

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

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

**Draft Minutes of the Executive Committee  
Hyatt Regency Indian Wells Resort & Spa, Indian Wells, CA  
(Also with Video Electronic Transmission)**

**August 18, 2023**

**Officers & Representatives**

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

**Designated Members**

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

**Appointed Staff (Non-voting)**

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

Deborah Wallace	CABO Liaison	Dominguez Hill	Yes
Robyn Pennington	Business and Finance Liaison	Chancellor's Office	Yes

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

**Guest Presenters:**

Dixie Johnson

**AOA Leadership Academy Guests:**

Chantal Eberle  
Kacie Flynn  
Monica Kauppinen  
Jesse Felix  
Vilayat Del Rossi

Agenda Item	Follow-Up Action
<p><b><u>President's Convening Welcome</u></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 8:42AM.</p>	
<p><b>B. APPROVAL OF AGENDA</b> (Agenda, pgs. 1-2 of the PDF)</p> <p><i>Action Taken: The meeting's agenda was approved as presented (m/Miles Nevin, s/Bessie Strategos).</i></p>	
<p><b>C. APPROVAL OF 6/16/23 MEETING MINUTES</b> (Agenda, pgs. 3-9)</p> <p><i>Action Taken: The minutes were approved with correction on EC meeting to order at 12:05PM (m/Leslie Rodelander, s/Miles Nevin).</i></p>	
<p><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. 10-11) 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, beginning pg. 12-15)</p> <p>The updated 2023 AOA Leadership Roster was on page 12 of the agenda. Two new members joined the Executive Committee. Jeffrey Rensel replaced Tonee Sherrill as AS/Student Union/Rec Committee Chair, and Chuck Kissel replaced Starr Lee as Risk Management &amp; Insurance Programs Chair.</p> <p>The AOA Leadership Academy (LA) cohort attended the meeting in-person and provided feedback on their experience and program. Kacie Flynn and Monica Kauppinen provided an overview of the program and how it was structured for the current cohort, which had seven (7) participants.</p> <p>A few individuals asked what had been successful in this current cohort, and where would the LA reside and which group/subcommittee would be responsible in continuing this program. According to the LA group, current cohort had a tentative plan to be in the LA for two years, mentoring incoming LA cohort.</p> <p>Regarding the group responsible for continuing the program, it was not discussed yet. If possible, potentially having an Education Coordinator who will run the program who is either AOA member or a service provider, but LA program would need to have a dotted line/connection to Executive Committee (EC).</p>	

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

Topics brought up during this item:

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

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

Current Issues Affecting Auxiliaries (with CO Liaisons)

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

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

- b. CSU Policy Changes Under Consideration

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

Pennington mentioned that the hospitality policy was already updated.

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

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

<p><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><u>1. CABO Liaison Report – Deborah Wallace (pg. 41)</u></p> <p>Wallace’s report was attached to the agenda packet on page 41. Current CABO discussions are on the following topics: budget, enrollment declines, and SB640.</p> <p><u>2. CSU Business &amp; Finance Liaison Report – Robyn Pennington (pgs. 42-43)</u></p> <p>Pennington provided the key agenda items on the last Board of Trustees meetings:</p> <p><u>July 9-12 – Key Agenda Items:</u></p> <p>Committee on Campus Planning, Buildings and Grounds</p> <ul style="list-style-type: none"> <li>• Preliminary Five-Year Capital Outlay Plan</li> <li>• California State University, Long Beach Peterson Hall 1 Replacement, Schematic Design Approval</li> </ul> <p>Committee on Finance</p> <ul style="list-style-type: none"> <li>• Approval to Issue Debt for Affordable Housing at California State University, Northridge</li> <li>• Approval to Issue Debt in Support of the 2023-2024 Budget</li> <li>• 2023-2024 Final Budget</li> <li>• Planning for the 2024-2025 Operating Budget Request</li> <li>• Tuition Policy</li> <li>• Multi-Year Tuition Proposal</li> </ul> <p>Joint Committee on Educational Policy and Finance</p> <ul style="list-style-type: none"> <li>• Chancellor’s Strategic Workgroup on Financial Aid</li> </ul> <p><u>May 21-24 – Key Agenda Items</u></p> <p>Committee on Audit</p> <ul style="list-style-type: none"> <li>• Fiscal Year 2023-2024 Audit Plan</li> <li>• Audited Financial Statements and Single Audit Report</li> </ul> <p>Committee on Campus Planning, Buildings and Grounds</p> <ul style="list-style-type: none"> <li>• California State University, San Marcos Village Housing and Dining Schematic Design Approval</li> <li>• California State University, Dominguez Hills Health, Wellness, and Recreation Center Approval to Amend the Capital Outlay Program and Approval of Schematic Design</li> </ul> <p>Committee on Finance</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	

