



**EXECUTIVE COMMITTEE  
MEETING AGENDA**  
**August 18, 2023 – 8:30 am – 2:00 pm**  
**Hyatt Indian Wells, Indian Wells, CA**

**Virtual Zoom Connection:**

<https://csun.zoom.us/j/82233922176?pwd=dUxpUng5VDgvSThuOFlnSTFHTjdFZz09>  
password 702447

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- A. CALL TO ORDER and ANNOUNCEMENTS – *Rasheedah Shakoor*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 6/16/23 MEETING MINUTES **Action Item** (pgs. 1-7)
- 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 Jeffrey Rensel, AS/Student Union/Rec Committee Chair
    - b. Welcome to Chuck Kissel, Risk Management & Insurance Programs Chair
  - 2. Welcome to the Leadership Academy Attendees
    - a. Leadership Academy Update – *Kacie Flynn/Monica Kauppinen*
  - 3. AOA Cloud Storage Resource Outline (*with Dixie Johnson*) (pgs. 11-13)
  - 4. Revised One-Page Marketing Fact Sheet on Auxiliaries and AOA
  - 5. November Meeting
  - 6. Current Issues Affecting Auxiliaries (with CO Liaisons)
    - a. SB 640 Letter to Governor (*with Miles Neven*)
    - b. CSU Policy Changes Under ConsiderationAuxiliary Operating Agreement and Hospitality Policy (*exchange with Brad Wells*)
- F. SECRETARY-TREASURER'S/BUSINESS MANAGER'S REPORT – *Grace Slavik/Richard Jackson*
  - 1. Financial Report for FY Ending June 30, 2023 (pgs. 14-15)
  - 2. YTD AOA Financial Activity (pg. 16)
    - a. Transactions Report: 6/1/23 – 8/11/23 (pgs. 17-19)
  - 3. AOA Conference Sites for 2025 - 2027
- G. PRESIDENT-ELECT'S REPORT – *Heather Cairns*
  - 1. 2024 AOA Conference Report
  - 2. NACAS Partnership Agreement (in process)

H. MEMBER RESOURCES

1. Conference Software/Website Content/ Directory Management Project – *Dixie Johnson* (pgs. 20-31)
2. AOA Policy and Practices Manual Update Project – *Richard Jackson/Robert Griffin* (pgs. 32-33)
3. CA Legislative Summary Update (*by Robert Griffin*) – *Rasheedah Shakoor* (pgs. 34-38)

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

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Deborah Wallace* (pg. 39) **Time Certain: 10:30 am**
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 40-41)
  - a. CABO Meeting Summaries (*e-mail attachment*)
3. CSU Advancement Liaison Report – *Lori Redfearn* (pg. 42)
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 43)
5. CSU Human Resources Liaison Report – *Beth Ryan* (pgs. 44-45) **Time Certain: 10:00 am**

K. REPORTS

1. Long Range Planning Committee /Nominations Committee – *Sharleen Krater* (pg. 46)
  - a. Selection of Scholarship Committee Chair from the EC
2. Human Resources Committee – *Maddison Burton* (pgs. 47-48)
3. Research Administration Committee – *Leslie Rodeland* (pg. 49)
4. AS/Student Union/Recreation Committee – *Jeff Rensel* (pg. 50)
5. Commercial Services Committee – *Cyndi Farrington* (pg. 51)
6. Business and Financial Services Committee – *Dena Florez* (pgs. 52)
7. Information Technology Committee – *Matthew Sparks* (pg. 53)
8. Philanthropy Committee – *Ian Hannah* (pg. 54)
9. Past Presidents Committee – *Keith Kompsi* (pg. 55)
10. Risk Management Committee/AORMA Update – *Chuck Kissell* (pg. 56)

L. INFORMATION AND ANNOUNCEMENTS

NEXT MEETING: November 17 – 8:30 am – 1 pm via Zoom

M. ADJOURNMENT

**FUTURE MEETINGS**

August 18, 2023 – Indian Wells Hyatt  
November 17, 2023 – Virtual Meeting 8:30am – 1pm  
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 Via Zoom

June 16, 2023

#### **Officers & Representatives**

			<b><u>Present</u></b>
Rasheedah Shakoor	President	Dominguez Hills	Yes
Sharleen Krater	Past President	Chico	Yes
Heather Cairns	President-Elect	Northridge	Yes
Grace Slavik	Secretary/Treasurer	Northridge	Yes
Andrew Singletary	Elected Representative	Sacramento	Yes
Curtis Sicheneder	Elected Representative	Chico	Yes
Liz Roosa Millar	Elected Representative	Cal Poly	Yes
		Pomona	
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Maddison Burton	Elected Representative	Monterey Bay	Yes
Miles Nevin	Elected Representative	Long Beach	Yes
Cecilia Ortiz	Elected Representative	Dominguez Hills	Yes
Bessie Strategos	Elected Representative	Long Beach	Yes

#### **Designated Members**

Tonee Sherrill	Chair – AS/Student Union/Rec Committee	San Francisco	No
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	Yes
Dena Florez	Chair – Bus. & Financial Services Comm.	Los Angeles	No
Maddison Burton	Chair – Human Resources Committee	Monterey Bay	Yes
Matthew Sparks	Chair – Information Technology	Sacramento	Yes
Leslie Rodelander	Chair – Research Administration	Cal Poly	Yes
		Humboldt	
Ian Hannah	Chair – Philanthropy	Sonoma	No
Starr Lee	Chair – Risk Mgmt. & Insurance Programs	Monterey Bay	Yes
Keith Kompsi	Chair – Past Presidents Committee	Fresno	Yes

#### **Appointed Staff (Non-voting)**

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

Deborah Wallace	CABO Liaison	Dominguez Hill	No
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes

Lori Redfearn	Advancement Services Liaison	Chancellor's Office	No
Carrie Rieth	Office of General Counsel Liaison	Chancellor's Office	Yes
Beth Ryan	Human Resources Liaison	Chancellor's Office	Yes

**Guest Presenters:**

Ericka Scott  
 Todd Summer  
 Christina Brown  
 Mary Washington  
 Hannah Bragstad  
 Melvin Ridley III

**AOA Leadership Academy Guests:**

Chantal Eberle

Agenda Item	Follow-Up Action
<p><b>President's Convening Welcome</b> Rasheedah Shakoor welcomed everyone participating by zoom.</p> <p><b>A. CALL TO ORDER AND OPENING REMARKS</b> Shakoor called the EC meeting to order at 12:05AM.</p>	
<p><b>B. APPROVAL OF AGENDA</b> (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting's agenda was approved as presented (m/Sharlene Krater, s/Keith Kompsi).</i></p>	
<p><b>C. APPROVAL OF 4/21/23 MEETING MINUTES</b> (Agenda, pgs. 3-24)</p> <p><i>Action Taken: The minutes were approved with correction on "Call to Order and Opening Remarks" changed from Sharleen Krater to Rasheedah Shakoor (m/Sharleen Krater, s/Miles Nevin).</i></p>	
<p><b>PUBLIC COMMENT PERIOD</b> There was no public comment period at this meeting.</p> <p><b>D. OLD BUSINESS FOLLOW-UP</b> (Agenda, pgs. 25-26) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p>	

<p><b>E. President's Report</b> (Agenda, pg. 10)</p> <p>Shakoor mentioned that the November meeting date would need to be changed since Hyatt Indian Wells could not accommodate the group during the proposed date. EC core officers proposed other dates but Jackson said that he had not heard back from Hyatt Indian Wells on the other proposed dates. Due to this, November meeting would be changed to Zoom and would be recorded. August would remain in-person meeting.</p> <p>The following were mentioned as current issues and CSU policies under consideration:</p> <ol style="list-style-type: none"> <li>1. Hospitality policy – Michelle Goetz and Robert Griffin recently provided her review on behalf of AOA.</li> <li>2. Operating agreement – Christina Brown is reviewing this and would be providing feedback.</li> <li>3. Travel policy – Pennington mentioned that this might be implemented January 2024</li> <li>4. Reith mentioned that Financing and Debt Management policy was implemented recently (May 31, 2023). She also reminded the group to join the listserv in CSU Policy Stat <a href="https://calstate.policystat.com/">https://calstate.policystat.com/</a>.</li> <li>5. Shakoor asked what was the status of the compliance guide. Reith said that she would follow up with Brad Wells.</li> <li>6. Jackson asked if there was an update on student assistants union. Ryan said that it is still in the process.</li> </ol>	
<p><b>F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT</b> (Agenda, pgs. 27-32)</p> <p>Slavik and Jackson discussed YTD financial reports. Jackson mentioned that the projection for 2023 conference would be that the conference would be at a loss. This was due to rolling over the registration from the cancelled 2022 conference and also due to renting the Sacramento Convention Center.</p> <p>Though AOA lost the reserves due to penalty from Hyatt on the 2022 cancelled conference, Jackson highlighted that currently, AOA reserve is now fully funded. Kompsi commented that he was pleased to see that AOA has adequate reserves after COVID-19 impact. He also brought up that policy stated that conference contingency reserve should be equal to 50% of business partner support. Knowing that the cost of a cancelled conference is more than 50% of business partner support, Kompsi asked the group if AOA should review and/or revise those policy requirements through either strategic planning or long-term parking lot item. Jackson said that this might be a topic for Long Range Planning where policies usually come from. Typically, policies are reviewed every 5 years and so the review is due soon. This would be added to the Old Business Follow- up items.</p> <p>Jackson also mentioned that Bella Newberg is in the process of reviewing and changing the benefits of business partners. Krater asked if registration fee would be increased and Jackson responded that notification was already sent out and that we should expect a small net income from the registration fee increase.</p> <p>Jackson presented the proposed budget for FY 23/24. Singletary asked why there was a decreased in membership dues to which Jackson responded that the report</p>	

<p>was misleading as this was a timing issue and that the FY 22/23 included payments that were overdue.</p> <p><u>Action Taken:</u> The proposed budget for FY 23/24 was approved (m/Starr Lee, s/Bessie Strategos).</p> <p>Patrick Bailey, the new conference planning manager, is working on future conference sites. 2025 and 2027 conferences have been planned for Sheraton San Diego. This location matched the room rate from previous years as well as waived resort fee. 2026 is planned for Oakland Marriot in Downtown Oakland.</p>	
<p><b>G. PRESIDENT-ELECT’S REPORT</b></p> <p>Cairns mentioned AOA 2024 conference would be shorter scheduled. Survey regarding length of future conferences showed that membership preferred shorter conference. Request for conference session proposals went out and actual programming would be shared in August meeting.</p>	
<p><b>H. MEMBER RESOURCES</b></p> <p><b><u>AOA Leadership Academy Plan</u></b></p> <p>According to Krater, feedback regarding the Leadership Academy was positive and that there was value in doing the program. Program would be led by the Long Range Planning Committee. Cohort was invited via Zoom on Thursday, April 20, to attend the conference planning meeting. In August, the cohort, 11 participants, would be invited to go on-site at Hyatt Regency in Indian Wells where they would be attending an afternoon meeting on August 17, and Executive Committee meeting on August 18, 2023. Lee pointed out that Leadership Academy could also give educational information about AOA. Keith reminded the group that the intention of the program was to stimulate interest in AOA leadership and asked about feedback on the super session (“There’s More to AOA Than the Annual Conference”) last AOA conference. Krater said that Long Range Planning Committee had not discussed it but that the session was helpful to provide information regarding AOA. Cairns said that it received good feedback and there was a suggestion to make orientation session to be more like the super session.</p> <p><b><u>AOA Policy and Practices Manual Update Project</u></b></p> <p>Affirm approval of issued standing order for inclusion. It outlines service provider selection and administration.</p> <p><u>Action Taken:</u> This was approved as presented (m/Bessie Strategos, s/Matthew Sparks).</p> <p>Working projects are the following: draft implementation procedures called for in Revised Bylaws Provisions and Review of Articles of Incorporation. Changes in Articles and Bylaws will be presented next meeting.</p>	

