



**EXECUTIVE COMMITTEE
MEETING AGENDA
November 17, 2023 – 8:30 am – 1:00 pm
Virtual Meeting Via Zoom**

Virtual Meeting Zoom Connection:

<https://csun.zoom.us/j/85711143070?pwd=d0VWL2QrcG1sL1RDRO5OVisyWVlpdz09>
password: 121643

- A. CALL TO ORDER and ANNOUNCEMENTS – *Rasheedah Shakoor*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 8/18/23 MEETING MINUTES **Action Item** (pgs. 4-14)
- D. OLD BUSINESS FOLLOW-UP (pg. 15)
1. Status Report on Pending Items – *Richard Jackson*
- E. PRESIDENT’S REPORT – *Rasheedah Shakoor*
1. Resignation and Appointment of EC Representative
 2. AOA Officers Update
 - a. Veto of SB 640
 3. Leadership Academy Update – for *Kacie Flynn/Monica Kauppinen*
 4. CSU 101 Presentation on Auxiliaries and AOA
 5. Current Issues Affecting Auxiliaries (with CO Liaisons)
 - a. CSU Policy Changes Under Consideration
- F. SECRETARY-TREASURER’S/BUSINESS MANAGER’S REPORT – *Grace Slavik/Richard Jackson*
1. Audited Financial Report for FY Ending June 30, 2023 (emailed)
 2. Acceptance of Audited Financial Statements & Board Report for FY 22-23 **Action Item**
 3. YTD AOA Financial Activity (pg. 16)
 - a. Transactions Report: 7/1/23 – 11/9/23 (pgs. 17-20)
- BUSINESS MANAGER’S REPORT – *Richard Jackson*
1. AOA HR Legal Counsel Agreement (pgs. 21-22) **Action Item**
 2. Annual Business Meeting with Member Organizations
 3. AOA Conference Sites for 2025 – 2027
- G. PRESIDENT-ELECT’S REPORT – *Heather Cairns*
1. 2024 AOA Conference Report
 2. Two-year Reciprocal Agreement with NACAS

H. MEMBER RESOURCES

1. AOA Policy and Practices Manual for 2023 – *Richard Jackson/Dixie Johnson* (emailed)
2. CA Legislative Summary Update (*by Robert Griffin*) – *Rasheedah Shakoor* (pgs. 23-27)

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

1. Service Provider Contract Proposals for CY 2024 – *Richard Jackson* **Action Item**
 - a. Bella Newberg, Business Partner Services Manager (pgs. 28-36)
 - b. Patrick Bailey, Conference Administrative Manager (pgs. 37-41)
 - c. Taren Mulhause, Conference Session Manager (pgs. 42-50)
 - d. Dixie Johnson, Special Projects Manager (pgs. 51-57)
2. 2024 AOA Scholarship Award Recommendation – *Sharleen Krater/Cyndi Farrington* (pgs. 58-59)
Action Item

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Deborah Wallace* (pg. 60)
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 61-64)
 - a. CSU Multi-University Collaboration Initiative **Time Certain: 9:00 am**
 - b. CABO Meeting Summaries (*e-mail attachment*)
3. CSU Advancement Liaison Report – *Lori Redfearn* (pgs. 65-66)
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 67)
5. CSU Human Resources Liaison Report – *Beth Ryan* (pgs. 68-71)

K. REPORTS

1. Long Range Planning Committee – *Sharleen Krater* (pg. 72) **Time Certain**
2. Nominations Committee – *Sharleen Krater* (pg. 73) **Time Certain**
 - a. 2024 EC Candidates Recommended for Election **Action Item**
 - b. Recommended Lifetime & Outstanding Accomplishment Awards **Action Item**
2. Human Resources Committee – *Maddison Burton* (pgs. 74-75)
 - a. Biennial Salary Survey
3. Research Administration Committee – *Leslie Rodelandier* (pg. 76)
4. AS/Student Union/Recreation Committee – *Jeff Rensel* (pg. 77)
5. Commercial Services Committee – *Cyndi Farrington* (pg. 78)
6. Business and Financial Services Committee – *Dena Florez* (pg. 79)
7. Information Technology Committee – *Matthew Sparks* (pg. 80)
8. Philanthropy Committee – *Jan Hannah* (pg. 81)
9. Past Presidents Committee – *Keith Kompsi* (pg. 82)
10. Risk Management Committee/AORMA Update – *Chuck Kissell* (pg. 83)

L. INFORMATION AND ANNOUNCEMENTS

NEXT MEETING: January 6, 2023 – 2:00 pm – 5:00 pm at Conference Site

M. ADJOURNMENT

FUTURE MEETINGS

January 6, 2024 – Indian Wells Hyatt

April 19, 2004 – Long Beach

June 21, 2024 – Virtual Meeting via Zoom

August 9, 2024 – San Diego

November 15 – San Diego

January 11, 2025 – San Diego

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 Indian Wells Resort & Spa, Indian Wells, CA
(Also with Video Electronic Transmission)**

August 18, 2023

Officers & Representatives

			<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
Curtis Sicheneder	Elected Representative	Chico	No
Liz Roosa Millar	Elected Representative	Cal Poly Pomona	Yes
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Maddison Burton	Elected Representative	Monterey Bay	Yes
Miles Nevin	Elected Representative	Long Beach	Yes
Cecilia Ortiz	Elected Representative	Dominguez Hills	Yes
Bessie Strategos	Elected Representative	Long Beach	Yes

Designated Members

Jeffrey Rensel	Chair – AS/Student Union/Rec Committee	Monterey Bay	No
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	Yes
Dena Florez	Chair – Bus. & Financial Services Comm.	Los Angeles	No
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
Chuck Kissel	Chair – Risk Mgmt. & Insurance Programs	Fullerton	Yes
Keith Kompsi	Chair – Past Presidents Committee	Fresno	Yes

Appointed Staff (Non-voting)

Richard Jackson	Business Manager/CFO	AOA Executive Office
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Board Liaisons (Non-Voting)

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	No

Guest Presenters:

Dixie Johnson

AOA Leadership Academy Guests:

Chantal Eberle
Kacie Flynn
Monica Kauppinen
Jesse Felix
Vilayat Del Rossi

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 8:42AM.</p>	
<p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-2 of the PDF)</p> <p><i>Action Taken: The meeting's agenda was approved as presented (m/Miles Nevin, s/Bessie Strategos).</i></p>	
<p>C. APPROVAL OF 6/16/23 MEETING MINUTES (Agenda, pgs. 3-9)</p> <p><i>Action Taken: The minutes were approved with correction on EC meeting to order at 12:05PM (m/Leslie Rodelander, s/Miles Nevin).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pgs. 10-11) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p>	
<p>E. President's Report (Agenda, beginning pg. 12-15)</p> <p>The updated 2023 AOA Leadership Roster was on page 12 of the agenda. Two new members joined the Executive Committee. Jeffrey Rensel replaced Tonee Sherrill as AS/Student Union/Rec Committee Chair, and Chuck Kissel replaced Starr Lee as Risk Management & Insurance Programs Chair.</p> <p>The AOA Leadership Academy (LA) cohort attended the meeting in-person and provided feedback on their experience and program. Kacie Flynn and Monica Kauppinen provided an overview of the program and how it was structured for the current cohort, which had seven (7) participants.</p> <p>A few individuals asked what had been successful in this current cohort, and where would the LA reside and which group/subcommittee would be responsible in continuing this program. According to the LA group, current cohort had a tentative plan to be in the LA for two years, mentoring incoming LA cohort.</p> <p>Regarding the group responsible for continuing the program, it was not discussed yet. If possible, potentially having an Education Coordinator who will run the program who is either AOA member or a service provider, but LA program would need to have a dotted line/connection to Executive Committee (EC).</p>	

Dixie Johnson presented AOA Cloud Storage Resource Outline, which was on pages 13 to 15 of the agenda PDF. AOA is using Google Docs that can be used by the committees as a repository of historical documents to be shared to a few individuals (ex. chair and vice-chairs of the committee).

Topics brought up during this item:

1. Singletary mentioned that as AOA starts to grow the cloud storage to follow some CSU information security policies, which includes access/provision review and data classification levels (storing level 1, 2, and 3 data).
2. Johnson mentioned discuss naming convention of the files and an individual who would be the administrator.

Krater asked the group if the one-page marketing fact sheet on Auxiliaries and AOA and the Executive Director (ED) tool kit were still relevant, useful, and held value. Ortiz, Millar, Crawford, and Krater volunteered to review the ED toolkit. Johnson and Jackson also had a list of ED and could create a distribution list.

Current Issues Affecting Auxiliaries (with CO Liaisons)

- a. SB 640 Letter to Governor (with Miles Nevin)

Nevin mentioned that a letter from AOA regarding the opposition to SB640 was being drafted. SB640 prohibits CSU to enter into food or hotel contracts unless the food service or hotel employer is party to a labor peace agreement with a labor organization. This would be an issue as auxiliaries are not represented organizations.

- b. CSU Policy Changes Under Consideration

Auxiliary Operating Agreement and Hospitality Policy were provided to AOA to provide input. AOA provided input to Chancellor's Office/Brad Wells.

Pennington mentioned that the hospitality policy was already updated.

Redfearn discussed endorsement policy, which was intended to help show what's available to campuses for revenue opportunities and endorsement activities. The proposal would be for Presidents to make that decision at a campus level. The policy however, says that this does not apply to auxiliary organization but the campuses should work with their auxiliaries to have a framework that is similar to the policy that would identify in the MOU to what extent auxiliaries can use the university's name in those activities.

<p>F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT (Agenda, pgs. 27-32)</p> <p>AOA is going on a positive direction on the net income after a couple of years. Available funds would be spent to put in the reserve. Funds would be used to fund the reserves and there currently is no spending money.</p> <p>Krater asked if there was an impact on shortening the conference to AOA's financials. Jackson said that conference fees are set regardless if the conference is two or three days, and with shortening the conference, expenses would be less.</p> <p>Patrick Bailey, the new conference planning manager, is working on future conference sites. 2025 and 2027 conferences are scheduled to be in Sheraton San Diego. 2026 is planned for Oakland Marriot in Downtown Oakland.</p> <p>Burton asked with campuses struggling with their budgets, does AOA predict a decrease in attendance. Johnson said that it would be difficult to predict as the conference registration just opened.</p>	
<p>G. PRESIDENT-ELECT'S REPORT</p> <p>Cairns provided an update on the 2024 AOA conference planning. There would be a scheduled construction but it would not affect the conference. Conference would be from Sunday to Tuesday. There would be a casino night which would include a band with former student leaders, a food station format, and a drag bingo.</p>	
<p>H. MEMBER RESOURCES (Agenda, pgs. 24-40)</p> <p>Johnson, who is one of the AOA service providers, discussed her progress report as of August 18, 2023. Pages 24 to 30 highlighted her special project for the implementation and maintenance of content for AOA website. Pages 31 to 33 showed another special project on update to website member directory information. On the website member directory information, Johnson would reach out annual to EDs, CFOs, and HR on record to send them a list of the current members affiliated with their auxiliary for review and update.</p> <p>Jackson and Robert Griffin are continuing to work on the AOA Policy and Practices Manual Project (pages 34 to 35). It would include standing orders, policies, operating guidelines, and appendices.</p> <p>Rensel asked if standing committee changes would need to be brought to Jackson. Jackson said that minor changes would be done and updated, but significant changes would need to be brought to the Executive Committee.</p> <p>CA Legislative Summary Updates by Robert Griffin were on pages 36 to 40.</p>	

