

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
Via Zoom**

November 17, 2023

<u>Officers & Representatives</u>			<u>Present</u>
Rasheedah Shakoor	President	Dominguez Hills	Yes
Sharleen Krater	Past President	Chico	Yes
Heather Cairns	President-Elect	Northridge	Yes
Grace Slavik	Secretary/Treasurer	Northridge	Yes
Andrew Singletary	Elected Representative	Sacramento	Yes
Annie Macias	Elected Representative	San Marcos	Yes
Liz Roosa Millar	Elected Representative	Cal Poly Pomona	Yes
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Maddison Burton	Elected Representative	Monterey Bay	No
Miles Nevin	Elected Representative	Long Beach	No
Cecilia Ortiz	Elected Representative	Dominguez Hills	Yes
Bessie Strategos	Elected Representative	Long Beach	Yes
<u>Designated Members</u>			
Jeffrey Rensel	Chair – AS/Student Union/Rec Committee	Monterey Bay	Yes
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	Yes
Dena Florez	Chair – Bus. & Financial Services Comm.	Los Angeles	Yes
Maddison Burton	Chair – Human Resources Committee	Monterey Bay	Yes
Matthew Sparks	Chair – Information Technology	Sacramento	Yes
Leslie Rodelander	Chair – Research Administration	Cal Poly Humboldt	Yes
Ian Hannah	Chair – Philanthropy	Sonoma	Yes
Charles Kissel	Chair – Risk Mgmt. & Insurance Programs	Fullerton	Yes
Keith Kompsi	Chair – Past Presidents Committee	Fresno	Yes
<u>Appointed Staff (Non-voting)</u>			
Richard Jackson	Business Manager/CFO	AOA Executive Office	Yes
<u>Board Liaisons (Non-Voting)</u>			
Deborah Wallace	CABO Liaison	Dominguez Hill	Yes
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes

Lori Redfearn	Advancement Services Liaison	Chancellor's Office	Yes
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	Yes
Beth Ryan	Human Resources Liaison	Chancellor's Office	Yes

Guest Presenters from Deloitte:

Michael Yates

Ma'ili Yee

Guest Attendee:

Alexis Naiknimbalkar (CSU Chancellor's Office)

Agenda Item	Follow-Up Action
<p><u>President’s Convening Welcome</u> Rasheedah Shakoor welcomed everyone participating by zoom.</p> <p>A. CALL TO ORDER AND OPENING REMARKS Shakoor called the EC meeting to order at 8:34AM.</p>	
<p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-3 of the PDF)</p> <p><i>Action Taken: The meeting’s agenda was approved with 2 correction, 2024 AOA EC meeting would be April 19, 2024 and November 15, 2024, and 1 addition, add AOA Tax Return under F. Secretary/Treasurer’s/Business Manager’s Report (m/Bessie Strategos, s/Charles Kissel).</i></p>	
<p>C. APPROVAL OF 8/18/23 MEETING MINUTES (Agenda, pgs. 6-14 f the PDF)</p> <p><i>Action Taken: The minutes were approved as presented (m/Leslie Rodelandier, s/Bessie Strategos).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pgs. 15 of the PDF)</p> <p>Richard Jackson indicated there were no short term business items and board tasks carried forward from the prior meeting, and indicated that the longer-term parking lot list had been growing. Jackson suggested that each year, the Past President chooses a priority to focus and work on.</p> <p>Strategos added a note on one of the longer-term parking lot item, Annual Scholarship Award process proposed by the 2022 Scholarship Committee. She mentioned that the committee proposed the following:</p> <ol style="list-style-type: none"> 1. Splitting the scholarship amount to 2 people to impact 2 individuals instead of 1. 2. Weighing GPA less than the other 3 criteria. <p>Florez asked, given the tuition increase, if scholarship amount would go up if scholarship would be given to 2 students, or would the amount be divided into 2. Jackson mentioned that it was recommended prior to increase the amount but it would have to be included in the agenda for the committee to vote on.</p> <p>Kompsi agreed to look at increasing the scholarship amount budget to \$10,000 (2 students of \$5,000 each) and incorporate the change to the annual budget for approval. Given the total AOA budget, the increase would be an insignificant amount, and would show AOA’s dedication to students.</p>	

E. President's Report

Curtis Sicheneder took a position outside of CSU. He only completed his one year of his two-year term. Annie Macias from San Marcos would be taking over his position.

AOA Officers Update – SB640 was vetoed.

Kauppinen and Flynn shared a statement to Shakoor: “The Leadership Academy will have their last regular session on November 8th to further plan for their group project. Kauppinen and Flynn wanted to thank you for your hard work and coordination. Two of our EC members, Burton and Nevin, have participated, and I welcome them to share their experience.” Both Burton and Nevin were not in the meeting. Shakoor said discussion will be held regarding the gathering of this cohort at the upcoming conference where attendees of this year's cohort can be recognized.

Shakoor and Cairns attended CSU 101 presentation in San Luis Obispo. Both presented an overview and information on CSU auxiliaries.

CSU policy changes under consideration

CSU is working on Nondiscrimination Policy due to Title 9 audit. Also, travel policy was also updated and would be effective 1/1/24. Lastly, CSU is also looking at reviewing retreat and reference check policy. Draft would be presented to the Board of Trustees in January for some feedback.

Chancellor and Board chair requested that AOA provide an update on auxiliaries. Purpose of this to provide an overview of auxiliaries (ex. How many auxiliaries in the system, what they do, etc.) as there were turnover with the Board. Pennington would be reaching out to Cairns and provide that information. Presentation would be on January 30 and 31st.

F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT (Agenda, pgs. 16-20 of the PDF; additional were also sent AOA form 990, Audited Financial Statements and Board Report)

Jackson presented the Audited Financial Statements & Board report. Audited Financial Statements & Board report provides the following information:

1. Shows the financial picture that was presented matches reality.
2. AOA expenditures and funds are categorized on the report.
3. Identify risk for Boards attention, like segregation of duties between the administrator (who is a contractor) and the President. President receives the reconciliation every month between the AOA books and bank account. Also, service providers are heavily involved in the operations, and which those activities translate into the financial statement.
4. The report also included the future financial commitments, ex. Future hotel conference sites.