<p><b><u>CA Legislative Summary Update</u></b></p> <p>Robert Griffin’s summary information on SB640 is on page 32 of the agenda.</p> <p>Todd Summers, Christina Brown, and Melvin Ridley III of SDSU, and Hannah Bragstad and Mary Washington of CSSA joined the meeting and initiated the discussion on SB640.</p> <p>According to the group, the bill would have negative impacts to auxiliaries that manage or hold food services contracts on campus as well as to students. It would remove current protections that are provided to students and affect student jobs (i.e. students could no longer picket on campus, or would have to adhere to seniority clauses as a union). The bill would cause higher food prices and might affect small food service vendors that might not be able to adhere with the labor peace agreement.</p> <p>Brown said that SDSU was working on a draft letter which would list concerns of auxiliaries regarding the bill, and requested to bring it to AOA to review and consider. The draft letter would be provided to AOA on Monday (6/19) or Tuesday (6/20).</p> <p>Ortiz asked if it would help to do a webinar on this topic. Brown suggested to create a working group of those auxiliaries that would be affected by SB640. Ortiz and Brown would be working on creating this working group. Ridley also mentioned that he had been casually connecting with the student leadership of other campuses regarding this bill.</p> <p>Washington said bill would be heard in the higher education assembly on June 27, 2023 and would be heard in the assembly labor committee in early July.</p> <p>Reith advised that if there are bills that cause concerns for the auxiliaries to discuss it with Eric Bakke, Director of State Relations at the Chancellor’s Office, <a href="mailto:ebakke@calstate.edu">ebakke@calstate.edu</a>.</p>	
<p><b>I. NEW AND RETURNING BUSINESS ITEMS</b></p> <p>No item was mentioned during this section.</p>	
<p><b>J. BUILDING RELATIONSHIPS AND PARTNERS</b></p> <p>No formal reports from the CABO or Chancellor’s Office Liaisons at this abbreviated meeting.</p>	
<p><b>K. REPORTS</b></p> <p>No formal reports from the AOA Standing Committee Chairs at this abbreviated meeting.</p> <p>Tonee Sherrill is leaving and Jeff Rensel from Monterey Bay will be taking over the Chair – AS/Student Union/Rec Standing Committee.</p>	



<b>L. INFORMATION AND ANNOUNCEMENTS</b>	
Next meeting: August 18 in person meeting at the Hyatt Regency in Indian Wells.	
<b>N. ADJOURNMENT</b>	
By acclamation, the Executive Committee was adjourned at 1:36 pm.	
Respectfully Submitted,	
_____ Secretary/Treasurer	

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

## MEMORANDUM

**To:** Executive Committee Attendees  
 Auxiliary Organizations Association

**Date:** June 18, 2023

**From:** Richard Jackson  
 Secretary/Treasurer

**File:**

**Subject:** Follow-Up Assignments from the  
June 16, 2023 Executive Committee Meeting

**cc:**

Below is a summary of items needing follow-up action, taken from the minutes of the June 16, 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 August 18, 2023.

Action	Responsible Individual	Notes on Status
Assess the need for cloud-based storage of AOA documents, other than the current Google Docs site.	Sharleen Krater, Long Range Planning Chair	Assessment is in progress
Consider changes to the annual AOA Scholarship award process proposed by 2022 Scholarship Committee.	<ul style="list-style-type: none"> <li>Sharleen Krater, Nominations Chair</li> <li>2023 Scholarship Committee Chair</li> </ul>	June/August EC Meetings
Consider allowing Committees to issue small Travel Awards for attendance at AOA conference	Maddison Burton, RAC Chair	Discussion Postponed
Review, clarify and/or revise the qualifications criteria for the Lifetime Honorary AOA Member Award	<ul style="list-style-type: none"> <li>Sharleen Krater, Nominations Chair</li> <li>2023 Awards Nomination Committee Chair</li> </ul>	June/August EC Meetings
Review Reserves Policy guidelines, esp. amount for annual conference, given cancellation exposure.	Long Range Planning Chair	Spring, 2024

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** <sup>1</sup>

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** <sup>2</sup>

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** <sup>4</sup>

Jeffrey Rensel	AS/Student Union/Rec	Otter Student Union, Monterey Bay
Cyndi Farrington	Commercial Services	Forty-Niner Shops, CSU Long Beach
Dena Florez	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 Rodelandier	Research Administration	Sponsored Prgms Foundation, Cal Poly Humboldt
Ian Hannah	Philanthropy Committee	Sonoma State Univ Foundation, Sonoma State
Chuck Kissel	Risk Management & Insurance Programs	Auxiliary Services Corporation, Fullerton
Keith Kompsi	Past Presidents	Fresno Foundation, CSU, Fresno

### **APPOINTED STAFF** <sup>4</sup>

Richard Jackson	Business Manager/CFO	AOA Executive Office
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### **DESIGNATED LIAISONS** <sup>5</sup>

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

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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.

## Auxiliary Organizations Association

### **AOA Email:**

Primary Email Owned by Auxiliary Organizations Association - used for communications for conference, business partners, and other miscellaneous AOA member communications. This email is linked/attached to AOA Google docs cloud storage platform: [Admin@csuaoa.org](mailto:Admin@csuaoa.org)

### **Cloud Storage/Google Docs:**

Created by AOA Service Provider approximately 2010/2011 and used by AOA service providers to create and maintain storage of AOA documents.

### **Current AOA folders/documents created and residing on AOA Google Drive:**

- AOA Executive Committee Meeting Agendas and Minutes (approximately past five years)
- AOA Graphics and Marketing
- AOA Leadership Academy
- AOA Misc. and customized member list serves (used by AOA Service Providers)
- AOA Conference Administration Files and Documents
- AOA Scholarship of Excellence Prior Year Files
- AOA Shared Scholarship of Excellence

Access to these files are achieved through the AOA email account user name/password OR shared with selected individuals or groups i.e.: Current EC members, etc.

### **Current AOA folders/documents created and used by current AOA service providers and residing on AOA Google Drive:**

- AOA Business Partner Shared Documents
- AOA 2023 Leadership Academy Shared Documents
- AOA Prior Year Scholarship of Excellence Shared Documents

Access to files are controlled by the AOA service provider that created the folder, and can be shared with individuals or groups

### **Current AOA folders/documents created and used by AOA Standing Committee Chairs:**

At the request of the 2023 Chair of the Philanthropy Committee, the following folder/documents was requested to be created to maintain and store key and historical documents relative to this standing committee. The goal is to provide a place in AOA's cloud storage where standing committees can keep and maintain current and historical files and documents that can be controlled by the chair of the committee, with control passed on to future chairs. This folder was created in 2023

as a test to determine it's usefulness and potential as a means for other AOA standing committees to use for the storage and access to historical committee documents.

- AOA Standing Committee Documents – Philanthropy

Access to this file is controlled by the Current Chair and Vice Chair of the standing committee and can be shared with individuals or groups.

## **AOA Website Resources and Storage**

Primary source of resources offered to membership and owned by AOA. Maintained by AOA service provider and DENT Agency (AOA website maintenance service provider): [www.csuaoa.org](http://www.csuaoa.org)

AOA website was redesigned and updated during 2017-2018 and went live January, 2019. Since then, there have been many upgrades and added features, including the ability through updated Wordpress add-ons to create, manage archive and store information collected through automated forms. The following automated forms are in current use:

### **Current Electronic / Automated Forms created and residing on the AOA website platform:**

- AOA Executive Committee Nomination Form/Process (In use 2020-present)
- Lifetime Honorary AOA Member Award Nomination Form/Process (In use 2020-present)
- Outstanding Accomplishment Award Nomination Form/Process (In use 2020-present)
- Scholarship of Excellence Award Nomination Form/Process (created 2022)

This feature creates an automated nomination form. The automated form is then communicated/disseminated to targeted member list serves. Nomination Data is submitted electronically back to the AOA website, where the data is then collected, and distributed to those committee members that are tasked with the review of the nomination forms. All data, once collected and distributed is then electronically archived and stored in AOA's website cloud storage platform.

Working with the Chair of the AOA Nominations Committee the AOA Service Provider is tasked per AOA contract with the administrative maintenance for these automated electronic forms and associated nomination processes. Members of the review committee(s) are tasked with the review of the submitted nomination forms, and final award decision.

## **AOA Website Member Directory and Standing Committee Group Communications Resources and Storage**

### **Current Electronic / Automated databases and group communication resources residing on the AOA website platform:**

Created in 2019. Overall group administration of database resources and portals are assigned to AOA Service Provider and DENT Agency.

AOA Standing Committee Chairs and Vice-Chairs are granted Group Moderator credentials for their assigned standing committee portal. This credential allows the Chair and Vice-Chair to initiate communications, and allow for the posting of standing committee documents and document resources. All AOA members have the ability to join group communication portals (with the exception of the Past Presidents group communications portal).

- All AOA Member Group Communications Resource - Currently there are 647 active and current member users - This portal can be used to send email messages to all active AOA members.
- Associated Students/Student Unions/Recreation Center – 67 members have joined this group – Last time portal was used was June, 2023
- Business and Financial Services – 69 members have joined this group –last time portal was used was May, 2023
- Commercial Services – 27 members have joined this group – Last time portal was used was April 2023
- Human Resources – 69 members have joined this group – Last time portal was used was May, 2023
- Information Technology – 31 members have joined this group – Last time portal was used was August 2022
- Past Presidents – members are restricted to AOA past presidents – 11 past presidents are linked to this group. The last time this portal was used was in 2021
- Philanthropy – 31 members have joined this group – The last time this portal was used was April, 2023
- Research Administration – 56 members have joined this group – The last time this portal was used was June, 2023
- Risk Management – 36 members have joined this group – This portal has no activity

### **Resources for individual AOA members to communicate with other AOA member individuals within the AOA website/communications platform:**

Any Individual that has an active AOA member user account on the AOA website can create and send a friend request. Once the friend request has been accepted, individual communications can be exchanged/utilized by individual members.

## Auxiliary Organizations Association

### General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2022-23

(As of 8/3/23)