<p>I. NEW AND RETURNING BUSINESS ITEMS</p> <p>No item was mentioned during this section.</p>	
<p>J. BUILDING RELATIONSHIPS AND PARTNERS</p> <p><u>1. CABO Liaison Report – Deborah Wallace (pg. 41)</u></p> <p>Wallace’s report was attached to the agenda packet on page 41. Current CABO discussions are on the following topics: budget, enrollment declines, and SB640.</p> <p><u>2. CSU Business & Finance Liaison Report – Robyn Pennington (pgs. 42-43)</u></p> <p>Pennington provided the key agenda items on the last Board of Trustees meetings:</p> <p><u>July 9-12 – Key Agenda Items:</u></p> <p>Committee on Campus Planning, Buildings and Grounds</p> <ul style="list-style-type: none"> • Preliminary Five-Year Capital Outlay Plan • California State University, Long Beach Peterson Hall 1 Replacement, Schematic Design Approval <p>Committee on Finance</p> <ul style="list-style-type: none"> • Approval to Issue Debt for Affordable Housing at California State University, Northridge • Approval to Issue Debt in Support of the 2023-2024 Budget • 2023-2024 Final Budget • Planning for the 2024-2025 Operating Budget Request • Tuition Policy • Multi-Year Tuition Proposal <p>Joint Committee on Educational Policy and Finance</p> <ul style="list-style-type: none"> • Chancellor’s Strategic Workgroup on Financial Aid <p><u>May 21-24 – Key Agenda Items</u></p> <p>Committee on Audit</p> <ul style="list-style-type: none"> • Fiscal Year 2023-2024 Audit Plan • Audited Financial Statements and Single Audit Report <p>Committee on Campus Planning, Buildings and Grounds</p> <ul style="list-style-type: none"> • California State University, San Marcos Village Housing and Dining Schematic Design Approval • California State University, Dominguez Hills Health, Wellness, and Recreation Center Approval to Amend the Capital Outlay Program and Approval of Schematic Design <p>Committee on Finance</p> <ul style="list-style-type: none"> • Approval to Issue Trustees of the California State University, Systemwide Revenue Bonds and Related Debt Instruments for a Capital Project at California State Polytechnic University, Humboldt Information 3. California State University Quarterly 	

Investment Report Discussion Information 4. 2023-2024 Operating Budget Update
Information 5. Sustainable Financial Model Workgroup

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:

- April 27 (after CSU Business Conference in Anaheim)
- June 28 (virtual)
- August 23 (virtual)

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

Shakoor asked regarding a funding model where CO would pay campuses for over-enrollment. Pennington said she was not sure what the current policy was on over-enrollment but would take this question back to get clarification.

Krater asked where can student be directed to provide them the facts about tuition fee increase in CSU. Reith and Pennington recommended to look at past board meetings, specifically the last two, which would be available through Youtube and <https://www.calstate.edu/attend/paying-for-college/tuition-increase/Pages/default.aspx>

3. CSU Advancement Liaison Report – Lori Redfearn (pg. 44)

Dr. Mildred Garcia has been announced to be the new CSU Chancellor. She has experience in small and big universities. Campus visits may be schedule in 2024 due to labor activity.

Faculty union labor negotiations are still ongoing. If you are having large functions on campus, please review your time, place, and manner policies on campus and work closely with campus facilities and campus security.

The search for Associate Vice Chancellor for Systemwide Advancement is expected to start as soon as the new Chancellor arrives. Redfearn is retiring at the end of the calendar year. The next Advancement liaison will be Aaron Moore, Executive Director, Systemwide Advancement.

Crawford asked on the issue of union strikes, how are auxiliaries looked at as potential service providers on campus should employee unions strike. Reith said that

campuses are planning on emergency plans for the campus critical functions, and campuses may be looking at the auxiliary employees to help in that effort.

4. CSU General Counsel Liaison Report – Carrie Rieth (pg. 45)

I. Kyeyune v. CSU

A putative class action suit was recently filed against the CSU to challenge late fees charged to students with housing licenses. The suit alleges that assessed late fees are too high and are illegal.

II. McCormick—Civil Rights Department Administrative Charge re: CalPERS

An administrative charge has been filed with the California Civil Rights department naming several respondents—all employers with CalPERS pension programs. The claimant challenges how CalPERS pays out disability retirement benefits and contends its practice is discriminatory. The claim suggests an intent to file a putative class action lawsuit on behalf of similarly situated persons. Many campuses and auxiliaries have reported receipt of the claim.

III. Updated CSU Policies on Interest

The following policies were recently posted to the CSU Policy Page:

- CSU Contracts and Procurement Policy:

<https://calstate.policystat.com/policy/14073723/latest/?showchanges=true>

- Hospitality Policy:

<https://calstate.policystat.com/policy/13790907/latest/?showchanges=true>

- Background Checks:

<https://calstate.policystat.com/policy/13813878/latest/?showchanges=true>

- Financing and Debt Management Policy:

<https://calstate.policystat.com/policy/13335268/latest/?showchanges=true>

- Campus Reporting of Fiscal Improprieties:

<https://calstate.policystat.com/policy/13576706/latest/?showchanges=true>

- Policy on Service and Emotional Support Animals on Campus:

<https://calstate.policystat.com/policy/13896025/latest/?showchanges=true>

IV. Assessment of CSU Title IX and Discrimination, Harassment and Retaliation Programs

Two systemwide assessments were recently released regarding CSU's Title IX and DHR programs. Information about the reports by Cozen O'Connor and the California State Auditor and CSU's response are publicly posted. See

https://www.calstate.edu/titleix/Pages/cozen-title-ix-assessment.aspx?utm_campaign=homepage

5. CSU Human Resources Liaison Report – Beth Ryan (pgs. 46-47)

Reith delivered the report. She mentioned the CHRS, a baseline recruiting system, which already had to campuses using it for auxiliaries. It could be used by any auxiliaries who choose to use it. Four campuses were scheduled to go live in November to using the system.

<p>Shakoor asked about the lawsuit on student fees during the pandemic. Reith mentioned that CSU is actively defending the interests of the CSU and auxiliaries on this issue. There were no other updates on this issue.</p> <p>Burton asked about the issue on Title IX with Richard Bromley’s opinion opposing Beth Ryan’s position. Bromley’s position was that auxiliaries and campuses are separate and should have separate processes from campuses. Ryan’s position is that all claims would go through Title IX office of the campus. Reith said that these are not opposing views and that Bromley was correct that auxiliaries would need to create their own processes as they are separate entities from the campus. However, it is not uncommon for auxiliaries to reach out to campus to assist if campus has the capacity to assist and that auxiliary reimburses the funds for the investigator, similar to hiring an outside investigator. According to Burton, Bromley did mention that if auxiliary reached out to campus to ensure that an MOU is in place. Reith added that Title IX office has jurisdiction if the case involves a state employee or a student.</p>	
<p>K. REPORTS</p> <p>1. Long Range Planning Committee /Nominations Committee – Sharleen Krater (pg. 48)</p> <p>Report was attached to the agenda. Krater highlighted the following during the meeting:</p> <ul style="list-style-type: none"> • Cyndi Farrington will be the Selection of Scholarship Committee Chair. Process will be done via InfoReady. Recommendations would be brought to the November EC meeting. • Michelle Crawford will be helping in the Nominations Committee. • Members who would be helping with the ED toolkit: Ortiz, Millar, Crawford, and Krater. • LRSP will meet in October prior to the November EC meeting. <p>2. Human Resources Committee – Maddison Burton (pgs. 49-50)</p> <p>Burton discussed the items on her quarterly summary report included in the agenda.</p> <p>Items mentioned were the following:</p> <ul style="list-style-type: none"> • Benefit rate increases for CSURMA Benefits Committee (formerly BUG-Benefits Users Group) • HR mini conference in Long Beach from July 26 through 28. Conference topics on page 49 of the agenda PDF) • Title IX issue which was discussed during the HR liaison report. • Salary survey – This was not in the budget so Burton will reach out to Jackson. <p>3. Research Administration Committee – Leslie Rodelander (pg. 51)</p> <p>Rodelander shared in her report. The report listed the RAC activities from April 2023 to August 2023.</p>	

RAC spring meeting in May was a joint meeting with CCRO (Council of Chief Research Officer). RAC fall meeting is scheduled in San Jose on September 7 and 8.

4. AS/Student Union/Recreation Committee – Jeff Rensel (pg. 52)

Rensel covered the AS/SU/REC Committee summer meeting, which was in page 52 of the agenda PDF. The committee would be encouraging the members to join the AOA website/portal.

5. Commercial Services Committee – Cyndi Farrington (pg. 53)

Highlights of Commercial Services report:

- Reaching out to EC leaders to join the AOA portal.
- New Vice Chair, Michael Lennon of CSU Northridge.
- Operating guidelines of the committee states that meeting will be held a minimum of two (one northern and one southern). Farrington asked if she could change that. Jackson said that the committee could do that change and then just inform the EC and Jackson.
- The committee has to do a survey once a year and Farrington asked if AOA has a survey platform that the committee could use. Jackson will provide the information to Farrington.

6. Business and Financial Services Committee – Dena Florez (pg. 54)

Florez was not on Zoom but her report was on page 54. Shakoor mentioned that the committee was struggling with their membership.

7. Information Technology Committee – Matthew Sparks (pg. 55)

Committee had been requesting AOA IT presence at the Information Technology Advisory Committee (ITAC). The member of ITAC are the CIOs of each CSU. AOA IT currently was given permission to attend. Other updates are in page 55 of the agenda PDF.

8. Philanthropy Committee – Ian Hannah (pg. 56)

Hannah went over his report on page 56 of the agenda PDF. Philanthropic committee has a planning working group that helps determine discussion or hot button topics for each quarterly philanthropic committee meetings.

9. Past Presidents Committee – Keith Kompsi (pg. 57)

Kompsi mentioned that the Past Presidents would be happy to offer some help and as a resource for the ED tool kit. He also mentioned that he has been working with Jackson on possible program content for the ED luncheons to be held in 2024 AOA conference.

10. Risk Management Committee/AORMA Update – Chuck Kissell (pg. 58)

Kissel was not on Zoom but his report was on page 58. He provided additional

<p>message to the Secretary after the meeting:</p> <p><i>AORMA is always looking for engaged individuals with a desire to serve on it committee. AORMA is an excellent way to learn more about the CSU system and its associated risks with the purpose of responsibly mitigating exposure for participating members. Anyone interested, please contact Chuck Kissel (ckissel@fullerton.edu).</i></p>	
<p>L. INFORMATION AND ANNOUNCEMENTS</p> <p>Next meeting: November 17, 8:30AM to 1PM via Zoom.</p>	
<p>N. ADJOURNMENT</p> <p>By acclamation, the Executive Committee was adjourned at 11:50 pm.</p> <p>Respectfully Submitted,</p> <p>_____</p> <p>Secretary/Treasurer</p>	

Auxiliary Organizations Association
 Administrative Office
 P.O. Box 2177
 Chico, CA 95927-2177

MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: October 29, 2023

From: Richard Jackson
 Secretary/Treasurer

File:

Subject: Follow-Up Assignments from the
August 18, 2023 Executive Committee Meeting

cc:

Below is a summary of items needing follow-up action, taken from the minutes of the August 18, 2023 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 17, 2023.

Action	Responsible Individual	Notes on Status
None at this time.		

