



**EXECUTIVE COMMITTEE
MEETING AGENDA**

April 21, 2023 – 8:30 am – 2:00 pm
Hyatt Centric The Pike, Long Beach, CA

Virtual Meeting Zoom Connection:

<https://csudh.zoom.us/j/84851011917?pwd=VzNGVFRYQ09zQm10TWdQbUlpNOVIcz09&from=addon>
password 226229

- A. CALL TO ORDER and ANNOUNCEMENTS – *Rasheedah Shakoor*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 1/7/23 MEETING MINUTES **Action Item** (pgs. 3-7)
- D. OLD BUSINESS FOLLOW-UP (pgs. 8-9)
 - 1. Status Report on Pending Items – *Richard Jackson*
- E. PRESIDENT’S REPORT – *Rasheedah Shakoor*
 - 1. 2023 AOA Leadership Roster (pg. 10)
 - a. Welcome to Beth Ryan, CSU Human Resources liaison
 - 2. New Member Orientation
 - a. 2023 Orientation Handbook for New EC Members (emailed)
 - 3. AOA Officers Update and Plan for the Year
 - a. CO Meeting with Steve Relyea
 - 4. Current Issues Affecting Auxiliaries (with CO Liaisons)
 - a. SB 640 (Labor Peace Agreements)
 - b. CSU Policy Changes Under Consideration
 - 5. Guest Presenter: Brad Wells, Associate Vice Chancellor Business & Finance
 - a. Review of Auxiliary Organization Operating Agreement Template
 - b. Upcoming Matters that Will Benefit from Consultation with AOA
- F. SECRETARY-TREASURER’S/BUSINESS MANAGER’S REPORT – *Grace Slavik/Richard Jackson*
 - 1. YTD AOA Financial Report (pgs. 11-12)
 - a. Transactions Report: 1/1/23 – 4/11/23 (pgs. 13-16)
 - 2. Preliminary Budget for FY 2022-23 (pgs. 11-12) **Action Item**
 - 3. Future AOA Conference Sites
- G. PRESIDENT-ELECT’S REPORT – *Heather Cairns*
 - 1. 2024 AOA Conference Report
 - 2. Introduce AOA Conference Service Providers and Roles **Time Certain: 9:00 am**

H. MEMBER RESOURCES

1. AOA Leadership Academy Plan – Sharleen Krater/Monica Kauppinen
2. AOA Policy and Practices Manual Update Project – *Richard Jackson/Robert Griffin* (pg. 17)
 - a. Affirm approval of issued Standing Orders for inclusion (email) **Action Item**
 - b. Work Projects: Draft Implementation Procedures Called for in Revised Bylaws Provisions and Review of Articles of Incorporation
3. CA Legislative Summary Update (*by Robert Griffin*) – *Rasheedah Shakoor* (pgs. 18-21)

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

1. Approval of Revised Nominations Policy – *Sharleen Krater* (pgs. 22-23) **Action Item**
2. Richard Jackson’s Service Contract for 2023-2024 – *Rasheedah Shakoor* (pgs.24-32) **Action**
3. Robert Griffin’s Service Provider Contract for 2023-2024 – *Richard Jackson* (pgs. 33-38) **Action**

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Deborah Wallace* (pg. 39) **Time Certain: 10:00 am**
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 40-43)
 - a. CABO Meeting Summary (*e-mail attachment*)
3. CSU Advancement Liaison Report – *Lori Redfearn* (pgs. 44-45)
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pgs. 46-47)
5. CSU Human Resources Liaison Report – *Beth Ryan* (pgs. 48-49) **Time Certain: 10:30 am**

K. REPORTS

1. Long Range Planning Committee /Nominations Committee – *Sharleen Krater* (pg. 50)
2. Human Resources Committee – *Maddison Burton* (pg. 51-52)
3. Research Administration Committee – *Leslie Rodeland* (pg. 53)
4. AS/Student Union/Recreation Committee – *Tonee Sherrill* (pg. 54)
5. Commercial Services Committee – *Cyndi Farrington* (pg. 55)
6. Business and Financial Services Committee – *Dena Flores* (pg. 56)
7. Information Technology Committee – *Matthew Sparks* (pg. 57)
8. Philanthropy Committee – *Jan Hannah* (pgs. 58-61)
9. Past Presidents Committee – *Keith Kompsi* (pg. 62)
10. Risk Management Committee/AORMA Update – *Starr Lee* (no report)

L. INFORMATION AND ANNOUNCEMENTS

NEXT MEETING: June 16, 12 pm – 2 pm via Zoom

M. ADJOURNMENT

FUTURE MEETINGS

June 16, 2023 – Virtual Meeting: 12pm -2pm
August 18, 2023 – Indian Wells Hyatt
November 17, 2023 – Indian Wells Hyatt
January 6, 2024 – Indian Wells Hyatt

SECRETARY-TREASURER:

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

Phone: (530) 345-2009

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

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

Draft Minutes of the Executive Committee

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

January 7, 2023

Officers & Representatives

			<u>Present</u>
Sharleen Krater	President	Chico	Yes
Monica Kauppinen	Past President	Sacramento	Yes
	Chair – Long-Range Planning Committee		
	Chair – Nominations Committee		
Rasheedah Shakoor	President-Elect	Dominguez Hills	Yes
	Chair – Conference Planning Committee		
Richard Jackson	Secretary/Treasurer	AOA Headquarters	Yes
Sandra Gallardo	Elected Representative	Sacramento	Yes
Teresa Loren	Elected Representative	San Diego	Yes
Grace Slavik	Elected Representative	Northridge	Yes
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Maddison Burton	Elected Representative	Monterey Bay	Yes
Miles Nevin	Elected Representative	Long Beach	Yes
Cecilia Ortiz	Elected Representative	Dominguez Hills	No
Bessie Strategos	Elected Representative	Long Beach	Yes

Designated Members

Tonee Sherril	Chair – AS/Student Union/Rec Committee	San Francisco	Yes
Alfredo Macias	Chair – Commercial Services Committee	Long Beach	Yes
Dena Flores	Chair – Bus. & Financial Services Comm.	Los Angeles	Yes
Rosa Hernandez	Chair – Human Resources Committee	Long Beach	No
Matthew Sparks	Chair – Information Technology	Sacramento	Yes
Gillian Fischer	Chair – Research Administration	Dominguez Hills	Yes
Caroline Johansson	Chair – Philanthropy	San Francisco	Yes
Starr Lee	Chair – Risk Mgmt. & Insurance Programs	Monterey Bay	Yes
Dave Edwards	Chair – Past Presidents Committee	Fullerton	Yes

Board Liaisons (Non-Voting)

Ann Sherman	CABO Liaison	Chico	No
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	No

Lori Redfearn
 Carrie Rieth
 Tammy Kenber

Advancement Services Liaison
 Office of General Counsel Liaison
 Human Resources Liaison

Chancellor’s Office
 Chancellor’s Office
 Chancellor’s Office

Yes
 No
 No

Guest Presenters: None

Agenda Item	Follow-Up Action
<p><u>President’s Convening Welcome</u> Sharleen Krater welcomed everyone at the table and those participating by zoom.</p> <p>A. CALL TO ORDER AND OPENING REMARKS Krater called the EC meeting to order at 2:15 pm.</p>	
<p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting’s agenda was approved as amended (m/ Dena Florez, s/Sandra Gallardo).</i></p>	
<p>C. APPROVAL OF 11/18/22 MEETING MINUTES (Agenda, pgs. 3-20)</p> <p><i>Action Taken: The minutes were approved with the following corrections by Grace Slavik: (1) should read “CSU auxiliaries” on page 8; and (2) should read “Because there was not a diverse...” on page 14. (m/ Starr Lee, s/ Teresa Loren).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, pgs. 21-22) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p>	

E. PRESIDENT’S REPORT

1. 2023 AOA Leadership Roster

Krater reported the 2023 Leadership Roster. Dena Florez with AS at Los Angeles will remain Chair of Business & Financial Services Committee. Keith Kompsi of Fresno will be the Past Presidents Chair. Information Technology Chair and CO Human Resources Liaison have yet to be determined.

Burton asked if there would be an issue being a Standing Committee Chair as well as an Elected Official. Krater confirmed that it would not be an issue.

2. AOA Annual Business Meeting with AOA Member Organizations

The Annual Business Meeting will be held via virtual meeting post-conference on January or February 2023. AOA Annual Report will be emailed to the AOA membership.

Krater thanked and recognized each of the EC members for their specific contributions over the prior year – something the President usually does at the annual meeting. Leadership Academy

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

For this year, the AOA Leadership Academy will be a yearlong mentoring with the cohort rather than two-full day sessions in the summer. One of the super sessions during 2023 AOA conference, “There’s More to AOA Than the Annual Conference, was designed as an introduction to AOA for the 2023 cohort. The cohort will be invited to the April or August 2023 meetings.

3. Current Issues Affecting Auxiliaries (with CO Liaisons)

The CSU Liaisons were asked to alert the Board regarding policies under consideration or development that may affect auxiliaries.

There is a session during the 2023 conference by Robert Eaton regarding Financing and Debt Management Policy.

Updated policies on Fundraising Events and Cash Handling will be implemented soon. Edwards asked what the process was for feedback period. Redfearn replied that usually the draft would be taken to the campus Presidents for feedback, or to the group representing the division/area of the policy. The policy would be posted in CSU policystat for public comment (www.calstate.edu/policies).

Class action lawsuit for student fees was also asked. Lee mentioned that it was still in litigation cycle and that there were still no updates on that issue.

F. SECRETARY-TREASURER’S REPORT (Agenda, pgs. 24-28)

1. YTD AOA Financial Report

Jackson included YTD financial reports in the meeting packet, showing the income generated from membership dues as well as from the conference. Annual dues for auxiliaries will be increased by 3%.

Jackson reminded the standing committees that funds are available to use for meetings, networking, and professional development.

For the Board’s oversight review, Jackson provided a print-out of the small number of financial transactions from November 1 through December 30, 2022.

2. Annual Financial Report to the AOA Membership (Emailed)

Jackson sent an annual AOA financial report to both to the representative (Chief Executive Officer) of each auxiliary organization and to each individual member of AOA in the AOA Directory.

3. Acceptance of AOA Tax Returns – Forms Federal 990, State 199 and Attorney General RRF-1 (Emailed)

Action Taken: The Board voted to accept the AOA Tax Returns (m/ Sandra Gallardo, s/Dave Edwards, a/Tonee Sherrill).

G. CONFERENCE CHAIR/PRESIDENT-ELECT’S REPORT

1. 2023 AOA Conference Planning Update

Conference Chair Rasheedah Shakoor reported on program for the 2023 Conference in Sacramento. The conference was shortened to two days from three, and concurrent sessions are an hour-long. Concurrent sessions specified only educational content, and committee or tracks identifying the concurrent sessions were removed. 61 Business partners participated during the conference.

Edwards commented that this was a good move for AOA to reduced the number of conference days which would lessen travel expenses for the auxiliaries.

Shakoor mentioned that the conference planning committee would like to get feedback on changing the time of the year (dates) of the conference. Due to inclement weather in January, as well as rise of COVID cases due to holiday break, conference planning committee is looking for best alternate dates to move the AOA conference.

H. MEMBER RESOURCES

1. Executive Committee Report to the Membership

No report was sent to the membership this quarter.

2. Robert Griffin's Compliance Resource Catalogue

The Compliance Resource Catalogue is also now available in CSU AOA website under "Resources" tab (<https://csuaoa.org/resources/reports/>).

3. Robert Griffin's Annual Legislative & Compliance Update

This update will be posted to the AOA website.

I. NEW AND RETURNING BUSINESS ITEMS

1. Corporate Officers Standing Order

A draft of the Corporate Officers Standing Order was included in the meeting packet, which outlines the roles of the Immediate Past President and Secretary-Treasurer, and also includes roles that can be delegated.