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:  
[subscribecsupolicylibrary@lists.calstate.edu](mailto:subscribecsupolicylibrary@lists.calstate.edu) to be added to the listserv.

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

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

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

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

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

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

Crawford asked on the issue of union strikes, how are auxiliaries looked at as potential service providers on campus should employee unions strike. Reith said that campuses are planning on emergency plans for the campus critical functions, and

campuses may be looking at the auxiliary employees to help in that effort.

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

##### I. Kyeyune v. CSU

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

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

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

##### III. Updated CSU Policies on Interest

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

- CSU Contracts and Procurement Policy:

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

- Hospitality Policy:

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

- Background Checks:

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

- Financing and Debt Management Policy:

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

- Campus Reporting of Fiscal Improprieties:

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

- Policy on Service and Emotional Support Animals on Campus:

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

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

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

[https://www.calstate.edu/titleix/Pages/cozen-title-ix-assessment.aspx?utm\\_campaign=homepage](https://www.calstate.edu/titleix/Pages/cozen-title-ix-assessment.aspx?utm_campaign=homepage)

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

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

Shakoor asked about the lawsuit on student fees during the pandemic. Reith



mentioned that CSU is actively defending the interests of the CSU and auxiliaries on this issue. There were no other updates on this issue.

Burton asked about the issue on Title IX with Richard Bromley's opinion opposing Beth Ryan's position. Bromley's position was that auxiliaries and campuses are separate and should have separate processes from campuses. Ryan's position is that all claims would go through Title IX office of the campus. Reith said that these are not opposing views and that Bromley was correct that auxiliaries would need to create their own processes as they are separate entities from the campus. However, it is not uncommon for auxiliaries to reach out to campus to assist if campus has the capacity to assist and that auxiliary reimburses the funds for the investigator, similar to hiring an outside investigator. According to Burton, Bromley did mention that if auxiliary reached out to campus to ensure that an MOU is in place. Reith added that Title IX office has jurisdiction if the case involves a state employee or a student.

#### **K. REPORTS**

##### **1. Long Range Planning Committee /Nominations Committee – Sharleen Krater (pg. 48)**

Report was attached to the agenda. Krater highlighted the following during the meeting:

- Cyndi Farrington will be the Selection of Scholarship Committee Chair. Process will be done via InfoReady. Recommendations would be brought to the November EC meeting.
- Michelle Crawford will be helping in the Nominations Committee.
- Members who would be helping with the ED toolkit: Ortiz, Millar, Crawford, and Krater.
- LRSP will meet in October prior to the November EC meeting.

##### **2. Human Resources Committee – Maddison Burton (pgs. 49-50)**

Burton discussed the items on her quarterly summary report included in the agenda.

Items mentioned were the following:

- Benefit rate increases for CSURMA Benefits Committee (formerly BUG-Benefits Users Group)
- HR mini conference in Long Beach from July 26 through 28. Conference topics on page 49 of the agenda PDF)
- Title IX issue which was discussed during the HR liaison report.
- Salary survey – This was not in the budget so Burton will reach out to Jackson.

##### **3. Research Administration Committee – Leslie Rodelander (pg. 51)**

Rodelander shared in her report. The report listed the RAC activities from April 2023 to August 2023.

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

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

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

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

Highlights of Commercial Services report:

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

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

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

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

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

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

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

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

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

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

Kissell was not on Zoom but his report was on page 58. He provided additional message to the Secretary after the meeting:

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