		<u>General Operations</u>	
		2022-2023	2023-2024
	Revised Budget	Preliminary 6/30	Proposed Budget
<b>1 Income</b>			
2 40000 — AOA Dues		\$357,573	\$258,867
3 42000 — Standing Committee Income		\$0	
4 43000 — Scholarship Donations			
5 44000 — AORMA Dividend			
6 45000 — Interest Income		\$0	
7 46000 — Dividend Income		\$11,686	\$10,000
8 47000 — Realized Gain on Investments		\$8,638	\$5,000
9 48000 — Unrealized Gain on Investments		\$5,970	\$5,000
10 45000 — Extraordinary Income		\$233	\$200
11 Total Income		<u>\$384,099</u>	<u>\$279,067</u>
<b>12 Expense</b>			
13 70000 — Contracted Service – Business Manager		\$45,604	\$46,972
14 70500 — Sec/Treas Travel & AOA Office Expense		\$5,195	\$5,000
15 Compliance Consultant Analyses/Monographs		\$16,163	\$16,000
16 71500 — Legislative Liaison Travel Exp			
17 72000 — AOA Legal Counsel (requested services)			
18 73000 — Retainer- HR Legal Counsel		\$27,000	\$30,000
19 73500 — AOA HR Legal Counsel Expenses			\$3,000
20 74000 — Advocacy/Liaison Expenses			
21 75000 — Audit/Tax Prep Expenses		\$16,700	\$17,200
22 75300 — Insurance Expense		\$5,842	\$6,706
23 75500 — COGR Dues Expense		\$5,500	\$5,500
24 76000 — Executive Committee Travel Exp		\$14,675	\$15,000
25 76500 — Executive Committee Meeting Exp		\$15,799	\$25,000
26 AOA Leadership Academy			\$12,000
27 77000 — AS/SU Committee Expenses			
28 77100 — Financial Services Com Expenses			
29 77200 — HR Committee Expenses		\$1,638	
30 AOA Biennial Salary Survey			
31 77300 — IT Committee Expenses			
32 77400 — Research Admin Com Expenses		\$3,214	
33 77600 — Commercial Services Committee Expenses			
34 77900 — Philanthropy Committee Expenses			
35 77800 — Standing Committee Meetings/Programs			\$20,000
36 97000 -- Website Depreciation Expense			
37 78000 — Web Hosting/Maintenance Exp		\$40,256	\$40,000
38 Website Content/AOA Directory Updates		\$3,296	\$7,000
39 AOA Scholarship Program			\$10,000
40 79000 — Gifts and Awards Expense			\$500
41 79400 — Bad Debt Expense			
42 Special Projects (Website Implementation)			
43 79500 — Miscellaneous Expenses		\$8,744	\$10,000
44 Total Expense		<u>\$209,625</u>	<u>\$269,878</u>
45 <b>Net Income</b>		<u>\$174,475</u>	<u>\$9,189</u>
<b>46 January Conference Summary</b>			
47 <b>Income</b>		\$563,570	\$606,750
48 <b>Expense</b>		\$633,131	\$588,000
49 <b>Net Income</b>		<u>-\$69,561</u>	<u>\$18,750</u>
<b>50 TOTAL AOA NET INCOME</b>		<u><u>\$104,914</u></u>	<u><u>\$27,939</u></u>
<b>51 Projected AOA Net Assets as of 6/30/23</b>			
52 <b>Reserves:</b>			
53 Working Capital		\$121,700	
54 Conference Contingency		\$138,696	
55 Special Projects/General Contingency		\$50,000	
56 <b>Total Reserves</b>		<u>\$310,396</u>	
<b>57 Unallocated Net Assets:</b>			
58 Beginning Balance 7-1-22		\$0	
59 Add: Projected FY 22/23 income		\$104,914	
60 <b>Total Projected Unallocated Net Assets at 6/30/23</b>		<u>\$104,914</u>	
61 <b>Total AOA Net Assets Projected as of 6/30/23</b>		<u><u>\$415,310</u></u>	



AOA Annual Conference Results

	#####	2018	2019	2020	2021	2021	2022	2023	2024
	Activity	Preliminary Final	Unaudited Final	Final	Revised Budget	Preliminary Final	Preliminary Final	Preliminary Final	Budget
INCOME:									
	Business Partnerships	\$283,150	\$281,550	\$308,353	\$75,000	\$120,750	\$0	\$280,750	\$325,000
	In-Kind BP Contributions	\$18,000	\$18,000	\$20,250		\$23,245	\$0	\$5,500	\$5,500
	Registration Fees	\$249,210	\$276,460	\$300,150	\$37,500	\$60,950	\$0	\$277,320	\$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	\$563,570	\$606,750
EXPENSES:									
	Credit Card Expense	\$16,722	\$19,308	\$18,454	\$2,500	\$5,203	\$54	\$8,532	\$9,500
	Contract Services	\$80,848	\$89,065	\$75,158	\$106,839	\$88,839	\$96,575	\$111,322	\$120,000
	Gifts/Awards		\$5,404	\$6,303	\$2,000	\$3,701	\$0	\$11,350	\$12,000
	Hotel/M meal Expense	\$156,956	\$263,362	\$346,501		\$5,150	\$271,279	\$333,493	\$350,000
	Marketing/Communication Expense	\$27,729	\$19,339	\$22,644	\$5,000		\$0	\$2,325	\$6,000
	Meals/Meetings (Non-Hotel)	\$140,183	\$46,471	\$61,312			\$0	\$119,473	\$35,000
	Pre-Planning Expenses	\$20,405	\$13,785	\$6,633	\$5,000		\$14,387	\$17,161	\$20,000
	Speaker Expenses	\$12,958	\$10,779	\$15,650	\$25,000	\$8,500	\$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	(\$9,752)	\$0					(\$7,660)	
	Allowance for Bad Debts	\$0	\$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	\$633,131	\$588,000
	Net Income:	\$84,432	\$88,719	\$47,471	(\$60,339)	\$3,230	(\$383,745)	(\$69,561)	\$18,750
	Contribution to FOA:								
	Net Income After Contribution:								

(CY Presentation)  
6/3/23

(CY Presentation)

6/3/23

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

08/09/23

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											
52300 — In-Kind Contributions											
General Journal	07/01/23	BP In-K...		NACAS In-Kind ...	52300 — In-Kind Contri...	January Co...		89000 — Donate...		5,500.00	5,500.00
									0.00	5,500.00	5,500.00
Total 52300 — In-Kind Contributions									0.00	5,500.00	5,500.00
Total Income											
Expense											
89000 — Donated Goods and Services											
General Journal	07/01/23	BP In-K...		NACAS In-Kind ...	89000 — Donated Good...			52300 — In-Kind...	5,500.00		5,500.00
									5,500.00	0.00	5,500.00
Total 89000 — Donated Goods and Services									5,500.00	0.00	5,500.00
86000 — CPC Expenses											
86500 — CPC Meeting Expenses											
Check	08/01/23	2918	Richard Jackson	IMellisHyatt est ...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	5,000.00		5,000.00
									5,000.00	0.00	5,000.00
Total 86500 — CPC Meeting Expenses									5,000.00	0.00	5,000.00
Total 86000 — CPC Expenses									5,000.00	0.00	5,000.00
79500 — Miscellaneous Expenses											
Check	08/01/23	2918	Richard Jackson	PayPal fee 7/3/23	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		19.95
				Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checki...	78.61		98.56
Total 79500 — Miscellaneous Expenses									98.56	0.00	98.56
76500 — Executive Committee Meeting Exp											
Check	08/01/23	2918	Richard Jackson	IMellisHyatt est ...	76500 — Executive Co...	General Op...		10000 — Checki...	6,503.56		6,503.56
									6,503.56	0.00	6,503.56
Total 76500 — Executive Committee Meeting Exp									6,503.56	0.00	6,503.56
70500 — S/T Travel & AOA Office Expense											
Check	07/30/23	2917	AT&T	7/19/23 — 8/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	402.50		402.50
									402.50	0.00	402.50
Total 70500 — S/T Travel & AOA Office Expense									402.50	0.00	402.50
70000 — Contacted Service — Sec/Treas											
Check	08/01/23	2918	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		3,914.33
									3,914.33	0.00	3,914.33
Total 70000 — Contacted Service — Sec/Treas									3,914.33	0.00	3,914.33
Total Expense									21,418.95	0.00	21,418.95
Net Income									21,418.95	5,500.00	-15,918.95

08/09/23

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

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Debit	Credit	Balance
<b>Income</b>											
52300 — In-Kind Contributions											
General Journal	07/01/23	BP In-K...		NACAS In-Kind ...	52300 — In-Kind Contri...	January Co...		89000 — Donate...		5,500.00	5,500.00
Total 52300 — In-Kind Contributions									0.00	5,500.00	5,500.00
49500 — Extraordinary Income											
Sales Receipt	06/09/23	91		Bofa Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		9.75	9.75
Total 49500 — Extraordinary Income									0.00	9.75	9.75
50000 — Conference Registration Fees											
Sales Receipt	06/19/23	90		23 Cnf guest reg	50000 — Conference R...	January Co...		10000 — Checki...		155.00	155.00
General Journal	06/30/23	Advanc...		CSUN SU Cnf Re...	50000 — Conference R...	January Co...		22900 — Other D...	6,500.00		-6,345.00
Total 50000 — Conference Registration Fees									6,500.00	155.00	-6,345.00
48000 — Unrealized Gains on Investments											
General Journal	06/30/23	Post Va...		Post Vangd 6/30	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	597.37		-597.37
General Journal	06/30/23	Post Va...		Post Vangd 6/30	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		8,540.14	7,942.77
Total 48000 — Unrealized Gains on Investments									597.37	8,540.14	7,942.77
46000 — Dividend Income											
General Journal	06/30/23	Post Va...		Post Vangd 6/30	46000 — Dividend Inco...	General Op...		-SPLIT-		278.16	278.16
General Journal	06/30/23	Post Va...		Post Vangd 6/30	46000 — Dividend Inco...	General Op...		46000 — Dividen...		1,155.97	1,434.13
Total 46000 — Dividend Income									0.00	1,434.13	1,434.13
45000 — Interest Income											
Deposit	06/30/23			Interest	45000 — Interest Income	January Co...		10300 — Money ...		0.02	0.02
Total 45000 — Interest Income									0.00	0.02	0.02
40000 — AOA Dues											
Sales Receipt	06/10/23	88		June 23 checks (...)	40000 — AOA Dues	General Op...		10000 — Checki...		22,769.00	22,769.00
Sales Receipt	06/19/23	89		June 23 Checks (...)	40000 — AOA Dues	General Op...		10000 — Checki...		8,230.00	30,999.00
General Journal	06/30/23	Dues Rec	Various	Post AC 6/30	40000 — AOA Dues	General Op...		11000 — AOA D...		24,319.00	55,318.00
General Journal	06/30/23	DuesD...	Various	Defer Inc 6/30 (...)	40000 — AOA Dues	January Co...		22000 — AOA D...	129,433.50		-74,115.50
Total 40000 — AOA Dues									129,433.50	55,318.00	-74,115.50
Total Income									136,530.87	70,957.04	-65,573.83
<b>Expense</b>											
89000 — Donated Goods and Services											
General Journal	07/01/23	BP In-K...		NACAS In-Kind ...	89000 — Donated Good...			52300 — In-Kind...	5,500.00		5,500.00
Total 89000 — Donated Goods and Services									5,500.00	0.00	5,500.00
86000 — CPC Expenses											
86100 — CPC Travel Expense											
Check	06/25/23	2905	Humboldt State Sponsor...	Rodelander No...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	956.84		956.84
Check	06/25/23	2906	CSU Northridge Universi...	HCalms April 2...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	316.96		1,273.80
Check	06/25/23	2908	CSU, Northridge Univ. S...	Jeremy Hamlett ...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	483.19		1,756.99
Check	06/25/23	2908	CSU, Northridge Univ. S...	Kaila Lavin Aug ...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	413.18		2,170.17
General Journal	06/25/23	Cancel ...		Cancel #2905, r...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...		956.84	1,213.33
Check	06/30/23	2912	Leslie Rodelander	Rodelander No...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	956.84		2,170.17
Check	06/30/23	2915	University Corp at Mont...	Slee 4/20/23	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	93.67		2,263.84
Invoice	06/30/23	AOA20...	Humboldt State Sponsor...	Reimb duplicate...	86100 — CPC Travel Ex...	January Co...		11900 — Other R...		894.46	1,369.38
Total 86100 — CPC Travel Expense									3,220.68	1,851.30	1,369.38