Action Taken: A motion was carried with an amendment to review (m/ Starr Lee, s/Monica Kauppinen).

2. Submission of Completed Conflict of Interest Documents - Voting EC Members

The form was emailed to the Voting EC members to complete and send to Richard Jackson during the AOA conference.

J. BUILDING RELATIONSHIPS AND PARTNERS

No reports by the CABO and Chancellor's Office Liaisons at this abbreviated meeting.

K. REPORTS

Standing Committee Chairs Annual Reports on committee accomplishments will be included in the Annual Report sent to the AOA Membership following the EC meeting.

L. INFORMATION AND ANNOUNCEMENTS

M. ADJOURMENT

BY acclamation, the Executive Committee was adjourned at 4:02PM.

MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: April 14, 2023

From: Richard Jackson
 Secretary/Treasurer

File:

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

Below is a summary of items needing follow-up action, taken from the minutes of the January 7, 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 April 21, 2023.

Action	Responsible Individual	Notes on Status
Access the need for cloud-based storage of AOA documents, other than the current Google Docs site.	Sharleen Krater, Long Range Planning Chair	Pending
Consider changes to the annual AOA Scholarship award process proposed by 2022 Scholarship Committee.	<ul style="list-style-type: none"> Sharleen Krater, Nominations Chair 2023 Scholarship Committee Chair 	June/August EC Meetings
Consider allowing Committees to issue small Travel Awards for attendance at AOA conference	Maddison Burton, RAC Chair	April EC Meeting
Review, clarify and/or revise the qualifications criteria for the Lifetime Honorary AOA Member Award	<ul style="list-style-type: none"> Sharleen Krater, Nominations Chair 2023 Awards Nomination Committee Chair 	June/August EC Meetings

Longer-Term Parking Lot:

- Develop an AOA cloud central storage site for documents related to EC agendas, Conference materials, awards, and other historical materials.

- Work with Carrie Rieth to offer a refresher Professional Development Webinar on the McKee Act for viewing by the membership.
- 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.



2023 AOA EXECUTIVE COMMITTEE ROSTER

ELECTED OFFICERS ¹

Rasheedah Shakoor	President	Associated Students, CSU Dominguez Hills
Sharleen Krater	Past President	Associated Students, CSU, Chico
Heather Cairns	President-Elect	University Corporation, CSU Northridge
Grace Slavik	Secretary/Treasurer	University Corporation, CSU Northridge

ELECTED REPRESENTATIVES ²

Andrew Singletary	Term expires 1/25	Union WELL, CSU Sacramento
Curtis Sicheneder	Term expires 1/25	Associated Students/SU, CSU Chico
Liz Roosa Millar	Term expires 1/25	Associated Students, Cal Poly Pomona
Michelle Crawford	Term expires 1/25	Associated Students, Cal Poly SLO
Maddison Burton	Term expires 1/24	University Corporation, CSU Monterey Bay
Miles Nevin	Term expires 1/24	Associated Students, CSU Long Beach
Cecilia Ortiz	Term expires 1/24	University Union, CSU Dominguez Hills
Bessie Strategos	Term expires 1/24	Research Foundation, CSU Long Beach

STANDING COMMITTEE CHAIRS ⁴

Tonee Sherrill	AS/Student Union/Rec	Associated Students, San Francisco State
Cyndi Farrington	Commercial Services	Forty-Niner Shops, CSU Long Beach
Dena Flores	Business & Financial Services	Associated Students, CSU Los Angeles
Maddison Burton	Human Resources	University Corporation, CSU Monterey Bay
Matthew Sparks	Information Technology	University Union, CSU Sacramento
Sharleen Krater	Long Range Planning	Associated Students, CSU, Chico
	Nominations	
Leslie Rodelander	Research Administration	Sponsored Prgms Foundation, Cal Poly Humboldt
Ian Hannah	Philanthropy Committee	Sonoma State Univ Foundation, Sonoma State
Starr Lee	Risk Management & Insurance Programs	University Corporation, Monterey Bay
Keith Kompsi	Past Presidents	Fresno Foundation, CSU, Fresno

APPOINTED STAFF ⁴

Richard Jackson	Business Manager/CFO	AOA Executive Office
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DESIGNATED LIAISONS ⁵

Deborah Wallace	CABO Liaison	CSU Dominguez Hills
Robyn Pennington	Business & Finance Liaison	CSU Chancellor's Office
Lori Redfearn	Advancement Liaison	CSU Chancellor's Office
Carrie Rieth	General Counsel Liaison	CSU Chancellor's Office
Beth Ryan	Human Resources Liaison	CSU Chancellor's Office

- 1) Elected by membership to one-year terms.
- 2) Elected by membership to staggered two-year terms.
- 3) Standing Committees are represented on the Executive Committee by representatives who are selected by their respective committees and are designated voting members of the Executive Committee.
- 4) Appointed by Executive Committee to one-year service contract and is non-voting.
- 5) Appointed by Executive Committee, these are designated liaisons and standing attendees and are non-voting.

AOA Annual Conference Results

	2018	2019	2020	2021	2021	2021	2022	2023	2024
	Activity: Preliminary Final	Unaudited Final	Final	Revised Budget	Preliminary Final	Preliminary Final	Preliminary Final	Preliminary Final	Budget
INCOME:									
Business Partnerships	\$283,150	\$281,550	\$308,353	\$75,000	\$120,750	\$0	\$0	\$278,000	\$325,000
In-Kind BP Contributions	\$18,000	\$18,000	\$20,250		\$23,245	\$0	\$0	\$5,500	\$5,500
Registration Fees	\$249,210	\$276,460	\$300,150	\$37,500	\$60,950	\$0	\$0	\$275,280	\$276,250
Credit Card Convenience Fee	\$3,668	\$3,195	\$3,710						
Total Income:	\$554,028	\$579,205	\$632,462	\$112,500	\$204,945	\$0	\$0	\$558,780	\$606,750

	2018	2019	2020	2021	2021	2021	2022	2023	2024
	Activity: Preliminary Final	Unaudited Final	Final	Revised Budget	Preliminary Final	Preliminary Final	Preliminary Final	Preliminary Final	Budget
EXPENSES:									
Credit Card Expense	\$16,722	\$19,308	\$18,454	\$2,500	\$5,203	\$54	\$54	\$8,478	\$9,500
Contract Services	\$80,848	\$89,065	\$75,158	\$106,839	\$88,839	\$96,575	\$96,575	\$90,610	\$120,000
Gifts/Awards		\$5,404	\$6,303	\$2,000	\$3,701	\$0	\$0	\$11,350	\$12,000
Hotel/Meal Expense	\$156,956	\$263,362	\$346,501	\$5,000	\$5,150	\$271,279	\$0	\$258,493	\$300,000
Marketing/Communication Expense	\$27,729	\$19,339	\$22,644	\$5,000		\$0	\$0	\$2,325	\$6,000
Meals/Meetings (Non-Hotel)	\$140,183	\$46,471	\$61,312			\$0	\$0	\$119,473	\$80,000
Pre-Planning Expenses	\$20,405	\$13,785	\$6,633	\$5,000		\$14,387		\$13,927	\$25,000
Speaker Expenses	\$12,958	\$10,779	\$15,650	\$25,000	\$8,500	\$0	\$0	\$22,262	\$20,000
Conference Website/Mobile App/Tech Service	\$5,546	\$4,974	\$5,174	\$5,500	\$67,077	\$1,450		\$9,372	\$10,000
Donated Goods & Services	\$18,000	\$18,000	\$20,250		\$23,245			\$5,500	\$5,500
Hotel Rebate		\$0							
Allowance for Bad Debts		\$0							
Complimentary Guest Rooms									
NACAS BP Marketing Expenses			\$6,911	\$1,000					
Conference Software Training/Implementation				\$10,000					
Provision for Committee Presenters				\$10,000					
Total Expenses:	\$469,596	\$490,486	\$584,991	\$172,839	\$201,715	\$383,745	\$383,745	\$534,131	\$588,000
Net Income:	\$84,432	\$88,719	\$47,471	(\$60,339)	\$3,230	(\$383,745)		\$24,649	\$18,750

Contribution to FOA: _____
 Net Income After Contribution: _____
 (CY Presentation)
 4/3/23

Auxiliary Organizations Association

General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2022-23
(As of 4/5/23)

		General Operations		
		2022-2023		2023-2024
Revised Budget		YTD 4/5/23	Projected 6/30/23	Preliminary Budget
1	Income			
2	40000 — AOA Dues		\$98,706	\$243,284
3	42000 — Standing Committee Income	p		\$258,867
4	43000 — Scholarship Donations2			
5	44000 — AORMA Dividend			
6	45000 — Interest Income			
7	46000 — Dividend Income		\$9,044	\$15,000
8	47000 — Realized Gain on Investments		\$8,638	\$8,638
9	48000 — Unrealized Gain on Investments		(\$13,582)	(\$10,000)
10	45000 — Extraordinary Income		\$223	\$300
11	Total Income		<u>\$103,030</u>	<u>\$257,222</u>
12				<u>\$279,067</u>
13	Expense			
14	70000 — Contracted Service – Business Manager		\$34,203	\$45,604
15	70500 — Sec/Treas Travel & AOA Office Expense		\$3,537	\$5,000
16	Compliance Consultant Analyses/Monographs		\$13,088	\$16,000
17	71500 — Legislative Liaison Travel Exp			
18	72000 — AOA Legal Counsel (requested services)			
19	73000 — Retainer– HR Legal Counsel			\$27,000
20	73500 — AOA HR Legal Counsel Expenses			\$3,000
21	74000 — Advocacy/Liaison Expenses			
22	75000 — Audit/Tax Prep Expenses		\$16,700	\$16,700
23	75300 — Insurance Expense		\$5,842	\$5,842
24	75500 — COGR Dues Expense		\$5,500	\$5,500
25	76000 — Executive Committee Travel Exp		\$6,817	\$12,000
26	76500 — Executive Committee Meeting Exp		\$12,826	\$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			\$7,000
31	AOA Biennial Salary Survey			
32	77300 — IT Committee Expenses			
33	77400 — Research Admin Com Expenses			\$7,000
34	77600 — Commercial Services Committee Expenses			
35	77900 — Philanthropy Committee Expenses			
36	77800 — Standing Committee Meeting/Programs			\$5,000
37	97000 -- Website Depreciation Expense			\$25,000
38	78000 — Web Hosting/Maintenance Exp		\$27,869	\$37,158
39	Website Content/AOA Directory Updates		\$3,296	\$6,000
40	AOA Scholarship Program			\$10,000
41	79000 — Gifts and Awards Expense			\$500
42	79400 — Bad Debt Expense			
43	Special Projects (Website Implementation)			
44	79500 — Miscellaneous Expenses		\$8,423	\$10,000
45	Total Expense		<u>\$138,101</u>	<u>\$233,804</u>
46				<u>\$274,878</u>
47	Net Income		<u>-\$35,071</u>	<u>\$23,418</u>
48				<u>\$4,189</u>
49	January Conference Summary			
50				
51	Income		\$558,780	\$558,780
52	Expense		\$534,131	\$534,131
53	Net Income		<u>\$24,649</u>	<u>\$24,649</u>
54				<u>\$18,750</u>
55				
56	TOTAL AOA NET INCOME		<u>(\$10,422)</u>	<u>\$48,067</u>
57				<u>\$22,939</u>
58				
59	Projected AOA Net Assets as of 6/30/23			
60				
61	Reserves:			
62	Working Capital		\$121,700	
63	Conference Contingency		\$138,696	
64	Special Projects/General Contingency		\$50,000	
65	Total Reserves		<u>\$310,396</u>	
66				
67	Unallocated Net Assets:			
68	Beginning Balance 7-1-22		\$0	
69	Add: Projected FY 22/23 income		\$48,067	
70	Total Projected Unallocated Net Assets at 6/30/23		<u>\$48,067</u>	
71				
72	Total AOA Net Assets Projected as of 6/30/23		<u>\$358,463</u>	

