development Programs.
- Established the Peer Leadership Program and the campus Basic Needs response. Established the CSUN Food Pantry and successfully wrote the grant for the campus CalFresh Outreach program and to access the SB 85 funding.

Executive Director of Student Life and Involvement /Senior Associate Dean of Students
University of Southern California

Duties and Responsibilities included:

- Directed all social, programming, recreational and educational components of Student Life. Oversee all aspects of Undergraduate Student Government, Graduate Student Government, Student Program Board, Cultural Student assemblies, Campus Activities, Recreational Sports, Student Publications,

- Volunteer Center, Performance Venues, Leadership Development, Transfer Student Programs, Student Veteran Support, Student Organizations, Intramurals, Club sport teams, University spirit squads, non-academic and student scheduling, USC Student Radio, Jump Start and USC Spectrum.
- Maintain, operate and market several multipurpose campus facilities: Ronald Tutor Campus Center, Bovard Auditorium, GroundZero Performance Cafe, Lyon Recreational Center and the HSC Fitness Center.
 - Oversaw the programming and construction of the \$140 million Ronald Tutor Campus Center including design, budget and space allocation.
 - Served on the development committee for the USC \$6 billion-dollar campaign. Developed fund raising strategies, opportunities and donor recognition programs totaling \$80 million dollars.
 - Responsible for the USC Presidential Distinguished Artist and Lecture Series, served the LA Times Festival of Books in both programming and operational roles, and assisted in the creation of USC Visions & Voices.

Executive Director, University-Student Union and Student Life
California State University, Los Angeles

Duties and Responsibilities included:

- Direct cultural, social, recreational and educational components of Student Life. Oversee all aspects of Student Programs and Involvement, Leadership Development, Greek Life, and Student Clubs and Organizations.
- Lead the Cross-Cultural Centers and their programs, services and activities. Served as university liaison to Campus Ministries and responsible for the creation and development of traditional programs associated with Campus Life.
- Maintain, operate and market a multipurpose campus facility, which assists in developing community through food service, bookstore operations, student organizational, service and cultural spaces, alumni offices, commercial tenants, conference facilities, and recreational areas. Marshaled three major construction/renovation projects.

Director of Student Activities & the James C. Wilson College Union
West Virginia State University, Institute, WV

Duties and Responsibilities included the coordination of all aspects of Student Life. Supervision of all student programs and events, student publications, student governance, college union facilities, student and Greek organizations, child development center and management of recreational academic facilities.

TEACHING EXPERIENCE

Department of Communication Studies, College of Arts and Letters
California State University, Los Angeles

Department of Communication Studies, College of Arts and Humanities
West Virginia State University

USC Rossier College of Education
University of Southern California

OTHER RELATED EMPLOYMENT

Advertising Director The State Port Pilot, Southport, NC
Responsibilities included supervision and production of all advertisements, serving all national and local accounts, and creating a market interest in the publication not solely for the advertiser but for the general public as well.

WORKSHOPS, PRESENTATIONS, AND SEMINARS Personal craft has been honed since early love of performance. Trained and developed exemplary presentation skills by conducting over 100 educational sessions, conference presentations, and facilitations of workshops. Among them:

- Tufts University Emerging Leader Conference
- Sonoma State University Leadership Conference
- University of Nevada, Reno Multicultural Retreat
- Cal Poly Pomona Organizational and Structural Review
- Claremont Colleges Leadership Conference
- California State University, Hayward Teambuilding
- Ikabari University, Mito, Japan, Cross Culturalism

EDUCATION

M.A. Communication Studies, West Virginia University, Morgantown, WV

B.A. Communications, Bethany College, Bethany, WV

PROFESSIONAL ASSOCIATIONS AND MEMBERSHIPS

Association of College Unions International (ACUI) Served in a number of regional and international leadership positions including Chair of both the Annual and Regional Conference, Regional Director, and received the Diane Morisato Award for contributions made to the Association. Served as the Chair of the 100th Anniversary Celebration and received ACUI's Lifetime Achievement award.

Auxiliary Organizations Association (AOA) Served in a number of volunteer positions including chair of the Associated Students/Student Union committee, served a term on the Conference Planning Committee, and provided conference logistic and support services.

National Association of Campus Activities (NACA) Served in a number of regional and national leadership positions in the association and was selected as Multi-Cultural Educator of the Year.

Arts Presenters Association (APAP); National Association of Student Personnel Administrators (NASPA); National Association of College Auxiliary Services (NACAS)

COMMUNITY SERVICE

Campus All-Star Challenge & College Bowl Senior volunteer and served as the Host Director for both regional and National tournaments.

SUPPORT SERVICE-PROVIDER AGREEMENT

This Support Service-Provider Agreement ("Agreement") is made effective this 18th day of November, 2022 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and TAREN MULHAUSE, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

Explanatory and Operative Statements

The AOA is composed exclusively of its members – the separate auxiliary organizations that support and enhance the educational mission of the California State University (CSU) system and each of its campuses. The AOA mission is to offer professional development, issue collaboration, represent common interests, and assist new or evolving member-organizations.

The resource and policy constraints upon member-organizations require AOA to rely heavily upon the members to carry out its mission. AOA must seek and obtain needed internal business and program support from member-organizations, a few qualified firms, but particularly from experienced individuals on a service-provider basis. These internal functions and tasks have included providing corporate secretary and governing board support, administrative, treasury and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

In January 2016, the AOA concurred as to the need to engage an additional Conference Support Provider who would coordinate and assist the various volunteer Conference Session Coordinators in planning their content tracks for the annual conference.

The CONTRACTOR, who has extensive background and experience with auxiliaries, who is a retired auxiliary Executive Director, and who has with distinction previously performed the role of Conference Session Planning Chair, was approached by AOA to present a proposal to act as the Chair of Session Planning for the 2017 conference. The proposal was fine-tuned with the 2017 Conference Chair and presented for formal approval at the March, 2016 Executive Committee meeting. The agreement was expanded and renewed in the subsequent year.

CONTRACTOR under this agreement is a member-organization executive-retiree and former AOA leader, willing and able to independently dedicate a reasonable amount of business time as

an AOA service-provider. The semi-retirement status of CONTRACTOR requires her to limit or foreclose her other customary business engagements with service-recipients.

Terms and Conditions

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following terms and conditions:

1. Services to be Provided

On or before the Effective Date of this Agreement, or as soon as practicable, the CONTRACTOR shall commence the support services specified in the *Scope of Work* (SoW) Statement, **EXHIBIT A** (contents of which are incorporated herein by reference). The CONTRACTOR shall exercise the same timeliness and due diligence customary under industry standards in carrying out the work specified in this Agreement. CONTRACTOR under this Agreement shall act as an independent contractor in close collaboration with AOA leadership, the Executive Committee, and Conference Planning Committee, and an employer-employee relationship is not implied or intended, and shall not be practiced by the Parties.

The CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the SoW Statement under this Agreement, with or without the expectation of additional charge to AOA associated with that support. Any ambiguity over such circumstances shall be clarified and resolved in advance by the AOA President and the Secretary/Treasurer, and, where appropriate, documented by the Parties in accordance with Section 5. The AOA President shall recommend to the AOA governing board any budget supplements for services of the CONTRACTOR that may involve additional fees to CONTRACTOR in such circumstances.

2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2024. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

3. Service Fee and other Charges

In full consideration of the services satisfactorily performed by CONTRACTOR under this Agreement, AOA shall pay the CONTRACTOR as specified in **EXHIBIT B**.

CONTRACTOR will be compensated for approved out-of-pocket expenses and related charges incurred during the performance of the contracted support services.

4. Status of Parties

During the term of this Agreement or any extension thereof, CONTRACTOR represents that the tasks, activities, projects or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in close cooperation with [Examples: Executive Committee, Conference Planning Committee, Officers Group]. It is mutually understood and accepted that:

a). CONTRACTOR is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact; *and*

b). CONTRACTOR performs the Work that is outside the usual course of AOA business; *and*

c). CONTRACTOR is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

5. Scope of Work Modification

The Parties may modify the terms and conditions of this relationship by an amended SoW, signed and dated by the Parties and appended to the Agreement, or by an amended Agreement.