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Debit	Credit	Balance
86500 — CPC Meeting Expenses											
Check	08/01/23	2918	Richard Jackson	WellsHyatt est ...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	5,000.00		5,000.00
Total 86500 — CPC Meeting Expenses									5,000.00	0.00	5,000.00
Total 86000 — CPC Expenses									8,220.68	1,851.30	6,369.38
80000 — Conference Contract Services											
80470 — Cnf Contract Srv-Patrick Bailey											
General Journal	06/30/23		Due Pa...	Due Patrick Bail...	80470 — Cnf Contract S...	January Co...		23000 — Other C...	20,000.00		20,000.00
Total 80470 — Cnf Contract Srv-Patrick Bailey									20,000.00	0.00	20,000.00
80300 — Conf Contract Service-Taren M											
Check	06/30/23	2914	Taren Mulhause	2nd Qtr 2023 S...	80300 — Conf Contract...	January Co...		10000 — Checki...	4,000.00		4,000.00
Total 80300 — Conf Contract Service-Taren M									4,000.00	0.00	4,000.00
80100 — Conf Contract Service-R Jackson											
Check	06/05/23	2903	Richard Jackson	RJ 23-24 Contra...	80100 — Conf Contract...	January Co...		10000 — Checki...	3,000.00		3,000.00
Total 80100 — Conf Contract Service-R Jackson									3,000.00	0.00	3,000.00
80200 — Conf Contract Service-D Johnson											
Check	06/03/23	2902	Dixie L. Johnson	Jan-Mar 2023 S...	80200 — Conf Contract...	January Co...		10000 — Checki...	3,000.00		3,000.00
Check	06/03/23	2902	Dixie L. Johnson	Mar-Jun 2023 S...	80200 — Conf Contract...	January Co...		10000 — Checki...	3,000.00		6,000.00
Check	06/03/23	2902	Dixie L. Johnson	Mar-May Hourly...	80200 — Conf Contract...	January Co...		10000 — Checki...	616.00		6,616.00
Total 80200 — Conf Contract Service-D Johnson									6,616.00	0.00	6,616.00
Total 80000 — Conference Contract Services									33,616.00	0.00	33,616.00
88000 — Web/AV Tech/ E Air Expense											
Check	06/05/23	2903	Richard Jackson	EAir software an...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	6,480.00		6,480.00
Check	06/05/23	2903	Richard Jackson	EAir upgrade Pr...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	1,450.00		7,930.00
Total 88000 — Web/AV Tech/ E Air Expense									7,930.00	0.00	7,930.00
83000 — Hotel Function & Meal Expense											
Check	06/30/23	2911	Richard Jackson	Sheraton SD Ma...	83000 — Hotel Functio...	January Co...		10000 — Checki...	40,000.00		40,000.00
Check	06/30/23	2911	Richard Jackson	Sheraton SD Ma...	83000 — Hotel Functio...	January Co...		10000 — Checki...	10,000.00		50,000.00
Total 83000 — Hotel Function & Meal Expense									50,000.00	0.00	50,000.00
80800 — Bank Credit Card Fees											
Check	06/30/23			Service Charge	80800 — Bank Credit C...	January Co...		10000 — Checki...	363.82		363.82
Total 80800 — Bank Credit Card Fees									363.82	0.00	363.82
79500 — Miscellaneous Expenses											
Check	06/05/23	2903	Richard Jackson	PayPal fee 5/2/23	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		19.95
Check	06/05/23	2903	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checki...	78.58		98.53
Check	06/30/23	2911	Richard Jackson	PayPal fee 6/2/23	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		118.48
Check	06/30/23	2911	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checki...	80.85		199.33
Check	08/01/23	2918	Richard Jackson	PayPal fee 7/3/23	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		219.28
Check	08/01/23	2918	Richard Jackson	Amazon Web St...	79500 — Miscellaneous...	General Op...		10000 — Checki...	78.61		297.89
Total 79500 — Miscellaneous Expenses									297.89	0.00	297.89
78000 — Web Hosting/Maintenance Exp											
Check	06/25/23	2904	Dent Agency LLC	Dent Agency Ju...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		3,096.60
Check	06/30/23	2913	Dent Agency LLC	Dent Agency Jul...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		6,193.20

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Debit	Credit	Balance
Total 78000 — Web Hosting/Maintenance Exp											
77400 — Research Admin Com Expenses									6,193.20	0.00	6,193.20
Check	06/25/23	2907	CSUDH Office of Gradua...	RAC expenses S...	77400 — Research Adm...	General Op...			3,214.41		3,214.41
Total 77400 — Research Admin Com Expenses											
77200 — HR Committee Expenses									3,214.41	0.00	3,214.41
Check	06/30/23	2915	University Corp at Mont...	HR Conference...	77200 — HR Committe...	General Op...			437.60		437.60
Check	06/30/23	2915	University Corp at Mont...	HR Conf KeyNot...	77200 — HR Committe...	General Op...			1,200.00		1,637.60
Total 77200 — HR Committee Expenses											
76500 — Executive Committee Meeting Exp									1,637.60	0.00	1,637.60
Check	06/30/23	2911	Richard Jackson	IwellsHyatt dep ...	76500 — Executive Co...	General Op...			1,000.00		1,000.00
Check	08/01/23	2918	Richard Jackson	IwellsHyatt est ...	76500 — Executive Co...	General Op...			6,503.56		7,503.56
Total 76500 — Executive Committee Meeting Exp											
76000 — Executive Committee Travel Exp									7,503.56	0.00	7,503.56
Check	06/25/23	2906	CSU Northridge Universi...	HClaims April 2...	76000 — Executive Co...	General Op...			316.96		316.96
Check	06/25/23	2906	CSU Northridge Universi...	GSJavik April 20...	76000 — Executive Co...	General Op...			403.20		720.16
Check	06/30/23	2915	University Corp at Mont...	MBurton 4/21/23	76000 — Executive Co...	General Op...			829.39		1,549.55
Check	06/30/23	2915	University Corp at Mont...	Slee 4/21/23	76000 — Executive Co...	General Op...			615.92		2,165.47
Check	06/30/23	2916	CSU, Sacramento Univer...	A Singleary 4/2...	76000 — Executive Co...	General Op...			627.57		2,793.04
Check	06/30/23	2916	CSU, Sacramento Univer...	Matt Sparks 4/2...	76000 — Executive Co...	General Op...			726.81		3,519.85
Total 76000 — Executive Committee Travel Exp											
73000 — Retainer - HR Counsel									3,519.85	0.00	3,519.85
General Journal	06/30/23	RBrrom...		Due RBrom 22-...	73000 — Retainer- HR ...	General Op...			27,000.00		27,000.00
Total 73000 — Retainer- HR Counsel											
71000 — Retainer - Legislative Liaison									27,000.00	0.00	27,000.00
Check	06/30/23	2910	Robert E. Griffin	RG/griffin Leg/co...	71000 — Retainer - Leg...	General Op...			3,075.00		3,075.00
Total 71000 — Retainer - Legislative Liaison											
70500 — S/T Travel & AOA Office Expense									3,075.00	0.00	3,075.00
Check	06/03/23	2901	AT&T	5/19/23 - 6/18...	70500 — S/T Travel & A...	General Op...			357.26		357.26
Check	06/25/23	2909	AT&T	6/19/23 - 7/18...	70500 — S/T Travel & A...	General Op...			422.26		779.52
Check	07/30/23	2917	AT&T	7/19/23 - 8/18...	70500 — S/T Travel & A...	General Op...			402.50		1,182.02
Total 70500 — S/T Travel & AOA Office Expense											
70000 — Contacted Service - Sec/Treas									1,182.02	0.00	1,182.02
Check	06/05/23	2903	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...			3,800.33		3,800.33
Check	06/30/23	2911	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...			3,800.33		7,600.66
Check	08/01/23	2918	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...			3,914.33		11,514.99
Total 70000 — Contacted Service - Sec/Treas											
Total Expense									11,514.99	0.00	11,514.99
									170,769.02	1,851.30	168,917.72
Net Income									307,299.89	72,808.34	-234,491.55

## Auxiliary Organizations Association

### Messages and Communications on the AOA website.

Individuals that have an active AOA member user account on the AOA website have the ability to send messages and communications via AOA website group communication portals and they also have the ability to communicate and send messages to individual AOA members that have active user accounts.

The group communication portals linked to each of the various AOA standing committees are the primary means for sharing messages, communications and meeting notices. The portals also offer the ability to view and share various committee related documents, including meeting agendas, presentations, and minutes.

In order to participate, AOA members are required to join the group communication portals. Members are not limited to the number of portals they can join, and are encouraged to engage and participate in as many standing committee portals as desired.

There is another resource available to AOA members that wish to communicate directly with another AOA member. This resource requires an AOA member to invite/send another AOA member a friend request. AOA members have the option to accept or deny any friend request. If the member chooses to accept a friend request, the individual that sent the invitation will have the ability to communicate directly with the individual that has accepted the friend request.

In order to take advantage of these AOA resources, members are required to have an active AOA member user account.

#### To Create and Send A Friend Request:

1. Go to the AOA website <https://csuaoa.org>.
2. Log on to the website using your member user name and password.
3. On the home page, navigate and then click/open the **“Connect”** tab.
4. Select and open the **“Members”** tab.
5. On the Home/Connect/Members Page: Type the name of the person you wish to send a friend invite to in the **“Search Member”** data cell.

Complete the search by clicking on the “**Search Button**”. Note: If you are unsure of the AOA member’s first or last name, you can type either, and a list of members that share a first or last name will appear.

6. If the name of the friend is a current/active AOA user, their information will appear on the page. Locate the name of the AOA member that you wish to communicate with, and click on the “**Add Friend**” link.
7. The AOA website will send an automated communication to the selected friend, and they will be given the option to either accept or decline the friend request.
8. If the selected friend declines the invitation, you will not be able to communicate directly with them.

### **To Send Individual Messages To Selected AOA Users:**

1. Go to the AOA website <https://csuaoa.org>.
2. Log on to the website using your member user name and password.
3. On the home page navigate and then click/open on **your member name/profile**, which is located in the far upper right hand corner of the page.
4. Navigate in the drop down selections to the “**Messages**” tab, then navigate and select the “**Compose**” tab.
5. On the next page, insert in the “**Send To**” cell the name of the friend that you wish to communicate with.
6. Fill out and complete subject and message sections. When you are finished, select the “**Send Message**” button.
7. You will receive an alert at the top of the page if the message was successfully sent.

AOA members can also navigate to their member profiles and make changes or updates to their profile and view any notifications or messages that have been delivered to their member user account.

## **Special Project – Implementation and Maintenance of Content for AOA Website PROGRESS REPORT AS OF August 18, 2023**

### **New Tasks Completed Spring – Summer, 2023:**

On June 21, 2023, participated in conference call with AOA Officers and Andrew Singletary regarding current established AOA managed cloud storage platforms.

During spring of 2023, explored additional features within AOA's website, regarding the ability for AOA members to have the ability to communicate with each other outside of the group communication portals. Developed a report that provides step-by-step instructions for members to accomplish this. **See attached.**

### **Ongoing Tasks To Ensure Website Content Is Up To Date And Accurate:**

1. Current Website Content - Identify and confirm content that is currently available to general public and membership
  - Content available to general public to be posted to website in .pdf format
  - Content available to members can be viewed via an active AOA member account
  - Status: Reviewed website and completed updates during February - through March 2023
2. Content Available to General Public
 

#### **Home Page**

  - Conference – Updated with 2024 information and includes video recap of 2023 annual conference
  - Business Partners – Updated with 2023 Premier, Diamond, Emerald and Platinum Partners are displayed with updated links provided to their individual website
  - News From Our Blog – Reviewed March, 2023. Currently 3 news blog posts.
  - Why Have An AOA Membership? (Information Only)
    - ✓ AOA Membership Directory
    - ✓ Legislative and Compliance Updates
    - ✓ Professional Advisory Resources
    - ✓ Auxiliary Professional Affiliates and Certifications



- ✓ Job Board
- ✓ Professional Monograph Series
- ✓ Group Insurance Programs
- ✓ Annual Conference
- ✓ Status: Reviewed April 3, 2023 – No updates needed

### **General Information**

- About AOA
  - ✓ What is the Auxiliary Organizations Association?
  - ✓ AOA Mission Statement
  - ✓ Past Presidents of AOA (Update yearly)
  - ✓ Status: Reviewed/Updated March, 2023
- List Of Auxiliaries (as of March 2023 there are 88 Auxiliaries)  
This document contains:
  - ✓ Name of Campus/University
  - ✓ Name of Auxiliary
  - ✓ Address of Auxiliary
  - ✓ Auxiliary URL (active link that will go to individual auxiliary website)
  - ✓ Status: Reviewed/Updated April, 2023
- Public Records
  - ✓ Content introducing public records
  - ✓ Governing Board/Executive Committee (Updated Yearly)  
Status: Updated August 2023
  - ✓ Articles of Incorporation (permanent)
  - ✓ Bylaws (permanent-updated only if there are changes)
  - ✓ Exempt Organization Letter of Determination (Permanent)
  - ✓ Policy and Practices Manual (Updated Yearly) Last update was April, 2022
  - ✓ Standing Committee Operating Guidelines (Updated as changes are made) Updated March 2023
  - ✓ Audited Financial Statements (Post most recent 5 years) Archive immediate prior three years. Updated March, 2023
  - ✓ IRS Form 990 (Post most recent 5 years) Archive immediate prior three years. Updated March, 2023
  - ✓ Annual Budget – Approved 2023-2024 annual budget added April, 2023
- Contact US