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											
49500 — Extraordinary Income											
Sales Receipt	01/10/23	72								113.65	113.65
Sales Receipt	02/02/23	68								5,000.00	5,113.65
Check	02/11/23	2864	Richard Jackson						5,000.00		113.65
Total 49500 — Extraordinary Income									5,000.00	5,113.65	113.65
52000 — Business Partner Income											
52100 — Business Partner Reg Fee											
Sales Receipt	01/31/23	74								595.00	595.00
General Journal	01/31/23	Prpl ref...							1,190.00		-595.00
Total 52100 — Business Partner Reg Fee									1,190.00	595.00	-595.00
52000 — Business Partner Income — Other											
Sales Receipt	01/19/23	73								2,750.00	2,750.00
Sales Receipt	02/06/23	76								2,750.00	5,500.00
Total 52000 — Business Partner Income — Other									0.00	5,500.00	5,500.00
Total 52000 — Business Partner Income											
50000 — Conference Registration Fees											
General Journal	01/31/23	Prpl ref...								4,165.00	-4,165.00
Sales Receipt	02/09/23	77								1,590.00	-2,575.00
Total 50000 — Conference Registration Fees									4,165.00	1,590.00	-2,575.00
45000 — Interest Income											
Deposit	01/31/23									0.02	0.02
Deposit	02/28/23									0.01	0.03
Total 45000 — Interest Income									0.00	0.03	0.03
Total Income											
									10,355.00	12,798.68	2,443.68
Expense											
78500 — Website Content/Dir Managemnt DJ											
Check	02/11/23	2867	Dixie L. Johnson						348.80		348.80
Check	02/11/23	2867	Dixie L. Johnson						16.00		364.80
Check	02/11/23	2867	Dixie L. Johnson						41.60		406.40
Total 78500 — Website Content/Dir Managemnt DJ									406.40	0.00	406.40
86000 — CPC Expenses											
86100 — CPC Travel Expense											
Check	03/13/23	2885	CSU Northridge, Univ St...						413.18		413.18
Check	04/04/23	2887	Associated Students, CS...						1,105.47		1,518.65
Total 86100 — CPC Travel Expense									1,518.65	0.00	1,518.65
86500 — CPC Meeting Expenses											
Check	02/01/23	2863	Richard Jackson						426.71		426.71
Check	02/01/23	2863	Richard Jackson						221.87		648.58
Check	02/01/23	2863	Richard Jackson						1,578.73		2,227.31
Check	02/01/23	2863	Richard Jackson						63.29		2,290.60
Total 86500 — CPC Meeting Expenses									2,290.60	0.00	2,290.60
Total 86000 — CPC Expenses											
									3,809.25	0.00	3,809.25

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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
80000 — Conference Contract Services											
80460 — Bella Newberg											
Check	01/20/23	2855	Isabel Newberg	BN BP Serv Agre...	80460 — Bella Newberg	January Co...		10000 — Checki...	1,760.00		1,760.00
Check	02/18/23	2879	Isabel Newberg	BN K Services #...	80460 — Bella Newberg	January Co...		10000 — Checki...	1,760.00		3,520.00
Total 80460 — Bella Newberg									3,520.00	0.00	3,520.00
80450 — Cnf Contract Srv-Lorlie Leetham											
Check	02/18/23	2878	Lorlie Leetham	4th Qtr Service ...	80450 — Cnf Contract S...	January Co...		10000 — Checki...	9,270.00		9,270.00
Total 80450 — Cnf Contract Srv-Lorlie Leetham									9,270.00	0.00	9,270.00
80300 — Conf Contract Service-Taren M											
Check	02/11/23	2866	Taren Mulhausa	4th Qtr 2022 Se...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,862.50		3,862.50
Check	02/11/23	2866	Taren Mulhausa	Special Project 2...	80300 — Conf Contract...	January Co...		10000 — Checki...	3,776.00		7,638.50
Total 80300 — Conf Contract Service-Taren M									7,638.50	0.00	7,638.50
80100 — Conf Contract Service-R Jackson											
Check	03/09/23	2881	Richard Jackson	RJ CPC services ...	80100 — Conf Contract...	January Co...		10000 — Checki...	7,134.00		7,134.00
Total 80100 — Conf Contract Service-R Jackson									7,134.00	0.00	7,134.00
80500 — Service Provider Travel Expense											
Check	01/20/23	2855	Isabel Newberg	BNewberg AOA ...	80500 — Service Provid...	January Co...		10000 — Checki...	388.42		388.42
Check	01/20/23	2858	Dorothy Green	Dorothy Green t...	80500 — Service Provid...	January Co...		10000 — Checki...	285.00		673.42
Check	02/01/23	2863	Richard Jackson	RJ travel CPC m...	80500 — Service Provid...	January Co...		10000 — Checki...	89.00		762.42
Check	02/11/23	2866	Taren Mulhausa	TMulhausa Jan C...	80500 — Service Provid...	January Co...		10000 — Checki...	396.12		1,158.54
Check	02/18/23	2878	Lorlie Leetham	Lleetham Jan C...	80500 — Service Provid...	January Co...		10000 — Checki...	358.94		1,517.48
Total 80500 — Service Provider Travel Expense									1,517.48	0.00	1,517.48
80200 — Conf Contract Service-D Johnson											
Check	02/11/23	2867	Dixie L. Johnson	Dec - Jan Suppo...	80200 — Conf Contract...	January Co...		10000 — Checki...	4,745.60		4,745.60
Total 80200 — Conf Contract Service-D Johnson									4,745.60	0.00	4,745.60
80000 — Conference Contract Services - Other											
Check	01/20/23	2858	Dorothy Green	Dorothy Green ...	80000 — Conference C...	January Co...		10000 — Checki...	928.90		928.90
Total 80000 — Conference Contract Services - Other									928.90	0.00	928.90
Total 80000 — Conference Contract Services									34,754.48	0.00	34,754.48
88000 — Web/AV Tech / E Air Expense											
Check	01/02/23	2847	Centum Software, Inc.	EventsAir Temp ...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	175.00		175.00
Check	01/20/23	2853	Centum Software, Inc.	EventsAir Temp ...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	175.00		350.00
Check	01/20/23	2854	Centum Software, Inc.	EventsAir Onsite...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	3,092.00		3,442.00
Total 88000 — Web/AV Tech / E Air Expense									3,442.00	0.00	3,442.00
87000 — Speaker Contract Expenses											
87500 — Speaker Travel Expenses											
Check	01/20/23	2861	Antoinette Vojtech	A Vojtech reimb...	87500 — Speaker Trave...	January Co...		10000 — Checki...	12.00		12.00
Total 87500 — Speaker Travel Expenses									12.00	0.00	12.00
87000 — Speaker Contract Expenses - Other											
Check	01/10/23	2852	Cotham Artists Talent S...	Anne Loehr Fina...	87000 — Speaker Contr...	January Co...		10000 — Checki...	5,000.00		5,000.00
Total 87000 — Speaker Contract Expenses - Other									5,000.00	0.00	5,000.00
Total 87000 — Speaker Contract Expenses									5,012.00	0.00	5,012.00

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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
85000 — Non-Hotel Function/M meal Exp											
Check	01/04/23	2851	Smart City	Ctr Cnf Intern	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	13,867.03		13,867.03
General Journal	01/04/23	ACH Fee		ACH Hlt Enterta...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	2,587.50		16,454.53
Check	01/20/23	2859	Tricord Management, LLC	Ctr BR exhibit ...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	17,843.79		34,298.32
Check	01/25/23	2862	Richard Jackson	Ccenter Encore ...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	36,142.89		70,441.21
Check	02/01/23	2863	Richard Jackson	CCR Catering fo...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	12,977.99		83,419.20
Check	02/01/23	2863	Richard Jackson	Wire for Sun cnt...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	1,135.78		84,554.98
Check	02/01/23	2863	Richard Jackson	Cnf Mon Night o...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	22,628.55		107,183.53
Sales Receipt	02/09/23	77		Cnf Aces band r...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	752.00	825.00	106,358.53
Check	02/18/23	2880	City of Sacramento (Con...	SacConvCnt Ch...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...		825.00	107,110.53
Total 85000 — Non-Hotel Function/M meal Exp											
83000 — Hotel Function & Meal Expense											
83500 — Hotel Credit on Expenses											
Sales Receipt	03/10/23	75		Sac Hyatt rebate...	83500 — Hotel Credit o...	January Co...		10000 — Checki...	0.00	7,660.00	-7,660.00
Total 83500 — Hotel Credit on Expenses											
83000 — Hotel Function & Meal Expense - Other											
Check	01/25/23	2862	Richard Jackson	Sac Hyatt final p...	83000 — Hotel Functio...	January Co...		10000 — Checki...	62,832.64		62,832.64
Invoice	02/02/23	AOA20...	Follett Higher Education	Half cost of spo...	83000 — Hotel Functio...	January Co...		11900 — Other R...		1,329.81	61,502.83
Invoice	02/02/23	AOA20...	Chartwells Higher Educa...	Reimburse Conf...	83000 — Hotel Functio...	January Co...		11900 — Other R...		1,329.81	60,173.02
Total 83000 — Hotel Function & Meal Expense - Other											
Total 83000 — Hotel Function & Meal Expense											
82000 — Cnf Gifts and Awards Expense											
Check	01/02/23	2848	I.D. Me Promotions	Hand Sanitizer f...	82000 — Cnf Gifts and ...	January Co...		10000 — Checki...	1,191.18		1,191.18
Check	01/20/23	2857	Public Identity	Lapel Pins	82000 — Cnf Gifts and ...	January Co...		10000 — Checki...	838.39		2,029.57
Check	01/20/23	2860	Lorlie Leatham	Reimb for Busin...	82000 — Cnf Gifts and ...	January Co...		10000 — Checki...	2,597.65		4,597.22
Total 82000 — Cnf Gifts and Awards Expense											
80800 — Bank Credit Card Fees											
Check	01/31/23			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	3,919.38		3,919.38
Check	02/28/23			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	3,181		3,951.19
Total 80800 — Bank Credit Card Fees											
79500 — Miscellaneous Expenses											
Check	01/03/23	2850	Richard Jackson	Pay Pal fee 12/2...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		19.95
Check	01/03/23	2850	Richard Jackson	Amazon Web Sr...	79500 — Miscellaneous...	General Op...		10000 — Checki...	104.93		124.88
Check	02/01/23	2863	Richard Jackson	PayPal fee 1/3/23	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		144.83
Check	02/01/23	2863	Richard Jackson	Amazon Web Sr...	79500 — Miscellaneous...	General Op...		10000 — Checki...	108.04		252.87
Check	02/01/23	2863	Richard Jackson	Postal Service m...	79500 — Miscellaneous...	General Op...		10000 — Checki...	2.40		255.27
Check	02/01/23	2863	Richard Jackson	Gift wrap for ou...	79500 — Miscellaneous...	General Op...		10000 — Checki...	5.00		260.27
Check	02/01/23	2863	Richard Jackson	Gift for outgoin...	79500 — Miscellaneous...	General Op...		10000 — Checki...	91.16		351.43
Check	02/01/23	2863	Richard Jackson	AOA PO Box an...	79500 — Miscellaneous...	General Op...		10000 — Checki...	436.00		787.43
Check	02/01/23	2863	Richard Jackson	1099 forms for ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	23.58		811.01
Check	02/01/23	2863	Richard Jackson	Cash tips for bel...	79500 — Miscellaneous...	General Op...		10000 — Checki...	20.00		831.01
Check	02/18/23	2870	Richard Jackson	Fgutierrez Refu...	79500 — Miscellaneous...	General Op...		10000 — Checki...	595.00		1,426.01
Check	02/18/23	2871	CSU Stanislaus	Dnelson Refund...	79500 — Miscellaneous...	General Op...		10000 — Checki...	595.00		2,021.01
Check	02/18/23	2872	CSU Stanislaus	Mzakrzewski Re...	79500 — Miscellaneous...	General Op...		10000 — Checki...	545.00		2,566.01
Check	02/18/23	2873	CSU Monterey Bay	Lsamuels refun...	79500 — Miscellaneous...	General Op...		10000 — Checki...	595.00		3,161.01
Check	02/18/23	2874	CSU Long Beach Resear...	JTaylor refund 2...	79500 — Miscellaneous...	General Op...		10000 — Checki...	595.00		3,756.01
Check	02/18/23	2875	SDSU Research Foundat...	McGoetz refund ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	595.00		4,351.01
Check	02/18/23	2876	Forty-Niner Shops, Inc.	Cfarrington Ref...	79500 — Miscellaneous...	General Op...		10000 — Checki...	545.00		4,896.01