Longer-Term Parking Lot:

- Create a revised one-page Marketing Fact Sheet on Auxiliaries and AOA.
- Establish an Education Coordinator to oversee Leadership Academy programming (e.g. an AOA member, Service Provider, or Past Presidents Group designee).
- Consider changes to the annual AOA Scholarship award process proposed by 2022 Scholarship Committee.
- Consider allowing Committees to issue small Travel Awards for attendance at AOA conference (Maddison Burton; RAC Chair).
- Review, clarify and/or revise the qualifications criteria for the Lifetime Honorary AOA Member Award.
- Work with Carrie Rieth to offer a refresher Professional Development Webinar on the McKee Act for viewing by the membership.
- Develop other Education and Training Series programs for the membership, including utilizing Business Partner presentations.
- 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 2023-24
(As of 11/9/23)

		<u>General Operations</u>	
		YTD	2023-24 Budget
1	Income		
2	40000 — AOA Dues	\$20,562	\$258,867
3	42000 — Standing Committee Income		
4	43000 — Scholarship Donations		
5	44000 — AORMA Dividend		
6	45000 — Interest Income	\$0	
7	46000 — Dividend Income		\$10,000
8	47000 — Realized Gain on Investments		\$5,000
9	48000 — Unrealized Gain on Investments		\$5,000
10	45000 — Extraordinary Income	\$101	\$200
11	Total Income	<u>\$20,664</u>	<u>\$279,067</u>
12			
13	Expense		
14	70000 — Contracted Service – Business Manager	\$15,657	\$46,972
15	70500 — Sec/Treas Travel & AOA Office Expense	\$1,488	\$5,000
16	Compliance Consultant Analyses/Monographs	\$1,275	\$16,000
17	71500 — Legislative Liaison Travel Exp		
18	72000 — AOA Legal Counsel (requested services)		
19	73000 — Retainer- HR Legal Counsel	\$54,350	\$30,000
20	73500 — AOA HR Legal Counsel Expenses	\$1,103	\$3,000
21	74000 — Advocacy/Liaison Expenses		
22	75000 — Audit/Tax Prep Expenses	\$18,500	\$17,200
23	75300 — Insurance Expense	\$6,706	\$6,706
24	75500 — COGR Dues Expense		\$5,500
25	76000 — Executive Committee Travel Exp	\$8,969	\$15,000
26	76500 — Executive Committee Meeting Exp	\$5,871	\$25,000
27	AOA Leadership Academy		\$12,000
28	77000 — AS/SU Committee Expenses		
29	77100 — Financial Services Com Expenses		
30	77200 — HR Committee Expenses	\$10,723	
31	AOA Biennial Salary Survey	\$5,000	
32	77300 — IT Committee Expenses		
33	77400 — Research Admin Com Expenses	\$2,084	
34	77600 — Commercial Services Committee Expenses		
35	77900 — Philanthropy Committee Expenses		
36	77800 — Standing Committee Meetings/Programs		\$20,000
37	97000 — Website Depreciation Expense		
38	78000 — Web Hosting/Maintenance Exp	\$13,181	\$40,000
39	78500 — Website Content/AOA Directory Updates		\$7,000
40	AOA Scholarship Program		\$10,000
41	79000 — Gifts and Awards Expense		\$500
42	79400 — Bad Debt Expense		
43	Special Projects (Website Implementation)	\$983	\$10,000
44	79500 — Miscellaneous Expenses	<u>\$145,890</u>	<u>\$269,878</u>
45	Total Expense		
46	Net Income	-\$125,227	\$9,189
47			
48	<u>January Conference Summary</u>		
49			
50	Income	\$164,405	\$606,750
51	Expense	\$166,925	\$588,000
52	Net Income	-\$2,520	\$18,750
53			
54			
55			
56			
57			
58			
59			
60	TOTAL AOA NET INCOME	-\$127,747	\$27,939
61			
62			
63	Projected AOA Net Assets as of 6/30/24		
64			
65	Reserves:		
66	Working Capital		\$121,700
67	Conference Contingency		\$157,561
68	Special Projects/General Contingency		\$50,000
69	Total Reserves (6/30/23)		<u>\$329,261</u>
70			
71	Unallocated Net Assets:		
72	Beginning Balance 7-1-23		\$0
73	Add: Projected FY 23/24 income		\$27,939
74	Total Projected Unallocated Net Assets at 6/30/24		<u>\$27,939</u>
75			
76	Total AOA Net Assets Projected as of 6/30/24		<u><u>\$357,200</u></u>

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 July 2023 through June 2024

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											
52300 — In-Kind Contributions											
General Journal	07/01/23	BP In-k...	NACAS In-Kind ...	52300 — In-Kind Contri...	January Co...			89000 — Donate...	0.00	5,000.00	5,000.00
Total 52300 — In-Kind Contributions									0.00	5,000.00	5,000.00
49500 — Extraordinary Income											
Sales Receipt	09/12/23	98	Bofa Merchant S...	49500 — Extraordinary ...	General Op...			10000 — Checki...	0.00	101.48	101.48
Total 49500 — Extraordinary Income									0.00	101.48	101.48
52000 — Business Partner Income											
52100 — Business Partner Reg Fee											
Sales Receipt	08/31/23	94	PayPal Aug2023	52100 — Business Part...	January Co...			10000 — Checki...		1,300.00	1,300.00
Sales Receipt	09/30/23	96	PayPal Deposit f...	52100 — Business Part...	January Co...			10000 — Checki...		650.00	1,950.00
Total 52100 — Business Partner Reg Fee									0.00	1,950.00	1,950.00
52000 — Business Partner Income - Other											
Sales Receipt	08/31/23	94	PayPal Aug2023	52000 — Business Part...	January Co...			10000 — Checki...		15,000.00	15,000.00
Sales Receipt	09/14/23	95	CSURMA 2024 C...	52000 — Business Part...	January Co...			10000 — Checki...		30,000.00	45,000.00
Sales Receipt	09/30/23	96	PayPal Deposit f...	52000 — Business Part...	January Co...			10000 — Checki...		20,000.00	65,000.00
Total 52000 — Business Partner Income - Other									0.00	65,000.00	65,000.00
Total 52000 — Business Partner Income									0.00	66,950.00	66,950.00
50000 — Conference Registration Fees											
Sales Receipt	08/31/23	94	PayPal Aug2023	50000 — Conference R...	January Co...			10000 — Checki...		51,350.00	51,350.00
Sales Receipt	09/30/23	96	PayPal Deposit f...	50000 — Conference R...	January Co...			10000 — Checki...		41,105.00	92,455.00
Total 50000 — Conference Registration Fees									0.00	92,455.00	92,455.00
45000 — Interest Income											
Deposit	07/31/23		Interest	45000 — Interest Income				10300 — Money ...		0.02	0.02
Deposit	08/31/23		Interest	45000 — Interest Income				10300 — Money ...		0.02	0.04
Deposit	09/30/23		Interest	45000 — Interest Income				10300 — Money ...		0.02	0.06
Total 45000 — Interest Income									0.00	0.06	0.06
40000 — AOA Dues											
Sales Receipt	07/24/23	92	Deposit July che...	40000 — AOA Dues	General Op...			10000 — Checki...		16,970.00	16,970.00
Sales Receipt	09/18/23	97	Sept 2023 chec...	40000 — AOA Dues	General Op...			10000 — Checki...		3,592.00	20,562.00
Total 40000 — AOA Dues									0.00	20,562.00	20,562.00
Total Income									0.00	185,068.54	185,068.54
Expense											
77250 — AOA Salary Survey Expense											
Check	10/27/23	2957	Human Resources Strat...	Deposit #1 on 2...	77250 — AOA Salary Su...	General Op...		10000 — Checki...	5,000.00		5,000.00
Total 77250 — AOA Salary Survey Expense									5,000.00	0.00	5,000.00
89000 — Donated Goods and Services											
General Journal	07/01/23	BP In-k...	NACAS In-Kind ...	89000 — Donated Good...				52300 — In-Kind...	5,000.00	0.00	5,000.00
Total 89000 — Donated Goods and Services									5,000.00	0.00	5,000.00
86000 — CPC Expenses											
86100 — CPC Travel Expense											
Sales Receipt	07/24/23	93	Reimbd 2 errone...	86100 — CPC Travel Ex...	January Co...			10000 — Checki...		1,307.64	-1,307.64
Check	09/05/23	2932	Donna Day Aug ...	86100 — CPC Travel Ex...	January Co...			10000 — Checki...	459.57		-848.07

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 July 2023 through June 2024

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	09/05/23	2934	CSU Northridge Universi...	HGains Aug 20...	86100 - CPC Travel Ex...	January Co...	10000 - Checkl...	10000 - Checkl...	326.06		-522.01
Check	10/27/23	2954	CSU Northridge, Univ Str...	Brant Tamika C...	86100 - CPC Travel Ex...	January Co...	10000 - Checkl...	10000 - Checkl...	582.63		60.62
Total 86100 - CPC Travel Expense											
86500 - CPC Meeting Expenses											
Check	08/01/23	2918	Richard Jackson	WellsHyatt est...	86500 - CPC Meeting E...	January Co...	10000 - Checkl...	10000 - Checkl...	5,000.00		5,000.00
Check	09/05/23	2928	Richard Jackson	WellsHyatt retu...	86500 - CPC Meeting E...	January Co...	10000 - Checkl...	10000 - Checkl...	5,000.00	2,068.84	2,931.16
Total 86500 - CPC Meeting Expenses											
Total 86000 - CPC Expenses											
80000 - Conference Contract Services											
80470 - Cnf Contract Srv-Patrick Bailey											
General Journal	07/01/23	Rev6/3...		Rev 6/30 due Pa...	80470 - Cnf Contract S...	January Co...	23000 - Other C...	23000 - Other C...	20,000.00	20,000.00	-20,000.00
Check	08/20/23	2925	Patrick Bailey	1st-2nd Qtr 20...	80470 - Cnf Contract S...	January Co...	10000 - Checkl...	10000 - Checkl...	20,000.00		0.00
Check	09/27/23	2943	Patrick Bailey	3rd Qtr 2023 co...	80470 - Cnf Contract S...	January Co...	10000 - Checkl...	10,000.00	10,000.00		10,000.00
Total 80470 - Cnf Contract Srv-Patrick Bailey											
80460 - Bella Newberg											
Check	08/20/23	2919	Isabel Newberg	Serv Contract 2...	80460 - Bella Newberg	January Co...	10000 - Checkl...	10000 - Checkl...	9,000.00		9,000.00
Total 80460 - Bella Newberg											
80300 - Conf Contract Service-Taren M											
Check	10/27/23	2956	Taren Mulhause	TM 4th Qtr 2023	80300 - Conf Contract...	January Co...	10000 - Checkl...	10000 - Checkl...	4,000.00		4,000.00
Total 80300 - Conf Contract Service-Taren M											
80500 - Service Provider Travel Expense											
Check	08/20/23	2919	Isabel Newberg	Bella N CPC Nov...	80500 - Service Provid...	January Co...	10000 - Checkl...	10000 - Checkl...	193.92		193.92
Check	09/05/23	2930	Taren Mulhause	TMulhause CPC ...	80500 - Service Provid...	January Co...	10000 - Checkl...	10000 - Checkl...	687.61		881.53
Check	10/13/23	2947	CSU Northridge Associa...	Pat Bailey CPC A...	80500 - Service Provid...	January Co...	10000 - Checkl...	10000 - Checkl...	798.81		1,680.34
Total 80500 - Service Provider Travel Expense											
80200 - Conf Contract Service-D Johnson											
Check	09/05/23	2935	Dixie L. Johnson	Qtrly Inv - Sept ...	80200 - Conf Contract...	January Co...	10000 - Checkl...	10000 - Checkl...	3,000.00		3,000.00
Check	09/05/23	2935	Dixie L. Johnson	Feb 2023 Hourl...	80200 - Conf Contract...	January Co...	10000 - Checkl...	10000 - Checkl...	216.00		3,216.00
Check	09/05/23	2935	Dixie L. Johnson	June-Aug 2023 ...	80200 - Conf Contract...	January Co...	10000 - Checkl...	10000 - Checkl...	832.00		4,048.00
Total 80200 - Conf Contract Service-D Johnson											
Total 80000 - Conference Contract Services											
88000 - Web/AV Tech / E Air Expense											
Check	08/20/23	2921	Centum Software, Inc.	EventsAir Additi...	88000 - Web/AV Tech...	January Co...	10000 - Checkl...	10000 - Checkl...	175.00		175.00
Check	10/25/23	2953	Centum Software, Inc.	EventsAir Additi...	88000 - Web/AV Tech...	January Co...	10000 - Checkl...	10000 - Checkl...	175.00		350.00
Check	10/30/23	2962	Richard Jackson	Centum EAir fo...	88000 - Web/AV Tech...	January Co...	10000 - Checkl...	10000 - Checkl...	3,848.00		4,198.00
Total 88000 - Web/AV Tech / E Air Expense											
83000 - Hotel Function & Meal Expense											
Check	10/11/23	2945	Richard Jackson	WellsHyatt dep ...	83000 - Hotel Functio...	General Op...	10000 - Checkl...	10000 - Checkl...	75,000.00		75,000.00
Check	10/30/23	2962	Richard Jackson	Oakland Marriott...	83000 - Hotel Functio...	January Co...	10000 - Checkl...	10000 - Checkl...	47,500.00		122,500.00
Total 83000 - Hotel Function & Meal Expense											
80800 - Bank Credit Card Fees											
Check	07/31/23			Service Charge	80800 - Bank Credit C...		10000 - Checkl...	10000 - Checkl...	25.95		25.95
Check	08/31/23			Service Charge	80800 - Bank Credit C...		10000 - Checkl...	10000 - Checkl...	25.06		51.01