Jackson indicated that almost all of our net assets are in reserves, though we are not meeting our reserves level yet. In previous years, AOA would have carryover net assets that AOA could use for contingencies but was lost during pandemic/COVID.

<p>Projected budget for next year with \$27,000 in income that would start to build up the reserve once again.</p> <p>The AOA tax return was also presented to the EC.</p> <p><i>Action Taken: Acceptance of audited financial statements & board report, and tax return report as presented (m/Leslie Rodelandar, s/Cecilia Ortiz).</i></p> <p>Also, YTD AOA financial activity was presented by Jackson. Transactions Report was on pages 16 to 20 of the PDF.</p> <p>Jackson also presented the proposed AOA HR Legal Counsel Agreement. Richard Bromley provided HR legal services to AOA. He passed away recently but his firm agreed to continue the relationship. Aaron Rutschman and his associate are continuing the services with an agreement that mirrored what AOA had with Richard Bromley. Jackson informed EC that he signed the agreement.</p> <p>Rieth asked if the intention was to continue the legal counsel agreement until it expires while working on an RFP. Jackson said that would be up to HR group as they had been happy with the services Bromley provided. Shakoor mentioned that Jackson to reach out to HR group and include in their agenda to do an RFP for the legal counsel/services for HR group. No action was taken.</p> <p>AOA Annual Business Meeting will be combined with the Executive Directors meeting on Sunday lunch.</p> <p>AOA conferences for 2025 and 2027 will be in Sheraton Marina in San Diego, and 2026 will be Oakland.</p> <p>Robert Griffin asked if the annual legislative update and summary of bills that he does are useful and of value to the membership. EC agreed that there were of value. Shakoor mentioned that she shares those documents to the students. Rieth added to continue the documents in continued collaboration with CSU Advocacy and State Relations team (Eric Bakke).</p>	
<p>G. PRESIDENT-ELECT'S REPORT</p> <p><u>2024 AOA Conference Report</u></p> <p>Cairns provided an update on the 2024 AOA conference planning. Conference schedule will be posted by end of November. Banquet and social nights will be switched to give opportunities for new members to meet people on the first night. 279 had registered for the conference, 62 of which were new members. Prior year, there were 379 registered during the same period, however, 300 of those were carryover registrations from cancelled conference. There would be 45 business partners, with 8 new partners. There would be ribbon cutting on Sunday afternoon to open up the business partner space.</p> <p>Cairns also mentioned that Sunday business/committee meetings would be located over in the Golf Club due to the construction in the property. Hotel block was almost full. Florez asked if Dixie Johnson could cross reference conference registration with</p>	

<p>hotel registration. Jackson said we had the capability to increase room block but we were currently limited due to our contract. We will look at increasing our contract for more space/rooms.</p> <p><u>Two-year Reciprocal Agreement with NACAS</u></p> <p>AOA renewed its NACAS reciprocal agreement for two years instead of one. During the Conference Planning Committee meeting, it was discussed that AOA pursues a relationship with NACAS West instead of NACAS National.</p>	
<p>H. MEMBER RESOURCES (Agenda, pgs. 24-40)</p> <p>AOA Policy and Practices Manual had been updated and an email was sent to the group on 11/10/23 by Richard Jackson. This will also be posted to the AOA website. Shakoor mentioned to review the organization chart as it would need to be updated to show the current responsibilities of the Secretary/Treasurer. According to the organization chart, Secretary/Treasurer would be overseeing Web Coordinator and AOA Compliance Advisor, which currently did not seem to be included in the Secretary/Treasurer’s responsibilities.</p> <p>CA Legislative Summary Updates by Robert Griffin were on pages 23 to 27 of the PDF.</p>	
<p>I. NEW AND RETURNING BUSINESS ITEMS</p> <p>The service provider contracts were included in the agenda for CY 2024. These were for Bella Newberg, Patrick Bailey, Taren Mulhause, and Dixie Johnson.</p> <p><i>Action Taken: The service provider contracts were approved as presented (m/Leslie Rodeland, s/Andrew Singletary).</i></p> <p>2024 AOA Scholarship Award Recommendation</p> <p>Farrington said we had fewer applicants this year than last year. There were 17 applicants this year and there were 44 last year. The process of reviewing the applicants was easy.</p> <p>Recommendations from the committee were:</p> <ol style="list-style-type: none"> 1. Better marketing to put the word out on this. 2. Continue using the same software and process for reviewing the applications. 3. Explore providing 2 scholarships at \$2500 each, which was discussed earlier in the meeting. Kompsi suggested \$5000 each for 2 students. 4. Students had a difficult time getting signature from VP of Student Affairs (to support the candidate). Recommendation was to lower the required signature, ex. AVP. Rieth suggested that once a selection of the student was made, then verify with the VP of Student Affairs to avoid slowing down the process. 5. Clarification of the academic year requirement for this scholarship. 6. Be more diverse in selecting committee members for transparency. All 3 of the members were from Long Beach. 	

Jackson suggested to Farrington to put together a document of recommendations for the changes to be discussed and included in the next meeting.

Action Taken: The 2024 AOA Scholar Recommendation was approved as presented (m/Keith Kompsi, s/Dena Florez).

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – Deborah Wallace (pg. 60 of the PDF)

The last regular CABO meeting was held August 23, 2023, via Zoom. Executive Vice Chancellor, Mr. Steve Relyea kicked off the meeting noting that the September BOT was consequential, with significant action items on the agenda—one being the proposed 6% tuition increase. Tuition increases are not sufficient to meet the goal of the campuses. Relyea also noted that Deloitte consultants had begun a preliminary analysis of the proposed Multi-University Collaborations. The proposed has far-reaching implications outside of the cost side of the ledger.

Ms. Tracey Richardson, Assistant Vice Chancellor/Controller Financial Services reviewed the updates to the Travel Policy.