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	02/18/23	2877	Aztec Shops, Ltd.	RDWilliams refu...	79500 - Miscellaneous...	General Op...	10000	-	595.00		5,491.01
Check	03/09/23	2881	Richard Jackson	PayPal fees for 2...	79500 - Miscellaneous...	General Op...	10000	-	19.95		5,510.96
Check	03/09/23	2881	Richard Jackson	Amazon Web S...	79500 - Miscellaneous...	General Op...	10000	-	108.04		5,619.00
Check	03/09/23	2881	Richard Jackson	AOA postage m...	79500 - Miscellaneous...	General Op...	10000	-	1.50		5,620.50
Check	04/03/23	2886	Richard Jackson	PayPal fees for 3...	79500 - Miscellaneous...	General Op...	10000	-	19.95		5,640.45
Check	04/03/23	2886	Richard Jackson	Amazon Web S...	79500 - Miscellaneous...	General Op...	10000	-	73.21		5,713.66
Check	04/03/23	2886	Richard Jackson	Survey Monkey ...	79500 - Miscellaneous...	General Op...	10000	-	468.00		6,181.66
Check	04/03/23	2886	Richard Jackson	AOA annual Zoo...	79500 - Miscellaneous...	General Op...	10000	-	881.90		7,063.56
Total 79500 - Miscellaneous Expenses											
7063.56											
78000 - Web Hosting/Maintenance Exp											
Check	01/20/23	2856	Dent Agency LLC	Dent Agency Jan...	78000 - Web Hosting/...	General Op...	10000	-	3,096.60		3,096.60
Check	02/11/23	2868	Dent Agency LLC	Dent Agency Fe...	78000 - Web Hosting/...	General Op...	10000	-	3,096.60		6,193.20
Check	03/13/23	2882	Dent Agency LLC	Dent Agency Ma...	78000 - Web Hosting/...	General Op...	10000	-	3,096.60		9,289.80
Total 78000 - Web Hosting/Maintenance Exp											
9,289.80											
76500 - Executive Committee Meeting Exp											
Check	02/01/23	2863	Richard Jackson	EC Officers Lun...	76500 - Executive Co...	General Op...	10000	-	125.49		125.49
Check	02/01/23	2863	Richard Jackson	EC Appreciation...	76500 - Executive Co...	General Op...	10000	-	1,578.72		1,704.21
Check	04/03/23	2886	Richard Jackson	Dep to Hyatt Ce...	76500 - Executive Co...	General Op...	10000	-	2,000.00		3,704.21
Total 76500 - Executive Committee Meeting Exp											
3,704.21											
76000 - Executive Committee Travel Exp											
Check	02/11/23	2869	AS Inc., Cal Poly San Lui...	MCrawford April...	76000 - Executive Co...	General Op...	10000	-	524.40		524.40
Check	02/11/23	2869	AS Inc., Cal Poly San Lui...	MCrawford Aug...	76000 - Executive Co...	General Op...	10000	-	2,346.07		2,870.47
Check	03/13/23	2884	San Francisco State Univ...	C Johansson EC ...	76000 - Executive Co...	General Op...	10000	-	412.01		3,282.48
Check	03/13/23	2884	San Francisco State Univ...	S Johansson EC ...	76000 - Executive Co...	General Op...	10000	-	231.23		3,513.71
Check	04/04/23	2887	Associated Students, CS...	RSnakoov 11/21...	76000 - Executive Co...	General Op...	10000	-	2,097.18		5,610.89
Total 76000 - Executive Committee Travel Exp											
5,610.89											
71000 - Retainer - Legislative Liaison											
Check	01/02/23	2846	Robert E. Griffin	RGriffin Leg/co...	71000 - Retainer - Leg...	General Op...	10000	-	4,425.00		4,425.00
Check	04/04/23	2888	Robert E. Griffin	RGriffin Leg/co...	71000 - Retainer - Leg...	General Op...	10000	-	3,562.50		7,987.50
Total 71000 - Retainer - Legislative Liaison											
7,987.50											
70500 - S/T Travel & AOA Office Expense											
Check	01/02/23	2849	AT&T	12/19/22 - 1/1...	70500 - S/T Travel & A...	General Op...	10000	-	294.42		294.42
Check	02/01/23	2863	Richard Jackson	RJ travel EC mee...	70500 - S/T Travel & A...	General Op...	10000	-	89.00		383.42
Check	02/11/23	2865	AT&T	1/19/23 - 2/18...	70500 - S/T Travel & A...	General Op...	10000	-	316.11		699.53
Check	03/13/23	2883	AT&T	2/19/23 - 3/18...	70500 - S/T Travel & A...	General Op...	10000	-	296.11		995.64
Check	04/04/23	2889	AT&T	3/19/23 - 4/18...	70500 - S/T Travel & A...	General Op...	10000	-	295.22		1,290.86
Total 70500 - S/T Travel & AOA Office Expense											
1,290.86											
70000 - Contacted Service - Sec/Treas											
Check	01/03/23	2850	Richard Jackson	RJ Paymt Dec 20...	70000 - Contacted Ser...	General Op...	10000	-	3,800.33		3,800.33
Check	02/01/23	2863	Richard Jackson	RJ contract pay j...	70000 - Contacted Ser...	General Op...	10000	-	3,800.33		7,600.66
Check	03/09/23	2881	Richard Jackson	RJ contract for F...	70000 - Contacted Ser...	General Op...	10000	-	3,800.33		11,400.99
Check	04/03/23	2886	Richard Jackson	RJ contract for ...	70000 - Contacted Ser...	General Op...	10000	-	3,800.33		15,201.32
Total 70000 - Contacted Service - Sec/Treas											
15,201.32											
Total Expense											
276,888.85											
11,144.62											
265,744.23											
Net Income											
287,243.85											
23,943.30											
-263,300.55											

Re: P&P Manual Revisions – 2023 Additional Documents Proposed for Inclusions

The 2023 Manual revision documents I will be sending along separately require additional text to the **Table of Contents** and **Section 1**.

At the bottom of the second page of the **Table of Contents**, add:

<i>Appendix F</i>	<i>Executive Committee Standing Orders</i>	xxx
	▪ <i>Corporate Officers</i>	xxx
	▪ <i>Member-Organization Meeting Election Procedure</i>	xxx
	▪ <i>Membership Electronic Balloting Procedures</i>	xxx
	▪ <i>Executive Committee Meeting Policy & Procedures</i>	xxx
	▪ <i>Service-Provider Selection & Administration Guidance</i>	xxx
<i>Appendix G</i>	<i>Remote Meeting Participation Protocol</i>	xxx
<i>Appendix H</i>	<i>Quick Guide for Conduct of AOA Meetings</i>	xxx
<i>Appendix I</i>	<i>RRO 11th Motions Chart</i>	xxx
<i>Appendix J</i>	<i>Standing Committee Chair Briefing Book [Template Outline]</i>	xxx

At the bottom of page 5, in **Section 1**, under the subtopic, “Organization,” add:

The Standing Orders of the Executive Committee appear in Appendix F. These Orders are adopted from time to time by Minute action of the Executive Committee to implement provisions in the Bylaws.

[Then give Appendix F a cover page, *Executive Committee Standing Orders* and restate the title and page number from the revised Table of Contents for Appendix F documents (see above).]

Appendix G is a short guideline for opening and conducting meeting-participants by remote means.

Appendix H is a thumbnail guide to Roberts Rules of Order (11th Revision) on leading AOA meetings.

Appendix I charts the basic RRO meeting motions.

Appendix J is a template outline for a Standing Committee Chair Briefing Book.

Note: The documents provided will be in Word format without pagination.

2023 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

Bills of Interest to Auxiliary Organizations

April 21, 2023

Deadlines: The last day to introduce bills this calendar year of the 2023-24 California Legislative Session was February 17. June 2 is 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 has until October 14 to sign or veto bills across his desk by September 14.

Assembly:

AB 418 (Gabriel & Wicks) – Food Product Safety. This bill as introduced would prohibit food products in commerce from containing the following specified additive substances containing potential toxicities, effective January 1, 2025:

- 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. In Assembly E.S. & T.M. Committee (4/12).

AB 537 (Berman) – Short-term Lodging; Advertising Rates. This bill as introduced 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. In Assembly Judicial Committee (4/11).

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 a retailer or retailers for advertising, display, or distribution service in connection with the advertising and sale of alcoholic beverages. In Assembly Appropriations Committee (3/22).

AB 840 (Addis) – Liquor License Tied-House Exceptions; Advertising; Certain CSU Campuses. This bill, as amended, 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. In Assembly G.O. Committee (4/11). See Legislative Staff Analysis at: https://leginfo.legislature.ca.gov/faces/billAnalysisClient.xhtml?bill_id=202320240AB840

AB 1228 (C. Holden) – Fast-Food Labor Reform. This bill, introduced as 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. In Assembly L & E and Judicial Committees (3/23).

Senate:

SB 59 (Skinner) – Menstrual Product Accessibility Act. This bill, as amended, 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. In Senate Appropriations Committee (4/10).

SB 234 (Portantino & Umberg) – Opioid antagonists: schools, college campuses, stadiums, concert venues, and amusement parks. This bill, as amended, 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. In Senate Health Committee (3/28).

SB 284 (Wiener) – Vending Machines. This bill as introduced would require a person who owns a vending machine to post their telephone number, email address, or both, on a vending machine, as specified, in addition to the requirements under current law to post their name and address. Passed Assembly; in Senate (4/10).

SB 399 (Wahab) – Employer Communications; Intimidation. This bill 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. In Senate L. P.E. & R Committee (4/11).

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. In Senate Appropriations Committee (3/28).

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

- 1) 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.
- 2) 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.
- 3) 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.

Referred to Senate L. P.E. & R, Judicial and Appropriation Committees (4/11).

SB 640 (Portantino) – CSU; Food Service Contracts & Hotel Development Projects. This bill 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 any proprietary interest in such a contract or project held by the CSU or an auxiliary organization. Passed Senate Education Committee and in L., P.E. & R. Committee [4/19 hearing scheduled] (4/11).

SB 683 (Glazer) – Hotels & Short-Term Rental; Advertised Rates; Mandatory Fees. This bill, as amended, would require 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. In Senate Appropriations Committee (4/12).

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

- 1). 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.
- 2). 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.
- 3). 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.

In Senate Appropriations Committee (4/12).

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

- 1). Prohibit defined entertainment facility operators from contracting with primary ticket sellers on an exclusive basis.
- 2). Prohibit threatening, attempting to enforce or penalize operators for entering into such exclusive contracts.
- 3). Extend above prohibitions to contracted ticket sellers for any primary ticket seller.
- 4). 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 organizations would need to be alert to this regulation, if enacted.

In Senate B. P. & E. D. and Judicial Committees (4/12).

4/12/22 REG

x
**NOMINATIONS COMMITTEE COMPOSITION
AND SELECTION PROCESS POLICY**

I. Purpose

The purpose of this policy is to ensure that the AOA has a sound methodology to identify and recruit talented, experienced, and committed individuals to leadership positions.