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	09/30/23			Service Charge	80800 — Bank Credit C...			10000 — Checkl...	3,455.64		3,506.65
Total 80800 — Bank Credit Card Fees											
79500 — Miscellaneous Expenses											
General Journal	07/01/23	Revs 5...		Revs 2023 Sch...	79500 — Miscellaneous...	General Op...		23000 — Other C...		5,000.00	-5,000.00
Check	08/01/23	2918	Richard Jackson	PayPal fee 7/3/23	79500 — Miscellaneous...	General Op...		10000 — Checkl...	19.95		-4,980.05
Check	08/01/23	2918	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checkl...	78.61		-4,901.44
Check	08/24/23	2927	Corporate Processing Se...	501-NP Cal Cor...	79500 — Miscellaneous...	General Op...		10000 — Checkl...	243.00		-4,658.44
Check	09/05/23	2928	Richard Jackson	PayPal fee 8/2/23	79500 — Miscellaneous...	General Op...		10000 — Checkl...	19.95		-4,638.49
Check	09/05/23	2928	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checkl...	80.78		-4,557.71
Check	09/05/23	2928	Richard Jackson	QuickBis check ...	79500 — Miscellaneous...	General Op...		10000 — Checkl...	340.97		-4,216.74
Check	10/11/23	2945	Richard Jackson	PayPal fee 9/5/23	79500 — Miscellaneous...	General Op...		10000 — Checkl...	19.95		-4,196.79
Check	10/11/23	2945	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checkl...	80.79		-4,116.00
Check	10/30/23	2962	Richard Jackson	PayPal fee 10/2...	79500 — Miscellaneous...	General Op...		10000 — Checkl...	19.95		-4,096.05
Check	10/30/23	2962	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checkl...	78.62		-4,017.43
Total 79500 — Miscellaneous Expenses											
79000 — Gifts and Awards Expense											
Check	08/20/23	2924	California State Universi...	Scholarship Awa...	79000 — Gifts and Awa...	General Op...		10000 — Checkl...	5,000.00		5,000.00
Total 79000 — Gifts and Awards Expense											
78000 — Web Hosting/Maintenance Exp											
Check	07/01/23	2913	Dent Agency LLC	Dent Agency Jul...	78000 — Web Hosting/...	General Op...		10000 — Checkl...	3,096.60		3,096.60
Check	08/20/23	2922	Dent Agency LLC	Dent Agency Au...	78000 — Web Hosting/...	General Op...		10000 — Checkl...	3,096.60		6,193.20
Check	09/27/23	2939	Dent Agency LLC	Dent Agency Se...	78000 — Web Hosting/...	General Op...		10000 — Checkl...	3,096.60		9,289.80
Check	10/13/23	2946	Dent Agency LLC	Web Services Oc...	78000 — Web Hosting/...	General Op...		10000 — Checkl...	3,096.60		12,386.40
Check	10/27/23	2955	Dent Agency LLC	Scholarsh form ...	78000 — Web Hosting/...	General Op...		10000 — Checkl...	795.00		13,181.40
Total 78000 — Web Hosting/Maintenance Exp											
77400 — Research Admin Com Expenses											
Check	09/27/23	2937	Kacie Flynn	Reimb Fall meet...	77400 — Research Adm...	General Op...		10000 — Checkl...	1,253.65		1,253.65
Check	10/13/23	2949	CSU Long Beach Resear...	BStrategos Sept ...	77400 — Research Adm...	General Op...		10000 — Checkl...	829.89		2,083.54
Total 77400 — Research Admin Com Expenses											
77200 — HR Committee Expenses											
Check	09/05/23	2931	University Corp at Mont...	HR Cnf expense...	77200 — HR Committe...	General Op...		10000 — Checkl...	469.99		469.99
Check	09/27/23	2938	Beach Shops, CSU Long ...	HR Conf July 20...	77200 — HR Committe...	General Op...		10000 — Checkl...	10,723.10		10,723.10
Total 77200 — HR Committee Expenses											
76500 — Executive Committee Meeting Exp											
Check	08/01/23	2918	Richard Jackson	WellsHyatt est ...	76500 — Executive Co...	General Op...		10000 — Checkl...	6,503.56		6,503.56
Check	09/05/23	2928	Richard Jackson	WellsHyatt refu...	76500 — Executive Co...	General Op...		10000 — Checkl...	1,436.71	2,068.84	4,434.72
Check	10/27/23	2961	Santos Manuel Student ...	Leadersh Acad ...	76500 — Executive Co...	General Op...		10000 — Checkl...		2,068.84	5,871.43
Total 76500 — Executive Committee Meeting Exp											
76000 — Executive Committee Travel Exp											
Check	08/20/23	2923	CSULB Office of Researc...	B Strategos Aug...	76000 — Executive Co...	General Op...		10000 — Checkl...	527.08		527.08
Check	08/20/23	2923	CSULB Office of Researc...	B Strategos Aug...	76000 — Executive Co...	General Op...		10000 — Checkl...	654.09		1,181.17
Check	08/20/23	2923	CSULB Office of Researc...	B Strategos Jan ...	76000 — Executive Co...	General Op...		10000 — Checkl...	1,077.82		2,258.99
Check	08/20/23	2926	Cal Poly Humboldt Spon...	Kacie Flynn LAc...	76000 — Executive Co...	General Op...		10000 — Checkl...	1,871.89		4,130.88
Check	09/05/23	2929	Beach Shops, CSU Long ...	Cyndi Farringro...	76000 — Executive Co...	General Op...		10000 — Checkl...	569.90		4,700.78
Check	09/05/23	2933	Bessie Strategos	B Strategos Aug...	76000 — Executive Co...	General Op...		10000 — Checkl...	523.43		5,224.21
Check	09/05/23	2934	CSU Northridge Universi...	H Cairns Aug 20...	76000 — Executive Co...	General Op...		10000 — Checkl...	326.06		5,550.27
Check	09/12/23	2941	CSU Northridge Universi...	GSlavik Aug 202...	76000 — Executive Co...	General Op...		10000 — Checkl...	571.76		6,122.03

Auxiliary Organizations Association (AOA)
 Custom Transaction Detail Report
 July 2023 through June 2024

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	09/27/23	2944	CSU, Sacramento Univer...	A Singletary Au...	76000 - Executive Co...	General Op...	10000	-	568.84		6,690.87
Check	09/27/23	2944	CSU, Sacramento Univer...	Matt Sparks Aug...	76000 - Executive Co...	General Op...	10000	-	761.43		7,452.30
Check	10/13/23	2951	Cal Poly/Pomona Associ...	Liz R Millar Aug ...	76000 - Executive Co...	General Op...	10000	-	459.42		7,911.72
Check	10/27/23	2960	University Corp at Mont...	Maddison Burto...	76000 - Executive Co...	General Op...	10000	-	1,057.41		8,969.13
Total 76000 - Executive Committee Travel Exp											
75300 - Insurance Expense									8,969.13	0.00	8,969.13
Check	08/20/23	2920	CSURMA	23-24 Liability/...	75300 - Insurance Exp...	General Op...	10000	-	6,706.00		6,706.00
Total 75300 - Insurance Expense											
75000 - Audit/Tax Prep Expenses									6,706.00	0.00	6,706.00
Check	09/27/23	2942	KCoe Isom, LLP	Partial 6/30/23 ...	75000 - Audit/Tax Pre...	General Op...	10000	-	8,000.00		8,000.00
Check	10/27/23	2958	Phion, LLC	FY2022 Financia...	75000 - Audit/Tax Pre...	General Op...	10000	-	10,500.00		18,500.00
Total 75000 - Audit/Tax Prep Expenses											
73500 - HR Counsel Expenses									18,500.00	0.00	18,500.00
Check	09/05/23	2936	Constangy, Brooks, Smi...	R Bromley expe...	73500 - HR Counsel E...	General Op...	10000	-	1,102.64		1,102.64
Total 73500 - HR Counsel Expenses											
73000 - Retainer - HR Counsel									1,102.64	0.00	1,102.64
Check	09/05/23	2936	Constangy, Brooks, Smi...	R Bromley FY21...	73000 - Retainer- HR ...	General Op...	10000	-	27,350.00		27,350.00
Check	09/05/23	2936	Constangy, Brooks, Smi...	R Bromley FY22...	73000 - Retainer- HR ...	General Op...	10000	-	27,000.00		54,350.00
Total 73000 - Retainer- HR Counsel											
71000 - Retainer - Legislative Liaison									54,350.00	0.00	54,350.00
Check	10/13/23	2948	Robert E. Griffin	RGriffin Leg/co...	71000 - Retainer - Leg...	General Op...	10000	-	1,275.00		1,275.00
Total 71000 - Retainer - Legislative Liaison											
70500 - S/T Travel & AOA Office Expense									1,275.00	0.00	1,275.00
Check	07/30/23	2917	AT&T	7/19/23 - 8/18...	70500 - S/T Travel & A...	General Op...	10000	-	402.50		402.50
Check	09/27/23	2940	AT&T	8/19/23 - 9/18...	70500 - S/T Travel & A...	General Op...	10000	-	358.05		760.55
Check	10/13/23	2950	AT&T	9/19/23 - 10/1...	70500 - S/T Travel & A...	General Op...	10000	-	367.66		1,128.21
Check	10/27/23	2959	AT&T	10/19/23 - 11/...	70500 - S/T Travel & A...	General Op...	10000	-	359.96		1,488.17
Total 70500 - S/T Travel & AOA Office Expense											
70000 - Contacted Service - Sec/Treas									1,488.17	0.00	1,488.17
Check	08/01/23	2918	Richard Jackson	RJ contract pay f...	70000 - Contacted Ser...	General Op...	10000	-	3,914.33		3,914.33
Check	09/05/23	2928	Richard Jackson	RJ contract pay f...	70000 - Contacted Ser...	General Op...	10000	-	3,914.33		7,828.66
Check	10/11/23	2945	Richard Jackson	RJ contract pay f...	70000 - Contacted Ser...	General Op...	10000	-	3,914.33		11,742.99
Check	10/30/23	2962	Richard Jackson	RJ contract pay f...	70000 - Contacted Ser...	General Op...	10000	-	3,914.33		15,657.32
Total 70000 - Contacted Service - Sec/Treas											
Total Expense											
									343,260.39	30,445.32	312,815.07
Net Income									343,260.39	215,513.86	-127,746.53

**MEMORANDUM OF AGREEMENT BETWEEN
CONSTANGY, BROOKS, SMITH & PROPHETE, LLP
AND THE AUXILIARY ORGANIZATIONS ASSOCIATION
CALIFORNIA STATE UNIVERSITIES**

The Auxiliary Organizations Association, California State Universities, ("AOA") hereby agrees to retain the law firm of Constangy, Brooks, Smith & Prophete, LLP as its legal counsel for human resources advice and information from Aaron M. Rutschman and Nestor Barrero, as set forth below, for the period of October 1, 2023 through September 30, 2024, for an annual fee of Thirty Thousand Dollars (\$30,000.00) payable quarterly, upon billing as a non-refundable retainer within thirty (30) days from date of billing.