Invited guest, Mr. Geoff Cirullo, Deputy CIO at Stanislaus State (Stan State and Fullerton are early adopters) presented an update on the Common Human Resources System (CHRS) noting that campus auxiliaries can go on CHRS. More pre-work is needed and the module will add recruiting features.

Mr. Ryan Storm, Assistant Vice Chancellor for Budget presented a very comprehensive report on the 24-25 operating budget planning. He noted the 6% tuition increase proposal and that the increase will be sunset in 28-29. An assessment will be completed before moving forward with additional increases.

The State University Grant (SUG) Overview & Financial Aid Workgroup presented an update on the progress of the group.

CABO Retreat – 10-18-2023

The committee had a day long retreat, hosted by the Dominguez Hills campus. Most of the day was focused on a series of exercises led by the Deloitte consultants' team to create engagement around the proposed Multi-University Collaborations.

Each member was also given a couple of minutes to share their campus stories and speak on their personal journey as CFO's.

2. CSU Business & Finance Liaison Report – Robyn Pennington (pgs. 61-64 of the PDF)

CSU Multi-University Collaboration Initiative

Given CSU's financial circumstances, CO is looking at ways to reduce costs within the system, and CO is looking at doing this through collaborating on administrative processes, and after discussions with the Presidents on ways to tackle this, CO partnered with Deloitte's Higher Education practice to take a look at opportunities

within the system. The goal of this effort is to find ways to reduce expenses while still ensuring the long-term viability of the CSU system.

Michael Yates from Deloitte presented the Multi-University Collaboration Initiative to the AOA EC committee. The project's scope for evaluation were the following: HR, Finance, IT, Facility and Campus Operations, Research Administration, Financial Aid, and Title IX.

The CSU's goals for this engagement and direction from project governing bodies have shaped the below Guiding Principles:

1. Align activities in a collaborative manner that saves costs and improves efficiency.
2. Streamline and simplify processes; standardize where practical to reduce duplication and redundancy.
3. Enhance the quality and efficiency of customer service as delivered by a skilled workforce.

Leverage the size of the CSU system and its technology competencies and assets to increase economies of scale.

4. Increase opportunities for collaboration across the system while meeting campus-specific needs.

Throughout interviews, stakeholders have emphasized the mission and impact of CSU while being optimistic of multi-university collaboration, all of which will establish a strong foundation for change.

CSU System Challenges

1. Operational Silos – 23 campuses maintain separate processes and not taking advantage of the size of CSU.
2. Financial Strain – a budget deficit exacerbated by costs that exceed revenues.
3. Recruitment – struggles with recruitment and retention
4. Technology – antiquated and disparate technologies across campuses.
5. Change Resistance Risks – need to focus on communication and change management.
6. Campus-Specific Needs – concurrent need to consider campus-specific needs and avoid a “one size fits all” approach to multi-university collaboration.

Top opportunity for multi-university collaboration in a survey of CABO members: HR, IT, and Finance. Top functional areas that could benefit from collaboration: HR-Benefits, HR-Payroll, Finance-Procure to Pay, Finance-Travel Expense, and IT.

Common Operating Models for Collaboration where service is provided to another campus: Affinity Model (service provided to a subset of institutions grouped by affinity), Center of Excellence Model (one institution assumes responsibility related to a functional area in which that institution has specialized expertise or resources), and Centralized Model (a single, centralized office assumes responsibility related to a functional area, often in service to all institutions).

Opportunity Discussion: Top opportunities for each area:

Finance – purchasing, public works procurement, accounts payable, travel and

expense

HR – learning & development, talent acquisition, payroll, benefits, customer support

IT – IT, data center infrastructure

Research Administration – pre-award administration

Campus Operations – police dispatch services

Singletary mentioned that in IT, information security and compliance would be another two items that could be added to the list of opportunities for collaboration. Millar added basic needs, including child care centers and food pantries, and submit proposals to grants by leveraging the whole system to offset administrative costs of running these centers.

Crawford asked about collaborating on Title IX issues but also separating it out between campus and auxiliary. Rieth answered that this issue is covered under Title IV. Campus and auxiliary may have shared resources as long as it is documented via memorandum of understanding (MOU) so lines are maintained and CSU does not get into joint employer issues.

CABO Meeting Summaries

Board of Trustees

Nov 7-8 – Key Agenda Items

Committee on Audit

- Status Report on Audit and Advisory Services Activities
- Audit and Advisory Services Charter
- Audit Committee Charter

Committee on Campus Planning, Buildings and Grounds

- California State University, Fresno Affordable Student Housing Schematic Design Approval
- San Diego State University, Imperial Valley - Brawley Sciences Building Project Schematic Design Approval

Committee on Education Policy

- Graduation Initiative 2025 and Student Success

Committee on Finance

- Annual Systemwide Report on Hate Incidents on Campus

Committee on Governmental Relations

- State Legislative Update
- Endorsement of the Fresno County Ballot Initiative

Joint Committee on Finance and Campus Planning, Buildings and Grounds

- Approval of a Public-Private Partnership Residential & Retail Project at San Diego State University—Mission Valley
- Approval of a Public-Private Partnership Affordable Housing Project at San Diego State University—Mission Valley

Joint Committee on Educational Policy and Finance

- Chancellor's Strategic Workgroup on Financial Aid

Sept 10-13 – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- Update and Approval of the Five-Year Capital Outlay Plan
- California State University, Long Beach Hillside North Student Housing Schematic Design Approval

Committee on Finance

- Tuition Policy
 - Approval of the 2024-2025 Operating Budget Plan and Multi-Year Tuition Proposal
- Full agendas and item write-ups for the board of Trustees can be found at:
www.calstate.edu/bot

CABO

Recent and Upcoming CABO Meeting Dates:

- August 23 (virtual)
- October 18 CABO members' only retreat (in person)
- November 28 (virtual)
- January 9 (in conjunction with the AOA conference)

CSU Multi-University Collaboration Initiative

Given the current higher education landscape, there is a compelling case to reduce expenses while ensuring the long-term viability of our university system. CSU has partnered with Deloitte's Higher Education Practice to initiate a project focused on comprehending potential collaborative opportunities among all 23 CSU institutions.