6. Termination of Services

Either party may terminate this agreement for good cause upon a 90-day written notice to the other party.

7. Assignment

The Parties understand that this Agreement represents a contract for work that is personal to CONTRACTOR. Accordingly, neither this Agreement, nor any duties or obligations under this Agreement may be assigned by CONTRACTOR without the prior written consent of AOA, which consent AOA may grant or deny in its sole discretion.

8. Notices

Any notices required to be given under this Agreement by either Party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested.

Notices shall be deemed provided upon personal delivery, or two (2) days after deposit with a nationally- reputable overnight carrier with postage prepaid, or five (5) days after deposit in the US mail, postage prepaid and registered or certified with return receipt requested.

9. Confidentiality

CONTRACTOR agrees that it will keep in the strictest confidence, all proprietary or confidential AOA information to which CONTRACTOR becomes exposed during the term of this Agreement, and that it will not disclose any such information to anyone except with the advance written consent of AOA. CONTRACTOR shall not utilize for pecuniary gain not contemplated by the terms of this agreement any information not a matter of public record which CONTRACTOR receives by reason of this agreement, regardless of whether the CONTRACTOR is under contract at the time such gain would be realized.

10. Tax Responsibility

CONTRACTOR is responsible for paying when due all income taxes, including estimated taxes, incurred or falling due as a result of the compensation paid by AOA to CONTRACTOR for the work to be performed hereunder. If CONTRACTOR is an individual who is a nonresident of California, CONTRACTOR understands that compensation paid to CONTRACTOR hereunder may be subject to withholding for California state income tax in accordance with California Revenue and Taxation Code Section 18662 and Title 18 of the California Code of Regulations, Section 18662-4(a).

11. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and there are no inducements, representations, warranties, or understandings that do not appear within the terms and provisions of this Agreement. Only a writing signed by both Parties may modify this Agreement. The laws of the State of California shall govern the interpretation of this Agreement.

12. Authorization

Each individual signing this Agreement warrants and represents that he has the full authority and is duly authorized and empowered to execute this Agreement on behalf of the Party for which he signs.

13. Choice of Law, Jurisdiction and Venue

The provisions of this Agreement and its interpretation shall be governed by the laws of the State of California, excluding its choice of law provisions. Each Party hereto irrevocably consents to the jurisdiction of the federal and state courts located in Butte County and agree that with respect to the litigation of any disputes growing out of this Agreement, jurisdiction and venue for such litigation shall be exclusively proper in the federal and state courts located in Butte County, California. The parties hereto agree that with respect to any litigation arising out of or in connection with this Agreement, the prevailing party shall be entitled to an award of its attorneys'

fees and costs. Each party hereto waives any claim of forum non conveniens or any other defense or allegation contending that the forum is inconvenient..

14. Severability and Construction

If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. This Agreement has been negotiated by the Parties and their respective counsel and shall be interpreted fairly in accordance with its terms and without any strict construction in favor of or against either Party.

15. Counterparts

This Agreement will be executed by the Parties on or before the Effective Date and may be executed in one or more counterparts, each of which when so executed and delivered shall be deemed to be an original, but all of which taken together form but one and the same instrument.

16. Binding Effect

This Agreement shall be binding on the Parties, their successors in interest, and present and future subsidiaries, assignees or acquirers, including any acquirer of substantially all of the assets of a Party.

IN WITNESS HEREOF, AOA and CONTRACTOR have caused their duly authorized signatories to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS
ASSOCIATION

CONTRACTOR

Richard Jackson, Secretary/Treasurer

_____, INDIVIDUAL

Signature

Signature

Date

Date

EXHIBIT A

Conference Session Coordination Support

1. Provide support to the AOA Conference Planning Committee (CPC) and annual conference throughout the year

- A. Attendance at scheduled in-person conference planning meetings
- B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the months prior to the conference
- C. Attendance at annual conference in January including pre-meetings and wrap-up session for a total of six days
- D. Provide on-site conference logistical support with the AOA Conference Support Team

2. Coordinate Session Planning Sub-Committee

- A. Assist in the research and recruitment of session planning coordinators for educational session tracks
 - a. AS/SU/REC
 - b. Commercial Services
 - c. Financial Services
 - d. Human Resources
 - e. Information Technology
 - f. Philanthropic
 - g. Research Administration
 - h. Marketing and Communications
 - i. Risk Management
- B. Instruct session coordinators on responsibilities and timelines
- C. Develop session information production schedule and communicate with coordinators
- D. Oversee session proposal ideas and distribution to session coordinators, providing introductions and follow-up information
- E. Assist session coordinators in identifying potential session topics and presenters
- F. Prepare and distribute “follow-up duties” report to coordinators
- G. Track activities of committee timeline and provide reminders of upcoming tasks

- H. Provide assistance to session coordinators in performing follow-up duties and presenter material

3. Provide Administrative Support to the Session Planning Sub-Committee

- A. Distribute and review conference evaluations for input and ideas
- B. Review and discuss historical conference program material
- C. Solicit session ideas from Executive Committee and general membership
- D. Solicit and review session proposals from business partners and connect those ideas with session coordinators. Prepare correspondence and follow-up with Business Partners
- E. Develop conference session matrix to ensure well rounded educational tracks
- F. Track and assist with communications to session presenters and standing committee chairs to ensure timely and accurate session information
- G. Review and determine meeting room requirements and approximate attendee counts for session assignment
- H. Assist session coordinators with gathering needed information from session presenters
- I. Input session and presenter information into conference software
- J. Uploading of presentation material into conference software
- K. Track and follow up on presenter registrations in conference software
- L. Monitor and follow-up on changes/additions to session topics/speakers
- M. Track changes to sessions across multiple documents for accuracy (ie. Function agenda, online forms, mobile app)
- N. Provide session coordinators with other assistance as needed to ensure well rounded conference educational sessions

4. Provide support to the CPC Chair and AOA Conference Support Team

- A. Assist CPC with the identification of session topics for super and general sessions
- B. Assist in the identification and notification of session proposal acceptance and provide notification for declined proposals
- C. Work with BP Chair to identify/accept additional session proposals from new/prospective business partners

- D. Assist CPC with the identification of a coordinator and development for super and general sessions
- E. Assist with the on-going update of the session matrix, function agenda, timelines, and follow-up duties
- F. Assist with tracking session presenter registration, hotel requirements, and AV needs
- G. Assist in the development, tracking, and proofing of conference material including the conference program, conference technical script, audio-visual requirements, on-line program information, and mobile application program content
- H. Assist in the development of session evaluations for the mobile app and distribution of confidential session evaluations
- I. Assist with update and implementation of conference software to include website development, presenter portal, business partner portal, on-site applications, attendee app
- J. Provide for the storage and transportation of conference supplies
- K. Provide CPC Chair and Conference Support Team with other assistance as requested throughout the year and at the conference

NACAS Conference Support

- A. Attend NACAS Annual Conference, if needed, and assist with booth set up, break down and transportation of booth materials.
- B. Staff AOA booth during exhibitor scheduled time to promote AOA and recruit potential Business Partners for the AOA annual conference.
- C. Connect and engage with conference attendees and other exhibitors to provide information on the benefits of becoming an AOA Business Partner.
- D. Provide a list of prospective Business Partners to the BP Chair for inclusion into the conference contacts report.

Special Projects Support for Conference Planning and Executive Committee

- A. Participate in and provide assistance with expanded scope of work, training and development, or special projects as needed or requested.

EXHIBIT B

Compensation

1. Conference Support Service

Contractor proposes to perform these services for a flat fee of \$16,000 payable upon invoice in quarterly installments (April, July, October, and January). The cost will be charged to the Conference budget.

2. NACAS Conference Support

Contractor proposes to perform these services for an annual cost of \$1,400.00 payable upon invoice at the conclusion of the NACAS conference.