This document contains contact information for

- ✓ AOA Business Manager/CFO
- ✓ AOA President
- ✓ AOA President Elect
- ✓ AOA Immediate Past President
- ✓ Status: Updated February, 2023
- Membership – How to Become a Member
  - ✓ Review and updates to Instructions for How to Become a Member
  - ✓ New Member Signup Form (Instructions and Link to Form)
  - ✓ Status: Reviewed April, 2023

3. Content Available to Members - Only AOA members that have an approved/active member profile can view this information

**Connect**

- Members (content describing directory and link to membership data) As of 8-4-2023 there are 629 active member accounts, compared to April 2023 when there were 631 active member accounts
- Executive Committee Roster –Updated August, 2023
- The Committees of AOA – Updated April and August, 2023
  - ✓ Associated Students/Student Unions/Recreation Centers
  - ✓ Business and Financial Services
  - ✓ Commercial Services
  - ✓ Conference Planning Committee
  - ✓ Executive Committee
  - ✓ Human Resources
  - ✓ Information Technology
  - ✓ Long Range Planning Committee
  - ✓ Nominations Committee
  - ✓ Past Presidents
  - ✓ Philanthropy Committee
  - ✓ Property Development and Management (Inactive 2018)
  - ✓ Research Administration
  - ✓ Risk Management and Insurance Programs
- Group Communications Portals - Current Standing Committee Chairs and Vice Chairs are assigned the credentials of “Moderators.” The moderator role allows for the posting of any document to the group communications link such as meeting

agendas, minutes, and power point presentations. The moderator(s) assigned to the *All AOA Members* group communications link will be limited to the AOA Business Manager/CFO and as a back up for AOA Service Provider(s).

**Request all standing committee chairs to use the group communications portal for all standing committee announcements and communications.** As of 8-4-2023

number of members and number of documents listed are:

- ✓ ASI/Student Unions/Recreation Centers
  - 2023: 61 members/17 documents
  - 2022: 69 members/17 documents
- ✓ Business and Financial Services
  - 2023: 62 members/10 documents
  - 2022: 66 members/10 documents
- ✓ Commercial Services
  - 2023: 27 members/14 documents
  - 2022: 27 members/11 documents
- ✓ Human Resources
  - 2023: 67 members/4 documents
  - 2022: 63 members/1 document
- ✓ Information Technology
  - 2023: 29 members/19 documents
  - 2022: 31 members/19 documents
- ✓ Past Presidents
  - 2023: 12 members/1 document
  - 2022: 9 members/1 document
- ✓ Philanthropy Committee
  - 2023: 29 members/21 documents
  - 2022: 27 members/3 documents
- ✓ Research Administration
  - 2023: 55 members/42 documents
  - 2022: 56 members/29 documents
- ✓ Risk Management
  - 2023: 35 members/0 documents
  - 2022: 37 members/0 documents
- ✓ All AOA Members – All subscribed/active members (630) have been linked/joined this group communications
- Support Services – Included is a description of service, primary contact information and links to website. Status: Updated April 2023

- ✓ California State University Risk Management Authority (CSURMA)
- ✓ Auxiliary Organization Risk Management Alliance (AORMA)
- ✓ CSURMA/AORMA Benefits Program and Committee Contact Information
- ✓ AORMA Human Resources Consulting
- ✓ AORMA Unemployment Insurance Program
- ✓ AORMA Workers' Compensation Program
- ✓ AOA Compliance Consultant
- ✓ AOA Labor and Employment Legal Counsel
- ✓ AOA Legal Counsel
- ✓ AOA Website Content Management
- ✓ AOA Website Design and Development Support
- ✓ CSU Auxiliaries Multiemployer Voluntary Employees' Beneficiary Association (VEBA)
- ✓ AOA Service Providers
- Calendar of Events, Status: Updated with 2023 meeting dates, times, venue for AOA committee meetings, CSU Board of Trustees meetings, and AORMA meetings. Currently there are 79 events listed - **Request all standing committee chairs to submit 2023 and 2024 meeting dates, times, locations, agendas and minutes to AOA Business Manager and AOA Website Content Manager**

### Resources

- Reports – Reviewed and updated December, 2022
  - ✓ Management Entries: 22 documents listed
  - ✓ Governance Entries: 17 documents listed
  - ✓ Compliance Entries: 10 documents listed
  - ✓ Legislative Reports: 15 documents listed
- Chancellors Office
  - ✓ Links added for CO Website and CSU Policy Library

### Conference

Content for the 2024 conference website activated August 2023

### About

- Awards and Achievements (Updated Yearly) – Award processes are fully automated and all forms for present and past award cycles now reside permanently on AOA website storage platform
  - ✓ Lifetime Honorary AOA Member Award

- ✓ Outstanding Accomplishment Award
- ✓ Scholarship of Excellence Award – Automated processes and forms created in prior years. Updated and active for Fall 2023 award cycle.
- ✓ Status: Updated July, 2023 Active for Fall award cycle
- ✓ Form - Lifetime Nomination Electronic Submission
- ✓ Form - Outstanding Accomplishment Award Submission
- ✓ Form – Scholarship of Excellence Award Submission
- ✓ Status: Updated July, 2023 Active for Fall award cycle

### **Careers**

Currently there are 35 active job postings residing on the website. If a job posting does not have a close date, it shall remain on the site for a designated (currently six months) period of time, then the job posting will be deleted from the site. Reviewed on a monthly basis. Last review was August 1, 2023

4. Word Press – Administrative Tasks - Written Instructions for AOA Members and Word Press Administrators:
  - ✓ Created Instructions for AOA members who wish to communicate with other AOA members on an individual basis, and outside of group communications portals
  - ✓ Create an AOA member user account
  - ✓ Update/change an AOA member work email/password
  - ✓ View/edit member contact information, profile photo, cover image
  - ✓ AOA members who wish to participate in standing committee group communications
  - ✓ Instructions for Word press administrators to accept/reject an AOA member account
  - ✓ Status: Reviewed with Updates March, 2023
5. Word Press - Affiliated Auxiliaries and Campus Drop Down Lists created in Word Press. Reviewed/Updated/Alphabetized, May 2023. Lists appear in the following forms:
  - ✓ Member Sign Up forms
  - ✓ Careers – Submit A Job Form
  - ✓ AOA Executive Committee Nomination Forms
  - ✓ Scholarship of Excellence Form
  - ✓ AOA Outstanding Accomplishment Form
  - ✓ Lifetime Honorary AOA Member Form

✓ Request to Delete AOA User Account Form

6. Word Press –Media-Library folders organized by website page to categorize and manage 417 media files. Created a delete folder to manage and track outdated media files. **Recommend that in the coming year, Website images submitted by various AOA auxiliaries be updated.**
7. Participate in communications and conference calls with DENT website managers.

## **Special Project -- Update to Website Member Directory Information**

### **Progress Report January 1 – August 7, 2023**

#### **Tasks Completed**

1. Identify Those Individuals Filling the Roles of:
  - Primary Contact Person for the Auxiliary (Executive Director or Other)
  - Chief Financial Officer
  - HR Director
  - Auxiliary Administrator
2. Reviewed and Researched Current Data Using the Following Resources:
  - AOA Website – Connect/Member User Accounts
  - Auxiliary Organizations of The CSU - Utilizing each CSU Website – Campuses Link – Reviewed and Identified Contact Information for Those Individuals with Titles of Executive Director, Human Resources Director and Chief Financial Officer.
  - AOA 2023 Conference Registration Database - Reviewed and Identified all Attendees with Titles of Executive Director, Human Resources Director, Chief Financial Officer
3. Researched, Identified, Contacted and Confirmed Those Individuals Performing the Roles of:
  - Primary AOA Contact for the Auxiliary
  - Executive Director/Chief Executive Officer/OR Other As Designated by Auxiliary
  - Chief Financial Officer or Other Designated by Auxiliary
  - Human Resources Director or Other Designated by Auxiliary
  - Auxiliary Administrator
4. Ongoing: Identify, de-activate and delete from member directories and list serves members that are no longer affiliated with an AOA auxiliary or CSU campus:
  - January – December, 2022 – 87 AOA members de-activated
  - January – August 1, 2023 – 55 AOA members de-activated
5. Recorded Updated Information (Working spreadsheet Entitled AOA Special Projects Working Spreadsheet). Spreadsheet Contains Four Tabs (Auxiliary ED's, Auxiliary CFO's, Auxiliary HR Director and Auxiliary Administrator) with each Tab Containing The Following:
  - Name of Auxiliary

- Campus
  - Email of Contact
  - Phone Number of Contact
  - Name of Contact
  - Title of Contact
  - Misc. Notes (if applicable)
6. Contacted Each Auxiliary Executive Officer and Auxiliary Administrator:
- Provided Current Member Directory for their Review
  - Provided Instructions for Members/Auxiliary Administrators
  - Assisted with creating new member profiles
  - Provided follow up reminders and additional assistance as needed
  - Received responses from all with the following exceptions:
    - ✓ CSU Bakersfield (no response from any auxiliary)
    - ✓ CSU Chico Foundation
    - ✓ CSU Dominguez Hills Philanthropic Foundation
    - ✓ Donald P and Katherine D Loker Student Union
    - ✓ Cal Poly Humboldt Foundation
    - ✓ CSU Long Beach 49er Foundation
    - ✓ CSU Los Angeles Student Union
    - ✓ Cal Maritime – Associated Students
    - ✓ CSU Northridge Foundation
    - ✓ CSU Northridge University Student Union
    - ✓ Cal Poly Pomona Foundation
7. Reviewed Member Profiles that had NO Auxiliary Affiliation (93 members) and NO Campus/University Affiliation (5)
- Researched campus directories for current campus email
  - Contact/Provide Information to Auxiliary Administrators and Members
  - Provided follow up inquiries as needed
8. Review Website Directory for Duplicate Member/Email Accounts:
- Researched AOA Member Directory. No individuals were identified as Holding Duplicate Member Profiles
9. Total Number of Auxiliaries Reviewed To Date: 53  
 Estimated date of Completion: August 31, 2023 (Average number of Auxiliaries at each campus = 3.67)
- Chancellor's Office - 2 auxiliaries
  - CSU Bakersfield – 4 auxiliaries
  - Channel Islands – 3 auxiliaries



- Chico – 3 auxiliaries
- Dominguez Hills – 4 auxiliaries
- East Bay – 3 auxiliaries
- Fresno – 6 auxiliaries
- Fullerton – 3 auxiliaries
- Humboldt – 4 auxiliaries
- Long Beach – 4 auxiliaries
- Los Angeles – 4 auxiliaries
- Maritime Academy – 3 auxiliaries
- Monterey Bay – 3 auxiliaries
- Northridge – 5 auxiliaries
- Pomona – 3 auxiliaries
- Sacramento – 5 auxiliaries
- San Bernardino – 4 auxiliaries
- San Diego – 4 auxiliaries
- San Francisco – 3 auxiliaries
- San Jose – 5 auxiliaries
- San Luis Obispo – 3 auxiliaries
- San Marcos – 3 auxiliaries
- Sonoma – 3 auxiliaries
- Stanislaus – 4 auxiliaries

10. Assist CSU Chancellor's Office with review of AOA Auxiliary data located on the CSU Website:

- Auxiliary Legal Name
- Auxiliary website URL/Link
- Auxiliary address
- Auxiliary Contact
- Auxiliary Documents

Updates are noted and forwarded to Chancellor's Office - Business and Finance (Brad Wells)

Website: <https://www.calstate.edu/csu-system/auxiliary-organizations>

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## 2023 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

### Bills of Interest to Auxiliary Organizations

**August 18, 2023**

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

#### Assembly:

**AB 8** (Friedman & Irwin) – Entertainment Ticket-Sellers. This bill as amended June 19 would replace, recast, and expand the broad regulatory framework over commercial entertainment ticket selling and resales. Passed Assembly; in Senate Appropriations Committee (7/12). Parallel approach to SB 785 and 829. See below.