Launched in September 2023, this work will be executed in three major phases:

- Phase 1, Weeks 1-12 (Early September – mid-November 2023): Assess current state and identify initial opportunities.
- Phase 2, Weeks 13-20 (Mid-November 2023 – mid-January 2024): Further explore select set of opportunities.
- Phase 3, Weeks 20-22 (Mid-January– early February 2024): Deliver report of final opportunities.

There are a variety of ways that universities can collaborate to reduce costs or increase the level of service to students, staff, and faculty. This may look like a service provided by the Chancellor's Office to all universities. This may also look like a single institution supporting services at its sister institution(s) (e.g., Fresno State provides Worker's Compensation support to Bakersfield; the CO providing services).

The initial scope for this project will look for opportunities primarily in the following functional areas: Human Resources, Finance, Research Administration, Information Technology, Facility and Campus Operations, and Financial Aid.

More information can be found at: Multi-University Collaboration Initiative (calstate.edu). Questions? Contact: university-collaboration@calstate.edu

Financial Services Updates

GASB 87, 94, and 95 Standards and ASC 842 Tool Change

The contract with Lease Accelerator for the Lease Accelerator and EZLease tools used to account for Governmental Accounting Standards Board (GASB) 87, 94, 96 and ASC 842 ends this fiscal year. Earlier this year, we evaluated the effectiveness of the software, cost, and campus feedback, and explored other options. As a result, work is in progress on implementing a solution that leverages the existing implementation of Wdesk. More information regarding the progress of the project and transition will be provided in future meetings.

Systemwide Financial Standards and Reporting (SFSR) provides campuses with systemwide guidance and tools related to new accounting standards implementations at the FSAC (Financial Standards Advisory Committee) meetings. While the invitations for FSAC meetings go to the membership, there is no limit on whom may attend or ask questions. Rather, only committee members may vote. The meeting facilitators use the membership lists for roll call to ensure that all campuses attended the meetings. The membership for FSAC as well as meeting notes outlining the guidance provided so far can be found here in CSYou. We recommend that FSAC members coordinate with campus and auxiliary organization constituents to forward the meeting information internally.

Annual Training – April 2024

Annual training is scheduled to occur in April 2024. The final dates will be communicated systemwide soon. To kick off the planning for updates and training topics for the event, the annual feedback survey will be distributed this month. In the last few years, few campuses have taken the opportunity to provide feedback through this channel. Each comment submitted is reviewed, considered, and assigned a disposition. Some of the most impactful changes to CSU reporting processes were developed from this feedback channel. Please consider responding and encourage your teams to provide their feedback.

CSU Policy Library

Travel Policy

The CSU Travel and Business Expense Policy has been updated with an effective date of January 1, 2024. Since the policy is not effective until January 1, 2024, the policy is not posted publicly in the CSU Policy. The most substantial update is changing to location based federal per diem for meals and incidentals, requiring no receipts for the traveler.

This is a CSU policy that is not necessarily specific to auxiliary organizations. However, some auxiliary organizations do mirror/follow CSU policies (including the travel policy), and some campuses require their auxiliary organizations to follow all campus policies. The current practice of your auxiliary organization will determine if the travel policy applies to you.

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: subscribecsupolicylibrary@lists.calstate.edu to be added to the listserv.

3. CSU Advancement Liaison Report – Lori Redfearn (pgs. 65-66 of the PDF)

Chancellor Mildred Garcia became the 11th Chancellor of the California State University system on October 1, 2023. She is the first Latina in the nation to lead a comprehensive public university system. Chancellor Garcia is a strong advocate for public higher education and CSU's unsurpassed success in the economic and social mobility of its graduates. She proudly declares that the CSU is the national leader in educating the new majority. [Introducing the 11th Chancellor of the CSU | CSU \(calstate.edu\)](#)

Vice Chancellor, External Relations and Communications: The search committee met October 30 to review the position description and start the process of nominating candidates. The emphasis in the national recruitment will be an individual with professional experience in strategic communications or brand marketing – either as a practitioner or in leading those teams. The Board of Trustees and Chancellor are committed to raising the national preeminence of the California State University with positive storytelling and brand positioning. The Division will continue to include state and federal relations and systemwide advancement. The search is being conducted by SP&A executive search. <https://jobs.chronicle.com/job/37559044/vice-chancellor-for-externalrelations-and-communications/>

Assistant Vice Chancellor, Systemwide Advancement: The priority deadline for receiving applications is today, November 17, 2023. Applications will continue to be accepted until the position is filled. This position is the chief development officer for the Chancellor's Office, provides strategic leadership to the 23 universities to advance fundraising success and alumni engagement, troubleshoots complex donor issues, and oversees professional development for advancement professionals. It serves as the liaison to the Auxiliary Organization Association. [Chancellor's Office Careers | CSU \(calstate.edu\)](#)

Deputy Vice Chancellor, Strategic Communication and Brand Marketing: Academic Search will guide the efforts to recruit a new position which will serve as the number two leader in the Division. The Deputy Vice Chancellor, Strategic Communications and Brand Marketing is the chief strategist and creative executive leading efforts to advance positive public perceptions of the California State University. Leading a team of professionals, the Deputy Vice Chancellor will foster a working environment dedicated to customer service, collaboration, and support. The Deputy Vice Chancellor will be responsible for elevating the quality and effectiveness of internal and external communication, marketing, and public relations in support of

the university brand and mission. This search is scheduled to open in January. Strategic Communications and Marketing Communications will merge under the leadership of the new Deputy Vice Chancellor. The units will include Media Relations and Public Affairs, Integrated Internal Communications, Web and Analytics, Marketing and Production Services, and Brand and Creative Services.