3. Special Projects Support

Contractor proposes to perform these services at the rate of \$35.00 per hour payable upon submission of progress reports and documentation of hours tracked.

Out-of-Pocket and Direct Expenses

Contractor shall be reimbursed for authorized actual and necessary out-of-pocket expenses and direct expenses incurred in the performance of support services. Travel and lodging expense reimbursement rates shall be in accordance with CSU rates. Such authorized expenses shall either be paid upon submission of appropriate travel and expenditure documentation or itemized on the quarterly invoices.

Taren Mulhause

Date

Accepted by:

Date

Subject: AOA - Service Provider Request for one year extension
Date: Saturday, November 5, 2022 at 2:58:25 PM Pacific Daylight Time
From: Dixie Johnson <dlj7001@gmail.com>
To: Richard T Jackson <RTJackson@csuchico.edu>
Attachments: Exhibits A and B Request for additional year of service Nov 2022.docx, Exhibits A and B Request for additional year of service Nov 2022.docx

Hi Richard,

Attached is my letter expressing my request for AOA to approve my service provider request for one more year, ending December 31, 2023.

Exhibits A - allows me to continue to provide advice and assistance to you for any 2024 conference planning committee tasks, similar to this year. There are no changes in this exhibit from last year.

Exhibit B - allows me to provide services for membership directory, website maintenance, administrative tasks for the awards processes, and to assist with the AOA leadership academy (should one be held in 2023). Also, in keeping with prior contracts, I will take on the responsibility of building, testing and monitoring the EventsAIR 2024 conference registration build and databases. Again, there is no change in this from prior years, and I feel this is a necessary task for me to continue - due to the transition of new conference service providers, and the lack of time that it would take to train personnel and to get the event up and working in a timely manner for the 2024 registration launch. Please let me know if you disagree, and/or wish another service provider to take this on - but for the time being, I am happy and willing to continue on with this task, until such time as service providers have been able to completely transition and receive training for this application.

I have gone back and reviewed my time sheets for Exhibit B tasks, and over the years, my average yearly time spent has hovered around 275 hours. For my 2023 contract, I added an additional 25 hours to this average, as I anticipate additional updates and redo's to the AOA resources page on the AOA website, AOA will return to a leadership academy model in 2023, and I also hope and anticipate that AOA will also fully administer the 2024 scholarship of excellence processes next year.

I do wish to thank you for this opportunity, to continue to work with you, and the AOA leadership in 2023.

Please let me know if you have any questions.

Dixie

November 5, 2022

Richard Jackson, AOA Secretary/Treasurer
Auxiliary Organizations Association
Post Office Box 2177
Chico, CA 95927-2177

Dear Richard,

Please accept my sincere appreciation for the opportunity that has allowed me to serve in my role as service provider for the Auxiliary Organizations Association.

I respectfully request that my service contract be extended for a period of 12 months, ending on December 31, 2023.

I will commit to and perform AOA Special Project tasks; specifically those tasks listed under exhibit B (attached). In keeping with the past tasks included under this exhibit, I will continue to update and build the EventsAIR registration databases for the 2024 annual conference. Also added to this exhibit is the administration of the AOA Leadership Academy. This event has not been held for three years, and should it be held in 2023, I will assist, and have included the time estimate for this task into my 2023 fees.

For those tasks listed under exhibit B, I request and accept the offer of a fixed fee to be provided over a twelve-month term. I propose that the fixed fee amount be paid in four equal installments. I will submit an invoice to the Auxiliary Organizations Association on a quarterly basis: March 1, June 1, September 1, and December 1, 2023. The proposed costs of services is based upon a review of the actual number of hours estimated to complete these tasks for a total of 300 hours at the rate of \$40.00/hour, which totals \$12,000.

During 2023 which is a year of transition, I am happy to continue to provide support on an as needed basis to the AOA Secretary/Treasurer by being available to consult via conference call or meetings to assist Richard and any AOA Service Provider(s) assigned with the task of conference planning with any questions or issues that may come up during the course of planning for the 2024 Annual Conference. I will track separately and bill AOA for these services using the hourly rate of \$40.00/hour

Additionally, I propose that I will be entitled to be compensated for actual and necessary out-of-pocket expenses incurred during the performance of providing any AOA related services.

Please contact me if you have questions or request further clarification.

Sincerely

Dixie L. Johnson

3076 Main Street

Eureka, CA 95503

707.443.5457 home

707.496.7073 mobile

dlj7001@gmail.com

Dixie Johnson
Refer to Letter Dated November 2, 2022

Exhibit A – Conference Planning

A. Provide Support on an as needed basis to AOA Secretary/Treasurer and AOA Conference Service Provider(s) assigned with the task of conference planning for the 2024 Annual Conference

Exhibit B – Special Projects

A. Update To Membership Directory Information

1. Contact each Auxiliary or Campus as Needed to Update the AOA Website Directory and Other Contact Lists:
 - a. Identify those individuals filling the roles of:
 - Primary contact person for the auxiliary (Executive Director or other)
 - Chief Financial Officer
 - HR Director
 - Individual acting as Auxiliary Administrator (that individual assigned with the management of the AOA directory for their respective auxiliary)
Administrator works with service provider to confirm all current and active individual memberships for their assigned auxiliary
 - b. Update and record information and prepare source document that can be used for future updates
 - c. Review CO website page for Auxiliaries and provide updates as necessary
2. Review Inactive Member/Email Accounts Currently Residing in the AOA Website Directory, Track and Record:
 - a. Prepare active member lists as needed and provide updated lists to AOA secretary/treasurer and conference planning committee documents
 - b. Track and record inactive member email accounts and delete from member directory
3. Review Website Member Directory for Duplicate Member/Email Accounts Including Following:
 - a. Review and identify all duplicate member/email accounts
 - b. Contact those individuals identified as holding duplicate member/email accounts
 - c. If necessary, request and update contact information as needed
 - d. Delete duplicate member/email account as approved by member
4. Present to the AOA Executive Committee a Progress Report that Includes Current Activities and List of Inactive Or Deleted Member User Accounts
5. Review Group Communication List Serves/Manual List Serves For Standing Committees:
 - a. Assist Standing Committee Chairs with managing group communications portals
 - b. Work with current standing committee chairs with a review of outdated manual list serves and assist integrating to website electronic group communication portals

6. Yearly Review and Update as necessary the AOA Website Links for:
 - a. List of Auxiliaries
 - b. List of Auxiliary Administrators
 - c. List of Auxiliary Chief Executive Officers
 - d. List of Auxiliary Chief Financial Officers
 - e. List of Auxiliary Human Resources Directors/Managers

B. Maintenance of Content That Resides On AOA Website

1. Identify and Confirm Content that is Currently Available for General Public and Membership:
 - a. Home Page
 - b. General Information
 - c. Public Records
 - d. Contact AOA
 - e. Membership Instructions
 - f. Content Available to Membership
 - g. Group Communication Portals
 - h. Resources
 - i. Conference
 - j. Careers
2. Maintain various Word Press Applications:
 - a. Members and Word Press Administrators
 - b. Affiliated Auxiliaries
 - c. Media Library
3. Act as Primary AOA liaison or Website Managers:
 - a. Report and provide updated information and documentation

C. Update EventsAIR Software for 2024 Conference -

1. Participate and Receive Additional Training as necessary in EventsAIR Conference/Event Software
2. Assist with Testing and Implementation of 2024 EventsAIR Conference/Event Software
3. Assist with Review/Analysis of Components of Current Conference Documents and Database Resources for EventsAIR software
4. Update EventsAIR Event Software for 2024 Conference – Provide Cross Training As Necessary:
 - A. Build or Update of annual event located on the EventsAIR application including:
 - Set-up module
 - ✓ System Setup
 - ✓ Brand Editor
 - ✓ Financial
 - Advanced Set-Up
 - ✓ Accounting
 - ✓ Packages

