

***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 Centric The Pike, Long Beach, CA  
(also with Video Electronic Transmission)**

**April 21, 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	No
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	Yes
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	Yes
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
-----------------	----------------------	----------------------	-----

**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	Yes

**Guest Presenters:** Brad Wells

Agenda Item	Follow-Up Action
<p><b><u>President's Convening Welcome</u></b> Sharleen Krater welcomed everyone at the table and those participating by zoom.</p> <p><b>A. CALL TO ORDER AND OPENING REMARKS</b> Krater called the EC meeting to order at 8:37AM.</p>	
<p><b>B. APPROVAL OF AGENDA</b> (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting's agenda was approved with correction on Dena Florez' name (m/Bessie Strategos, s/Sharlene Krater).</i></p>	
<p><b>C. APPROVAL OF 1/7/23 MEETING MINUTES</b> (Agenda, pgs. 3-7)</p> <p><i>Action Taken: The minutes were approved as presented (m/Leslie Rodelandier, s/Starr Lee).</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. 8-9) Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p>	

**E. President's Report** (Agenda, pg. 10)

Shakoor pointed that the 2023 Executive Committee roster and new member orientation handbook were sent to the committee. She welcomed Beth Ryan, CSU Human Resources liaison, and the service providers, who introduced themselves and discussed their roles for AOA. She also mentioned that EC members could request travel reimbursement in AOA EC meetings by submitting request through their respective auxiliaries, and auxiliaries billing back AOA by sending the invoice to Richard Jackson

The 4 AOA Officers and Jackson met with Steve Relyea. Relyea provided suggestions and ideas for the 2024 AOA conference. One of the suggestions for a session topic for the AOA conference was to discuss "worst case scenarios of audit". He also discussed the 6% enrolment dip in CSU, provided insight of the discussions regarding systems/shared services, and update on Common Human Resources System (CHRS), which will roll out to a pilot group at the end of this year. Redfearn mentioned that shared services might provide positive effects, example, ease of faculty or student moving from one campus to another.

Shakoor highlighted SB 640 (Labor Peace Agreements) that was included in the 2023 CA Legislative Bill Summary Update (p. 20 of the agenda). One of the concerns was campuses might have different interpretations of this law. Rieth mentioned that if there were any concerns, campus could reach out to Eric Bakke at Advocacy and State Relations.

Proposed changes on travel reimbursement policy and hospitality policy were due for public comment on April 28, 2023.

Brad Wells, Associate Vice Chancellor of Business & Finance at the Chancellor's Office, spoke to AOA EC. He discussed the following:

1. He asked for feedback on the Auxiliary Operating Agreement template and asked if AOA could provide a procedure on how CO would communicate on request such as this. Jackson mentioned that usually the procedure would be to communicate it to him and he would bring it up to AOA leadership (usually to the President). Kompsi suggested to use the officers group to adjudicate issues and process that Brad was proposing. In this case, Christina Brown (SDSU) was working on this specific matter.
2. Wells offered if AOA would like to provide a representative to review and do a joint presentation with Steve Relyea during the November or January Board of Trustees meeting.

Two issues were brought up during this section:

1. CO did an annual customer service survey and two issues were brought up: (1) question of which policies applies to auxiliary, and (2) consultation process for policies that affect auxiliaries. A couple of suggestions were provided: (1) tag auxiliaries on policies that affect them, and/or (2) create a compliance guide or consolidated document to distribute to AOA.
2. Campus Clery Act – Burton brought up Clery Act and training regarding this topic. She could start a conversation regarding Clery Act and how it affects auxiliary but this is a big process/issue.

**F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT** (Agenda, pgs. 11-16)

Slavik and Jackson discussed YTD financial reports. Jackson mentioned that conference registration fee would be increased to \$650 and that AOA sent invoices for auxiliary dues, which would bring more income to AOA.

Jackson presented preliminary budget for FY 23/24, which were included in the meeting. The line item for standing committee budget was highlighted to remind the standing committee chairs that this budget is available for their committee to use.