II. Nominations Committee

The President shall organize a Nominations Committee to be chaired by the Immediate Past President. The Committee shall consist of the President Elect, President, Secretary/Treasurer, and at least one additional member of the Executive Committee appointed by the committee chair. Additional members may be named from outside the Executive Committee as desired by the President and the Chair of the Nominations Committee.

III. Nomination Process

A. Executive Committee Representatives

- An electronic call for nominations for Executive Committee Representative positions will be sent by the Chair of the Nominations Committee no later than August 1, with nominations due by September 30. The nominations call shall include qualification criteria.
- All professional members may nominate a professional member or self-nominate, based on the qualification criteria. A formal nomination shall be submitted to the Chair of the Nominations Committee. A data sheet summarizing the nominee's qualifications shall also be provided.
- The Nominations Committee will submit its recommendations to the Executive Committee for action at the November meeting.
- The proposed Leadership Roster will be submitted for election by the membership.

B. Standing Committee Representatives

- Standing Committee representatives are selected and serve in accordance with the respective Standing Committee operating guidelines approved by the Executive Committee.
- The President may appoint an interim Standing Committee representative, as needed, and inform the Executive Committee about the interim appointment.

C. Elected Officers

- The Nominations Committee Chair shall also call for qualified nominees to officer positions standing for election. The call shall include applicable qualification criteria. Qualified nominees are recommended to the Executive Committee on the same schedule as Executive Committee Representative nominations.

IV. Qualification Criteria

A. President and President-Elect

- Served on the Executive Committee for at least two years.
- Served on the Conference Planning Committee for at least one year.
- Demonstrated leadership abilities in group settings.
- Proficient public speaking skills.
- Ability to serve as primary advocate and spokesperson for AOA; and
- Ability to lead the Executive Committee and AOA.

B. Secretary/Treasurer

- Served on the 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.

C. Executive Committee Representative

- Participating professional member of AOA for at least two years.
- Served in a CSU auxiliary management position for at least two years.
- Demonstrated leadership abilities.
- Attended at least one AOA annual conference; and
- Ability to regularly attend meetings and contribute to the Executive Committee's work agenda.

D. Standing Committee Representative

- Participating professional member of AOA in related capacity for at least two years.
- Regular attendee and active participant in committee meetings.
- Attended at least one AOA Annual Conference.
- Demonstrated leadership abilities; and
- Ability to represent the committee's work and needs with the AOA Executive Committee.

Approved by the Executive Committee on _____, 2023.

SUPPORT SERVICE-PROVIDER AGREEMENT

This SUPPORT SERVICE-PROVIDER Agreement ("Agreement") is authorized this 21st day of April, 2023 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit public benefit corporation ("AOA"), and RICHARD JACKSON, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each may also be 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 include providing support to the corporate secretary and treasurer duties specified in the Bylaws, general governing board support, administrative and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

CONTRACTOR is compensated for performing contracted administrative tasks, and the delegated duties of the corporate secretary/treasurer (CFO).

In February 2011, upon the termination of the agreement with the CSU, Chico Research Foundation to provide Secretary/Treasurer support services to AOA, the Executive Committee entered into an agreement with the CONTRACTOR to provide those services as an Independent Contractor. Since that time, the scope of the services has increased to include additional roles, including Conference Support Services.

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 him to limit or foreclose his other customary business engagements with service-recipients.

NOW, THEREFORE, 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:

Terms and Conditions

1. Services to be Provided

On the Effective Date of this Agreement, or as soon as practicable thereafter, the CONTRACTOR shall commence and complete the support functions and task specifications in **EXHIBIT A** (contents of which are incorporated herein by reference) on a timely basis. The CONTRACTOR shall exercise due diligence consistent with compliance standards and applicable professional business practices in carrying out the functions and tasks specified in this Agreement. CONTRACTOR services under this Agreement shall be performed in full collaboration with the AOA governing board and officers, while specific task-work is free from AOA control or direction. An employer-employee relationship is not intended or implied and shall not be practiced by the Parties.

CONTRACTOR may from time to time offer or be requested to provide support services to AOA outside the scope of the specified 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, where appropriate, documented by the Parties. The AOA President shall recommend to the AOA governing board any budget supplements for CONTRACTOR services involving cost reimbursement in such circumstances.

2. Term of Agreement

The term of this Agreement shall be for the fiscal year July 1, 2023 through June 30, 2024. The Parties may extend the term for additional one-year periods 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 service fees specified 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 functions and tasks specified in **EXHIBIT A** are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in full collaboration with the Officers, Executive Committee, and Conference Planning Committee. The Parties shall be governed in accordance with AOA Articles of Incorporation, Bylaws and policies, and shall maintain a collaborative relationship with the CSU Office of the Chancellor. 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 specified support functions/tasks, both under this Agreement and in fact; *and*
- b). CONTRACTOR performs the support services which are within the usual course of AOA business, but not practicable under and employer-employee relationship; *and*
- c). CONTRACTOR has been engaged in an independently established trade, occupation, or business of a nature consistent with the support services under this Agreement.

5. Extension of Service

At the January meeting of the AOA governing board, the service-provider relationship between the Parties under this Agreement shall be reviewed with the CONTRACTOR to judge whether the Parties wish to renew the relationship, and on what basis. Any renewal shall be by written amendment to this Agreement, or by a new agreement, to be effective at the beginning of the fiscal year.

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

_____, President

Richard Jackson

Signature

Signature

Date

Date

EXHIBIT A

Service Provider Support Functions and Task Specifications:

Richard Jackson

Overview: Consistent with the *Corporate Officer Standing Order* of January 7, 2023, the Business Manager position is appointed by and reports to the Executive Committee. Under the general supervision of the President, and by delegated authority and under the oversight of the Secretary/Treasurer, the position performs enumerated administrative and fiscal tasks.

A. General Administrative Function

Task Specifications

1. Corporate Administration

- ✓ Establish and maintain organization General Administrative functions
- ✓ Conduct and coordinate day-to-day business activity of the Association (e.g., contracts, RFP's, administration of special projects and training programs, oversee service-support providers, correspondence)
- ✓ Provide back-up support to the Secretary/Treasurer in preparing minutes of Executive Committee and Membership meetings for distribution by Secretary/Treasurer
- ✓ Prepare and disseminate summary proceedings of the Executive Committee business to Membership
- ✓ Coordinate drafting of new policy statements for Officers Group review, Executive Committee action
- ✓ Oversee and publish updates to *Policy and Procedures Manual*
- ✓ Administer Elections (under oversight and general direction of Secretary/Treasurer)
- ✓ Assist President with an Annual Report to the Membership
- ✓ Manage Association records and files (under oversight and general direction of Secretary/Treasurer)

2. Executive and Standing Committees Support

- ✓ Arrange for meeting locations and hotel accommodations

- ✓ Track and staff potential Executive Committee and Officer Group meeting agenda items for and at the direction of the President and other Officers. Distribute final meeting agendas and supporting materials approved by the President
- ✓ Present quarterly management report to the Executive Committee
- ✓ Provide support to Standing Committee Chairs in development of meeting sites, hotel contracts, food and beverage arrangements, and budget development
- ✓ Oversee Service Provider research for site locations for the annual conferences, and negotiate contracts and subsequent revisions as necessary

3. Resource Support to Membership

- ✓ Oversee Service Provider work to annually update AOA Website Directory
- ✓ Oversee Service Provider work providing orientation and resource materials on AOA website
- ✓ Report significant information, news alerts, and AOA activity; respond to membership inquiries
- ✓ Assist in designing and managing AOA training materials and orientations for new auxiliary employees
- ✓ Oversee Service Provider coordination of required AOA website updates with the IT Service Provider

B. Conference Support

4. Task Specifications

- ✓ Oversee Service Provider administration of the on-line annual conference registration process and fee collection
- ✓ Oversee Service Provider liasons and contacts with Annual Conference hotel regarding conference hotel logistics, including food and beverage menus, and on-site coordination and liaisons with the hotel during the conference
- ✓ In coordination with the Conference Chair, prepare a detailed conference budget, provide other conference support as requested by the Conference Chair, and perform other delegated related subtasks.

C. Delegated Fiscal Administrative Function*

Task Specifications

5. Financial Accounting

- ✓ Process and post all financial transactions (e.g., deposits, disbursements, receivables, invoices, journal entries, banking, hotel bonus points)
- ✓ Conduct business in accordance with the Accounting and Administrative Policy guidelines and internal controls adopted by the Executive Committee
- ✓ Provide accounting support for Annual Conference
- ✓ Collect Membership Dues & Other Income
- ✓ Pay Bills & Other Indebtedness
- ✓ Provide support for Standing Committee Chairs
- ✓ Manage investment accounts within Investment Policy

6. Financial Reports

- ✓ Generate quarterly reports for Executive Committee (i.e., statement of income and expense, balance sheet, outstanding receivables, return on investment, reserves), encompassing General Operations, Annual Conference, and Special Projects
- ✓ Provide to the AOA President and Secretary/Treasurer (monthly) and Executive Committee (quarterly) a listing of all financial transactions
- ✓ Prepare an annual report of income and expenses and a statement of financial condition for AOA's annual Membership meeting
- ✓ Coordinate preparation of tax reports

7. Annual Budgets

- ✓ Prepare a consolidated annual budget, in conjunction with AOA Officers and Standing Committee Chairs for approval by the Executive Committee
- ✓ Prepare multi-year financial forecasts including projections of income, expenses, and reserves

8. Audit/Tax Returns

- ✓ Prepare working papers for the annual external audit; coordinate the Secretary/Treasurer's presentation of the CPA's audit to the Executive Committee for approval
- ✓ Work with the external CPA on the preparation of annual tax returns (Form 990), as required, for Secretary/Treasurer preview, and for review and approval by the Executive Committee

* Authorized by delegated authority of and oversight by the Secretary/Treasurer.

EXHIBIT B

Service Fees

There are three components to the scope of services relating to fees:

**A. General Administrative Function and
C. Delegated Fiscal Administration Function**

Contractor shall perform these services for a flat annual fee amount of \$46,972, payable in monthly installments in arrears. This fee will be charged to the General Operations Budget.

B. Conference Support

Contractor shall perform these services for a flat annual fee amount of \$10,438, payable in two installments: \$3,000 in June and \$7,438 in January. The fee will be charged to the Annual Conference Budget.

TOTAL COMPENSATION: \$57,410.

SUPPORT SERVICE-PROVIDER AGREEMENT

This Support Service-Provider Agreement ("Agreement") is made effective this 1st day of July, 2023 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and ROBERT E. GRIFFIN, 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.

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 him to limit or foreclose his 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 July 1, 2023, ending June 30, 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 to CONTRACTOR in accordance with **EXHIBIT A**.

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 and Officers Group*]. It is mutually understood and accepted that:

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

c). that the 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 SSA, or by an amended SSA.

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. The addresses of each are:

AOA:

Attn: Richard T. Jackson
P.O. Box 2177
Chico CA 95927-2177

Contractor:

Attn: Robert E. Griffin
P.O. Box 345
San Luis Obispo CA 93406

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).

9. 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.

10. 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.

11. 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 with jurisdiction 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 with jurisdiction 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..

12. 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.

13. 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.

14. 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.