- ✓ Project Manager
- ✓ Run Sheets
- ✓ Name Badge Editor
- Module Set-up
 - ✓ Contacts
 - ✓ Notes
 - ✓ Marketing
 - ✓ Survey's
 - ✓ Registrations Including
 - Business Partners
 - Guests
 - Members
 - Presenters
 - CABO Registration
 - ✓ Functions
 - ✓ Presentations
 - ✓ Sponsorship and Exhibition
 - ✓ Accommodations
- Online and Interactive Sites
 - ✓ Business Partners
 - ✓ Business Partner Contact
 - ✓ Business Partner Complimentary Attendees
 - ✓ Business Partner Additional Attendees
 - ✓ Business Partner Additional Hosting Opportunities
 - ✓ Membership Registrations
 - ✓ CABO Registrations
 - ✓ Presenter Registrations
 - ✓ App Registrations
 - ✓ Payments/Photos
- B. Update action and data management processes and reports
- C. Prepare and run standard and customized reporting tools
- D. Prepare and edit for accuracy conference agenda data
- E. Prepare and update communication templates to conference attendees
- F. Process and update project manager and run sheet modules
- G. Develop and update website portals including:
 - Website Portal
 - Business Partner Portal
 - Presentation Portal
 - Onsite Portal
- H. Assist with development and updating of attendee and organizer mobile apps

D. Administration of AOA Nominations and Awards Processes including:

- AOA Scholarship of Excellence
- AOA Lifetime Member Award
- AOA Outstanding Accomplishment
- AOA Executive Committee

1. Per established policies, update all instructions, forms, and schedules
 2. Update all related communications and notices and mail to membership per established schedules
 3. Monitor and track submissions per established deadlines. Provide committee members with copies of nominations
 4. Maintain contact records for all nominees
 5. For Awards - mail communications to all nominees informing outcome of awards
 6. Develop, update and proof award layouts for outstanding accomplishment, lifetime member and scholarship of excellence awards
 7. Order and schedule delivery of awards to conference site
- AOA Leadership Academy
 1. Per established procedures, provide administrative assistance to Leadership Academy Planning Committee
 2. Develop communications and promotional notices for the event
 3. Communication and support for Leadership Academy Planning Committee, Faculty and Participants
 4. Monitor and maintain event logistics including:
 - ✓ Hotel Room Block, Menu/Meal Planning
 - ✓ EventsAIR registration database
 - ✓ Meals and receptions
 - Certificates of Appreciation for Outgoing Executive Committee Members and AOA Leadership Academy Attendees and Faculty
 1. Develop and print certificates of appreciation for outgoing executive committee members and AOA leadership academy attendees and faculty
 2. Purchase frames and insert signed certificates in frames
 3. Ship certificates to conference site
 4. Organize and assist with distribution of awards during AOA Annual business meeting

Exhibit A - 2024 Fee Schedule

Contractor will be paid on an hourly basis, utilizing the current hourly rate of \$40.00/hour. Copies of timesheets will be maintained by contractor and will be provided upon request.

Invoices will be submitted to AOA on a quarterly basis utilizing the following schedule:

- March 1, 2023
- June 1, 2023
- September 1, 2023
- December 1, 2023 (Final Invoice)

Exhibit B - 2024 Contracted Amount-Fixed Fee Schedule

Quarterly invoices shall be submitted to AOA utilizing the following schedule:

First Quarterly Payment - March 1, 2023	\$3,000.00
Second Quarterly Payment – June 1, 2023	\$3,000.00
Third Quarterly Payment – September 1, 2023	\$3,000.00
Fourth Quarterly Payment – December 1, 2023	<u>\$3,000.00</u>

Total Contract Amount

\$12,000.00

Out-Of-Pocket and Direct Expenses

Contractor shall be reimbursed for authorized actual and necessary out-of-pocket expenses and direct expenses incurred in the performance of providing support services. Travel and lodging expense reimbursement rates shall be in accordance with CSU rates. Such authorized expenses shall either be paid upon submission of appropriate travel and expenditure documentation or itemized on the quarterly invoices.

AUXILIARY ORGANIZATION ASSOCIATION SCHOLARSHIP COMMITTEE REPORT

Purpose

Each fall, the Executive Committee seeks nominations for the AOA Scholarship of Excellence Award. The purpose of the award is to recognize California State University students with scholarship funds for academic-related expenses. The basis for the scholarship award is a combination of academic excellence and service to the campus or community, particularly to a CSU auxiliary or a nonprofit organization. This year, the amount of the scholarship award was budgeted at \$5,000.

New for 2022

Based on recommendations from last year, several changes were made this year prior to the announcement of the scholarship application process.

1. New language, suggested by the AOA Executive Committee and representatives from the ASSURE committee, was adopted for one point in the Required Award Eligibility Criteria to be more clear and inclusive by adding “or graduate CSU student”.
2. Moved from a paper application process to using InfoReady, accessible online platform available to all CSU campuses. InfoReady was set up to receive application from students with all backup, route applications to the committee for review, collect scores, and send email communications.

Scholarship Selection Committee

The composition of the Scholarship Selection Committee is defined in the “AOA Scholarship of Excellence Policy.” The chair is selected by the current Past-President, and they work together to appoint other members from the Executive Committee. The members are as follows:

- *Chair*, Sandra Gallardo, Executive Director, ASI, Sacramento State
- Helen Alatorre, Executive Director, ASI, CSU Channel Islands, (Chair AOA Associated Students/Student Union/Recreation Center committee)
- Michelle Crawford, Executive Director, ASI, Cal Poly San Luis Obispo
- Rosa Hernandez, Associate Executive Director, 49er Shops, Cal State Long Beach
- Teresa Loren, Director of Finance/Controller, San Diego State Research Foundation
- Bessie Strategos, Grants & Contracts Administrator, Cal State Long Beach
- Jeanne Tran-Martin, Executive Director, California State Students Association (CSSA)

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%).

Scholarship Recipient Recommendation

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.**

Considerations for Next Year

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%

Respectfully submitted,

Monica F. Kauppinen
2022 AOA Past-President

November 10, 2022

Subject: AOA HR Committee Funds

Date: Tuesday, August 23, 2022 at 4:35:48 PM Pacific Daylight Time

From: Maddison Burton <mburton@csumb.edu>

To: Richard T Jackson <RTJackson@csuchico.edu>

CC: Rosa Hernandez <rosa.hernandez@csulb.edu>

Hi Richard,

Thanks for organizing a great meeting last week. Looking forward to going back to Sac in November.

I know the AOA committee funds are a recurring topic of discussion during the meetings. Rosa and I are interested in understanding how the funds can be used, so we have a few questions:

1. How much money does the HR group have available?
2. Is the budget managed on a calendar (1/1-12/31) or fiscal year (7/1-6/30)?
3. How have funds been used in the past?
 1. Because we are pushing against the end of this year, we are most likely not going to have a speaker be able to present to our group; however, we are interested in using the funds to solicit applications (?) on which auxiliary HR member(s) could use the funds to attend the AOA conference. We recently sent a survey to the group (about 81 members) about conference attendance and some said they were unable to attend due to the financial burden. Can we send out (hopefully you already have one) an application form and select a few members to send a letter of intent to pay up to a certain dollar amount of their expenses (i.e. their auxiliary would send a payment request to AOA)?

If the latter option is not available, how much money will we have available for 2023?

Thank you in advance for your help!

Sincerely,

Maddison Burton, MSHRM

Director of Human Resources

University Corporation at Monterey Bay

Office: 831-582-4498

<https://csumb.edu/corporation>

Linked In: <https://www.linkedin.com/company/the-university-corporation-at-monterey-bay>

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November 2022 - Business and Finance Liaison Report

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

Board of Trustees

November 13-14 – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- Update and Approval of the Five-Year Capital Plan
- Gateway Hall Renovation and New Construction for California State University Channel Islands
- California State University, Stanislaus Stockton Campus Acacia Replacement Phase 1 Schematic Design Approval

Committee on Finance

- CSU Annual Investment Report

September 13-14 – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- Preliminary 5-Year Plan

Committee on Finance

- CSU Quarterly Investment Report
- Approval of the 2023-2024 Operating Budget Request

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

CSU Policy Library

The CSU Policy 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:

- October 25, 2022 (in conjunction with CSU Facilities Symposium)
- January 11, 2023 (after AOA Conference in Sacramento)
- The rest of the 2023 CABO meeting schedule will be confirmed soon

Advancement Liaison Report

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.