Constangy, Brooks, Smith & Prophete, LLP (the "Firm") and the AOA agree:

1. The Firm and its designated colleagues will stay well-informed of all matters of legal significance to the Auxiliary Organizations of the California State University system, including legislative, judicial, and administrative matters at the federal and state levels and any CSU rulings which would affect Auxiliary Organizations.
2. The Firm will participate in the annual conference of the AOA in a manner mutually agreed upon by Aaron M. Rutschman and the AOA. Expenses for travel and materials will be billed and paid separately by the AOA to the extent they exceed the above-referenced annual retainer.
3. The Firm or its designated colleagues who are acceptable to the Association will attend and participate in the Human Resources Committee meetings of the AOA. Expenses for travel and materials will be billed and paid separately by the AOA to the extent they exceed the above-referenced annual retainer.
4. The Firm will prepare material on significant legal matters for distribution at the Human Resources Committee meetings and for inclusion in the Association's newsletter when appropriate.
5. The Firm will provide telephone consultations of one hour or less to the auxiliary members of the AOA on human resources matters affecting their organizations, such that these consultations will be paid through the above annual retainer. The Firm will name one or more colleagues, including Aaron M. Rutschman and Nestor Barrero, to whom questions may be referred. Consultations exceeding the one hour limit or multiple consultations on the same matter that exceed the one-hour limit will be billed directly to the auxiliary member entity at the billing rate set forth below.
6. The Firm will provide to the AOA Secretary Treasurer at the end of each fiscal year an itemization of services provided to the AOA and its member auxiliaries under this agreement.
7. The Firm will perform any additional work requested by members of the AOA at the capped rate of Three Hundred Fifty Dollars per hour (\$350.00/hour).

8. This agreement does not pertain to litigation matters that are referred to and managed by the California State University Risk Management Authority and/or the Auxiliary Organizations Risk Management Alliance (CSURMA/AORMA) and its insurers. For such litigation matters, the Firm and CSURMA/AORMA will agree on, or come to an understanding regarding, the rates to be charged.

In WITNESS THEREOF, this agreement has been executed by the parties as of the dates indicated below.

AUXILIARY ORGANIZATIONS ASSOCIATION
CALIFORNIA STATE UNIVERSITIES

CONSTANGY, BROOKS, SMITH &
PROPHETE, LLP

By: 
Richard Jackson, Secretary/Treasurer

By: _____
Aaron M. Rutschman

Date: 11 / 7, 2023

Date: _____, 2023

2023 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

Bills of Interest to Auxiliary Organizations

November 17, 2023

Bill Deadlines: The last day to introduce bills this calendar year of the 2023-24 California Legislative Session was February 17. June 2 was the last day for each house to pass bills introduced in that house. September 14 is the last day to pass bills in the Session, and the Governor had until October 14 to sign or veto bills across his desk by September 14. The Legislature is in recess and adjourns November 30.

Bill status link:

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

Assembly:

AB 8 (Friedman & Irwin) – Entertainment Ticket-Sellers. This bill as amended June 19 would replace, recast, and expand the broad regulatory framework over commercial entertainment ticket selling and resales. Passed Assembly; in Senate Appropriations Committee Held under submission (9/1). Parallel approach to SB 785 and 829. See below.

AB 418 (Gabriel & Wicks) – Food Product Safety. This bill as amended Jul 3 would prohibit food products for human consumption from containing the following specified additive substances containing potential toxicities, effective January 1, 2027:

- Brominated vegetable oil (CAS no. 8016-94-2)
- Potassium bromate (CAS no. 7758-01-2)
- Propylparaben (CAS no. 94-13-3)
- Red dye 3 (CAS no. 16423-68-0)
- Titanium dioxide (CAS no. 13463-67-7)

Campus auxiliary food services (direct and outsourced) would appear to be subject to this prohibition. Passed Legislature; signed by Governor (10/7).

AB 537 (Berman) – Short-term Lodging; Advertising Rates. This bill as amended would introduce a rate-transparency and enforcement/penalty regimen upon defined short-term lodgings (including hotels). Advertising must include all room taxes and fees to book or reserve lodging. I am aware of only one campus auxiliary organization that would be subject to this advertising restriction. Operative July 1, 2024. Passed Legislature; signed by Governor (10/13).

AB 546 (Villapudua) – Expanded Tied-House Alcoholic Beverage Licensing Restrictions. This bill as amended would expand and clarify an existing tied-house restriction that prohibits various licensees, or their officer, director, or agent, from, among other things, paying, crediting, or compensating

with related things of value a retailer or retailers for advertising, display, or distribution service in connection with the advertising and sale of alcoholic beverages. Passed Legislature and signed by Governor (10/8).

AB 607 (Karla) – Course Materials Cost Disclosure. This bill as amended would, commencing July 1, 2024, require each campus of the California Community Colleges (CCC) and the California State University (CSU), and request each campus of the University of California (UC), to prominently display the estimated costs for each course of all required materials, and fees directly related thereto, for no less than 75% of the total number of courses on the online campus schedule. Passed Legislature and signed by Governor (10/10).

AB 840 (Addis) – Liquor License Tied-House Exceptions; Advertising; Certain CSU Campuses. This bill as amended June 28 would expand exclusions from some advertising practices under the “tied-house” restrictions by certain alcohol vendors at designated CSU campus facilities involving liquor licensee transactions in large venue sales, where the vendor wants to engage in exclusive advertising for venue events. Passed Legislature and signed by Governor (10/7).

AB 1228 (C. Holden) – Fast-Food Labor Reform. This bill, the Fast-Food Franchisor Responsibility Act, would:

- Impose joint civil liability upon both defined franchisor and franchisee for enumerated labor law violations.
- Subject franchisor to same enforcement as against franchisee and includes Notice and violation cure provisions.
- Proscribes franchisee waiver and indemnity agreements that attempt to circumvent the provisions of this Bill.

Campus food service auxiliary organizations are commonly in contractual relationships with fast-food restaurant franchisees who would fall within the scope of this proposed Act. Passed Legislature and signed by Governor (9/28).

Senate:

SB 59 (Skinner) – Menstrual Product Accessibility Act. This bill as amended March 16 would require all women’s restrooms, all all-gender restrooms, and at least one men’s restroom to be stocked with menstrual products, free of cost, at all hospitals that receive any state funding, at all buildings owned or leased by the state, and at all buildings owned by a local government if any state-funded safety net program is administered in that building. Held in Senate Appropriations Committee (5/18).

SB 234 (Portantino & Umberg) – Opioid antagonists: schools, college campuses, stadiums, concert venues, and amusement parks. This bill as amended July would require schools, college campuses, stadiums, concert venues, and amusement parks to, at all times, maintain unexpired doses of naloxone hydrochloride or any other opioid antagonist. Requires these entities to ensure that at least two employees are aware of the location of the naloxone or other opioid antagonist. Passed Legislature and signed by Governor (10/8).

SB 336 (Umberg) – State Grants Negotiated Indirect Cost Rates. This bill amended July 6 would require state agencies administering state-funded grants to reimburse awards the grantee’s indirect costs under the negotiated cost rate agreement. Passed Senate; Assembly Appropriations Committee Inactive file. (9/11).

SB 399 (Wahab) – Employer Communications; Intimidation. This bill as amended May 2 would prohibit an employer, except as specified, from requiring its employees to attend an employer-sponsored meeting or participate in any communications with the employer or its agents or representatives, the purpose of which is to communicate the employer’s opinion about religious matters, political matters, or rights guaranteed by the First Amendment to the United States Constitution or Section 2, 3, or 4 of Article I of the California Constitution. Passed Senate; in Assembly Appropriations Committee -hearing canceled (8/16).

SB 446 (Wilk) – Nonprofit Corporation; Ratification of Non-Compliant Actions. This bill would provide a means by which a board of directors can ratify or validate retroactively action that is otherwise lawful, but not in compliance with the Nonprofit Corporation Law, or the corporation’s articles or bylaws. A parallel means is set out in the General Corporation Law. Passed Legislature and signed by Governor (9/1).

SB 476 (Limon) – Food Safety; Food Handlers. This bill would require food facility employers to pay an employee for any cost associated with the employee obtaining a food handler card, including the time it takes for the employee to complete the training and certification program, and the cost of the food handler certification program. Passed Legislature and signed by Governor (10/8).

SB 497 (Smallwood-Cuevas) – Protected Employee Conduct. This bill as amended would:

- Create a rebuttable presumption in favor of an employee’s retaliation claim for violations related to wage claims, political and civic rights violations, and PAGA claims if an employer engages in certain conduct within 90 days of the employee’s protected activity.
- Increase the civil penalty for violating an employee’s political and civic rights to \$10,000 *per employee per violation* (instead of per violation); specifically makes the penalty payable to the employee; and expands the penalty to employers that are not corporations or LLCs. Thus, the political/ civic rights violation civil penalty would become like the civil penalty for failing to restore an employee who prevails on their general retaliation claim.
- Create a rebuttable presumption in favor of an employee’s retaliation claim related to prohibited discriminatory pay practices based on sex if an employer engages in certain conduct within 90 days of the employee’s protected activity.

Passed Legislature and signed by Governor (10/8).

SB 522 (Nieto) – Uniform Fiduciary Income and Principal Act. This bill, as amended, repeals the *Principle and Income Act*, and recasts, revises, and expands those provisions as the *Uniform Fiduciary Income and Principal Act* for similar purposes. Key provisions include:

- Provides expressly that UFIPA applies when this state is the principal place of administration of a trust or estate or the situs of property that is not held in a trust or estate, as specified, unless the terms of the trust or UFIPA provide otherwise.
- Makes various changes to the administration of a unitrust, such as providing that a unitrust rate may not be less than three percent or greater than five percent, unless the unitrust plan has been approved by a court, as specified.
- A fiduciary that in good faith takes or fails to take an action under the provisions governing unitrusts is not liable to a person affected by the action or inaction.

Passed Legislature and approved by the Governor (6/29).