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

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

Campus auxiliary food services (direct and outsourced) would appear to be subject to this prohibition. Passed Assembly; in Senate Appropriations Committee (7/12).

**AB 537** (Berman) – Short-term Lodging; Advertising Rates. This bill as amended June 29 would introduce a rate-transparency and enforcement/penalty regimen upon defined short-term lodgings (including hotels). Advertising must include all room taxes and fees to book or reserve lodging. I am aware of only one campus auxiliary organization that would be subject to this advertising restriction. Operative July 1, 2024. Passed Assembly; in Senate Appropriations Committee (6/29).

**AB 546** (Villapudua) – Expanded Tied-House Alcoholic Beverage Licensing Restrictions. This bill as amended March 14 would expand and clarify an existing Tied-house restriction that prohibits various licensees, or their officer, director, or agent, from, among other things, paying, crediting, or compensating with related things of value a retailer or retailers for advertising, display, or distribution service in connection with the advertising and sale of alcoholic beverages. Passed Assembly and all Senate committees on Consent Calendar (7/13).

**AB 607** (Karla) – Course Materials Cost Disclosure. This bill as amended May 18 would, commencing July 1, 2024, require each campus of the California Community Colleges (CCC) and the California State University (CSU), and request each campus of the University of California (UC), to prominently display the estimated costs for each course of all required materials, and fees directly related thereto, for no less than 75% of the total number of courses on the online campus schedule. Passed Assembly; in Senate Appropriations Committee (7/19).

**AB 840** (Addis) – Liquor License Tied-House Exceptions; Advertising; Certain CSU Campuses. This bill as amended June 28 would expand exclusions from some advertising practices under the “tied-house” restrictions by certain alcohol vendors at designated CSU campus facilities involving liquor licensee transactions in large venue sales, where the vendor wants to engage in exclusive advertising for venue events. Passed Assembly; in Senate Appropriations Committee (7/11).

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

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

Campus food service auxiliary organizations are commonly in contractual relationships with fast-food restaurant franchisees who would fall within the scope of this proposed Act. Passed Assembly; in Senate Judicial Committee (7/11).

## Senate:

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

**SB 234** (Portantino & Umberg) – Opioid antagonists: schools, college campuses, stadiums, concert venues, and amusement parks. This bill as amended July 13 would require schools, college campuses, stadiums, concert venues, and amusement parks to, at all times, maintain unexpired doses of naloxone hydrochloride or any other opioid antagonist. Requires these entities to ensure that at least two employees are aware of the location of the naloxone or other opioid antagonist. Passed Senate; in Assembly Appropriations Committee (7/13).

**SB 284** (Wiener) – Vending Machines. This bill as introduced would have required 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 Senate; in Assembly but was **hijacked by amendments on a different subject**.

**SB 336** (Umberg) – State Grants Negotiated Indirect Cost Rates. This bill amended July 6 would require state agencies administering state-funded grants to reimburse awards the grantee's indirect costs under the negotiated cost rate agreement. Passed Senate; before Assembly Appropriations Committee (7/6).

**SB 399** (Wahab) – Employer Communications; Intimidation. This bill as amended May 2 would prohibit an employer, except as specified, from requiring its employees to attend an employer-sponsored meeting or participate in any communications with the employer or its agents or representatives, the purpose of which is to communicate the employer's opinion about religious matters, political matters, or rights guaranteed by the First Amendment to the United States Constitution or Section 2, 3, or 4 of Article I of the California Constitution. Passed Senate; in Assembly Appropriations Committee (7/11).

**SB 446** (Wilk) – Nonprofit Corporation; Ratification of Non-Compliant Actions. This bill would provide a means by which a board of directors can ratify or validate retroactively action that is otherwise lawful, but not in compliance with the Nonprofit Corporation Law, or the corporation's articles or bylaws. A parallel means is set out in the General Corporation Law. Passed Senate and all assigned Assembly committees; on Consent Calendar (7/13).

**SB 476** (Limon) – Food Safety; Food Handlers. This bill would require food facility employers to pay an employee for any cost associated with the employee obtaining a food handler card, including the time it takes for the employee to complete the training and certification program, and the cost of the food handler certification program. Passed Senate; in Assembly Appropriations Committee, placed in Suspense File (7/12).

**SB 497** (Smallwood-Cuevas) – Protected Employee Conduct. This bill as amended April 27 would:

- Create a rebuttable presumption in favor of an employee's retaliation claim for violations related to wage claims, political and civic rights violations, and PAGA claims if an employer engages in certain conduct within 90 days of the employee's protected activity.
- Increase the civil penalty for violating an employee's political and civic rights to \$10,000 *per employee per violation* (instead of per violation); specifically makes the penalty payable to the employee; and expands the penalty to employers that are not corporations or LLCs. Thus, the political/ civic rights violation civil penalty would become like the civil penalty for failing to restore an employee who prevails on their general retaliation claim.
- Create a rebuttable presumption in favor of an employee's retaliation claim related to prohibited discriminatory pay practices based on sex if an employer engages in certain conduct within 90 days of the employee's protected activity. Passed Senate; in Assembly Appropriation Committee (7/13).

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

- Provides expressly that UFIPA applies when this state is the principal place of administration of a trust or estate or the situs of property that is not held in a trust or estate, as specified, unless the terms of the trust or UFIPA provide otherwise.
- Makes various changes to the administration of a unitrust, such as providing that a unitrust rate may not be less than three percent or greater than five percent, unless the unitrust plan has been approved by a court, as specified.

- A fiduciary that in good faith takes or fails to take an action under the provisions governing unitrusts is not liable to a person affected by the action or inaction.

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

**SB 640** (Portantino) – CSU; Food Service Contracts & Hotel Development Projects. This bill as amended May 18 would prohibit the California State University (CSU) from entering into a food service contract or undertaking a hotel development project unless the food service employer or hotel employer is party to a labor peace agreement with a labor organization. The prohibition would extend to auxiliary organizations in such relationships, and to any proprietary interest in such a contract or project held by the CSU or an auxiliary organization. Passed Senate; in Assembly (7/13).

**SB 644** (Glazer) – Hotel/Private Residence Rental Reservation Cancellation; Refunds. This bill amended June 22 would require a hosting platform, hotel, third-party booking service, or short-term rental to allow a customer to cancel a reservation within 24 hours of making the reservation and provide for refund without penalty. Passed Senate; before Assembly Appropriations Committee. (7/12).

**SB 683** (Glazer) – Hotels & Short-Term Rental; Advertised Rates; Mandatory Fees. This bill as amended would require, beginning July 1, 2024, advertised rates for hotel rooms and short-term rentals to include all mandatory fees in their advertising and that hotels and short-term rentals provide clear pricing disclosures, all subject to public enforcement. Passed Senate; in Assembly Appropriations Committee (6/28).

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

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

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

Passed Legislature; approved by the Governor (7/13).

**SB 808** (Dodd) – CSU Terms of Employment, Settlement, Retreat Opportunities. This bill as amended June 15 would require the California State University, on or before December 1 of each year, to submit a report to the Legislature on the investigations and outcomes of sexual harassment reports and formal sexual harassment complaints, as provided, and would require the California State University to post these annual reports on its internet website.

Passed Senate; in Assembly Appropriations Committees (6/28).

**SB 829** (S. Wilk) – Entertainment Ticket Sellers – Exclusivity Prohibited. This bill as amended May 1 would:

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

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

8/11/23 REG



## August AOA Meeting – August 18, 2023

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

The last regular CABO meeting was held June 28, 2023, via Zoom. The agenda was quite robust, and the primary conversation was focused on the May and upcoming July 2023 BOT meetings. Executive Vice Chancellor, Mr. Steve Relyea noted the recommendations of the Sustainable Financial Model Working Group, commissioned by the Board to assess the current and future state of funding in the CSU. Mr. Relyea noted several substantive recommendations from the group: 1) a recognizable tuition policy within the CSU, 2) proposal for a model for tuition increases, 3) proposal to establish another workgroup to assess financial aid and the impact of the State University Grants (SUG). A vote on the tuition policy and increases is slated at the September BOT meeting.

There was robust discussion on the statewide and systemwide budgets. The state was experiencing a \$31.1 budget deficit, but the Governor's 5-year compact of an additional \$227m was upheld during the final budget. This compact year will be competing with some high priority line items, such as increases in mandated costs, and potential bargaining unit compensation increases. It was noted that for every 1% of across-the-board salary increases the cost to the system would be approximately \$52-\$55m. Campuses did not receive allocations for one-time or base deferred maintenance or new capital outlay, which will continue to erode the existing backlog and hinder the movement of new facilities on the capital outlay front.

It goes without saying that 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. Some campuses did receive funding for expected enrollment growth for 23-24, with the CO re-evaluating all enrollments for possible re-benching for 24-25.

The group discussed the impact of SB640. The bill is slated to go forward to the Assembly in early August. It was noted that the bill will definitely go forward to the Governor and become effective in January 2024 if signed.

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

Warm regards,

*Deborah Wallace*

## **August 2023 - Business and Finance Liaison Report**

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

### **Board of Trustees**

#### **July 9-12 – Key Agenda Items**

##### *Committee on Campus Planning, Buildings and Grounds*

- Preliminary Five-Year Capital Outlay Plan
- California State University, Long Beach Peterson Hall 1 Replacement, Schematic Design Approval

##### *Committee on Finance*

- Approval to Issue Debt for Affordable Housing at California State University, Northridge
- Approval to Issue Debt in Support of the 2023-2024 Budget
- 2023-2024 Final Budget
- Planning for the 2024-2025 Operating Budget Request
- Tuition Policy
- Multi-Year Tuition Proposal

##### *Joint Committee on Educational Policy and Finance*

- Chancellor's Strategic Workgroup on Financial Aid

#### **May 21-24 – Key Agenda Items**

##### *Committee on Audit*

- Fiscal Year 2023-2024 Audit Plan
- Audited Financial Statements and Single Audit Report

##### *Committee on Campus Planning, Buildings and Grounds*

- California State University, San Marcos Village Housing and Dining Schematic Design Approval
- California State University, Dominguez Hills Health, Wellness, and Recreation Center Approval to Amend the Capital Outlay Program and Approval of Schematic Design

##### *Committee on Finance*

- Approval to Issue Trustees of the California State University, Systemwide Revenue Bonds and Related Debt Instruments for a Capital Project at California State Polytechnic University, Humboldt Information 3. California State University Quarterly Investment Report Discussion Information 4. 2023-2024 Operating Budget Update Information 5. Sustainable Financial Model Workgroup

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

## **CABO**

*Recent and Upcoming CABO Meeting Dates:*

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

## **CSU Policy Library**

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

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

**Report of the Advancement Liaison**  
**Lori Redfearn**  
**August 2023**

**Transitions**

Chancellor-Select Dr. Mildred Garcia begins her tenure on October 1, 2023. Dr. Garcia returns to the CSU from her recent post as President of the Association of State Colleges and Universities. She has served as president at both CSU Dominguez Hills and CSU Fullerton. She will be a passionate advocate for the university in both Sacramento and Washington. Her priorities will include restoring trust and confidence in the value of higher education and the unique advantages of a CSU education.

I announced my retirement as Associate Vice Chancellor, Systemwide Advancement effective December 29, 2023. It has been a rewarding 25 years serving the university and advancing opportunities for our students. It has been especially gratifying to work with outstanding colleagues in the Auxiliary Organization Association. I look forward to my first volunteer opportunity to participate as a presenter at the January AOA conference. Following my retirement, the next Advancement Liaison will be Aaron Moore, currently serving as Executive Director, Systemwide Advancement and CFO of the CSU Foundation.