I. Liability Waiver Form Updated

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. Translated versions have not yet been updated but will be. See <https://calstate.policystat.com/policy/12609095/latest/>

II. CSU Policy for the Distribution of Tickets and Passes to Events and Report of Ceremonial Roles

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.



SWHR Update for AOA

Update from Tammy Kenber Associate Vice Chancellor, Human Resources November 2022

Just like every year, SWHR is preparing for the November Board of Trustees Meeting wherein we report out on: (1) Executive Transition Program; (2) Executive Moving & Relocation; (3) Systemwide VP Compensation; and (4) Outside Employment for Senior Management Employees. Additionally, this year we will be finalizing the Executive Transition II Program and the newly developed Executive Consulting Assignment program, which will be available to all newly hired executives and is at the Chancellor's discretion.

October 31st marked the deadline for campuses to submit all their employment data for IPEDS ([Integrated Postsecondary Education Data System](#)). We have received data from all 23 campuses and are beginning the process of aggregating it so that it can be submitted to the federal government.

Work continues on the Faculty Compensation Study, with the online focus groups scheduled as follows:

Focus groups dates - Faculty:

- Friday, November 4, 2022 | 3:00-4:00 pm
- Monday, November 7, 2022 | 2:00-3:00 pm
- Tuesday, November 8, 2022 | 4:00-5:00 pm
- Wednesday, November 9, 2022 | 10:00-11:00 am
- Thursday, November 10, 2022 | 10:00-11:00 am

Focus group date - Administrators:

- Wednesday, November 9, 2022 | 4:00-5:00 pm

As you may remember, this study will compare CSU faculty salaries to market and make recommendations for any necessary adjustments, as well as review overall faculty salary structures and pay practices within the CSU. Mercer is the third-party consulting agency engaged to assist with this project, and they are scheduled to present their findings at the



SWHR Update for AOA

March 2023 Meeting of CSU's Board of Trustees. Any recommendations will be subject to collective bargaining with CFA and approval from CSU's Board of Trustees. More information on the study, including FAQs, can be found at: [CSU Faculty Compensation Study](#).

Next, and again as you may remember, the Board of Trustees has engaged the firm of [Cozen O'Connor](#) to conduct a systemwide assessment of CSU's Title IX and DHR (*discrimination, harassment and retaliation*) programs. [Gina Maisto Smith](#) and [Leslie Gomez](#) are leading this effort and have now reviewed over half the campuses. They are on schedule to present to the Board of Trustees in the spring of 2023. A confidential email has been established for anyone wishing to submit feedback: CalStateReview@cozen.com. More information about Cozen's review, including FAQs, can be found at: [CSU Cozen O'Connor TIX/DHR Review](#).

In addition to Cozen's review, the [California State Auditor](#) is also reviewing CSU's Title IX programs and processes, although their audit will focus specifically on Title IX complaints involving employees at three CSU campuses: (1) Fresno; (2) San Jose; and (3) Sonoma. This audit began on November 1st.

And lastly, I wanted to let you all know that I will be leaving CSU at the end of this month to accept a position at UC Davis. It has been an honor and privilege to be part of this committee, and I've sincerely enjoyed working with you. Leora Freedman will be announcing an Interim within the next week or so who will take my place at future meetings. In the meantime, please feel free to reach out Beth Ryan on my team. She can be reached at bryan@calstate.edu. I wish you all the very best!

This concludes my report.

Auxiliary Organization Association
LONG RANGE & STRATEGIC PLANNING COMMITTEE

for the November 2022 Executive Committee Meeting & Annual Report

The 2022 AOA Long Range & Strategic Planning (LRSP) Committee was able to meet in person August 18, 2022 at the Sacramento Hyatt. Updates on the topics discussed follow.

Scholarship of Excellence & Nominations

The Immediate Past-President (Kauppinen) is responsible for selecting a chair for the AOA Scholarship of Excellence Selection Committee and also chairing the Nominations Committee for the 2023 Executive Committee ballot. We discussed the following:

- LRSP Chair Kauppinen shared that Sandra Gallardo, ASI Executive Director, Sacramento State, agreed to be the chair of the Scholarship of Excellence Committee
- Converting the scholarship process from “paper” to the online system InfoReady that is available to all CSU campuses. LRSP Chair and Scholarship Committee Chair will lead the implementation.
- Upcoming emails being sent to membership about nominations for open Executive Committee positions.

Leadership Academy

Planning for a second Leadership Academy was underway in spring 2020 under the guidance of Michèle Goetz but was cancelled due to the pandemic. Conversations to get an Academy scheduled started with last year’s Officers and Past Presidents committee, and has continued into this year. There is strong support amongst the AOA Officers and a firm commitment to ensure one is held. Future plans were discussed and the current President has adopted this as an initiative and recruited the chair of the Past Presidents committee to assist. Ideas included how to leverage the January 2023 AOA Conference for a possible kick-off for a new cohort, optimal size of the group, faculty selection, scheduling frequency, and who could be responsible for keeping it going in the future. It was agreed to share the ideas at the AOA Executive Committee meeting the next day to create a more solid plan for a 2023 Leadership Academy to be held in conjunction with the April or August Executive Committee meetings.

Ongoing Education/Webinars

The ongoing education/webinars concept started in 2021 and has been carried forward by service provider Lorlie Leetham and the conference planning committee. The LRSP committee discussed how this can be managed going forward, how to expand beyond webinars by AOA Conference business partners, and is there a way to connect this series with the Leadership Academy. The first cohort of the Leadership Academy wanted to have a project, so one idea for consideration is that future cohorts could be involved with the management of the education series for members. Another idea is to combine support of the Leadership Academy and ongoing education with the AOA Conference session planning, to be managed by a service provider.

Executive Director Toolkit

The Executive Director Toolkit was an initiative of last year’s President (Kauppinen) and was implemented by last year’s chair of the Past Presidents committee, Michèle Goetz. (See the Past Presidents Report from 8/20/2021.) There were plans to introduce the Toolkit at the 2022 Conference Executive Directors’ Luncheon to get their input while also promoting its purpose.

With the cancellation of the conference we want to make sure this work is still distributed.

Recommendations: (1) AOA consider establishing working groups to focus on some of the other suggested tools in the report and create a section of the AOA website where these tools could be housed and easily accessed by the membership; (2) distribute to executive directors through the standing committees; and (3) offer a possible webinar to Executive Directors on the Toolkit.

Service Provider Succession Planning

In addition to the work completed earlier this year on the position descriptions for future service providers, or possible employees, the LRSP strongly recommended that we develop a “bench” of possible candidates for the various service provider positions. AOA Business Manager (Jackson) sent an email this summer to AOA membership soliciting responses from people who might be interested in becoming a service provider in the next couple years. This effort produced a good response with the collection of 20 people. The position descriptions were used in the RFPs for a new Conference Planner and a new Business Partner Manager. We also explored the idea of having the Secretary position, defined in the Bylaws, return to a standalone Officer role starting in 2023.

The LRSP Committee

- Monica Kauppinen, Past-President, Committee Chair (Sacramento)
- Sharleen Krater, President (Chico)
- Rasheedah Shakoor, President-Elect (Dominguez Hills)
- Richard Jackson, Secretary/Treasurer & AOA Business Manager
- Kacie Flynn, Prior Past-President (Humboldt)
- Teresa Loren, Executive Committee (Humboldt)
- Djeneba Ahouansou, prior Executive Committee (Dominguez Hills) – *Djeneba was not able to participate in the August meeting as she was on leave, and she subsequently moved out of California so this spot remains vacant.*

Respectfully submitted,

Monica F. Kauppinen
AOA Immediate Past-President

11/10/2022

QUARTERLY REPORT

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.