*Action Taken: The preliminary budget for FY 23/24 was approved (m/Starr Lee, s/Leslie Rodelandar).*

Patrick Bailey, the new conference planning manager, is currently scouting potential sites. Possible sites mentioned were San Diego for 2025, and Oakland or San Francisco for 2026. Kompsi asked if the conference dates would be changed as it might increase the total conference expenditures since first and second weeks of January is usually down time. Jackson mentioned that dates had not been changed and the target dates would still be first weekend of January.

**G. PRESIDENT-ELECT’S REPORT**

Cairns mentioned that the theme for 2024 AOA conference would be “Passion for Learning”. Participants of the last conference wanted more education sessions with a compressed timeline.

Lee suggested if a historical information/timeline of past conferences could be created so we could see the evolution of the AOA conference.

**H. MEMBER RESOURCES**

**AOA Leadership Academy Plan**

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.

**AOA Policy and Practices Manual Update Project**

<p>Affirm approval of issued standing order for inclusion. It outlines service provider selection and administration.</p> <p><i>Action Taken: This was approved as presented (m/Bessie Strategos, s/Matthew Sparks).</i></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 list and update were provided in the agenda packet, pages 18 to 21.</p>	
<p><b>I. NEW AND RETURNING BUSINESS ITEMS</b></p> <p>Revised Nominations Policy and Selection Process was attached to the agenda (pages 22 to 23). The policy manual was updated several years ago. Election happens in business meeting during AOA conference. However, last year, voting during business meeting in AOA conference was replaced by electronic voting via email sent to membership.</p> <p><i>Action Taken: This was approved as presented (m/Cecilia Ortiz, s/Andrew Singletary).</i></p> <p>Richard Jackson’s service contract for 2023-2024 was attached and presented. Slavik asked that Section 8 Notices of the service support contract did not reflect current business practices (ex. If notices are sent via email and where it should be sent).</p> <p><i>Action Taken: This was approved with proposed amendment to the agreement in section 8 Notices to reflect current business practices (m/Bessie Strategos, s/Sharleen Krater).</i></p> <p>Robert Griffin’s service contract for 2023-2024 was attached and presented. Krater mentioned that not everyone knows the work Robert Griffin does for AOA and suggested for this to be clarified in the agreement. In addition, Krater asked what happens if Robert Griffin ends his agreement with AOA. Jackson said there is a “back-up” plan. Slavik mentioned that similar to Richard Jackson, Robert Griffin’s Section 8 Notices of the service support contract must reflect current business practices (ex. If notices are sent via email and where it should be sent).</p> <p><i>Action Taken: This was approved with proposed amendment to the agreement in section 8 Notices to reflect current business practices (m/Starr Lee, s/Matthew Sparks).</i></p>	

## **J. BUILDING RELATIONSHIPS AND PARTNERS**

### **1. CABO Liaison Report (Deborah Wallace)**

In person CABO meeting was held January 10 -11, 2023 in Sacramento during the Annual AOA Conference.

Meeting agenda:

- Governor’s January 2023-24 Preliminary Budget, released January 10, 2023. The governor’s January budget proposed an incremental, ongoing General Fund increase of \$254.5 million for the California State University (CSU). The proposal included a \$227.3 million new, unallocated increase, \$27 million to support debt service for CSU infrastructure projects, and a baseline adjustment of \$0.2 million ongoing for Corporation for Education Network Initiatives in California (CENIC) costs.
- State expects a tax revenue and budget shortfall, which could impact the multi-year compact. Unfortunately, the Governor’s January budget did not include any funding for the requested \$50 million (ongoing) and \$1 billion (one-time) needed for facility and infrastructure projects, including deferred maintenance. The May revise will hopefully provide a better picture of the economic conditions of the state.
- Sustainable Funding Model group is meeting to provide recommendations to the Board of Trustees.
- CSU enrollments statewide, with some campuses experiencing significant and unprecedented declines. Resident FTES are expected to be 7% below its funded 22-23 target. Based on the impact to campuses, a systemwide strategy is ongoing to determine enrollment targets and a budget reallocation plan.
- Vice Chancellor, Human Resources, Leora Freedman gave an update on the ongoing collective bargaining, with the primary discussions on increasing compensation.
- Chancellor’s Office Capital Planning, Design & Construction team gave an update on the Capital Funding Model and the Cost of Construction Report. The information, including recommendations, was also reported at the January 24-25, 2023, Board of Trustees meeting. Several recommendations were presented at this meeting with a focus on planning, design, and construction services.
- Jenny Novak Director, SW Emergency Management & Continuity, provided a comprehensive update on the Emergency Management Policy and the new policy on Critical Incident Notifications from campuses to the Chancellor’s Office. Her report also noted the impact of the winter storms on campus infrastructure and trees.