SB 640 (Portantino) – CSU; Food Service Contracts & Hotel Development Projects. This bill as amended May 18 would prohibit the California State University (CSU) from entering into a food service contract or undertaking a hotel development project unless the food service employer or hotel employer is party to a labor peace agreement with a labor organization. The prohibition would extend to auxiliary organizations in such relationships, and to any proprietary interest in such a contract or project held by the CSU or an auxiliary organization. Passed Legislature, vetoed by Governor and in Senate for consideration of veto. (10/8).

SB 644 (Glazer) – Hotel/Private Residence Rental Reservation Cancellation; Refunds. This bill amended would require a hosting platform, hotel, third-party booking service, or short-term rental to allow a customer to cancel a reservation within 24 hours of making the reservation and provide for refund without penalty. Passed Legislature and signed by Governor. (10/10).

SB 683 (Glazer) – Hotels & Short-Term Rental; Advertised Rates; Mandatory Fees. This bill as amended would require, beginning July 1, 2024, advertised rates for hotel rooms and short-term rentals to include all mandatory fees in their advertising and that hotels and short-term rentals provide clear pricing disclosures, all subject to public enforcement. Passed Senate; in Assembly Appropriations Committee Inactive File (9/13).

SB 785 (Caballero). Entertainment Ticket-Sellers. This bill as amended June 28 would amend, recast, and expand the broad regulatory framework to others in the ticket-selling chain. See AB 8 above and SB 829 below. Passed Senate; in Assembly P&CP Committee (7/11)

SB 790 (Padilla) – Public Records; Goods or Services Contracts. This bill as amended:

- Specifies that any executed contract for the purchase of goods or services by a state or local agency, including the price and terms of payment, is a public record subject to disclosure under the CPRA.
- Provides that any written agreement that purports to exclude such a contract from disclosure by agreeing to consider it a confidential or proprietary record of the vendor is void and unenforceable as a matter of law.
- Provides that it does not require disclosure of a record that is otherwise exempt from disclosure or prohibited from disclosure pursuant to federal or state law.

Passed Legislature and signed by the Governor (7/13).

SB 808 (Dodd) – CSU Annual Report; Sexual Harassment Complaints/Reports. This bill as amended would require the California State University, on or before December 1 of each year, to submit a report to the Legislature on the investigations and outcomes of sexual harassment reports and formal sexual harassment complaints, as provided, and would require the California State University to post these annual reports on its internet website. Passed Legislature and signed by Governor (10/7).

SB 829 (S. Wilk) – Entertainment Ticket Sellers – Exclusivity Prohibited. This bill as amended would:

- Prohibit defined entertainment facility operators from contracting with primary ticket sellers on an exclusive basis.
- Prohibit threatening, attempting to enforce or penalize operators for entering into such exclusive contracts.
- Extend above prohibitions to contracted ticket sellers for any primary ticket seller.

- Make violation punishable as a misdemeanor.

NB: The scope of this measure would appear to extend to auxiliary organization entertainment forms and venues. The burden of the proposed expanded regulation falls on primary ticket seller contractors. Auxiliary organization-sponsored event ticket sales are exempt, but there is a need to be alert to this regulatory framework, if enacted. Passed Senate; in Assembly (6/29). See AB 8 and SB 785 above for parallel measures.

11/3/23 REG

SUPPORT SERVICES AGREEMENT

This Support Services Agreement (the "Agreement") is made effective this first day of February 2024 (the "Effective Date"), by and between the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and ISABEL NEWBERG ("CONTRACTOR"), an independent 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 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, and 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. Over the past decade, AOA support services have been for the most part provided by retired auxiliary professionals working as independent contractors.

CONTRACTOR is an independent contractor, with many years of management, conference and business partner development and relationship management, or closely related experience, in California auxiliary operations and the California State University System.

CONTRACTOR under this agreement is a former member-organization employee and willing and able to independently dedicate a reasonable amount of business time as an AOA service-provider.

Terms and Conditions

1. Services to be Provided

On the Effective Date of this Agreement, or as soon as practicable thereafter, CONTRACTOR shall commence the support services specified in **EXHIBIT A** (contents of which are incorporated herein by reference). CONTRACTOR shall exercise the same timeliness and due diligence customary to the conference support industry in carrying out the duties and functions 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.

As an AOA independent contractor, CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the scope of the services under this Agreement, with or without the expectation of reimbursement of costs 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 to the Parties. The AOA President shall recommend to the AOA governing board any budget supplements for services of CONTRACTOR involving reimbursement of its costs in such circumstances.

2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2025. The Parties may extend or shorten the term by written amendments to this Agreement.

3. Service Fees

In full consideration of the services performed by CONTRACTOR under this Agreement, AOA shall pay to CONTRACTOR the annual sum of Thirty-seven thousand eighty dollars (\$37,080) for 2024-2025 payable in quarterly installments as detailed in **EXHIBIT B**.

CONTRACTOR will be compensated for approved out-of-pocket expenses 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. Extension of Service and Scope of Work Modification

By the time of the January 2025 meeting of the AOA governing board, the service bureau relationship between the Parties under this Agreement shall be reviewed with CONTRACTOR to judge whether the Parties wish to renew the relationship for the 2025-2026 conference year, and on what basis. Renewal for 2025-2026, if unchanged shall be governed by the current contract. Any changes to the contract shall be by written amendment to this Agreement, or by a new agreement, to be effective on February 1, 2025.

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 by email 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 convenient 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 representatives to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS
ASSOCIATION

CONSULTANT

Richard Jackson, Secretary/Treasurer

Isabel Newberg
Independent Contractor

Signature

Bella Newberg

Signature

11/09/2023

Date

Date

EXHIBIT A

AOA Conference Service Provider: Business Partner Manager

Description:

Business Partner sponsorships are a critical component of the AOA annual conference. In addition, the Business Partner exhibitor showcase/Expo and Business Partner attendance at the conference make for a more vibrant and active conference experience for all attendees.

The Business Partner (BP) Manager, as a contract services provider to AOA, is responsible for coordinating and overseeing a program of sponsorship solicitation and development on behalf of AOA and its annual conference. The BP Manager will review sponsorship levels and benefits, and make recommendation to AOA on potential changes, maintains past, current, and prospective BP data, facilitates BP outreach, recruitment and follow up, maintains supportive and collegial BP and AOA relationships, manages BP services and BP exhibition showcase in preparation for and during the annual conference, and provides support to the AOA Conference Planning Committee (CPC) and annual conference throughout the year.

Deliverables:

The outline below provides a more detailed task list of activities expected from the BP Manager. While not necessarily all inclusive, this list is intended to provide a baseline of expectations for successful management of business partner support services.

1. Attendance at meetings and events
 - a. Attend three (3) to four (4) one-day CPC meetings throughout the conference planning year (usually March, August and November).
 - b. Participate in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the weeks preceding the conference.
 - c. Attend AOA annual conference in January including pre-meetings and wrap-up session. Historically, this has required attendance for six days.
 - d. Provide on-site conference support with the AOA conference support team.
 - e. Coordinate AOA's participation, representation, and attendance at NACAS annual conference (C3X) for purposes of networking and outreach with past, current, and prospective AOA Business Partners. C3X is held in November each year and typically requires five to six days including travel and depending on location. Also includes preparing marketing materials, and other NACAS conference needs.
2. System setup, monitoring, and data base management
 - a. Set-up and manage exhibitor module in EventsAir for on-line conference sponsor account creation, communication and registration.
 - b. Support and coordinate with other service providers for the build, update and maintenance of overall conference on-line website, with focus on business partner pages.
 - c. Monitor BP registration database, verify and confirm BP sponsorships, ensure data is accurate and complete.
 - d. Verify BP attendees.
 - e. Monitor and verify current BP logo(s), profiles and other materials uploaded to system, and assist with uploads as needed.
 - f. Follow up on any delinquent business partner sponsorship payments.
3. Provide Business Partner support to the CPC throughout the year
 - a. Prepare and maintain past, prospective and current business partner information for review and discussion.
 - b. Solicit CPC members for prospective business partners.

- c. Provide CPC members with communication tools (BP one-sheet, suggested email or other verbiage, links to information, etc.) to solicit past and prospective business partners.
 - d. Participate as an active contributing member of the CPC.
 - e. Organize and facilitate new Business Partner orientation at annual conference; Partner with CPC members to coordinate attendee conference orientation.
 - f. Provide additional CPC support as assigned by the Conference Chair.
4. Communication with AOA Business Partners
 - a. Setup and manage promotional communications to past, prospective and current BPs in conference website software, promoting conference participation.
 - b. Respond to BP inquiries and referrals, provide timely and informative follow-up.
 - c. Review, edit and distribute BP Conference Packet.
 - d. Update, schedule and coordinate business partner follow up communications to include reminders, acknowledgements and thank you letters.
 - e. Update, schedule and coordinate pre-conference business partner communications, status updates, information requests and conference packet instructions.
 - f. Generate timely discount code emails to facilitate complimentary BP attendee registrations.
 - g. E-mail appropriate version of conference attendee list to business partners based on sponsor level benefit commitments.
 - h. Update communication plan to keep business partners engaged with AOA year-round.
 - i. Update business partner conference welcome packet to be provided at conference registration.
5. Business Partner Benefit Management
 - a. Develop annual sponsorship tiers, benefits and costs for review with CPC.
 - b. Stay abreast of industry trends in conference sponsorship benefits and evaluate for fit with AOA.
 - c. Ensure BPs receive all benefits associated with their respective sponsorships.
 - d. Coordinate with AOA web support for BP logos and links on AOA website.
6. Manage Expo Set-up and Logistics
 - a. Work with Hotel staff to determine set-up for Business Partner Expo
 - b. Coordinate logistics for Expo Set-up
 - c. Assign Business Partner tables
 - d. Oversee set-up and tear-down of Expo
 - e. Coordinate Marketing plan with CPC Team
7. Coordination of BP lunch for all conference attendees and BP gifts for the conference
 - a. Identify BP gift amounts and quantity to be purchased, based on sponsor levels and benefits.
 - b. Purchase and track BP gifts by sponsor name.
 - c. Coordinate BP lunch program with CPC and conference support team.
 - d. Coordinate any BP table signage including printing and placement.
 - e. Facilitate distribution of BP gifts and BP recognition during lunch program(s).
8. BP registration process & table assignments prior to and during the conference
 - a. Coordinate BP registration process and check-in with conference support team and CPC liaison(s).
 - b. Greet and welcome BP attendees.
 - c. Coordinate with hotel logistics and CPC liaison(s) for setup of BP display area.
 - d. Attach special identifying ribbons (speakers, exhibitors, etc.) to BP name badges.
 - e. Facilitate development of BP evaluation instrument prior to conference.
 - f. Coordinate distribution and collection of evaluation instrument/data during or following conference in partnership with the conference support team and CPC.
 - g. Coordinate and approve BP showcase hotel or convention center floor plans with hotel staff and assign BP table locations.
9. Conference follow-up and other miscellaneous services
 - a. In coordination with the conference support team, order conference materials, general supplies and pop-up banners, other equipment for conference; arrange for shipping and delivery.

2024/25 Services

- b. Research and purchase conference attendee gift items (totes, pens, padfolios, lapel pens, badge holders, etc.); work with conference graphics lead on logo application and other graphics needs; arrange for shipping and delivery.
- c. Work with CPC on conference tote stuffing and delivery to conference site.
- d. Prepare final BP sponsorships report for AOA CPC Chair and Secretary/Treasurer.
- e. Prepare and send thank you letters to BP to include "Save the Date" information for next year's conference.
- f. Coordinate with other AOA committees that desire BP support for committee meetings throughout the year.