In our August meeting we were excited to host Richard Bromley, Partner with Constangy, Brooke, Smith and Prophete for a mid-year Employment Law Update. Richard is always a highlight for our group. Topics spanned from wage and hour laws, time clocks and rounding, bonuses, arbitration agreements and pitfalls with harassment claims and volunteers. A copy of the presentation and the recording was shared with the HR Committee.

In October we had a few unique activities for the Committee. We conducted a mini-survey to get “high level” feedback from our HR Committee 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. We had 25 responses submitted. The results were shared with the AOA HR Committee, and will also be shared with the Executive Committee.

Another important topic that came up recently was regarding the agreement between AOA and Employers Group, which will be up for renewal in December 2022. We are actively working with Mimi Long, Vice President of Alliant Insurance to consider extending the agreement until May 2023. This will provide the incoming HR Committee time to really pulse the membership on value add, needs, and really time to review and share utilization reports. Mimi is also helping us coordinating an info session with Employers Group to share with the HR Committee resources, tools available, etc. We brought this topic to our October meeting and received mixed reviews from our group. Some colleagues were not aware that Employers Group was available, some did not feel they satisfied their needs, and quite a few also shared they were a critical resource to them. This topic is pending, but we will also keep the Executive Committee updated as we coordinate next steps.

Lastly, another critical topic for the group was our upcoming election. We are actively working on coordinating an election for the HR Committee, for the first week of December 2022. The intent is to have the committee finalized this year, so as we head into the January AOA Conference, the new leadership team is able to kick off their first meeting in January. This has already been shared with our group in the October meeting, and we hope to share the results of the election with the Executive Committee in early December.

COMMITTEE LEADERSHIP, 2021

HR Committee Officers for 2022 include the following:

- CHAIR: Rosa Hernandez, Associate Executive Director-Forty-Niner Shops, Inc. at CSU Long Beach
- CHAIR-ELECT: Maddison Burton, Director of Human Resources-University Corporation at Monterey Bay
- SECRETARY: Nora Fernandez, Human Resources Manager- Cal Poly Pomona Foundation, Inc.
- ANNUAL CONFERENCE HR SESSION PLANNER: John Doebler, Human Resources Manager- Associated Students at CSU Northridge

Respectfully submitted by:

Rosa Hernandez

Chair, AOA HR Committee

Associate Executive Director-Administration, Forty-Niner Shops at CSU Long Beach

Research Administration Committee (RAC) Report **AOA Executive Committee Meeting- Annual 2022**

2022 RAC Leadership Team -

-Gillian Fischer, Chair (Outgoing)

Director, Sponsored Research and Programs
California State University Dominguez Hills

-Leslie Rodelander, Vice Chair (Incoming Chair)

Post Award Grant Administrator
Cal Poly Humboldt

-Valencia Teems, Secretary (outgoing)

Sr. Sponsored Research & Programs Analyst
California State University Dominguez Hills

2022/2023 Meeting Schedule-

Spring RAC Meeting- May 2-3, 2022 – Virtual

Fall RAC Meeting – October 3-4, 2022 – Virtual

AOA Conference RAC Standing Committee Meeting- January 9, 2023

2022/2023 RAC Meetings-

The 2022 RAC Business Meeting, which is usually held during the AOA Conference, was converted from in-person to virtual due to Covid. 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 was virtual and took place May 2-3, 2022. 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.

RAC Leadership was planning to hold the Fall 2022 as an in-person meeting. Unfortunately, delays in installations in the planned meeting facility necessitated a virtual meeting. 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. Maximum attendance was around 110. 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.

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. The current Chair has been included in the Best Practices Committee meetings to date, and the incoming Chair will be onboarded to the committee in November.

A request for nominations for 2023 RAC leadership was sent to the members on November 9th. Voting will take place via SurveyMonkey in early December for the new Vice Chair and Secretary. The current Vice Chair, Leslie Rodelandar from Cal Poly Humboldt, will assume the RAC Chair position.

Respectfully Submitted by RAC Chair,

Gillian Fischer, Director
Office of Sponsored Research and Programs
California State University, Dominguez Hills
Email- gfischer@csudh.edu

Auxiliary Organization Association
Associated Students/Student Union/Recreation Centers Committee
ANNUAL REPORT 2022

Submitted by Helen Alatorre, Chair
ASI Executive Director, CSU Channel Islands

AS/SU/REC Committee Annual Meeting

The 2022 AOA AS/SU/REC Committee Annual Meeting was set to take place at the AOA Conference in January, but due to COVID-19 and the need for the conference to be cancelled, the committee ended up meeting 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.

AS/SU/REC Directors Sub-Committee

The AS/SU/REC Directors Sub-Committee meets once every other month. For the 1st quarter, there was 1 committee meeting held on February 18, 2022. The next meeting is scheduled for April 15, 2022. **Miles Nevin** (ASI Executive Director, CSU Long Beach) served as committee lead. 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.

CHESS Advisor Summit

The AS/SU/REC Chair, **Helen Alatorre** (ASI Executive Director, CSU Channel Islands), 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?

AOA Scholarship Guidelines

AS/SU/REC Committee members reviewed AOA scholarship text to provide feedback on desired updates to scholarship eligibility and disbursement of award. The feedback was provided to Monica Kauppinen, AOA Past-President, who is coordinating our annual scholarship process. The most notable update was updated language describing eligible students for application. The recommendation was made that applicants: *Be an undergraduate or graduate CSU student with at least one more academic year of full-time coursework.* Additionally, *AS/SU/REC* members helped promote the scholarship opportunity this fall semester and served on the selection committee.

Sandra Gallardo (ASI Executive Director, Sacramento State University) served as chair.

AS/SU/REC Directors Sub-Committee

The *AS/SU/REC Directors Sub-Committee* met April 15 and June 17, 2022. The next meeting is will be scheduled once we begin the Fall 2022 semester. **Miles Nevin** (ASI, CSU Long Beach) served as committee lead for April and **Erik Dickson** (AS Executive Director, Sonoma State University) served as lead for June. Agenda items included the following:

- 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

The *AS/SU/REC Committee* coordinated details for an advisor summit with the CSSA executive director. CSUnity took place September 11-12, 2022 with plenary session scheduled for September 10, 2022. The summit was led by Vice Chair, **Tonee Sherrill** (AS Executive Director, San Francisco State University) and provided an opportunity for AS government affairs/relations advisors, coordinators and other staff directly involved with ASI advocacy efforts, advising efforts and programming efforts of associated students. Topics included the following:

- Keynote: Creating Systemwide Change at the CSU | · Ray Murillo, Systemwide Director of Student Affairs Programs, CSU Division of Academic and Student Affairs
- Welcome & Introductions
- CSSA Update
- Proposal for Monthly Student Government Advisor Meetings
- Advisor Topics
 - 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 on social issues (strategies to campus reactions)

ASI Advisors Sub-Committee

Following the CHES Advisor Summit this past spring, it was suggested that perhaps AS Student Government advisors, coordinators, programmers may benefit from meeting more regularly by establishing another subcommittee. AS/SU/REC committee member **Michelle Crawford** (ASI Executive Director, Cal Poly – San Luis Obispo) proposed this formally to seek membership at the advisor summit at CSUnity. The proposal was received well, and we will look to establish this subcommittee for Spring 2023. *Proposal attached – Addendum A.*

2023 AOA Conference Sessions

AS/SU/REC Committee has three presentations identified for the 2023 AOA Conference. **Jeremy Hamlett** (Acting Co-Director, Recreation Programs, CSU Northridge) has served as lead in the coordination of session presenters. Sessions identified are as follows:

- *The Perfect Storm: On Becoming a Learning Organization*, Presented by Ginny Templeton & Liz Roosa Millar, Cal Poly Pomona
- *Imposter Syndrome: Moving Past the Stigma*, Presented by Kaila Lavin, CSUN
- Title: *Forthcoming*, Topic: *Recreational therapy within Campus Recreation*

The Associated Students/Student Union/Recreation Centers Committee would like to thank all the members that have supported these varied efforts this year. Thank you, Miles Nevin, Erik Dickson, Jeremy Hamlett, Michelle Crawford, Tonee Sherrill, Sandra Gallardo, Rasheedah Shakoor, and Sharleen Lowry Krater.