### **2. CSU Business & Finance Liaison Report (Robyn Pennington)**

**Board of Trustees**

March 20-22 – Key Agenda Items

Committee on Finance

- California State University Annual Debt Report

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

January 24-25 – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

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

Committee on Finance

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

Joint Committee on Education Policy and Finance

- Overview of CSU Enrollment and Resource Alignment

Joint Committee on Finance and Campus Planning, Buildings and Grounds

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

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

**CABO**

Recent and Upcoming CABO Meeting Dates:

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

**CSU Policy Library**

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



accessed most frequently.

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

### **Financing and Treasury Update**

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

Colleagues,

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

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

### **Financial Services Update**

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

SUMMARY – FINANCIAL SERVICES UPDATES APRIL 2023

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

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

information internally.

#### Financial Service Annual Training

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

#### Component Unit Reporting Requirements

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

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

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

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

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

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

#### Auxiliary Organization Workgroup

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

#### FY2021-22 Audited Financial Statements and Single Audit Report

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

their respective website.

Upcoming Reporting and Compliance Dates Reminders

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

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

**3. CSU Advancement Liaison Report (Lori Redfearn)**

**General Obligation Bond**

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

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

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

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

**CalNAGPRA**

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

There is currently a state audit underway to review the university’s compliance. The CSU has recalled all human remains and cultural items that were on loan to researchers and are updating inventories. The audit is anticipated to address proper

storage and cataloging, designation of campus contacts, and consultation with tribal communities. The audit may distinguish the legal obligations between the university and those state and federal agencies that are using the university as a repository.

Auxiliaries should determine:

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

### **Endowments**

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

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

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

### **4. CSU General Counsel Liaison Report (Carrie Reith)**

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

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

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

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

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

#### **III. Safety Training for Live Events**

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

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

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

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

(2) One of the following applies:

(A) Heads of departments and leads have completed the Cal/OSHA-30, the OSHA-30/General Entertainment safety training, or the OSHA-30, and are certified through the Entertainment Technician Certification Program relevant to the task (A) or tasks they are supervising or performing, or another certification program, as specified by the division.

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

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

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

**IV. Good HR Practices**

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

**V. Good Environmental Health and Safety Practices**

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

**VI. Good Information Security Practices**

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

**VII. Leadership Transitions and Auxiliaries**

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

## **5. CSU Human Resources Report (Beth Ryan)**

### **Report on Mercer Faculty Compensation Study**

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

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

Burton stated that their auxiliary were thinking about reviewing their auxiliary step schedule to correlate state and auxiliary salaries. She asked Ryan the frequency of updating the step schedule. Ryan said it would take awhile to update the step schedule.

### **COVID 19 Vaccination Policy**

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

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

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

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

### **Collective Bargaining**

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

### **Chancellor and President Recruitment including Interim Appointments**

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

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

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

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

**Conclusion of Cozen O’Connor Assessment**

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

**K. REPORTS**

**1. Long Range Planning Committee/Nominations Committee (Sharleen Krater)**

First meeting was on March 27, 2023 with Sharleen Lowry Krater, Rasheeda Shakoor, Heather Cairns, Liz Roosa Millar, Richard Jackson, Maddison Burton.