Senior Director, Media Relations: Academic Search will also manage the recruitment efforts for this position. The Senior Director, Media Relations is the chief public information officer for the system managing both crisis communications and pitching positive stories. This position is an advisor to the 23 campuses in developing messaging strategies, talking points, and official statements. It is anticipated this search will open in February. In the meantime, Amy Bentley Smith will serve as the interim Senior Director. Interim Senior Director, Integrated Internal Communications: Jeanne Fratello has been appointed the interim Senior Director, Integrated Internal Communications. This position will be the chief storyteller and lead a team of writers responsible for strategic communications driven through messaging internal audiences including the Board of Trustees, employees, students, and key insiders. The team will develop feature stories, pride points, and accurate and timely information about important university matters which are integrated into messaging to broader audiences.

Foundation Leadership Engagement

The Association of Governing Boards (AGB) holds its annual conference at the Intercontinental Los Angeles. A brunch will be held for leadership of CSU foundations and staff on Sunday, January 28, 2024 from 11:00 am to 12:30 pm.

Intentional Endowments Network will hold the Higher Education Leadership Summit on February 11-13, 2024 in Long Beach. The Higher Education Climate Leadership Summit is the premier annual gathering of higher education leaders committed to addressing inequity and the climate crisis. The California State University is a sponsor.

4. CSU General Counsel Liaison Report – Carrie Rieth (pg. 67 of the PDF)

New Legislation

a. Travel Ban Is Banned. The Governor has signed SB 447 which immediately discontinued the out of state travel ban. The bill creates a fund to support non-partisan, inclusive messaging to discourage discrimination and help members of the LGBTQ+ community feel less isolated.

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB447

b. Workplace Violence Prevention Plan

The Governor also signed SB 553 which amends the California Code of Civil Procedure and amends and adds to the California Labor Code to address concerns about workplace violence and prevention. The bill includes phased implementation dates. Among the requirements of the law, the injury prevention program of an employer must now include a workplace violence prevention plan.

RESOURCES:

- Redline text of the chaptered bill:

https://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=202320240SB553&showamends=false

- Helpful analysis:

o <https://www.shrm.org/resourcesandtools/legal-and-compliance/state-andlocal-updates/pages/california-workplace-violence-law.aspx>:

o <https://www.seyfarth.com/news-insights/workplace-violence-prevention-plans-required-for-california-employers-by-july-2024.html>

II. Updated CSU Policies

The following policies that concern auxiliaries were recently updated and posted to the CSU Policy Page:

- Sponsored Programs Administration:

<https://calstate.policystat.com/policy/14459936/latest>

- Auxiliary Organization's External Audit Firm Qualifications:

<https://calstate.policystat.com/policy/14463852/latest>

- Accounts Receivable Management:

<https://calstate.policystat.com/policy/14477886/latest>

- Construction Management for Public Works Contracts:

<https://calstate.policystat.com/policy/14391295/latest>

5. CSU Human Resources Liaison Report – Beth Ryan (pgs. 68-71)

Two additional items were added to the report on pages 68 to 71:

1. CHRS went live on Fullerton, Stanislaus, Channel Islands, and Maritime.
2. New legislation on minimum wage is being considered to hold State and CSU campuses to the local minimum wage (county or local area/city). CSU is doing calculations on how much that will cost.

Below are the items on the report in the agenda:

Collective Bargaining Status Update

The California State University (CSU) has reached agreement with five unions: SUPA (Unit 8), UAW (Unit 11), CSUEU (Units 2,5,7,9), APC (Unit 4), and IUOE (Unit 10).

Below is a summary of agreements reached.

SUPA (Unit 8)

Bargaining Unit 8 – Statewide University Police Association (SUPA) has approximately 333 employees who work at our 23 campuses. The parties agreed to extend the term of the current agreement an additional 2 years until June 30, 2026. It contains a 5% General Salary Increase (GSI) for each year for three fiscal years --FY 23/24 through FY 25/26. The GSIs in years two (FY 24/25) and three (FY 25/26) are contingent upon specified funding terms in the State of California's final State Budget Act of 2024. This Tentative Agreement has already been ratified by the membership of the union. The Board of Trustees ratified the agreement at its November meeting.

UAW (Unit 11)

Bargaining Unit 11 - United Auto Workers, Local 4123 represents more than 10,000 CSU Academic Student Employees, systemwide. The parties agreed to a Two-Year Successor Collective Bargaining Agreement that will run through October 31, 2025. It contains a 5% GSI for each of the two fiscal years (FY 23/24 and FY 24/25) and sick leave benefits for Graduate Assistants. The GSI in year two is contingent on specified funding terms in the State of California's final State Budget Act of 2024. This Tentative Agreement has already been ratified by the membership of the union. The Board of Trustees ratified the agreement at its November meeting.

CSUEU (Units 2,5,7,9)

Bargaining Units 2, 5, 7, and 9 – California State University Employees Union (CSUEU) has approximately 16,000 employees who work at our 23 campuses and the Chancellor’s Office. The parties have agreed to extend the term of the current agreement by 2 years – to June 30, 2026. It includes a 10% increase covering FY 23/24 and FY 24/25 (in the form of a 5% GSI in year one and a 5% GSI in year two). In the third year of the agreement, FY 25/26, a salary step structure will be implemented for all employees represented by the CSUEU. The new step structure will contain 20 steps for most job classifications, with step advancements compensated at a 2% increase per step. Employees will be placed on a step that reflects their length of service in their classification at their current work location. Salary increases in years two and three are contingent on specified funding terms in the State of California’s final State Budget Act of 2024. This historic agreement, combined with the 7% salary increase that went into effect on July 1, 2022 for CSUEU members, addresses the market lag documented in the staff salary study conducted by Mercer Consulting. The Mercer Study, completed in April 2022, evaluated CSU’s staff salary structure along with other salary issues (e.g., inversion, compression and stagnation) and then developed recommendations. This Tentative Agreement is expected to be ratified by the membership by December 1st. The Board of Trustees ratified the agreement at its November meeting.