Memorandum

TO: **Tonee Sherrill**
Executive Director
AS, San Francisco State University

DATE: September 5, 2022

FROM: **Michelle Crawford**
Executive Director
ASI, Cal Poly – San Luis Obispo

COPIES: H. Alatorre

SUBJECT: **Proposal for Monthly Student Government Advisor Meetings**

PROPOSAL:

To hold monthly meetings for Student Government Advisors to discuss timely topics, share resources, and build a stronger network for future collaboration and problem solving.

HISTORY / BACKGROUND:

Historically, Student Government Advisors have only met in person one time per year during CSUnity. Other opportunities for engagement are limited and to my knowledge, a common list serve of all advisors does not currently exist outside of what is held by CSSA.

Given the nature of what many Student Government programs have experienced over the course of the past 3 years with high student leader turnover, low voter engagement, and staff transitions, I believe there is an opportunity to leverage our collective experiences through the proposed monthly meetings to help rebuild many of our programs.

RECOMMENDATION:

Meeting Format:

Monthly 1-1.5 hour Zoom meetings held at a consistent day and time each month, to be determined by a group poll (i.e. 2nd Thursday of the month from 3-4:30pm). Time selected based off highest number of available attendees.

Meeting Topics:

Meeting topics can be solicited prior to each meeting, with an informal agenda sent to the list serve prior. In addition, each month could have an “anchor” topic that is relevant to Student Government programs. The following is a sampling of topics that could be considered. Other topics to be determined during first meetings of the group.

- Student Leader Summer Training
- Student Leader Transition Planning
- Civic Engagement and Voter Registration
- Student Government Recruitment
- Student Government Annual Elections Strategy
- Open Meeting Laws
- Student Government Retention Strategies
- Referendums/Alternative Consultation

- Towngown Relationships/Programming
- Bylaw Revision
- Student Government Marketing and Outreach Strategies

Shared Resources:

If Advisors were interested, we could develop a web based shared folder where documents, marketing material examples, procedures, policies, etc. could be uploaded and shared between organizations. These could then be available during the meeting or accessible after for reference.

CONCLUSION:

Thank you for consideration of this item. I have found an immense benefit and sense of community in the past year meeting with the other Executive Directors on a monthly basis and believe it could be mutually beneficial for our Student Government Advisors. If there is support from the attendees at CSUnity, I would be happy to coordinate this monthly meeting, unless there are others that would like to.

Thank you for bringing this item forward. I look forward to hearing the discussion and what is decided.

AOA Finance Committee

Dena has been working on the sessions for AOA. We will be replacing one of the sessions with a panel discussion with the Chancellor's Office. The setup would be a panel discussion with each panelist presenting their roles. Currently working on the logistics.

There have been staffing changes on both sides, Chancellors Office and the campus Auxiliaries, so this is a good time to offer a refresher of the services and support offered by the CO. As we are transitioning back to in-person, it will be good opportunity to share updates and offer a Q&A. Also, what can we expect, or plan for, in regard to compliance audits.

Dena has also been looking into building the Finance Committee contact listing. The hope was to have a Finance Committee meeting for the purpose of appointing a Vice Chair. However, with the changes in the session, priority has been going to finalizing the Finance track.

AOA Philanthropy Committee 2022 Annual Report

The AOA Philanthropy Committee experienced committee member growth and a variety of presentations and informative topics for discussion during the meetings in 2022. The incoming chair and vice-chair lobbied to increase the committee membership on the group portal which resulted in a 50% increase in portal members with a total of 27 currently. The committee met in 2022 for a total of four virtual meetings: the annual meeting in February followed by three standing committee meetings in April, August and October 2022. Meetings were well attended by CSU representatives of philanthropic foundations, board financial officers, board operations and and systemwide advancement staff from the Chancellor's office who provided policy and procedural updates during meetings. Chair Johansson also would provide the committee with updates and information from the AOA Executive Committee meetings.

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 presentation was based on Gen's recent experience as part of an ad hoc committee of campus representatives from the Foundation's Investment Committee, faculty subject matter experts from environmental sciences and social justice, a community activist from Oakland, and the student body president. Gen highlighted that these

policies should be periodically reviewed. 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).

Scheinberg shared slides on North Pier Search Consulting and the history of the firm. He outlined the elements of fiduciary oversight for endowments and foundations starting with governance review and fiduciary training. Foundations should review their charters and bylaws, investment policies and spending policies. 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). Scheinberg outlined the standard service provider search / benchmarking / RFP services, and regular independent monitoring and advocacy to include:

- Performance Monitoring
- Operational Due Diligence
- Independent Board Consultant (periodic or ongoing)
- Special Projects as Needed

AOA Conference 2023 Planning Sessions

In addition to the committee meetings, there were multiple planning meetings for the Philanthropy track sessions for the AOA 2023 Conference in January 8-10, 2023 in Sacramento. Tuesday 1/10 morning there will be three Breakfast Breakout sessions on the following topics and led by a committee member as facilitator:

- Finance & Accounting
- Advancement Operations/Services
- Foundation Board Engagement

Election of Officers (2023 Term)

Chair Johansson led the election of Ian Hannah of Sonoma State as incoming committee chair and Ericka Scott of Cal Poly SLO as vice-chair for 2023.

Next Meeting & Agenda Topics

Next Philanthropy Committee meeting is at the conference on Sunday, January 8th from 4:00pm-5:00pm in the Tahoe Room in the Hyatt Regency.

AOA Past President Committee
Annual Meeting Report

Prepared: November 8, 2022

The purpose of the AOA Past President's Committee is to actively engage previous presidents of AOA in ways that attempt to keep them connected to the organization, while also allowing AOA to benefit from their expertise and leadership. The committee is intended to:

1. Serve in an advisory capacity to the President of AOA and Executive Committee and to provide historical context to current situations, challenges, and opportunities
2. Advise and assist the AOA President, when requested, with special projects that contribute to the advancement of auxiliaries in the CSU
3. Advocate on behalf of auxiliaries at the direction of the AOA President and the Executive Committee.

The AOA Past President Committee meets annually at the conference or more frequently as needed at the request of the AOA President. Membership is comprised of all AOA Past-Presidents currently employed in the CSU or by a CSU auxiliary. The current committee is comprised of the following individuals:

Dave Edwards, Fullerton (2010) – Committee Chair

Monica Kauppinen, Sacramento (2021)

Kacie Flynn, Humboldt (2020)

John Griffin, San Bernardino (2019, 2015)

Jim Reinhart, Sacramento (2018)

Keith Kompsi, Fresno (2017)

Christina Brown, San Diego (2016)

Deborah Adishian-Astone, Fresno (2012)

Michele Goetz, San Diego (2008)

Leslie Levinson, San Diego (2005)

Richard Jackson, AOA (2003)

This past year, the committee was asked to address two requests for input from AOA President Sharleen Lowry Krater – development of an educational session for potential future AOA leaders at the annual AOA conference and revisiting the idea of hosting a second AOA Leadership Academy.

1. Educational Session for Potential Future Leaders

Request: 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. After first planning to host this session at the 2022 annual conference, AOA Past President Keith Kompsi has led the efforts to develop the content and solicit fellow Past Presidents as speakers.

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

Request: 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.

The next meeting of the past president's committee is scheduled to be held at the AOA Annual Conference in Sacramento.

CSURMA AORMA UPDATE FOR THE AOA EXECUTIVE COMMITTEE MEETING NOVEMBER 2022

AORMA Committee Roster: The AORMA Committee currently has one open seat, which is available to be filled immediately by appointment of the Chair.