The committee discussed some of the following items for review:

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

Monica Kauppinen and Kacie Flynn, who are the point people for the Leadership Academy, provided the following report regarding Leadership Academy:

Since bringing the 2023 cohort together at the Annual Meeting, we met to finalize the timeline of activities for this year’s academy. The goals are to provide a mixture of educational sessions, networking/mentoring opportunities, and collaborating with them on a team project. The first educational session was held via zoom in March, based on feedback we received at our kick-off meeting from the participants on their areas of interest. In the first session, “Mythbusting Committees & Acronyms” the Leadership Academy was joined by Gina Curry, AVP Financial Services from Sacramento State/Chair of FOA, and Jonathan Bowman, Vice President for Administration & Business Affairs & Chief Financial Officer from Sacramento

State/CABO Rep. Our invited guests did a 'deep dive' on how FOA & CABO are structured, their roles in the CSU, and the relationship to auxiliaries. As their next activity in April, we hope to have the academy join the CPC for a small portion of their planning meetings to gain a better understanding of core planning and logistics of the annual meetings.

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

## **2. Human Resources Committee (Maddison Burton)**

HR and Payroll meet every third Friday of every month and committee meets last Friday of the month via Zoom. Agenda include updates from the Chair, housekeeping, and allows an opportunity for members to ask questions, seek advice, share resources, and hear from guests. Attendance and engagement have increased significantly. There are around 40-60 members actively participating in the meetings.

Items discussed on meetings:

- Sustain the monthly meetings and there was also interest in having a summer mini- conference, which will be held in Long Beach, CA, as it is a central location for most auxiliaries. They plan to use some of the funds allocated to the HR committee to host the conference.
- Feedback was solicited from the members on their interest in forming a payroll subcommittee since many auxiliary HR members also oversee payroll functions. Dena Florez, Chair of the Business and Financial Services committee and the HR Chair co-hosted the first subcommittee meeting in February. These subcommittee meetings are held the second Friday of each month and participation thus far has been around 30 members.
- Discussing the well- being of the members and the employees they serve. Members continue to face challenges with leadership changes, recruiting talent, and sustaining remote work.
- New requirements for CA Pay Data reporting, Non-Employee Compensation, Applicant Tracking Systems, and Student Employee Requirements.
- Recapped the Employers Group presentation and shared the master sheet of auxiliary HR contacts to ensure each member has access to this resource. There was no meeting in March due to the campus closures for Cesar Chavez Day.

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

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

COMMITTEE LEADERSHIP, 2023



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

### **3. Research Administration Committee (Leslie Rodelander)**

RAC Spring 2023 in-person meeting was planned to be a joint meeting with Council of Chief Research Officers (CCRO) on May 31, June 1, and June 2, 2023. As of date, there were 80 RAC participants registered for the spring meeting with 51 in-person participants registered.

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

Melissa Mullen of the Chancellor's Office continues to host the RAC Best Practices meeting on the 4th Monday of the month. The current topic is NSPM-33

### **4. AS/Student Union/Recreation Committee (Tonee Sherrill)**

#### **AS/ SU/ Rec New Business Updates**

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

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

#### **AS/SU/REC 23/24 Goals**

- Update the AS/SU/REC Guidelines to reflect the committee's current structure
- Establish a clearer practice for updating communication lists and ways of communicating to subcommittee
  - Sherrill asked if there was a way for the website to create a subcommittee within a committee. Crawford mentioned that the website/platform had limitations.
- Develop transition handbook for future leadership
  - Crawford mentioned if there could be a way to provide uniform guidelines for onboarding and transitioning to new leadership. Slavik said that uniform guidelines might not work since committees are operating differently. A suggestion was put forth to create a subcommittee to look at "best practices" for leadership transition in standing committees.
- Continued Director subcommittee meetings
- Establish structure for the AS Advisors subcommittee

### **CSUnity Advisor Summit**

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

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

### **AS/SU/REC Directors Sub-Committee**

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

### **5. Commercial Services Committee (Cyndi Farrington)**

Cyndi Farrington reached out to Robert Griffin to request that he continues 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.

The previous chair's work indicated a need to create a list of contacts of the commercial services contacts at each campus. Farrington asked if Executive Committee leaders could send an email to the membership with a request for this information and she would compile information in a single document. She also indicated a desire to create subcommittees once this information is obtained.

This would allow for separate groups to discuss the needs within their campuses. The following two topics should be standing agenda items for each meeting.

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

I am trying to determine how to get more engagement in the portal. There is minimal activity so I

am hoping by engaging these sub groups it will spark more interest in looking for the AOA portal as a resource.