APC (Unit 4)

Bargaining Unit 4 – Academic Professionals of California (APC) has approximately 3,500 employees who work at our 23 campuses. The parties agreed to extend the term of the current agreement an additional 2 years until June 30, 2026. It includes a 10% increase in FY 23/24 and FY 24/25 (a 5% GSI in year one and a 5% GSI in year two). In year three (FY 25/26), a salary step structure – containing 20 steps – will be implemented for these bargaining unit employees. Employees will be placed onto the step structure that considers their length of service in their classification at their current work location. Salary increases in years two and three are contingent on specified funding terms in the State of California’s final State Budget Act of 2024. This Tentative Agreement is expected to be ratified by the membership by December 1st. The Board of Trustees ratified the agreement at its November meeting.

IUOE (Unit 10)

Bargaining Unit 10, International Union of Operating Engineers (IUOE) has approximately 14 employees who work at the California Maritime campus. This Tentative Agreement provides a 5% general salary increase for FY 23/24, retroactive to July 1, 2023. The parties will engage in “full bargaining” for a successor contract that will go into effect on July 1, 2024. This Tentative Agreement has already been ratified by the membership. The Board of Trustees ratified the agreement at its November meeting.

CFA (Unit 3) – Mediation, Fact Finding and Strike Information

The CSU and California Faculty Association (CFA) have yet to reach agreement on compensation and other issues. The CSU and CFA have been engaged in the dispute resolution process (mediation and fact-finding). They have concluded meetings with an independent fact finder, who will prepare a report of their findings and recommendations (to be issued around November 21). The recommendations are not

binding, and after the report is issued, the CSU and CFA will have 10 days to review the report before it becomes public. If the parties are not able to reach resolution after the 10-day “quiet” period concludes, should the parties still be at impasse, the CSU may unilaterally implement its pre-impasse proposals and CFA members may strike.

Teamsters (Unit 6) – Mediation, Fact Finding and Strike Information

The CSU and Teamsters have yet to reach agreement on compensation and other issues. CSU and the Teamsters recently entered mediation. The mediator certified the parties to proceed to the fact-finding process. Shortly thereafter, the Teamsters (which represents approximately 1,000 employees systemwide, such as plumbers, electricians, and other skilled trades workers) announced that its members will conduct a one-day strike on November 14 over alleged unfair labor practices that have not yet been adjudicated and are disputed by the CSU. The CSU believes the Teamsters announced strike is unlawful.

CSU has offered Teamsters a 15% compensation pool for a three-year period and proposed distributing those dollars in various ways while creating a new step structure. The Teamsters union is demanding what amounts to a 40.5% salary increase for three years: including a 26.5% increase this year, a 7% increase in year two, and a 7% increase in year three.

When any union initiates a strike, CSU campuses will remain open. Campuses have developed plans to minimize disruptions to operations. Campus auxiliaries likely have been tapped to assist with preparations. Most auxiliary employees are not state employees, so they will not be impacted by the strike.

Student Assistant Unit Modification

The student assistant Unit Modification has been approved by the Public Employment Relations Board (PERB). This will trigger an election. Prior to the election, the CSU will provide PERB and CSUEU with a list of student assistants who worked in the past 12-month period, and their contact information. PERB will hire a third party to mail ballots to student assistants. We do not have specific information from PERB about when the ballots will be mailed, but it could occur as soon as the end of this calendar year. In order for a student assistant unit to be approved, the majority of student assistants who vote must vote in favor.

Civil Rights (Title IX and other Nondiscrimination) Programs and Services

At the November Board of Trustees meeting, VC Leora Freedman presented the Board with the status of our progress toward implementing the recommendations presented by the Cozen Report and the State Auditors. This presentation can be found at calstate.edu.

Ms. Freedman will be presenting to the Board in future meetings as we work to implement the needed recommendations.

Multi University Collaboration Initiative

As part of the Multi University Collaboration Initiative, scheduled to be presented to you by Deloitte at the November AOA Executive Committee meeting, SWHR and HR representatives from several campuses have formed a focus group to provide input on the various areas in HR that could benefit from campus collaboration. These areas

include, but are not limited to, benefits, payroll, leave of absence, workers' compensation, customer support, HRIS, and compensation/classification. The focus group has met once and will be planning additional meetings to further refine the top HR areas of focus for this initiative.

K. REPORTS

1. Long Range Planning Committee/Nominations Committee – Sharleen Krater (pgs. 72-73)

Below was the report from Krater:

After an examination of the Executive Director Toolkit by a smaller sub-committee, the consensus was reached that no revisions are currently necessary. Nevertheless, it is imperative to prioritize accessibility. The recommended course of action is to host the toolkit on our website, and furthermore, establish an annual review process to identify and implement any necessary updates. This proactive approach will ensure that the toolkit remains relevant and accessible for all stakeholders.

The 2023 AOA Leadership Academy successfully concluded its last regular session on November 8, 2023, and participants are set to convene at the 2024 Conference to be recognized for their remarkable achievements within this cohort. We extend our sincere appreciation to Monica Kauppinen and Kacie Flynn for their unwavering dedication and tireless coordination. Their commitment has led to a rich offering of professional development opportunities that not only deepened the understanding of auxiliaries but also fostered stronger relationships across campuses and departments.

Furthermore, their efforts have bolstered the potential for future Executive Committee members and AOA Presidents.

2023 LRSP COMMITTEE ROSTER

- Rasheedah Shakoor, President
- Heather Cairns, President Elect
- Richard Jackson, Business Manager
- Grace Slavik, Secretary/Treasurer
- Liz Roosa Millar – Executive Committee
- Maddison Burton – Executive Committee
- Sharleen Lowry Krater, Past-President, Committee Chair

The Nominations Committee has made recommendations for 2023. The AOA EC Nominations held discussions in October to review the submitted nominations for the (4) Elected Representative positions and the President Elect position. In addition, we will have a vacancy for a 1-year term on the Executive Committee. Curtis Sicheneder from CSU Chico also confirmed that he will no longer be an auxiliary employee and will have a position to fill for the one year remaining on his term. President Rasheeda Shakoor reached out to Annie Macias– Executive Director from CSU San Marcos and she has agreed to replace Curtis Sicheneder on the Executive Committee for a 1-year term.