The current AORMA Committee members are shown below:

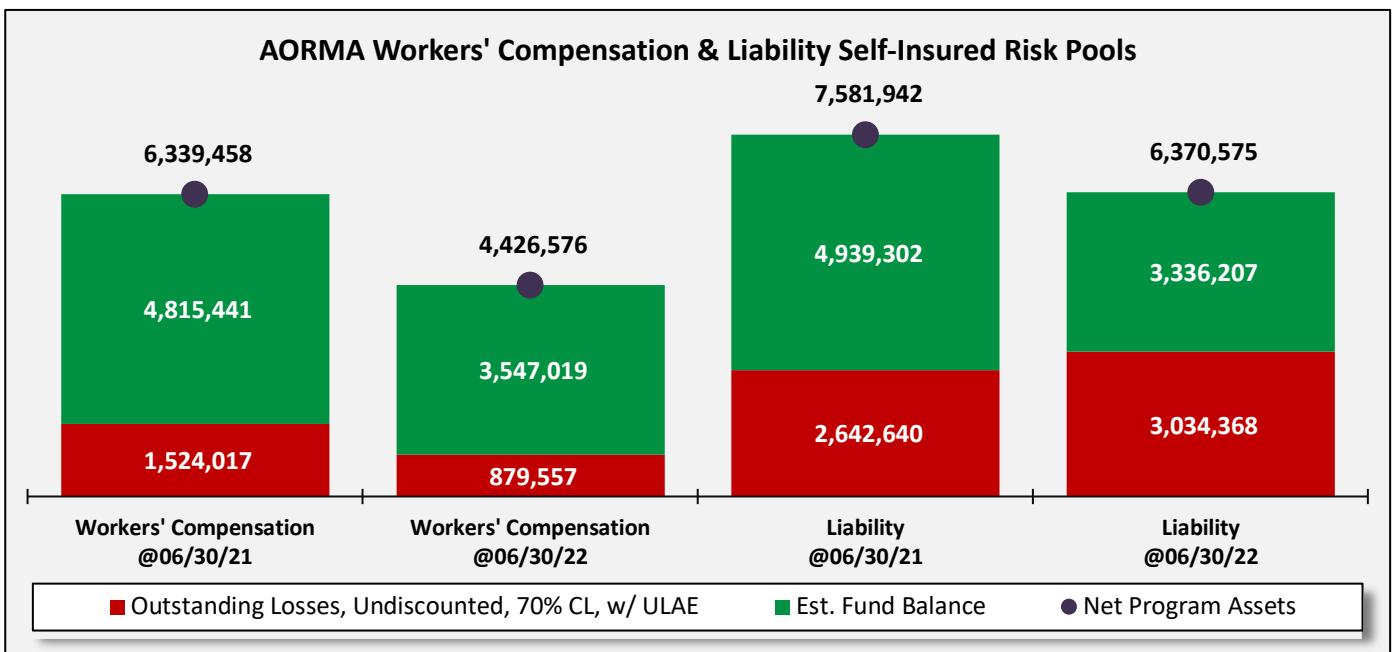
- CHAIR
Starr Lee, Associate Executive Director - The University Corporation at Monterey Bay
- FIRST VICE CHAIR
Chuck Kissel, Executive Director - CSU Fullerton Auxiliary Services Corporation
- SECOND VICE CHAIR
Bill Olmsted, Executive Director - University Union Operation of CSUS, Inc.
- SEAT 1
Nicole Lane, Director of Human Resources – Fresno State Auxiliary Services
- SEAT 2
Will Marchese, Executive Director – CSU San Marcos Corporation
- SEAT 3
Cecilia Ortiz, Executive Director - Loker Student Union (CSU Dominguez Hills)
- SEAT 4
Raven Tyson, Associate Director of Business Operations - Associated Students, San Diego State University
- SEAT 5
John Melikian, General Counsel and Risk Manager, University Enterprises, Inc., CSU Sacramento
- SEAT 6
Leslie Levinson, Chief Financial Officer - San Diego State University Research Foundation
- SEAT 7 Open

Current Long Range Goals:

- Risk Management Consideration for Accepting Gifts.
- Evaluation of the addition of a sublimit within the AORMA Liability Program for injunctive relief and defense costs resulting from Public Records Act requests.
- Use of Waivers Training including Recommended Technology for Online Waivers.
- Publication of Guidelines and/or Training to Assist a Member in Recouping Property Damage Claim Costs from a Third-Party.
- Evaluation of Renters Insurance Program for Student Housing.
- Evaluation of the Need for an Auxiliary Organization Specific Alcohol Policy.

Key Accomplishments for 2022 and Projected Activity for 2023:

- A. Program Costs:** Each CSURMA AORMA Member will receive the AORMA budgeting letter by the end of January 2023. In addition, the Program Administrators will be contacting all auxiliary organizations to schedule an in-person or one-hour Zoom meeting in order to provide an overview of the current AORMA Coverage Programs as well as a summary of the loss control and risk management programs available.
- B. Dividend:** Shown below is the Estimated Fund Balance report exhibit at June 30, 2022.



Both the AORMA Workers' Compensation and Liability Programs remain financially healthy; however, due to rising excess insurance costs and increased outstanding liabilities (within the liability program) the programs' assets and fund balances continue to decline. Therefore, to

maintain conservative funding within both programs, the AORMA Committee opted to not declare a dividend for FY 23/24 and to instead keep the money in the programs' fund balances.

- C. **Workers' Compensation Reinsurance Agreement with PRISM** was extended for two additional years, which allows members to use the *Target Solutions online training platform* until (at a minimum) June 30, 2024.
- D. **Intellectual Property (IP) Infringement Coverage** was added to AORMA Liability Program. The IP Infringement sublimit of \$250,000 now applies per occurrence and is not subject to a member deductible.
- E. **CSURMA Insurance Requirements in Contracts (IRIC) Manual:** The CSURMA IRIC manual was updated in 2022. It is now posted on the CSURMA website within the Risk Management section. 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
- F. **Certificates of Insurance (COI) and Endorsements – Review Checklist Resource Guide:** A COI and endorsement checklist was created and is now posted on the CSURMA website within the Risk Management section. The checklist is an example of how the auxiliary organizations can review their contract specifications against the COI and endorsements received from service providers. The checklist is designed to be used when reviewing the most common services; however, specialized services require different insurance requirements which can be found in the Insurance Requirements in Contracts (IRIC) manual.
- G. The **AORMA Recommended Waiver and Handbook** was updated and is now posted on the CSURMA website within the Risk Management section. The most substantive changes include;
- **Electronic Signatures** – Additional information is included regarding the four requirements for e-signatures to be valid and enforceable.
 - **Electronic Signatures and Acknowledgements for Activities Involving Minors** - Waivers signed by parent/guardians, can include either a “wet” signatures or can be signed electronically. California allows an agreement to waive liability claims, and this includes an allowance for the release of claims on behalf of a minor. Such waivers are allowed to the same extent as they are for adults.
 - **Foreign Language** - Following collaboration with the Office of General Counsel, the decision has been made to allow for the use of a Waiver of Liability to be translated into

a foreign language. Use of an interpreted Waiver is allowed with caveats as detailed in the Waiver Handbook. Waivers are now available in Spanish, Tagalog, Vietnamese, Korean and Chinese (simplified and traditional versions).

- H. The newly created **Indemnification Language and Insurance Requirements for Subcontractors – Resource Guide** was created and 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.
- I. **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 appraisals have begun and the appraiser will contact you directly to set up an appointment. Completion of the appraisals can take over a year, as all buildings, State and Auxiliary owned, are appraised at the same time. Once the appraisals are completed, you will receive a copy of the report.
- J. The contract with **Alliant Risk Control Consulting** was renewed for an additional three years to expire on June 30, 2025.
- K. **CSURMA Campus and AORMA Property Programs – Revision to Coverage Terms Relative to Wildfire:** Property losses to both the AORMA and Campus programs have increased in the past three years. To mitigate the increases, the FY 22/23 property renewal includes coverage limitations on properties located in high and extreme wildfire areas. Coverage (for all causes of loss) for these locations is limited to the Total Insurable Values declared on the Statement of Values. All Auxiliary Organizations have received separate notification if this coverage limitation applies to any of their locations.