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

### **6. Business and Financial Services Committee (Dena Florez)**

Florez was not in the meeting, however, she provided the committee report below:

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

The committee approved the meeting dates for the year and are posted on the committee page. Having the mini conference was discussed with members in favor of hosting the mini conference. The conference will be held over two days at a location

in Irvine as it is close to airport. Members will be thinking of topics that we would like to present. We will discuss the topics at our May meeting.

Committee is trying to recruit members as many of the committee members are no longer with auxiliaries. Committee did not hold a March meeting as several committee members were not available.

#### **7. Information Technology Committee (Matthew Sparks)**

Sparks discussed the following:

- **Strategic Goals for 2023**
  - Increase membership/communication: Committee has seen a marked decrease in member. Committee is trying to set up a direct email outreach to all eligible members who are not participating through Executive Directors and Auxiliary IT Directors.
- **Committee Meetings**
  - Recurring meetings in May, August, September, and December. Tentatively scheduled first of each month. Final meeting is on AOA conference.
- **Information Security Advisory Committee (ISAC)**
  - Currently waiting on permission to be able to attend the mid year ISAC meeting.

#### **8. Philanthropy Committee (Ian Hannah)**

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

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

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

- \* Updated Spreadsheet (working with Dixie Johnson) to track affiliated individuals for communications
- \* Affiliated With An AOA Philanthropic Auxiliary - Have Joined Philanthropy Standing Committee and Group Portal (30 members)
- \* Affiliated With an AOA Philanthropic Auxiliary - Need to Join Philanthropy

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

Email communication sent out to all “affiliated individuals”.

CSU Advancement Academy vs. AOA Philanthropy Committee topics

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

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

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

## **9. Past Presidents Committee (Keith Kompsi)**

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:

<p>Keith Kompsi, Fresno (2017) – Committee Chair  Sharleen Lowry Krater, Chico (2022)  Monica Kauppinen, Sacramento (2021)  Kacie Flynn, Humboldt (2020)  John Griffin, San Bernardino (2019, 2015)  Jim Reinhart, Sacramento (2018)  Christina Brown, San Diego (2016)  Deborah Adishian-Astone, Fresno (2012)  Dave Edwards, Fullerton (2010)  Michele Goetz, San Diego (2008)  Leslie Levinson, San Diego (2005)  Richard Jackson, AOA (2003)</p> <p>Under the leadership of outgoing committee chair Dave Edwards, our committee met during the 2023 AOA Conference in Sacramento. Issues discussed included the executive director toolkit, service provider succession planning, and the progression of the AOA Leadership Academy. It was agreed that the conference session entitled There’s more to AOA than the Annual Conference (held the previous day) was a success and had already received positive feedback. The committee believed it would likely contribute to the interest level of the AOA Leadership Academy going forward.</p> <p>Our committee stands ready to be charged with whatever projects or other contributions we can provide to AOA President Rasheedah Shakoor, the Long Range and Strategic Planning Committee, and the entire Executive Committee.</p> <p>The committee would like to acknowledge and thank outgoing chair Dave Edwards for his leadership of the Past Presidents Committee.</p> <p><b>10. Risk Management Committee (Starr Lee)</b></p> <p>AORMA met in December. Committee went over long range planning goals and looking at gift acceptance, student renters, alcohol coverage, recouping damages, and liability waiver. Liability waiver is now available in multiple languages.</p> <p>All of the insurance costs have gone up. Workers comp for volunteers is now a \$1000 per year. Slavik mentioned that when she met with AORMA regarding requirements for a volunteer to be covered, AORMA said that auxiliary must maintain a list of volunteers. She asked Lee if this was still the case. Lee said that there is a new requirement regarding workers comp for volunteers and that she would provide this new requirement.</p>	
<p><b>L. INFORMATION AND ANNOUNCEMENTS</b></p> <p>Next meeting: June 16, 12PM – 2PM via Zoom</p>	
<p><b>N. ADJOURNMENT</b></p> <p>By acclamation, the Executive Committee was adjourned at 1:37 pm.</p> <p>Respectfully Submitted,</p>	

Secretary/Treasurer	
---------------------	--