The Division of University Relations and Advancement expects to search for a new Vice Chancellor soon after Dr. Garcia's arrival.

**Environmental, Social and Governance Investment Strategies**

The California State University Foundation will be sponsoring a membership in the [Intentional Endowments Network](#) for all campuses. IEN is the leading organization for mission-driven endowment investment strategies. The organization will be holding its [2024 Higher Education Leadership Summit](#) in February of 2024. The systemwide membership will provide discounted registration for CSU staff and foundation board members.

**Association of Governing Boards**

The Association of Governing Boards will hold its [Foundation Leadership Forum](#) on January 28-30, 2024 in Los Angeles. The CSU will sponsor an event on Sunday January 28 exclusive to CSU foundation staff and board members. More details will be distributed in the coming weeks.

**Non-Academic Students Organizing**

The Public Employees Relations Board (PERB) has not validated signatures or authorized an election. There is not a specific timeline for PERB's decision. It still needs to be determined which student assistants should be included to check signatures. The union wants a smaller list to reduce the number of signatures needed to trigger an election. The university wants to include any student assistant who worked any hours during the defined period. Both sides are waiting for PERB to give some direction on the parameters.

I. Kyeyune v. CSU

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

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

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

III. Updated CSU Policies on Interest

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

- CSU Contracts and Procurement Policy:  
<https://calstate.policystat.com/policy/14073723/latest/?showchanges=true>
- Hospitality Policy:  
<https://calstate.policystat.com/policy/13790907/latest/?showchanges=true>
- Background Checks:  
<https://calstate.policystat.com/policy/13813878/latest/?showchanges=true>
- Financing and Debt Management Policy:  
<https://calstate.policystat.com/policy/13335268/latest/?showchanges=true>
- Campus Reporting of Fiscal Improprieties:  
<https://calstate.policystat.com/policy/13576706/latest/?showchanges=true>
- Policy on Service and Emotional Support Animals on Campus:  
<https://calstate.policystat.com/policy/13896025/latest/?showchanges=true>

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

Two systemwide assessments were recently released regarding CSU's Title IX and DHR programs. Information about the reports by Cozen O'Connor and the California State Auditor and CSU's response are publicly posted. See [https://www.calstate.edu/titleix/Pages/cozen-title-ix-assessment.aspx?utm\\_campaign=homepage](https://www.calstate.edu/titleix/Pages/cozen-title-ix-assessment.aspx?utm_campaign=homepage)

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## **Update from Beth Ryan**

### **Associate Vice Chancellor, Human Resources**

### **August 2023**

#### **Mildred García Appointed 11th CSU Chancellor**

The California State University (CSU) Board of Trustees appointed Dr. Mildred García to serve as the 11th chancellor of the California State University effective October 1, 2023. Dr. García currently serves as president of the American Association of State Colleges and Universities (AASCU) and previously served as president of California State University, Fullerton and California State University, Dominguez Hills. Dr. García is the first Latina appointed to oversee the CSU's 23-campus system. She will succeed Interim Chancellor Jolene Koester, who has led the university since May 2022.

#### **Collective Bargaining**

SWHR is in full contract bargaining with Teamsters (Unit 6), UAW (Unit 11) and limited re-openers (including 2023-24 salary) with CFA (Unit 3), CSUEU (Units 2, 5, 7, 9), APC (Unit 4), UAPD (Unit 1), SUPA (Unit 1), and IUOE (Unit 10). The parties remain far apart on salary and salary structure. The University has proposed a step structure for staff, based on modifications to what the Mercer Staff Compensation Study proposed. The national labor climate is very unusual, driven by strikes and inflation. Although we hope it's not needed, campuses have been tasked with strike preparation. Campus auxiliaries will likely be tapped to assist with preparations. Most auxiliary employees are not state employees, so they will not be eligible to strike.

#### **CHRS and the Auxiliaries**

CHRS Recruiting has been implemented on all 23 campuses for state employees. Currently two campuses are using this for one or more of their auxiliaries, and another campus is investigating rolling it out for some of their auxiliary groups. The baseline recruiting system is available and can be used by any CSU auxiliary if they so choose.

Four campuses are going live in November with the core HR system of CHRS (Benefits, Payroll, Time Reports, etc.). The system can be considered for use by auxiliaries as well. We would convene a group to capture the requirements and timeline opportunities for future rollouts. If campus auxiliaries are interested in investigating using core CHRS for their HR system of record, please contact Jason Wenrick [JWENRICK@CALSTATE.EDU](mailto:JWENRICK@CALSTATE.EDU).

### **Student Assistant Unit Modification**

The student assistant Unit Modification matter remains before the Public Employment Relations Board (PERB). The parties continue to debate which student assistants should be included in the population of student assistants. For example, the parties agree that student assistants who are not paid by the State Controller's Office will not be included in the headcount because they are not CSU employees. PERB has asked the parties to consider using a minimum number of hours worked per quarter per student to use as a measure of which student assistants should be included. Once the universe is defined, PERB will count the student assistant signatures that CSUEU submitted. If 30% of the student assistant signatures match with those in the universe of student assistants, an election will be triggered.

### **Cozen O'Connor Assessment and State Auditor Report**

On July 17, 2023, Cozen O'Connor released its summary, systemwide and campus specific reports of the Board of Trustees commissioned Title IX and Discrimination, Harassment, and Retaliation (DHR) Assessment. In addition, the state audit report was released on July 18, 2023.

The following communications can be found on the calstate.edu website.

- [July 2023: Interim Chancellor Koester's Memo to CSU Presidents on the Roadmap for the Cozen Implementation](#)
- [July 2023: Interim Chancellor Koester's Statement in Response to State Auditor Report of University's Handling of Sexual Harassment Complaints](#)
- [July 2023: Interim Chancellor Koester's Statement on the CSU Commitment to Improve Title IX Processes, Strengthen Culture of Care](#)

This concludes my report.

## AUXILIARY ORGANIZATION ASSOCIATION

### LONG RANGE & STRATEGIC PLANNING COMMITTEE REPORT

After our initial meeting in March, we met again as a group at the end of May. We discussed the current on-boarding for Committee Chairs. It was determined that we should survey them in August to see how their experience has been and make any changes necessary for the next group. Slavik shared several documents used by her committee that were very helpful. Christina Brown was asked to review language that Brad Wells submitted for the Operating Agreement. Questions were asked regarding having a clear consultation process and the group agreed that it would be beneficial to know that that process looks like to make sure that auxiliaries are being represented across the board.

Dixie Johnson joined us during a June meeting to discuss current AOA storage. Joining the LRP group was Andrew Singletary, Miles Nevin, and Michelle Crawford. Johnson shared with us the current arrangement for AOA files. Discussion was held regarding legacy files that could be set up to share with each committee or chair. Concerns about how documents will be organized and managed were talked about. We do not have any Level 1 data that Singletary brought up. We have an AOA Records Management Policy and follow the retention process. Officer groups could be set up in Google Docs. We will need to review back-up, security, access and when to remove people.

I had a separate meeting with Keith Kompsi (Fresno), Chair of the Past President committee in July regarding the Auxiliary Fact Sheet. We discussed the Executive Director Toolkit as well and I will ask an ED group to review these for accuracy as well as recommend any changes that could benefit new ED's as well as campus administration. Past-President, Monica Kauppinen, had several recommendations during her time as LRP Chair including the creation of a working group for this project or a section on the AOA website that could be kept current.

In July, I met with Kacie Flynn (Humboldt) and Monica Kauppinen (Sacramento) regarding the Leadership Academy. They have done an excellent job of creating content and engaging the group this past year. They have been invited to join the Executive Committee meeting in August. At this point, we are planning to meet prior to the November EC meeting to determine if a cohort will happen next year or if we will take a year off.

A call was sent out to the Executive Committee regarding the AOA Scholarship of Excellence. With Tonee Sherrill leaving his role as chair of AS/SU/RE, Jeff Rensel will be taking on duties to help select the scholarship winner. Cyndi Farrington will assist as Chair of this committee. As a reminder, last year a recommendation to the language was adopted that applicants: *Be an undergraduate or graduate CSU student with at least one more academic year of full-time coursework.* We are very excited to work with the new system implemented last year through InfoReady.

As chair of the nominations committee, I have selected Michelle Crawford to join the officers in our search for our next President-Elect and slate of Executive Committee members.

A meeting for late September or early October has yet to be scheduled.

#### 2023 LRSP COMMITTEE ROSTER

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





## **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. 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.

During the May meeting, Alliant (Chloe Smith and Heather McCarthy) and an Anthem Employee Assistance Program (EAP) representative presented on this voluntary plan add-on. Unlike the Hartford Plan, which is offered for free, the Anthem EAP has a cost per member; however, the Anthem EAP offers more customized resources and up to ten hours of training per year. HR leaders seemed interested and engaged in this benefit.

During the June meeting, Raven Tyson, chair of the CSURMA committee discussed the impending benefit renewals for the 2024 plan year. Raven explained that the groups covered by medical would see about a 13% increase which was attributed to marketplace dynamics, such as increasing Rx costs, pandemic caused delay of preventative and elective care, increased use of mental health care, healthcare labor shortages, etc. Some HR leaders expressed concerns with the projected increase, but were notified that both individual and CalPERS plans will see a larger than 13% increase for the same uncontrollable factors and reassured the group that Alliant has worked to keep the premiums low since joining the plan in 2019 and will continue their efforts.

The mini HR conference was held in Long Beach, July 26<sup>th</sup> through 28<sup>th</sup>. There were about 55 attendees. The descriptive agenda is below. Copies of the agenda and slide decks can be found here: [https://drive.google.com/drive/u/0/folders/1Xx8bg8XHk9LWF0Vuf\\_Vimdxp2NPjP2\\_](https://drive.google.com/drive/u/0/folders/1Xx8bg8XHk9LWF0Vuf_Vimdxp2NPjP2_)

Day 1 at the Marriott: *Followed by a happy hour hosted by Alliant*

- Welcome and AOA importance presented by Rasheedah Shakoor, AOA President
- Making Strides Despite Shifting Tides: Strategies to Continue DEIAB+ Progress & Manage Resistance presented by Guest Speaker, Valyncia Woodward
- CSURMA AORMA Program, presented by Alliant - Tom Quirk, Chloe Smith, and Heather McCarthy

Day 2 at CSULB: *Hosted breakfast and lunch, followed by hosted dinner at Steady Brewing*

- Campus Tour by CSULB Student Assistants
- Legal Update presented by Richard Bromley and Aaron Rutschman (part 1 – leave of absences, part 2 – Q&A)
- Worker's Compensation Do's and Do Not's presented by Sedgwick - Katie Brant and Shane Cole

- Wellness session presented by CSULB ASI

Day 3 at the Marriott:

- Updates affecting auxiliaries presented by Chancellor's Office HR – Beth Ryan
- CSU Learning Management System (Sum Total) presented by the Chancellor's Office – Christopher Fondacaro
- Regular AOA HR Monthly Meeting

The three-day conference covered most areas of HR: recruitment, retention, healthcare, leaves of absence, worker's compensation, training and development, and legal. The cost of the conference is estimated to be \$10,000 which covered the cost of speaker, CSULB and Marriott fees, supplies, and hosted meals.

As follow-up from the conference the attendees have requested the HR chair seek a legal opinion from Ricard Bromley regarding auxiliaries and Title IX, as of a result of the Cozen O'Connor reports and how the results pertain to auxiliaries. Some HR leaders have been advised by their campus leadership to solely utilize the campus' Title IX office for investigations. Both Richard Bromley and the Chancellor's office agree that as separate legal entities the processes and procedures vary and should be investigated separately; however, working with campus partners is essential for continued student and employee support. The HR chair will also coordinate a legal presentation from Richard Bromley on how the potential for student unionization can affect auxiliaries.

Lastly, during the July monthly meeting, by unanimous vote, it was decided that the HR committee will pursue a salary survey by contracting with Richard Lane of Human Resources Strategies, Inc. The last survey was completed in 2021. Rosa Hernandez is facilitating this project and will form a subcommittee to help HR leaders commit to deadlines and processes.