EXHIBIT B

Fee Schedule

Total Amount 2023-2024 Business Partner Manager Services	<u>\$37,080.00</u>
• Payment to be made on a quarterly basis	

Expenses: Actual and reasonable travel expenses incurred for required attendance at AOA meeting, NACAS annual conference, other Business Partner recruitment opportunities approved by AOA, expenses for out-of-pocket postage and other authorized purchases made on behalf of AOA, shall be reimbursed by AOA.

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 2025 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, I am available to attend the 2024 conference and yes, I absolutely would be ready to support the 2025 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. I've also had the pleasure of providing this service to AOA for the 2024 conference. During that time I was also able to contract for the 2025, 2026 and 2027 conference sites.

4. For the 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 (until March 1, 2024)

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 17th day of November, 2023 (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 five 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. 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.
- E. Prepare correspondence and follow-up with all who submitted proposals
- F. Develop conference session matrix to ensure well rounded educational tracks
- G. Track and assist with communications to session presenters and standing committee chairs to ensure timely and accurate session information
- H. Review and determine meeting room requirements and approximate attendee counts for session assignment
- I. Assist session coordinators with gathering needed information from session presenters
- J. Input session and presenter information into conference software
- K. Upload presentation material into conference software
- L. Track and follow up on presenter registrations in conference software
- M. Monitor and follow-up on changes/additions to session topics/speakers
- N. Track changes to sessions across multiple documents for accuracy (ie. Function agenda, online forms, mobile app)
- O. Provide session coordinators with other assistance as needed to ensure well rounded conference educational sessions
- P. Provide instruction and training on conference responsibilities and mobile app management

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. Provide information to assist with the on-going update of the event software, 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, as needed, with update and implementation of conference software to include website development, presenter portal, business partner portal, on-site applications, attendee app
- I. Assist in the development of session evaluations for the mobile app and distribution of confidential session evaluations
- 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

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 \$17,000 payable upon invoice in quarterly installments (January, April, July, October). The cost will be charged to the Conference budget.

2. Special Projects Support

Contractor proposes to perform these services at the rate of \$40.00 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

November 5, 2023

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, 2024.

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 2025 annual conference. Also added to this exhibit is Bullet I: Monitor and Maintenance of the 2025 Events AIR registration database, and the continuation of an in-depth Analysis of current and prior years registration data to be provided to the 2025 AOA Conference Planning Committee.

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, 2024. 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 \$41.20/hour, which totals \$12,360.

During 2024, I will continue to provide support on an as needed basis to the AOA Business Manager by being available to consult via conference call or meetings to assist Richard Jackson and any AOA Service Provider(s) assigned with the task of conference management and planning with any questions or issues that may come up during the course of planning for the

2025 Annual Conference. I will track separately and bill AOA for these services using the hourly rate of \$41.20/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 5, 2023

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 2025 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 Business Manager 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
 - d. Automated Forms Library
3. Act as Primary AOA liaison or Website Managers:
 - a. Report and provide updated information and documentation

C. Update EventsAIR Software for 2025 Conference -

1. Participate and Receive Additional Training as necessary in EventsAIR Conference/Event Software
2. Assist and Lead Testing and Implementation of 2025 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 2025 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
 - Staff and Other Registrations
 - ✓ Functions
 - ✓ Presentations
 - ✓ Sponsorship and Exhibition
 - ✓ Accommodations
- Online and Interactive Sites
 - ✓ Business Partners
 - ✓ Business Partner Contact
 - ✓ Business Partner Complimentary Attendees
 - ✓ Business Partner Additional Attendees
 - ✓ Complimentary Staff and Other Registrations
 - ✓ 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/express reporting tools
- D. Prepare and edit for accuracy conference agenda data
- E. Prepare and update notices and 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
 - ✓ Organizer Portal
 - ✓ Onsite Portal
- H. Assist with development and updating of attendee and organizer mobile apps
- I. Monitor and Maintenance of Registration Database
 - ✓ Monitor Registration Databases and Associated Data
 - ✓ Update Registrations with various marketing and various affiliations

- J. Analysis of On-Line Conference Registration Data
 - ✓ Maintain Prior Year Registration Data
 - ✓ Report Current Year Analysis of Registration Data for Membership and Business Partner
 - ✓ Provide Detailed Historical Analysis to Future Conference Planning Committee members

D. Administration of AOA Nominations and Awards Processes including:

1. AOA Scholarship of Excellence
2. AOA Lifetime Member Award
3. AOA Outstanding Accomplishment
4. AOA Executive Committee
 - ✓ For Nominations for Scholarship of Excellence and Executive Committee:
 - Per established policies, update all instructions, forms, and schedules
 - Update all related communications and notices, mail to membership per established schedules and post to AOA website
 - Monitor and track submissions per established deadlines. Provide committee members with copies of nomination forms
 - Maintain contact records for all nominees
 - Create Certificates of Appreciation for Outgoing Executive Committee Members. Schedule delivery of certificates to AOA President
 - ✓ For Lifetime Member and Outstanding Accomplishment Awards:
 - Per established policies, update all instructions, forms, and schedules
 - Update all related communications and notices, mail to membership per established schedules and post to AOA website
 - Monitor and track submissions per established deadlines. Provide committee members with copies of nomination forms
 - Maintain contact records for all awardees
 - Mail communications to all nominees informing outcome of awards
 - Develop, update and proof award layouts for outstanding accomplishment, lifetime member and scholarship of excellence awards
 - Order and schedule delivery of awards to conference site
5. AOA Leadership Academy
 - ✓ Per established procedures, provide administrative assistance to Leadership Academy Planning Committee
 - ✓ Develop communications and promotional notices for the event
 - ✓ Communication and support for Leadership Academy Planning Committee, Faculty and Participants
 - ✓ Monitor and maintain event logistics including:
 - Hotel Room Block, Menu/Meal Planning
 - EventsAIR registration database
 - Meals and receptions
 - Develop Certificates of Appreciation Leadership Academy Attendees and Faculty

Exhibit A - 2024 Fee Schedule

Contractor will be paid on an hourly basis, utilizing the current hourly rate of \$41.20/hour, which reflects a proposed cost of living increase of 3%. 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, 2024

June 1, 2024

September 1, 2024

December 1, 2024 (Final Invoice)

Exhibit B - 2024 Contracted Amount-Fixed Fee Schedule

Quarterly invoices, which reflect a proposed cost of living increase of 3% shall be submitted to AOA utilizing the following schedule:

First Quarterly Payment - March 1, 2024	\$3,090.00
Second Quarterly Payment – June 1, 2024	\$3,090.00
Third Quarterly Payment – September 1, 2024	\$3,090.00
Fourth Quarterly Payment – December 1, 2024	<u>\$3,090.00</u>
Total Contract Amount	\$12,360.00

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, specifically to a CSU auxiliary or a nonprofit organization. This year, the amount of the scholarship award was budgeted at \$5,000.

New for 2023

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

1. Moved from using InfoReady to process applications to the AOA software provider DENT. This automated process allowed AOA to create, collect, share and archive in AOA controlled files all forms and information collected during the application process. Dixie facilitated communication to the committee members, screened the applications for completion and compiled all applicant data.

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*, Cyndi Farrington, Director Bookstore Services, Beach Shops, Cal State Long Beach
- Michelle Crawford, Executive Director, ASI, Cal Poly San Luis Obispo
- Miles Nevin, Executive Director, AEO Shared Services, Cal State Long Beach
- Jeffrey Rensel, Director, Otter Student Union, Monterey Bay
- Bessie Strategos, Grants & Contracts Administrator, Cal State Long Beach
- Genesis Jara, Assistant Director of Systemwide Affairs, California State Students Association (CSSA)

The Committee received 17 applications from students attending 10 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 DENT software with Dixie’s assistance compiled a spreadsheet with the applicant data. This spreadsheet provided the scores for each applicant with a detailed breakdown by each committee member. The scores were added and the average score of each applicant was determined. This process resulted in one applicant with a substantially higher score than the rest of the applicants. The committee then responded with their approval to select **Iese Esera from San Francisco State** be awarded the 2024 AOA Scholarship.

Considerations for Next Year

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

- Explore providing two scholarships at \$2,500 each to reward more applicants
- Revise the requirement for obtaining the signature from the VP of Student Affairs to a lower-level position.
- Clearly define the definition of academic year for applicants.

I wish to offer my gratitude to my committee members for participating in this process. Supporting student success is a core mission for all of us and this scholarship is a symbol of that commitment. I also want to thank both Dixie Johnson and Sharleen Lowry Krater for their work behind the scenes in making this project successful.

Respectfully submitted,

Cyndi Farrington

November 9, 2023

August AOA Meeting – November 17, 2023

CABO Liaison Report –
Deborah Wallace, VP Administration & Finance/CFO
California State University, Dominguez Hills

The last regular CABO meeting was held August 23, 2023, via Zoom. As always, the committee agenda was quite robust. 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. He 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.

Please don't hesitate to contact me if you have any questions or need additional information for this report.

Warm regards,

Deborah Wallace

Nov 2023 - Business and Finance Liaison Report
*Submitted by Robyn Pennington, Chief of Staff,
Business & Finance, Chancellor's Office*

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 \(calstate.edu\)](http://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: subscribe-csupolicylibrary@lists.calstate.edu to be added to the listserv.

Auxiliary Organization Association Executive Meeting November 17, 2023

Advancement Liaison Report

The Final Countdown...

My retirement date is December 29, 2023

Transitions

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-external-relations-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. Interested participants may register at: [Brunch RSVP Form Link](#).

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. https://www.intentionalendowments.org/2024_summit

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

Update from Beth Ryan
Associate Vice Chancellor, Human Resources
November 2023

Collective Bargaining Status Update

(Any updates to this status will be given at the November 17 meeting)

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.

This concludes my report.

Auxiliary Organization Association
Long Range & Strategic Planning Committee
November 2023 Executive Committee Report

The 2023 AOA Long Range and Strategic Planning Committee conducted its final meeting on October 25th, centralizing our discussions on central storage for AOA documents, training and onboarding for new committee chairs, the continuation of the AOA Leadership Academy and discussion around succession planning. Over the course of the year, our group convened on four occasions, facilitated by the remarkable capabilities of the Zoom platform. ●

In her role as Immediate Past-President, Sharleen Krater has the responsibility of chairing the Nominations Committee, which involved the selection of a chair for the Scholarship of Excellence Selection Committee. We extend our deepest gratitude to Cyndi Farrington for graciously accepting this crucial role and for her dedication to garnering support for review committee participation. Our heartfelt thanks extend to her and the dedicated reviewers who stepped forward to assist with the selection process. We are indebted to the previous year's committee for having streamlined the process through the utilization of the online system, which greatly facilitated the review of 17 candidates across various campuses.

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

I would like to express my thanks to Dixie Johnson for her continued support and all the members of the Executive Committee. It has been a pleasure working with you all and I look forward to watching your continued successes.

Respectfully submitted,

Sharleen Lowry Krater,
AOA Immediate Past President

The Nominations Committee has made our 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.

We will be seeking names to elect a new Secretary/Treasurer position for a 1-year term. This position will fulfill the functions of the corporate secretary per the Bylaws, serve as a member of the Executive Committee as well as other duties assigned to the position.

Qualifications for this position include:

- Served on the AOA Executive Committee for at least two years
- Demonstrated professional general and fiscal administrative experience
- Collegial oversight and supervisory experience; and
- Commitment to fiduciary role and willingness to stand for two consecutive one year terms.