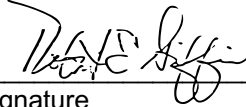
AUXILIARY ORGANIZATIONS
ASSOCIATION

CONTRACTOR

Richard Jackson, Business Manager

Robert E. Griffin, INDIVIDUAL

Signature



Signature

Date

April 21, 2023
Date

EXHIBIT A

[Scope of Work Statement appended]

Scope of Work

A. Support Services. This support element will provide the following services:

1. *Current Compliance Developments*. Keep current on relevant major compliance issues, Federal and California legislation, CSU regulations, and system-wide policy developments (including Executive Orders, *ICSUAM* and coded memoranda) affecting AOA member-organizations. Significant issues that come to the attention of Consultant or Business Manager shall be analyzed, summarized and reported, *as requested*, to the Executive Committee and member-organizations. [*Authorized Rate* (total estimated hours: 30)]

2. *AOA Leadership Consultation*. *As requested*, comment on and advise the AOA leadership and Business Manager on governance, compliance, policy development, legislative matters and business transactions. [*No Charge for meetings, email or telephone conversations; research/analysis at Authorized Hourly Rate* (total estimated hours: 10)]

3. *Member-Organization Initial Consultation*. Provide *initial consultation* with member-organization executives on legislative or oversight issues, governance, compliance, policy development and management practices, exemption status, corporate formation, restructurings and dissolution, and related matters. This service element contemplates up to a one-hour limit per matter. [*Authorized Rate* (total estimate hours: 20)]

B. Special Project Services. As assigned and authorized by the Business Manager, provide extended consultation, author, update, and/or edit professional papers, analytical reports or research on subjects relating to the oversight, governance, compliance, policy development, exemption status, corporate formation, restructuring and dissolution, and management or related matters of auxiliary organizations. [*Authorized Hourly Rate* (total estimate hours: 20)]

This service element will also be available by direct engagement with member-organizations at the *Authorized Hourly Rate* beyond any *Initial Consultation* provided under (A)(3) above.

April AOA Meeting – April 21, 2023

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

The last in person CABO meeting was held January 10 -11, 2023 in Sacramento during the Annual AOA Conference. The agenda was quite robust, and the primary conversation was focused on the Governor's January 2023-24 Preliminary Budget, released January 10, 2023. The governor's January budget proposed an incremental, ongoing General Fund increase of \$254.5 million for the California State University (CSU). The proposal included a \$227.3 million new, unallocated increase, \$27 million to support debt service for CSU infrastructure projects, and a baseline adjustment of \$0.2 million ongoing for Corporation for Education Network Initiatives in California (CENIC) costs.¹

Currently, the state expects a tax revenue and budget shortfall, which could impact the multi-year compact. Unfortunately, the Governor's January budget did not include any funding for the requested \$50 million (ongoing) and \$1 billion (one-time) needed for facility and infrastructure projects, including deferred maintenance. The May revise will hopefully provide a better picture of the economic conditions of the state.

On a related note, the Sustainable Funding Model group is meeting to provide recommendations to the Board of Trustees.

The CSU continues to watch enrollments statewide, with some campuses experiencing significant and unprecedented declines. Resident FTES are expected to be 7% below its funded 22-23 target. Based on the impact to campuses, a systemwide strategy is ongoing to determine enrollment targets and a budget reallocation plan.

Vice Chancellor, Human Resources, Leora Freedman gave an update on the ongoing collective bargaining, with the primary discussions on increasing compensation.

The Chancellor's Office Capital Planning, Design & Construction team gave an update on the Capital Funding Model and the Cost of Construction Report. The information, including recommendations, was also reported at the January 24-25, 2023, Board of Trustees meeting. Several recommendations were presented at this meeting with a focus on planning, design, and construction services.

Jenny Novak Director, SW Emergency Management & Continuity, provided a comprehensive update on the Emergency Management Policy and the new policy on Critical Incident Notifications from campuses to the Chancellor's Office. Her report also noted the impact of the winter storms on campus infrastructure and trees.

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

Warm regards,

Deborah Wallace

¹ CSU Coded Memo B 2023-01

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

Board of Trustees

March 20-22 – Key Agenda Items

Committee on Finance

- California State University Annual Debt Report
- California State University Quarterly Investment Report
- California State University Master Investment Policy Revisions
- Approval to Issue Trustees of the California State University, Systemwide Revenue Bonds and Related Debt Instruments for a Project at San Francisco State University
- University Cost Reduction Initiatives
- Sustainable Financial Model Workgroup

January 24-25 – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- California State University, Dominguez Hills Affordable Student Housing, Phase 4 and Dining Commons
- California State Polytechnic University, Humboldt Student Housing
- Report on the Cost of Construction

Committee on Finance

- Conceptual Approval of a Public-Private Partnership for Redevelopment of the Alquist Site at San José State University
- California State University Doctor of Public Health Tuition
- 2022-2023 Student Fee Report
- 2023-2024 Operating Budget Update

Joint Committee on Education Policy and Finance

- Overview of CSU Enrollment and Resource Alignment

Joint Committee on Finance and Campus Planning, Buildings and Grounds

- San Francisco State University West Campus Green Student Housing and Health Center

*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:

- December 14 (virtual)
- January 11 (after AOA Conference in Sacramento)
- April 27 (after CSU Business Conference in Anaheim)
- June 28 (virtual)
- August 23 (virtual)
- Nov 30 & Dec 1 (after California Higher Education Collaborative Conference at UCLA)

CSU Policy Library

The CSU Policy Library provides a comprehensive way to quickly find CSU systemwide policies and is available at <https://www2.calstate.edu/policies>. This library replaces former Executive Orders, ICSUAM, SUAM, and Coded Memorandum repositories and lists. The landing page highlights new or newly revised policies as well as those accessed most frequently.

To receive notifications from our CSU Policy Library listserv whenever policies are created, revised, or retired, send an email to [subscribe-csupolicylibrary@lists.calstate.edu](mailto:csupolicylibrary@lists.calstate.edu) to be added to the listserv.

Financing and Treasury Update

Message from Robert Eaton, Assistant Vice Chancellor, Financing, Treasury, and Risk Management, Office of the Chancellor:

Colleagues,

Due to recent events with Silicon Valley Bank and concerns from investors/depositors with other smaller regional banks, you may see more requests from employees, students, and vendors to change their bank accounts. Unfortunately, fraudsters will also see this as an opportunity to send in fraudulent requests.

I know you already have good controls in place to make sure requests for bank account changes are legitimate, but I want to pass along a reminder for everyone to be vigilant about such requests during this unusual time. Furthermore, if you see or hear of anything suspicious, please pass the information along to your colleagues in the system, so that they may be forewarned about similar attempts.

Financial Services Update

Submitted by Tracey Richardson, Assistant Vice Chancellor/Controller, Financial Services, Office of the Chancellor:

SUMMARY – FINANCIAL SERVICES UPDATES APRIL 2023

GASB AND FASB STANDARDS CHANGES 87, 94 & 96 AND ASC 842

Campuses and related auxiliary organizations that report using the GASB (Governmental Accounting Standards Board) framework continue work to implement GASB 94 related to Public-Public and Public-Private Partnerships (P3) and GASB 96 related to subscription-based information technology arrangements (SBITA). The GASB 87 standards change implemented last fiscal year requires ongoing effort to gather any modifications to the existing leases and identify any new lease arrangements. Further, the auxiliary organizations that report using the FASB (Financial Accounting Standards Board) framework, are working to implement ASC 842 – Leases in 2022-23.

Systemwide Financial Standards and Reporting (SFSR) provides campuses with systemwide guidance and tools related to these 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.

FINANCIAL SERVICES ANNUAL TRAINING

Financial services annual training will take place on May 15-18, 2023, single audit training on May 11, 2023, and auxiliary organization annual training will occur on May 25, 2023. All sessions are virtual.

COMPONENT UNIT REPORTING REQUIREMENTS

Auxiliary organizations are known as component units for financial statement reporting. To include component units in the combined financial statements of California State University, component units must provide certain information. These requirements and additional guidance are found in [Chapter 8 of the GAAP \(Generally Accepted Accounting Principles\) Manual](#). [This CSYou page](#) contains a collection of links to the GAAP manual and other information relevant to component unit reporting.

The following submissions are due, if applicable in the coming weeks.

PBC018E – Completed Questionnaire for Component Units' (CU) Presentation – Blended vs. Discrete **Due April 28th**.

- Submit the questionnaire for newly formed CU or if there are any changes to the entity structure that could impact the type of component unit.
- If there are changes after you submit through 6/30/23, please submit or re-submit.

PBC018H – Qualification Review Questionnaire for Proposed Audit Firm for all its component units in compliance with Auxiliary Organization External Auditor Firms Qualifications policy.

- **Due April 28th**, we encourage early submission, especially if a new auditor is not on the approved list.
- Refer to [this policy](#) and the [Auxiliary Organization External Auditor Firms Qualifications](#) for more information and link to the template.

AUXILIARY ORGANIZATION WORKGROUP

Workgroup meetings are underway with nine campuses and the Chancellor’s Office participating. The purpose of this workgroup is to sort through a selection of the mapping/classification inconsistencies as well as common errors in the supplemental schedules submitted to the Chancellor’s Office. The SFSR team will develop and present additional guidance at the annual financial services training for campuses and auxiliary organizations based on the results of the workgroup.

FY2021-22 AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT

The audited CSU (CALIFORNIA STATE UNIVERSITY,) financial statements and single audit report have been issued on March 15, 2023, with unmodified (clean) opinion. No financial statement audit findings but there are significant deficiencies noted in the single audit report in HEERF (Higher Education Emergency Relief Fund) reporting and R&D (Research & Development) inventory count compliance. Auxiliary organizations have audit findings. The audited reports will be presented to the Board of Trustees in May 2023, after which they will be posted to the CSU Transparency and Accountability webpage. Auxiliary organizations’ financial statements are available at their respective website.

UPCOMING REPORTING AND COMPLIANCE DATES REMINDERS

Questionnaire for component units' blended vs discretely presented for new auxiliary orgs only (PBC018E) – April 28

Qualification Review Questionnaire for Proposed Audit Firm for all its component units (PBC018H) – April 28

Advancement Liaison Report

General Obligation Bond

Two bills have been introduced this session which could lead to a General Obligation bond supporting education – [Senate Bill 28](#) and [Assembly Bill 247](#) . If passed, a bond measure could go before voters in March or November 2024. **Auxiliary organizations should anticipate a request for campaign contributions in the 2023-2024 fiscal year.** In the past, those contributions have ranged from \$10,000 to \$50,000.

Assembly Bill 247 would provide a “to be determined” amount of bond funding and is currently limited to K-12 and the California Community Colleges. Senate Bill 28 proposes \$15.5 billion for the 2024 ballot with \$11.5 billion proposed to K-12 and the Community Colleges and the remaining \$4 billion divided evenly between the California State University and the University of California. SB 28 also requires CSU and UC to establish 5-year plans for affordable student housing as a condition of bond funding.

The most recent General Obligation bond financing proposal that included the CSU went before voters in 2020 (Proposition 13). This proposition would have allowed bonds up to \$15 billion for construction and modernization and would have included both K12 and higher education (about \$6 billion would have gone to higher education institutions). This proposition failed.

As a reminder, auxiliary organizations may not take positions of support or make financial contributions until the CSU Board of Trustees has passed a resolution of support. A 501c3 organization may participate in political campaign or lobbying activities as long as they are not “substantial” relative to other activities ([Form 990 Schedule C](#)). It is recommended to review with your auxiliary certified public accountant or general counsel financial calculation options for compliance under IRS regulations.

CalNAGPRA

The California Native American Graves Protection and Repatriation Act of 2001 acknowledges the fundamental human rights of Native Americans, Alaska Natives, and Native Hawaiians to their ancestors and cultural items. The CSU is fully committed to implementing both the spirit and legal requirements of both this state law and its federal counterpart. [Adriane Tafoya](#) has been hired by the Chancellor’s Office as a project manager to assist campuses with compliance, including engagement with tribal leaders regarding repatriation.

There is currently a state audit underway to review the university’s compliance. The CSU has recalled all human remains and cultural items that were on loan to researchers and are updating inventories. The audit is anticipated to address proper storage and cataloguing, designation of campus contacts, and consultation with tribal communities. The audit may distinguish the legal obligations between the university and those state and federal agencies that are using the university as a repository.

Auxiliaries should determine:

- Are they in possession of native ancestors or their cultural artifacts?
- Can research auxiliaries be helpful in acquiring funding from state and federal agencies for repatriation efforts?

Endowments

Volatility in investment markets have resulted in some individual endowment funds going underwater, meaning below the historic value of gifts to the endowment. Typically, it will be new funds that have not had a chance to accumulate earnings. With new funds, a strategy is to ask the donor if they will make a current gift to fund the scholarship or program support.