### **THEMES FOR THE YEAR**

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

### **COMMITTEE LEADERSHIP, 2023**

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

Respectfully submitted by:

Maddison Burton

Chair, AOA HR Committee

Director of Human Resources at The University Corporation at Monterey Bay



## **Research Administration Committee**

**Report for August 18, 2023 AOA Executive Committee Meeting  
Submitted by Leslie Rodelander, RAC Chair &  
Grant Analyst at Cal Poly Humboldt Sponsored Programs Foundation**

### April 2023

Attended the April 21<sup>st</sup> AOA EC Meeting in Long Beach; continued planning for the Spring RAC/CCRO meeting; and, met with Ana Aguirre on April 25<sup>th</sup> for RAC SharePoint site training;

### May 2023

Planning continued for the RAC/CCRO meeting with planning sessions and additional SharePoint training on April 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 22<sup>nd</sup> and 26<sup>th</sup>. The Spring RAC/CCRO meeting took place at CSU Dominguez Hills on Wednesday, May 31<sup>st</sup> (RAC only) and June 1<sup>st</sup> (joint RAC/CCRO). There were over 90 attendees – 58 in person and as many as 40 attending remotely representing all 23 CSU campuses and the Chancellor's Office. CSU Dominguez Hills provided a lovely state-of-the-art meeting facility and wonderful hospitality. The meeting topics were well received and the participation, both in Q&A and breakout discussions, was lively. The hosted events – appetizers and no-host bar happy hour at the hotel, hosted happy hour on the CSU Dominguez Hills campus and an off-site joint RAC/CCRO dinner – were well attended and enjoyed. RAC appreciates AOA's support of the professional development and networking of its members.

### June 2023

The balance of June was spent reviewing and documenting the Spring RAC/CCRO meeting and beginning the planning of the 2023 Fall RAC meeting. The minutes and presentation materials were uploaded to the AOA RAC portal and an expense report will be provided at the EC meeting. Late dinner across the table from Andrew Exner, the Executive Director of the Research Foundation at San José State University at the joint RAC/CCRO dinner, and San José volunteered to be the host of the Fall 2023 meeting! Andrew connected me Executive Assistant Eric Hagan to assist with meeting planning.

### July 2023

Fall RAC meeting planning continued throughout July with meetings on the 17<sup>th</sup> & 24<sup>th</sup>.

### August 2023

I'm happy to report that, as of August 9<sup>th</sup>, RAC has 55 registrants for our Fall meeting including 18 first time attendees! We have a great slate of topics and are looking forward to our time together in San José on September 7<sup>th</sup> & 8<sup>th</sup>.

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

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

**AS/SU/REC Committee Summer Meeting:**

The AS/SU/REC Committee held its summer meeting virtually on Monday, June 12th. Based on a feedback poll it was determined that a virtual meeting be held instead of an in-person meeting. The meeting provided an opportunity for networking, welcoming new members of the committee, and a review of general AOA updates. During the meeting, the AOA Standing Committee Operation Guidelines were discussed, with several updates, changes, and suggestions being made to the Standing Committee Operating Guidelines.

Additional updates were provided regarding the AS/SU/REC Executive Directors Sub-Committee (Helen Alatorre-CSU Channel Islands), the newly formed AS Sub-Committee (Ashely Fennell-CSU San Marcos), and the AOA HR Committee (Jeff Rensel on behalf of Maddison Burton). Participants were asked to utilize the AOA Portal for communication with group members and were encouraged to submit educational sessions for the 2024 AOA Annual Conference.

Additional topics were discussed at the meeting, including the following:

- Lease Agreements with Auxiliaries
- CSU Multi-Year Tuition Proposal
- Reserves Policy/Operating Agreements
- Work From Home Policy
- ASI - CSSA updates
- Nominations for AOA

During the meeting, it was announced that Tonee Sherrill would be stepping down as Chair and that Jeff Rensel (CSUMB), Vice-Chair would be serving in the Chair role for the remainder of the term. The committee selected Alejandro Rios (San Francisco State) to serve as the Vice-Chair for the committee. The next meeting for the AS/SU/REC Standing Committee is scheduled for the 2024 AOA Annual Conference in Indian Wells, CA.

**AS/SU/REC Executive Directors Subcommittee**

The AS/SU/REC Executive Directors Subcommittee co-chaired by Helen Altaire & Miles Nevin hosted monthly meetings in the Spring. Several topics were discussed including Student Conduct, revenue generation, cost recovery, and open positions/postings. Monthly meetings will begin again in the Fall 2023 semester.

August 8, 2023

#### Commercial Services Committee Report

I am happy to report that we have filled the role of vice-chair of the commercial services committee. The role has been filled by Michael Lennon of CSU Northridge.

I have sent an email to the Executive committee leaders from the various campuses. In the email I have asked for their assistance in encouraging their employees to sign up for the Commercial Services Committee portal. I included instructions on how to complete this task.

Once we are able to get more engagement in the portal it had been noted by the previous chair a desire to create sub committees. Once this information is obtained we will work to create separate groups to discuss the needs within their campuses. For all meetings 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

The Operating Guidelines of the AOA Commercial Services Standing Committee state "Meetings will be held a minimum of two (2) times a year, (one northern region, one southern region and one at the annual AOA conference). Meeting times and locations will be established by the Chair and Vice Chair."

I would like to request from the executive committee that these guidelines be modified to state that meetings made be held via Zoom or Teams. Once this is approved I can set up the actual meeting dates for the spring and the fall

I continue to rely on Robert Griffin to provide a synopsis of the assembly bills that could or will have a direct impact on the commercial services operations of the CSU system.

Respectfully submitted,  
Cyndi Farrington

## **AOA Business & Financial Services Steering Committee Report for July 2023**

The Business & Financial Services Steering Committee met on July 20, 2023. There was no meeting in June as most auxiliaries are preparing for their year-end fiscal audit.

The recruitment of members continues to be a challenge. We will continue to try and see how we can recruit members to the committee. Many of the committee members are no longer with auxiliaries.

The Committee discussed the mini conference. The committee is committed to hosting the mini conference however we would keep the mini conference virtual. Members will be thinking of topics that we would like to present. We will discuss the topics at our August meeting.

There was also discussion on the sessions. There was some concern that there didn't seem to be much in Business and Financial services. Shailendra will connect with Planning Committee to see if we can still submit.

# AOA IT Committee Report

## August 2023

### OVERVIEW

We have held our first IT committee meeting in July. We discussed possible presentations for the January AOA meeting, Succession of Committee chairs, ITAC Presence and tentatively scheduled the rest of our IT meetings.

The goals we have for this year are:

### ITAC Presence

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

### Presentations for January

We are looking to find someone to give a talk on Security as related to AI and Chat GPT.

We have reached out to Dave White at the Chancellors office for an CSU It Security roundup.

Steve Deluca would like to give a talk on IT supporting users in hybrid local and WFH

We will be holding an IT round table discussion subject TBD/

### Next IT Meeting

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

Respectfully submitted:

Matthew Sparks  
AOA IT Committee Chair &  
IT Services Manager

Union/Well Inc.

California State University Sacramento.

## Philanthropy Committee Report August 2023

### Officers (2023 Term)

- Ian Hannah, Sonoma State – committee Chair
- Ericka Scott from Cal Poly SLO – Vice-Chair
- Donna Day, CSUSM – Conference Session Planner
- Working group of other key identified folks for guidance/feedback

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

- ~~Thursday 4/20 – AOA Philanthropic Committee Planning Group~~
- ~~Friday 4/28 – AOA Philanthropic Committee Meeting~~
  - ~~Board management systems: OnBoard~~
    - ~~Aaron Moore (CO) and Ericka Scott (SLO)~~
- Tuesday 8/1 - AOA Philanthropic Committee Planning Group
- **Wednesday 8/23 - AOA Philanthropic Committee Meeting**
  - DRAFT agenda topics: CO/Policy updates from the Chancellor's Office, AOA Executive Committee Updates, and presentation/discussion item on Structure of Board Reporting
- Tuesday 10/3 - AOA Philanthropic Committee Planning Group
- **Wednesday 10/25 - AOA Philanthropic Committee Meeting**
  - Topic: Endow accounting and reporting using Fundriver
- December 12/5 - AOA Philanthropic Committee Planning Group
- **1/7/24 AOA Philanthropic Committee Meeting at conference in Indian Wells**

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

- Discussed in Planning Group and to be discussed further at upcoming Philanthropic Committee meeting. Topics are likely to be spread among the following general functional areas: (1) Operations, (2) Foundation Management, and (3) Endowment Management, Finance & Accounting. Mix of accepted presentation proposals and requested presentation topics (with presenters then identified) based on key issues.
  - Navigating the Naming Policy
  - Endowment Investment Strategy
  - Using Chat GPT in Auxiliaries (*broader than Philanthropic track?*)
  - PRA, open meeting law & legal compliance for Auxiliaries (***joint track or general session?***)
  - *Other potential suggested topics:*
    - Potential joint session with Accounting/Finance track - ex. endow payouts; dist methods, donors reports – NTSE data
    - On-boarding and off-boarding
    - Campaign planning
    - Principal gifts strategy and marketing (SLO)
    - Presidential transitions
    - DAFs increased use
    - Endow Mgmt Fee and impacts of inflation, etc.
    - Strategic Planning for Boards
    - Paid speaker?



**AOA Past Presidents Committee  
Report to Executive Committee  
August 18, 2023**

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

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

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

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

Since my last report, I have been working with AOA Business Manager Richard Jackson on possible program content for the Executive Directors' Luncheon to take place at our 2024 Annual Conference and will soon be engaging other past presidents on this project. In July, I discussed with Past President and Long-Range Planning Chair Sharleen Krater how the Past Presidents Committee can participate in updating AOA's Executive Director Toolkit.

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

Respectfully submitted,

Keith Kompsi, 2023 Chair  
 AOA Past Presidents Committee



## CSURMA AORMA UPDATE FOR THE AOA EXECUTIVE COMMITTEE MEETING AUGUST 2023

All major CSURMA AORMA (AORMA) coverage programs renew on July 1, 2023. Shown below is a summary of the AORMA Reinsurance and Excess Insurance renewal costs. Because the Member's rates and premiums are finalized prior to Staff completing the marketing of the excess insurance policies, the year-over-year increases (excess of budget) are paid in arrears.

AORMA Excess Insurance Coverage Year-Over-Year Insurance Cost (as of July 1, 2023)				
Coverage	FY 22/23	FY 23/24	\$ Change	% Change
Liability Excess Insurance	3,549,547	4,236,814	687,267	19%
Property	5,635,210	9,271,779	3,636,569	65%
Workers' Compensation	2,583,138	2,488,482	-94,656	-4%
Cyber	185,700	207,600	21,900	12%
Aviation (Drone Liability)	62,436	62,450	14	0%
Fidelity	263,511	263,332	-179	0%
<b>Total Cost:</b>	<b>\$12,279,542</b>	<b>\$16,530,457</b>	<b>\$4,250,915</b>	<b>35%</b>

AORMA's *excess liability* costs increased by 19% between FY 22/23 and FY 23/24. The commercial excess liability insurance market is expected to remain firm for California public entities and higher education as the effects of catastrophic jury verdicts, settlements, police misconduct, social inflation, and sexual abuse claims absorbed by insurers.

Additionally, AORMA *property insurance* costs continue to increase. Property insurance costs increased by 65% between FY 22/23 and FY 23/24. Costs are increasing due to AORMA's 10-year loss ratio of 159%, along with weather conditions across the United States and the globe. As storms and fires become more severe, the cost for property insurance will continue to rise. As continued increases to the AORMA Property Program are becoming unsustainable, the AORMA Committee along with Alliant Staff will begin the process of retooling the AORMA Property Program with the goal of minimizing year-over-year cost increases.

The AORMA Officers met in July and decided on three (3) long range action items for FY 23/24.

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