The Nomination Committee is pleased to present the following EC Leadership slate:

John Doeblor	Executive Committee	CSU Northridge – Human Resources Manager
Melinda Swearinger	Executive Committee	CSU San Diego – Associate Director HR Research Foundation
Janelle Temminck	Executive Committee	CSU San Marcos – Interim Executive Director
Andrea Burns	Executive Committee	Cal Poly SLO – Associate Executive Director

For the President Elect position, the Nominations Committee is pleased to present:

Cecelia Ortiz	President Elect	CSU Dominguez Hills
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For the Outstanding Accomplishment Award, the committee is pleased to present:

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

Lori Redfearn	Lifetime Honorary AOA Member Award	Office of the Chancellor
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Sharleen Krater
Nominations Committee Chair

***Addendum:** Also proposed for election is **Grace Slavik** in the role of **Secretary Treasurer** for a second year.

QUARTERLY SUMMARY

The Human Resources (HR) Committee continues to meet on the last Friday of each month. We have a preset agenda that includes updates from the Chair, housekeeping, and allows an opportunity for members to ask questions, seek advice, share resources, and hear from guests. There are 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. We are encouraging our member 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, we took the time to share core memories of Richard over the several years he supported this HR group. We ended the September meeting 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, we 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. We 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, we decided to couple positions and levels together based on their descriptions to hopefully have more valuable survey results. We are continuing to work with Richard Lane on the survey timeline. 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.

Our last meeting of the year will be held on Friday, December 8, 2023. During this meeting we 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

As the committee continues to plan for the next year, the goal is to build the membership and support network. This has been a challenging few years for HR leaders and they continue to rely on each other for professional guidance to best lead this area of their organization.

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

Respectfully submitted by:

Maddison Burton

Chair, AOA HR Committee

Director of Human Resources at The University Corporation at Monterey Bay



Research Administration Committee

**Report for November 17, 2023 AOA Executive Committee Meeting
Submitted by Leslie Rodelander, RAC Chair &
Grant Analyst at Cal Poly Humboldt Sponsored Programs Foundation**

August 2023

I attended the August 17th AOA EC Meeting in Indian Wells and happily got home before the tropical storm caused flooding in the desert; and, continued planning for the Fall RAC meeting.

September 2023

The RAC meeting took place at San José State University on Thursday, September 7th and Friday, September 8th. There were 89 attendees – 44 in person and as many as 44 attending remotely representing all 23 CSU campuses and the Chancellor's Office. San José State University provided a lovely meeting facility in the MLK Jr. Library – a joint campus & community facility. My San José Sponsored Programs contact, Erik Hagan, was an exceptional planning partner. Eric provided excellent support and coordination of IT, catering, off-site dining, campus speakers and a tour of the campus Audiology lab. The meeting topics were well received and the participation, both in Q&A and breakout discussions, was lively. Of special note, I was unable to attend in person at the last minute due to family care responsibilities. In anticipation this possibility, I had talked it through with Eric and with Ana Aguirre of the CO Sponsored Programs Office. Ana stepped in as host of the meeting both days and Eric and his team worked seamlessly with her. Kacie Flynn took over one of my sessions and I was able to facilitate another remotely. Although I would have preferred to attend in person, the experience of participating as a remote attendee was valuable. RAC appreciates AOA's support of the professional development and networking of its members.

October 2023

On October 19th, RAC Vice Chair, Chantal Ebarle, RAC Secretary and I met via zoom to review the Fall RAC minutes and prepare them for upload to the AOA RAC portal.

November 2023

On November 6th, I met with Melissa Mullen and Ana Aguirre from the CO Sponsored Programs Office to review the Fall RAC meeting and to prioritize action items that came out of the meeting. This month, in addition to attending the AOA EC meeting, I will be sending out an e-mail to the RAC community calling for candidates for the 2024/2025 Vice Chair/Chair and 2024 Secretary positions. Our election will be held at the RAC Business Meeting at AOA in January 2024.

**Auxiliary Organization Association
Associated Students/Student Union/Recreation Committee
November 2023 Report**

Submitted by Jeff Rensel, Chair
Director, Otter Student Union, CSU-Monterey Bay

AS/SU/REC Committee Updates

Associated Students/Student Union/Recreation Session Planning

In collaboration with the AOA Conference Planning Team and Session Planning Chair Taren Mulhause, we have selected 4 concurrent sessions for the ASI/SU/RE block of the AOA conference. We are excited to bring these relevant topics to our members at the conference. We are confident that the selected sessions will provide valuable information and insights on trends and best practices.

Associated Students/Student Union/Recreation Committee Meeting

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

Auxiliary Organizations Association (AOA) AS/SUREC Standing Committee Operating Guidelines

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.

AS/SU/REC Executive Directors Subcommittee

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.

November 9, 2023

Commercial Services Committee Report

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 we only gained one additional member into the committee.

I am seeking advice from other committee chairs on gaining a stronger membership. I am hopeful that during our in person meeting in January we will have more success.

It is my goal to work with the membership to share examples of commercial operator successes and to discuss emerging challenges commercial operators anticipate facing in the next and coming years

I continue to rely on Robert Griffin to provide a synopsis of the assembly bills that could or will have a direct impact on the commercial services operations of the CSU system. I am pleased to share, if you have yet to hear the news, Governor Newsom vetoed on Sunday SB 640, California State University: auxiliary food service contracts and hotel development projects. This was a great win for our commercial service operators.

AB 607 was signed and this bill would, commencing July 1, 2024, require 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.

Respectfully submitted,

Cyndi Farrington

**AOA Business & Financial Services Steering Committee
Report for November 2023**

The Business & Financial Services Steering Committee met on October 19, 2023.

Due to timing, we will not have a mini conference. Our hope was to of at least had one whether it be in person, or virtual. At our October meeting we focused attention to the main conference session topics and how we can strengthen outreach to build the membership of the committee. We also discussed the sessions currently in place and delegated who would focus on which session.

At the AOA conference we will be holding election for the new Co-Chair of the Business and Finance Committee, and we 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.

AOA IT Committee Report

Nov 2023

OVERVIEW

We have held our latest IT committee meeting in on Nov 8. We finalized presentations for the January AOA meeting, discussed Succession of Committee chairs, ITAC Presence and tentatively scheduled the rest of our IT meetings.

The goals we have for this year are:

ITAC Presence

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

Presentations for January

We will be holding 4 sessions, 3 on Monday:

- Information Technology Update from the CO CISO (Dave White, CO IT Audit Manager & Josh Callahan, CISO)
- Information Roundtable I -Hot Topics / Navigating the Future of Work: Harnessing Virtualization and Mobility for Success
- Chat-GPT/LLM Risks and Issues (Josh Callahan, CISO)

And one on Tuesday:

- Information Roundtable II -Hot Topics : CO Audit / Security Awareness / Centralization of IT Infrastructure and Personnel

Next IT Meeting

Our next IT meeting will be held in December, and we hope to hold nominations for IT committee vice chair for 2024

Respectfully submitted:

Matthew Sparks
AOA IT Committee Chair &
IT Services Manager

Union/Well Inc.

California State University Sacramento.

AOA Philanthropy Committee Report November 2023

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

2023 AOA Philanthropy Committee Meeting Schedule (all via Zoom except annual in-person meeting in January at annual conference):

- ~~Thursday 4/20 – AOA Philanthropy Committee Planning Group~~
- ~~Friday 4/28 – AOA Philanthropy Committee Meeting~~
 - ~~Presentation: Board management systems: OnBoard~~
 - ~~Aaron Moore (CO) and Ericka Scott (SLO)~~
- ~~Tuesday 8/1 – AOA Philanthropy Committee Planning Group~~
- ~~Wednesday 8/23 – AOA Philanthropy Committee Meeting~~
 - ~~Presentation: Structure of Board Reporting~~
 - ~~Venesia Thompson-Ramsay (SFSU) and Ericka Scott (SLO)~~
- ~~Tuesday 10/3 – AOA Philanthropy Committee Planning Group~~
- ~~Wednesday 10/25 – AOA Philanthropy Committee Meeting~~
 - ~~Presentation: Endow accounting and reporting using Fundriver~~
 - ~~Nicole Forrest Boggs & Mary Ann Messing (CSULB)~~
- December 12/8 - AOA Philanthropy Committee Planning Group
- **1/7/24 AOA Philanthropy Committee Meeting at conference in Indian Wells**
 - Overview of committee and onboarding packet
 - Brainstorm topics for 2024, spread among the following general functional areas: (1) Operations, (2) Foundation Management, and (3) Endowment Management, Finance & Accounting.

Anticipated Sessions for Philanthropy track at AOA Conference:

- **Navigating the Naming Policy: Monday, January 8th, 11 am – 12 noon**
 - Lori Redfearn from the CO will provide an overview of the naming policy along with some best practices to include and stumbling blocks to consider.
 - VP Jessica Berger from CSUSM will share how their campus navigated complex steps taken when considering a request to remove a name from a building.
- **ChatGPT: Monday, January 8th, 1:30 pm – 2:30 pm**
 - David Fuhrman, who is CFO at the SDSU Campanile Foundation is implementing ChatGPT and using it to index their PDF gift agreements, policies and procedures.
 - The intention of implementing AI is to help scale operations and deliver document review, preparation, and research, eventually exploring a connection to their CRM.
- **Good Governance and Business Operations: Monday, January 8th, 4:00 pm – 5:00 pm**
 - Led by Carrie Reith, Assistant Vice Chancellor & Chief Counsel, External Affairs
 - Co-presenter: John Melikian (Sacramento) Exec Dir of Univ Enterprises at Sac State
 - High level overview of basic corporate governance rules for auxiliaries, including open meeting and records access laws and best practices
- **Endowment Investment Strategy: Tuesday, January 9th, 9:00 am - 10:00 am**
 - Endowment manager Beacon Point will partner with Robert Nava, VP CSU San Bernardino to share investment strategies .
 - Joint track with Finance.
 - Jesse Crane (Beacon Point), with CSUSB: Robert Nava (facilitator/moderator), Maria Badulis (finance representation) and Monica Alejandre
 - Potentially introduce with high level CSU NTSE data (will work with Sam C. for data)

**AOA Past Presidents Committee
Report to Executive Committee
November 17, 2023**

The purpose of the AOA Past Presidents 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 Presidents 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:

Keith Kompsi, Fresno (2017) – Past Presidents 2023 Committee Chair
Sharleen Lowry Krater, Chico (2022)
Monica Kauppinen, Sacramento (2021)
Kacie Flynn, Humboldt (2020)
John Griffin, San Bernardino (2019, 2015)
Christina Brown, San Diego (2016)
Deborah Adishian-Astone, Fresno (2012)
Dave Edwards, Fullerton (2010)
Michele Goetz, San Diego (2008)
Leslie Levinson, San Diego (2005)
Richard Jackson, AOA (2003)

Since my last report, I have continued 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, I am currently coordinating with committee members and conference service provider Patrick Bailey towards a Past Presidents Committee meeting to be held during the upcoming conference.

Although our committee's resources have not been called upon since our last Executive Committee meeting, we remain ready to be charged with whatever additional projects or other contributions we can provide to AOA President Rasheedah Shakoor, the Long-Range Planning Committee, and the entire Executive Committee.

Respectfully submitted,

Keith Kompsi, 2023 Chair
AOA Past Presidents Committee



CSURMA AORMA UPDATE FOR THE AOA EXECUTIVE COMMITTEE MEETING NOVEMBER 2023

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.

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.