The use of spending formulas that calculate a target distribution based on an average market value for 12-18 quarters provides more predictable funding year-over-year and can sustain distributions even when an endowment goes underwater. The average spending rate in the CSU is a 4 percent distribution using the average market value over 12 quarters.

When underwater funds occur in even older funds, the auxiliary should examine if the investment allocation model supports the target spending rate and whether endowment fees are too high to sustain endowment growth.

I. REVISED POLICY: COVID-19 Vaccination and Other Safety Measures

The CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) operated or controlled by the University follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measures established by each campus. See <https://calstate.policystat.com/policy/13116180/latest/?showchanges=true>

II. California Public Records Act (“CPRA”) Recodification

In 2021, the legislature enacted the CPRA Recodification Act (AB 473). This Act, effective Jan. 1, 2023, renumbered and reorganized the CPRA in a new Division 614 of the Government Code, beginning at section 7920.005. Nothing in AB 473 was “intended to substantially change the law relating to inspection of public records.”

There is no change to the McKee Transparency Act, the records access law applicable to auxiliary organizations. However, when citing an exemption under the CPRA, the updated code section should be used.

III. Safety Training for Live Events

Effective January 1, 2023, CSU and auxiliary organizations must require an entertainment events vendor to provide certain certifications regarding safety training for live events per California Labor Code section 9251.

Labor Code § 9251. Entertainment events vendor; certification of employees and subcontractor's employees

(a) A contracting entity shall require an entertainment events vendor to certify for its employees, and any subcontractors' employees, as part of the contract for production of any live event at its public events venue, both of the following:

(1) An employee of an entertainment events vendor involved in the setting up, operation, or tearing down of a live event at the venue has completed the Cal/ OSHA-10, the OSHA-10/General Entertainment Safety training, or the OSHA- 10 as applicable to their occupation.

(2) One of the following applies:

(A) Heads of departments and leads have completed the Cal/OSHA-30, the OSHA-30/General Entertainment safety training, or the OSHA-30, and are certified through the Entertainment Technician Certification Program relevant to the task

(A) or tasks they are supervising or performing, or another certification program, as specified by the division.

(B) The entertainment events vendor certifies that its employees and any subcontractors' employees meet the conditions for a skilled and trained workforce.

(b) An entertainment events vendor shall certify in writing, and as part of the contract, that they have verified the training completion and certification requirements of all employees, and any subcontractor's employees, who will work on the setting up, operation, or tearing down of the event.

(c) The requirements of this section shall not apply to a direct employee of the public events venue.

IV. Good HR Practices

There has been an uptick in wage and hour litigation matters among auxiliary organizations. Remember to work with your HR team and legal counsel to ensure compliance with employment laws.

V. Good Environmental Health and Safety Practices

Maximize and ensure coordination and communication with campus EHS teams, particularly in spaces with shared responsibility between the CSU, auxiliaries, and/or third-party management companies. The respective responsibilities of CSU, auxiliaries, and/or third-party management companies should be documented.

VI. Good Information Security Practices

Regularly train staff in good cyber hygiene practices. Closely coordinate with campus information security officer to discuss protocol for information security incidents. Coordinate with insurer on necessary notifications. Timely and coordinated action is essential.

VII. Leadership Transitions and Auxiliaries

In the upcoming year, CSU will welcome several new executives to the Chancellor's Office and its campuses. Auxiliaries should consider how to inform leadership about the good work done by auxiliary organizations.

Update from Beth Ryan
Interim Associate Vice Chancellor, Human Resources
April 2023

Report on Mercer Faculty Compensation Study

On March 22, 2023, at the Board of Trustees meeting, Mercer presented an overview of results of the Faculty Compensation Study and proposed recommendations. Mercer's recommendations will be subject to collective bargaining with CFA and approval from CSU's Board of Trustees.

The presentation can be found at <https://youtu.be/m7-4WhyYFw>.

COVID 19 Vaccination Policy

On April 6, 2023, the CSU updated its COVID Vaccination policy from mandatory to recommended.

Under review since late fall, the CSU's vaccination policy was the subject of several systemwide meetings this winter, and feedback was provided to the Chancellor's Office COVID-19 workgroup. This review was further influenced by several key adjustments in public health guidance at the federal and state level, including:

- California's COVID-19 State of Emergency ending on February 28, 2023;
- The State of California has discontinued plans to enact a COVID-19 vaccination requirement for public K-12 schools;
- The FDA has issued new guidance regarding COVID-19 vaccinations, similar to its recommendation for annual influenza vaccines; and
- The federal COVID-19 Public Health Emergency will end on May 11, 2023.

The updated policy can be found at <https://calstate.policystat.com/policy/13116180/latest>.

Collective Bargaining

SWHR is underway with full contract bargaining with Teamsters Local 2021 and reopener bargaining (focused on salary and benefits) with both CSUEU and APC. In May, SWHR will start reopener bargaining with CFA, UAPD, SUPA, and IUOE. Full contract bargaining with UAW is also set to begin in May.

Chancellor and President Recruitment including Interim Appointments

The search for the next Chancellor is underway with a selection to be announced at the July 2023 Board of Trustees meeting. Open forums were concluded in February. The open forums provided members of the CSU community an opportunity to participate in-person or virtually to share their thoughts about the qualities and experiences needed in the next chancellor. All open forums were live streamed.

Information regarding the search, including the Chancellor's Leadership Profile, can be found at <https://www.calstate.edu/csu-system/chancellor/chancellor-search>.

In addition, searches are being conducted to replace outgoing presidents at Sacramento and Chico and are expected to be announced at the May 2023 Board of Trustees meeting. Interim appointments for outgoing presidents at Los Angeles, Maritime Academy and Fullerton have been announced with the interim still pending for Stanislaus.

Information on these interim appointments can be found at <https://www.calstate.edu/csu-system/news>.

Conclusion of Cozen O'Connor Assessment

At the May 2023 Board of Trustees meeting, Cozen O'Connor will report to the trustees, university leaders, and all members of the university community at an open session that will be live streamed (as are all open CSU board meetings). Cozen O'Connor's report will describe the assessment process, what the assessment revealed, and their recommendations regarding programming and services at the system level (Chancellor's Office) and at our universities. Cozen O'Connor's written report will be publicly released soon after the board meeting and will include an individual section devoted to observations and recommendations for each university.

This concludes my report.

Long Range Planning Committee Report

On March 27, the Long Range Planning Committee had our first meeting via Zoom. In attendance were Sharleen Lowry Krater, Rasheeda Shakoor, Heather Cairns, Liz Roosa Millar, Richard Jackson, Maddison Burton.

In addition to introducing ourselves to the committee and reviewing the roles, the committee discussed what previous LRP goals were and items that should be reviewed this year.

The committee discussed some of the following items for review:

- Long Range Planning Committee drafts from 2021 regarding our Service Providers
- ED Tool Kit
- Leadership Academy
- A 'How To' guide for new committee chairs
- Standard Operating Procedures
- Review of awards including historical information that might be helpful
- Should service providers be connected to goals?

Monica Kauppinen and Kacie Flynn are the point people for the Leadership Academy and sent in the following report.

Leadership Academy Update:

Since bringing the 2023 cohort together at the Annual Meeting, we met to finalize the [timeline of activities](#) for this year's academy. The goals are to provide a mixture of educational sessions, networking/mentoring opportunities, and collaborating with them on a team project. The first educational session was held via zoom in March, based on feedback we received at our kick-off meeting from the participants on their areas of interest. In the first session, "Mythbusting Committees & Acronyms" the Leadership Academy was joined by Gina Curry, AVP Financial Services from Sacramento State/Chair of FOA, and Jonathan Bowman, Vice President for Administration & Business Affairs & Chief Financial Officer from Sacramento State/CABO Rep. Our invited guests did a 'deep dive' on how FOA & CABO are structured, their roles in the CSU, and the relationship to auxiliaries. As their next activity in April, we hope to have the academy join the CPC for a small portion of their planning meetings to gain a better understanding of core planning and logistics of the annual meetings.

Regarding an outstanding item from last year, cloud storage for AOA documents, Jackson recommended that we ask Dixie Johnson to a future meeting where she could share with us the current resource, set up and information before the committee made any recommendations for change.

Sharleen Krater
AOA Past President

QUARTERLY SUMMARY

The Human Resources (HR) Committee continues to meet on the last Friday of each month. They 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. Attendance and engagement have increased significantly. 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.

The January meeting kicked off 2023 and focused on planning for the new year. The committee agreed to sustain the monthly meetings and there was also interest in having a summer mini-conference. Vice Chair, Yvonne Bermudez, has been instrumental in assisting with the planning of that conference which will be held in Long Beach, CA, as it is a central location for most auxiliaries. They plan to use some of the funds allocated to the HR committee to host the conference.

Additionally, during the January meeting, feedback was solicited from the members on their interest in forming a payroll subcommittee since many auxiliary HR members also oversee payroll functions. There was interest and also a request to engage with the Business and Financial Services committee in forming this subcommittee. Dena Florez, Chair of the Business and Financial Services committee and the HR Chair co-hosted the first subcommittee meeting in February. These subcommittee meetings are held the second Friday of each month and participation thus far has been around 30 members.

During the February meeting, a significant amount of time was spent on discussing the well-being of the members and the employees they serve. Members continue to face challenges with leadership changes, recruiting talent, and sustaining remote work.

Additional topics discussed during the January and February meetings focused on the new requirements for CA Pay Data reporting, Non-Employee Compensation, Applicant Tracking Systems, and Student Employee Requirements. They also recapped the Employers Group presentation and shared the master sheet of auxiliary HR contacts to ensure each member has access to this resource. There was no meeting in March due to the campus closures for Cesar Chavez Day.

THEMES FOR THE YEAR

As the committee continues to plan for the coming year, the goal is to build the membership and support network. A survey was disseminated to the membership to collect more relevant data on their contact(s), services, benefits, and various HRIS databases. The committee leadership plans to ensure each auxiliary HR representative is a part of the committee composition.

The HR Committee Leadership team has been instrumental in creating ideas and providing support.

COMMITTEE LEADERSHIP, 2023

HR Committee Officers for 2023 include the following:

- CHAIR: Maddison Burton, Director of Human Resources, The University Corporation at Monterey Bay
- VICE CHAIR: Yvonne Bermudez, HR Generalist, Forty-Niner Shops, Inc. at CSU Long Beach
- SECRETARY: Vacant
- 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 April 21, 2023 AOA Executive Committee Meeting
Submitted by Leslie Rodelander, RAC Chair &
Grant Analyst at Cal Poly Humboldt Sponsored Programs Foundation**

January 2023

2023 RAC Business Meeting was held at the 2023 AOA meeting in Sacramento on January 8th. The meeting included an introduction of the 2023 RAC Chair, Leslie Rodelander, and a call for members to run for 2023 Vice Chair and Secretary. It was announced that our spring 2023 meeting will be in person and held at CSU, Dominguez Hills. Because it was our first in-person gathering since January 2020, we utilized the majority of our meeting time visiting and catching up.

February 2023

Planning began in earnest for the in-person RAC Spring meeting which became a joint meeting with CCRO meeting. The dates were set for May 31st (RAC), June 1st (Joint RAC/CCRO) and June 2nd (CCRO).

The RAC leadership team for 2023 was finalized with Chantal Ebarle, Cal State East Bay, agreeing to serve a 2-year term as Vice Chair for 2023 and Chair for 2024 and Bessie Strategos, Cal State Long Beach, agreeing to serve as Secretary.

March 2023

A Secretary training meeting was held via zoom on March 2nd. Planning for the Spring RAC/CCRO Spring meeting continued with the hotel block and campus meeting spaces secured. Registration was sent out to the RAC membership and early returns were strong.