The Nomination Committee is pleased to present the following EC Elected Officials:

John Doebler, HR Manager from CSU Northridge
Melinda Swearinger, Associate Director, HR from San Diego State
Janelle Temminck, interim Executive Director from CSU San Marcos
Andrea Burns Associate Executive Director from Cal Poly SLO
For the President Elect position, the Nominations Committee is pleased to present:
Cecelia Ortiz, Executive Director from CSU Dominguez Hills
For the Secretary/Treasurer position, the Nominations Committee is pleased to present:
Grace Slavik, Associate Executive Director, Financial Services, from CSU Northridge for a second year

For the Outstanding Accomplishment Award, the committee is pleased to present:
Monica Alejandre Outstanding Accomplishment Award CSU San Bernardino
For the Lifetime Honorary AOA Member Award, the committee is pleased to present:
Lori Redfearn Lifetime Honorary AOA Member Award Office of the Chancellor

Action Taken: The 2024 EC Candidates Recommended for Election and Recommended Lifetime & Outstanding Accomplishment Awards were approved as presented (m/Leslie Rodelandier, s/Ian Hannah).

2. Human Resources Committee – Maddison Burton (pgs. 74-75)

Burton was not in the meeting but she provided her report.

The Human Resources (HR) Committee continues to meet on the last Friday of each month. There were around 40-60 members actively participating in the meetings. Leading up to the meetings, the group regularly contacts each other for questions and guidance on issues relating to their auxiliary HR functions. Committee had been encouraging members to utilize the AOA website to ask questions and provide feedback, rather than a blast email.

During the August meeting, Melinda Latas, Director of Systemwide Clery and Campus Safety Compliance from the Chancellor's Office presented on campus obligations under the federal Clery Act and share the auxiliary HR requirements to ensure both state and auxiliary employees are informed of the responsibilities. During this meeting we also took the opportunity to discuss the upcoming compensation study and 2024 committee elections. Based on feedback from the August meeting, there was a request to have an expert further explain the remote I-9 options. So, during the September meeting, LaGina D. Jackson, Management and Program Analyst from the U.S. Citizenship and Immigration Services, presented to the group on the Department of Homeland Security's alternative procedure for examining I-9 documents. Additionally, since hearing of Richard Bromley's passing shortly prior to our September meeting, committee took the time to share core memories of Richard over the several years he supported this HR group. September meeting was ended by asking the HR leaders to complete a contact list survey so we could begin the process for the compensation study. The goal is to have the study completed by early Spring 2024, as many auxiliaries would like to present salary scale recommendations prior to budget approval.

While we intended to use the October meeting for elections, committee decided to

postpone the elections due to a lack of response. The October meeting began with consultant Richard Lane presenting on the compensation study process, cost and timeline. Committee members learned that there is a new safe harbor requirement of five responses per position. Thus, we formed a subcommittee of varying auxiliary HR staff to review the 2019 survey responses. From that meeting, committee decided to couple positions and levels together based on their descriptions to hopefully have more valuable survey results. Additionally, during the October meeting, there was robust discussion regarding the new California Labor Laws for 2024. Following the October meeting we contacted Aaron Rutschman from Constangy, Brooks, Smith & Prophete, LLP to invite him to our virtual December meeting to discuss some questions and concerns the group presented.

During the last meeting on December 8, committee will hold our elections for 2024 and Aaron Rutschman from Constangy, Brooks, Smith & Prophete, LLP will share recommendations for incorporating the 2024 labor law changes.

THEMES FOR THE YEAR

The goal is to build the membership and support network.

COMMITTEE LEADERSHIP, 2023

- CHAIR: Maddison Burton, Director of Human Resources, The University Corporation at Monterey Bay
- SECRETARY: Vacant
- VICE CHAIR: Yvonne Bermudez, HR Generalist, Forty-Niner Shops, Inc. at CSU Long Beach
- ANNUAL CONFERENCE HR SESSION PLANNER: Rosa Hernandez, Associate Executive Director-Forty-Niner Shops, Inc. at CSU Long Beach

3. Research Administration Committee – Leslie Rodeland (pg. 76 of the PDF)

Rodeland shared in her report. The report listed the RAC activities from August 2023 to November 2023.

RAC fall meeting in September 2023 took place at San Jose State University It was done both in Zoom and in-person.

Election for 2024 Vice Chair and Secretary would be held at the RAC business meeting at AOA in January 2024.

Rodeland mentioned a correction in her report for October 2023: *“On October 19th, RAC Vice Chair, Chantal Ebarle, RAC Secretary, Bessie Strategos, and I met...”*

4. AS/Student Union/Recreation Committee – Jeff Rensel (pg. 77 of the PDF)

AOA concurrent sessions for Associated Students/Student Union/Recreation track had been finalized.

The annual committee meeting will be held on Sunday, Jan 7th from 3:30-5pm at the AOA Annual conference.

A review of the committee operating guidelines was conducted and proposed

amendments will be submitted to the AOA executive committee for approval after review by the committee at the annual committee meeting.

The AS/SU/REC Executive Directors Subcommittee co-chaired by Helen Altaire & Miles Nevin hosted a meeting on Sept. 15th via Zoom. Topics included SB447-Travel Ban repeal, and the CSU BOT Multi-Year Tuition Increase impact. The committee will be working to update membership on the Executive Directors Subcommittee and develop additional meeting times for the group.

5. Commercial Services Committee – Cyndi Farrington (pg. 78 of the PDF)

Committee only gained one additional member after sending an email to the Executive Committee leaders from the various campuses asking for their assistance in encouraging their employees to sign up for the Commercial Services Committee portal.

Farrington mentioned that she continued to rely on Robert Griffin to provide a synopsis of the assembly bills that could or would have a direct impact on the commercial services operations of the CSU system. She included in her report that Governor Newsom vetoed on Sunday SB 640, California State University: auxiliary food service contracts and hotel development projects.