April 2023

I'm happy to report that, as of April 12th, RAC has 58 registrants for our Spring meeting with 40 attending in person! We have a great slate of topics and are looking forward to our time together.

Ongoing Activities

The Chair and Vice Chair have a standing meeting every other Thursday. Melissa Mullen continues to host the RAC Best Practices meeting on the 4th Monday of the month. The current topic is NSPM-33

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

Submitted by Tonee Sherrill, Chair
AS Executive Director, San Francisco State University

AS/ SU/ Rec New Business Updates

AS/SU/Rec Committee held a Business meeting at the January Conference which resulted in the following:

- Election results:
 - Jeffery Rensel, Director of the Otter Student Union at CSU Monterey Bay will serve as Vice Chair
 - Joe Nino from CSULB & Michael Cesena from CSU East Bay will serve as the CSSA Liaisons
- The committee voted to start a new subcommittee for AS Advisors. The Chair of that committee will be Ashley Fennell from CSU San Marcos.

AS/SU/REC 23/24 Goals

- Update the AS/SU/REC Guidelines to reflect the committee's current structure
- Establish a clearer practice for updating communication lists and ways of communicating to subcommittee
- Develop transition handbook for future leadership
- Continued Director subcommittee meetings
- Establish structure for the AS Advisors subcommittee

CSUnity Advisor Summit

The spring AS Advisors summit was held on March 4, 2023 at the CSUnity Conference at CSU Sacramento.

- Advisor Topics Included
 - Capacity of Student Leaders and Balance
 - Budget/Inflation/ Lower Enrollment Constraints
 - Effective Advising Frameworks
 - Campus Student Conduct Expectation for student leaders

AS/SU/REC Directors Sub-Committee

- Helen Alatorre Executive Director of ASI for CSU Channel Islands will serve as Chair of the Directors subcommittee.

Commercial Services Committee Report

It is my goal to continue to evolve the projects that were either initiated or started by the previous chair. I have reached out to Robert Griffin to request that he continue 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 would like to schedule my meetings after these briefings are supplied to raise awareness of their importance.

The previous chair's work indicated a need to create a list of contacts of the commercial services contacts at each campus. I am hoping that similar to the call out for the Executive committee leaders an email can be sent to the membership with a request for this information. I am happy to compile this information into a single document.

The previous chair also indicated a desire to create sub committees once this information is obtained. This would allow for separate groups to discuss the needs within their campuses. The following two topics should be standing agenda items for each meeting.

1. Examples of commercial operator successes.
2. Emerging challenges commercial operators anticipate facing in the next and coming years?

I am trying to determine how to get more engagement in the portal. There is minimal activity so I am hoping by engaging these sub groups it will spark more interest in looking for the AOA portal as a resource.

Finally, the vice-chair of the commercial services committee has left his campus job. I will need a replacement for this position.

Respectfully submitted,
Cyndi Farrington

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

The Business & Financial Services Steering Committee met on February 16, 2023. We introduced the Vice Chair – Shailendra Baghel. We also introduced our Mini Conference Coordinator, Maria Elena Najera-Neri.

The committee approved the meeting dates for the year, and they are posted on the committee page. We discussed having the mini conference. Members that were present are in favor of hosting the mini conference. The conference will be held over two days at a location in Irvine as it is close to airport. Members will be thinking of topics that we would like to present. We will discuss the topics at our May meeting.

We are also trying to see how we can recruit members to the committee. Many of the committee members are no longer with auxiliaries.

We did not hold a March meeting as several committee members were not available.

**AOA Executive Committee Meeting
IT Committee Annual Report**

Chair: Matthew Sparks IT Services manager from Union WELL Inc, Sacramento State

Vice Chair: Alexander Gonzales Manager, Technology Support Services, Cal State Northridge.

Report:

- **Strategic Goals for 2023**
 - Increase membership/communication: Our Committee has seen a marked decrease in member. We are setting up a direct email outreach to all eligible members who are not participating. we are also doing outreach to Executive Directors and Directors helped to increase IT committee participation.
- **Committee Meetings**
 - We are holding our committee meetings online They will be occurring in the months of May August September and December (tentatively the first week of each month)
 - Our Final In-Person committee meeting held at the 2024 AOA conference
- **Information Security Advisory Committee (ISAC)**
 - We are currently waiting on permission to be able to attend the mid year ISAC meeting.

Philanthropy Committee Report April 2023

Officers (2023 Term)

- Ian Hannah, Sonoma State – committee Chair
- Ericka Scott from Cal Poly SLO – Vice-Chair
- Donna Day, CSUSM – Conference Session Planner

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

- Thursday 4/20 2-3 pm - AOA Philanthropic Committee Planning Group
- **Friday 4/28 10-11:30am - AOA Philanthropic Committee Meeting**
 - DRAFT agenda topics: CO/Policy updates from the Chancellor's Office, AOA Executive Committee Updates, and larger presentation/discussion items on Board meeting structure and Board management systems: OnBoard & Board Effect
- Tuesday 8/1 11am - noon - AOA Philanthropic Committee Planning Group
- **Wednesday 8/23 10-11:30pm - AOA Philanthropic Committee Meeting**
- Tuesday 10/3 11am - noon - AOA Philanthropic Committee Planning Group
- **Wednesday 10/25 10-11:30pm - AOA Philanthropic Committee Meeting**
- December XX - AOA Philanthropic Committee Planning Group
- **1/7/24(?) AOA Philanthropic Committee Meeting at conference in Indian Wells**

Update on Philanthropy Committee Group Portal Registrations and other affiliated individuals to notify of upcoming meetings

- Updated Spreadsheet (working with Dixie Johnson) to track affiliated individuals for communications
 - Affiliated With An AOA Philanthropic Auxiliary - Have Joined Philanthropy Standing Committee and Group Portal (30 members)
 - Affiliated With an AOA Philanthropic Auxiliary - Need to Join Philanthropy Committee Group Communications
 - Affiliated With an AOA Philanthropic Auxiliary - Need to Update Member Profile - Select Philanthropic Standing Committee and Join Philanthropy Committee Group Communications
 - Completed Interest Form during 2023 AOA Conference 1/8/23 in person AOA Philanthropic Committee meeting (IF not already in lists above)
 - 2023 AOA Conference Attendee List - CSU Auxiliary Philanthropic Foundations not in one of groups above
 - CSU listservs (ex. VP for Advancement; AVP for Development; Adv Svcs)
- Also worked with Dixie for creation of new Google Drive shared folder for on-going depository of AOA Phil Com items regardless of who is chair/vice-chair and regardless of systems particular campus utilizes for file storage access

Email communication sent out to all “affiliated individuals” (see attached)

CSU Advancement Academy vs. AOA Philanthropy Committee topics

- Ian Hannah is coordinating with Sam Camarena at CO regarding topics appropriate for each group, avoid overlap and cross-promote
- **Advancement Academy:** Reporting standards, CRM user groups (Blackbaud/Elucian/Anthology); prospecting, deans trainings, Advancement Resources trainings
- **Philanthropic Committee:** Philanthropic Foundation staff/operations related

Topic ideas for future AOA Philanthropy Committee meetings and/or AOA Conference:

- To be discussed in more detail at upcoming Planning Group and Philanthropic Committee meetings but the topics are likely to be spread among the following general functional areas: (1) Operations, (2) Foundation Management, and (3) Endowment Management, Finance & Accounting

CSU AOA Philanthropy Committee Meeting Dates and Group Communication Portal

Camarena, Samuel <scamarena@calstate.edu>

Fri, Apr 7, 2023 at 2:27 PM

Reply-To: "Camarena, Samuel" <scamarena@calstate.edu>

To: "vp-advancement@lists.calstate.edu" <vp-advancement@lists.calstate.edu>, "avp-development@lists.calstate.edu" <avp-development@lists.calstate.edu>, advsrv <advsrv@lists.calstate.edu>, "fbp@lists.calstate.edu" <fbp@lists.calstate.edu>

Cc: "vp-advancement-asst@lists.calstate.edu" <vp-advancement-asst@lists.calstate.edu>, "dlj7001@gmail.com" <dlj7001@gmail.com>

This message is sent on behalf of Ian Hannah, Chair of the CSU AOA Philanthropy Committee.

Greetings from the AOA Philanthropic Committee Chair and Vice-Chair!

I am currently serving as Chair and Ericka Scott from Cal Poly San Luis Obispo is Vice-Chair. I'd also like to welcome Donna Day from CSU San Marcos as the Conference Planning Coordinator for this year.

This message is being sent out to all individuals who are associated with a CSU campus philanthropic foundation AND have either signed up on the [CSU AOA webpage](#) and/or attended the most recent AOA Annual Conference in Sacramento.

COMMITTEE PURPOSE

The purpose of the AOA Philanthropy Committee is to keep auxiliary leaders current and informed on issues in the advancement and non-profit management fields, federal and state legal requirements and CSU mandates. The Committee encourages networking and sharing best practices, particularly in the areas of endowment management and board relations. The Committee promotes creativity and information sharing through participation and planning of Philanthropy topics for the annual AOA conference and planning specific topic workshops and projects for periodic Philanthropy Committee meetings via Zoom. The Philanthropy Committee serves to provide opportunities for professional enrichment, promote member interaction, provide resources and advance a common body of knowledge to members of the Auxiliary Organizations Association.

SAVE THE DATES:

Please mark your calendars for the upcoming zoom **AOA Philanthropic Committee Meeting** dates for this year as follows:

- **Friday 4/28 10:00 - 11:30 am**
 - Zoom link: <https://SonomaState.zoom.us/j/89585731857>
- **Wednesday 8/23 10:00 - 11:30 am**
- **Wednesday 10/25 10:00 - 11:30 am**

SIGN UP TO STAY INFORMED!

Also, to keep you informed of all the activities, discussions and meetings, we wanted to provide instructions for those who have not already joined on how you can join the communications group portal for the Philanthropic Committee. To ensure you will receive our communications, please follow steps outlined in the [attachment](#) to join the appropriate section on the AOA website and in particular, see page two for instructions on how to **join the Philanthropy Committee Group Communications Portal**.

This portal is where we will post communications, meeting reminders/agendas/minutes/presentation materials and create a space for open communication between CSU colleagues. If any technical issues with the portal are experienced, please reach out to Dixie Johnson who is CC'd on this message. I'd like to thank Dixie for providing us with our AOA active member list so we could reach out to you.

INVITE OTHERS

Finally, if you are aware of other members of your campus associated with a CSU campus philanthropic foundation (in Advancement, Finance, etc.) who would benefit or could add value by participating in our meetings, please forward this message.

Thank you!

Ian Hannah

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or send a blank email to leave-1602708-3913032.dc75713e4b162f10f89e9e45e40072eb@lists.calstate.edu

 **AOA Instructions To Receive AOA Philanthropic Committee Meeting Info (1).pdf**
107K

**AOA Past Presidents Committee
Report to Executive Committee
April 21, 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) – Committee Chair
Sharleen Lowry Krater, Chico (2022)
Monica Kauppinen, Sacramento (2021)
Kacie Flynn, Humboldt (2020)
John Griffin, San Bernardino (2019, 2015)
Jim Reinhart, Sacramento (2018)
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)

Under the leadership of outgoing committee chair Dave Edwards, our committee met during the 2023 AOA Conference in Sacramento. Issues discussed included the executive director toolkit, service provider succession planning, and the progression of the AOA Leadership Academy. It was agreed that the conference session entitled *There's more to AOA than the Annual Conference* (held the previous day) was a success and had already received positive feedback. The committee believed it would likely contribute to the interest level of the AOA Leadership Academy going forward.

Our committee stands ready to be charged with whatever projects or other contributions we can provide to AOA President Rasheedah Shakoor, the Long Range and Strategic Planning Committee, and the entire Executive Committee.

The committee would like to acknowledge and thank outgoing chair Dave Edwards for his leadership of the Past Presidents Committee.

Respectfully submitted,

Keith Kompsi, 2023 Chair
AOA Past Presidents Committee