AB 607 was signed and would commence on July 1, 2024. The bill required each campus of the California Community Colleges and the California State University, and request each campus of the University of California, to prominently display the estimated costs for each course of all required course materials and fees directly related to those materials, an annually increasing percentage, up to 75% by January 1, 2028, of the total number of courses on the online campus course schedule for which a faculty member or course instructor has been assigned. The bill would define, for purposes of this requirement, “course materials” to include digital or physical textbooks, devices such as calculators and remote attendance platforms, and software subscriptions. By imposing new duties on community college districts, the bill would impose a state-mandated local program.

6. Business and Financial Services Committee – Dena Florez (pg. 79 of the PDF)

The Business & Financial Services Steering Committee met on October 19, 2023. Due to timing, committee will not have a mini conference. During the October meeting, main focus was on finding sessions for the AOA conference and mini-conference that would benefit the committee members.

Committee will be holding election for the new Co-Chair of the Business and Finance Committee and will also elect a mini-conference chair. The mini-conference chair will work with the co-chair to create sessions for the mini-conference that will be more detail focused and will provide broader sessions for the main conference.

Committee continued to work on finding business and finance members in the AOA website portal to build membership in the committee.

7. Information Technology Committee – Matthew Sparks (pg. 80 of the PDF)

IT committee met on Nov 8 to finalize the sessions for January AOA conference. IT concurrent sessions were listed on page 80 of the agenda PDF.

IT meeting will be held in December to hold nominations for IT committee vice chair for 2024. Alexander Gonzales from CSUN will be the 2024 IT committee chair.

8. Philanthropy Committee – Ian Hannah (pg. 81 of the PDF)

Officers & Membership (2023 Term):

- Ian Hannah, Sonoma State – committee Chair
- Ericka Scott, Cal Poly SLO – Vice-Chair
- Donna Day, CSUSM – Conference Session Planner
- Working Group of other key identified folks for guidance/feedback
- 32 individuals signed up on group communications portal
- Currently accepting nominations and attempting to determine leadership roles for 2024

Committee finished 3 of the 4 quarterly meetings. Last meeting will at the conference (in-person).

Hannah put together a draft of the orientation packet, which he heavily borrowed from RAC.

Anticipated Philanthropy concurrent sessions on AOA was included in the report.

Hannah asked how committees maintain listserv of members. Rodelander said that the listserv is announced during meetings and all research admin staff can join the listserv, and to start creating the listserv from all Philanthropy staff. Slavik mentioned two ways how to get a list of people for Philanthropy. In RAC, Research Chancellor's Office contact updates the leadership from each campus. Also, information of Philanthropy members can also be obtained from attendees of committee meetings.

Hannah also mentioned if Rieth would like to collaborate on a session on McKee Act. Rieth mentioned that there is a Public Records Act SharePoint but cannot be shared with auxiliaries since auxiliaries do not share privilege. She could assist providing templates and tools that are not privilege.

9. Past Presidents Committee – Keith Kompsi (pg. 82 of the PDF)

Kompsi thanked Lori Redfearn for being an outstanding resource to the Philanthropy committee.

Kompsi's report included the purpose of the AOA Past Presidents Committee and the list of current committee members. Kompsi had been working with AOA Business Manager Richard Jackson on program content for the Executive Directors' Luncheon to take place at our 2024 Annual Conference. In addition, he had been currently coordinating with committee members and conference service provider Patrick Bailey towards a Past Presidents Committee meeting to be held during the upcoming conference.

10. Risk Management Committee/AORMA Update – Chuck Kissel (pg. 83 of the PDF)

Highlights shared from the AORMA Committee meeting held on September 6 and 7, 2023.

Jared Ceja, Executive Director at The Cal Poly Pomona Foundation, Inc. was appointed to the AORMA Committee. One (1) seat remains vacant and on the agenda for discussion at the upcoming meeting in December. Interested individuals and nominations for consideration should be directed to the committee chair, Chuck Kissel at ckisse@fullerton.edu. A brief overview of AORMA.

AORMA (Auxiliary Organizations Risk Management Alliance) is a subcommittee of CSURMA (California State University Risk Alliance, a California joint powers authority). Together securing \$25B in coverage across liability, workers compensation, property, crime, and unemployment. AORMA committee members are appointed by the Chair as seats become vacant. Members serve two (2) year terms and must be associated with a member auxiliary in good standing. An auxiliary cannot have more than one (1) committee member. Additionally, no more than two (2) auxiliaries from the same campus should serve on the committee at the same time. Members are appointed based their representative skillset, value add, and years of experience; Executive Director, Legal, Human Resources, etc. along with auxiliary type, size, and geographic location. AORMA strives to have a committee representative of its members. AORMA committee provides governance and direction with regards to policy, procedures, and legal matters.

Two (2) new auxiliary organizations were considered by AORMA; SDSU Mission Valley Enterprises (AORMA member) and Associated Students of California State University, Los Angeles, Inc. (workers' compensation program member).

Based on all major CSURMA AORMA (AORMA) coverage programs that renewed on July 1, 2023, and respective increases previously shared with the AOA Executive Committee in August, the AORMA committee did not declare dividends to members for Liability or Worker's Compensation Programs for FY 2024/25 to ensure that there would be enough reserves and dividend issuance is assessed every year.

The AORMA staff continue work on finalizing educational sessions for the AOA annual conference and progress regarding three (3) long range action items for FY 23/24.

1. Redesign the AORMA Property Program to minimize future cost increases.
2. Coordinate with Alliant Risk Control Consulting to expand safety outreach.
3. Address the Auto Registration issue with DMV.

Committee released a newsletter that provided overview of programs and premiums released on 11/16/23.

L. INFORMATION AND ANNOUNCEMENTS

Next meeting: January 6, 2024 at Hyatt Indian Wells at 2 to 5PM.

In announcements, Cairns mentioned that a Zoom meeting will be scheduled for new committee members to assist in selecting the next session planners and information about conference planning.	
N. ADJOURNMENT By acclamation, the Executive Committee was adjourned at 11:42 am. Respectfully Submitted, _____ Secretary/Treasurer	

