

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
Sheraton Marina Hotel, San Diego**

August 9, 2024

<u>Officers & Representatives</u>			<u>Present</u>
Heather Cairns	President	Dominguez Hills	Yes
Rasheedah Shakoor	Past President	Chico	Yes
Cecilia Ortiz	President-Elect	Northridge	Yes
Grace Slavik	Secretary/Treasurer	Northridge	Yes
Andrew Singletary	Elected Representative	Sacramento	Yes
Annie Macias	Elected Representative	San Marcos	No
Liz Roosa Millar	Elected Representative	Cal Poly	Yes
		Pomona	
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Andrea Burns	Elected Representative	Cal Poly SLO	No
John Doeblor	Elected Representative	Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego	Yes
Janelle Temnick	Elected Representative	San Diego	Yes
<u>Designated Members</u>			
Jeffrey Rensel	Chair – AS/Student Union/Rec Comm.	Monterey Bay	Yes
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	Yes
Shailendra Baghel	Chair – Bus. & Financial Services Comm.	San Jose	Yes
Yvonne Bermudez	Chair – Human Resources Committee	Long Beach	Yes
Alexander Gonzales	Chair – Information Technology Comm.	Northridge	Yes
Chantal Ebarle	Chair – Research Admin Committee	East Bay	Yes
Ian Hannah	Chair – Philanthropy Committee	Sonoma	Yes
Chuck Kissel	Chair – Risk Management/Insurance	Fullerton	No
Monica Kauppinen	Chair – Past Presidents	Sacramento	Yes
<u>Appointed Staff (Non-Voting)</u>			
Richard Jackson	Business Manager/CFO	AOA Executive Committee	Yes
<u>Board Liaisons (Non-Voting)</u>			
Colin Donahue	CABO Liaison	Northridge	Yes
Robyn Pennington	Business & Finance Liaison	Chancellor's Office	Yes
Aaron Moore	Advancement Liaison	Chancellor's Office	No
Carrie Rieth	General Counsel Liaison	Chancellor's Office	Yes
Beth Ryan	Human Resources Liaison	Chancellor's Office	No

Agenda Item	Follow- Up Action
<p><u>President's Convening Welcome</u> Heather Cairns welcomed everyone at the table and participating by zoom.</p> <p>A. CALL TO ORDER AND OPENING REMARKS Cairns called the EC meeting to order at 8:36AM.</p> <p>Cairns announced that the meeting was recorded via Zoom to assist with recording the minutes.</p>	
<p>B. APPROVAL OF AGENDA</p> <p><i>Action Taken: The meeting's agenda was approved with amendments to change Final Revised Scholarship Policy to action item (m/Doebler, s/Ortiz).</i></p>	
<p>C. APPROVAL OF 06/21/24 MEETING MINUTES</p> <p><i>Action Taken: The minutes were approved as presented (m/Ortiz, s/Temnick).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP</p> <p>Cairns proposed a discussion on the use of personal versus company credit cards for AOA business expenses, suggesting that obtaining an AOA credit card might be more advantageous. Ebarle noted the potential benefits of rewards programs, particularly for travel. Doeblner emphasized the need for a fiscal policy to govern card usage, suggesting that specific roles should be assigned for cardholders. Additionally, Jackson mentioned Dixie Johnson's recommendation to update the AOA recognition policy to reflect current practices, such as replacing gifts for outgoing Presidents with pins. The group agreed that both topics should be addressed, with Slavik, as Secretary/Treasurer, leading the effort to explore credit card options and Johnson tasked with revising the recognition policy.</p>	

E. President's Report

2024 AOA Leadership Roster

The roster is included on the agenda packet.

Proposed Virtual EC Meeting in November

Cairns proposed that the Executive Committee hold its November meeting virtually, following discussions about the financial situation and the benefits of virtual gatherings. The group agreed to this change for November 15, while also suggesting that the Conference Planning Committee should meet in person. Millar raised concerns about the need for a compelling reason to meet in person, emphasizing that the agenda should facilitate meaningful in-person interactions, such as tours or social gatherings. The discussion highlighted the challenges of hybrid meetings, with members expressing the desire for clear purposes for in-person gatherings. It was decided that future agendas would be reviewed to identify specific topics best suited for in-person discussion, ensuring that meetings are both engaging and productive.

Selected Conference Sessions Planning Manager for 2026 Conference

Deborah Hammond will succeed Taren Mulhouse as the Service Provider Conference Planning Manager for the 2026 conference, with her transition starting soon as she shadows Taren before officially taking over in January. The group expressed enthusiasm about Deborah's appointment and her potential to improve the role. Additionally, there was a discussion about whether to recognize retiring service providers, as this has not been a common practice in the past. Suggestions included making a formal announcement or presenting a PIN at the conference, indicating a new approach to acknowledging the contributions of retiring service providers within AOA.

Current Issues Affecting Auxiliaries

Kauppinen raised a significant concern regarding Capital Public Radio at Sacramento State, which has faced scrutiny following a Chancellor's Office audit uncovering potential financial improprieties. The forensic report revealed over \$500,000 in expenditures without proper backup, along with allegations of conflicts of interest among board members conducting business with the auxiliary. This situation highlighted the need for greater awareness of conflict-of-interest regulations among board members regarding their fiduciary responsibilities.

Rieth emphasized the importance of onboarding board members with clear guidelines about conflict-of-interest policies to prevent issues from arising. Participants noted that their organizations conduct annual presentations on these topics to reinforce proper governance.

The conversation shifted to policies surrounding giveaways, gift cards, and hospitality at large events. Singletary inquired about how other campuses handle small promotional items and gift cards for students. Many campuses are reassessing their approaches due to financial aid implications and reporting requirements. There is confusion over tracking gifts given to students, especially when many are also employees.

Doebler described their process for organizing event-related budgets and managing giveaways, emphasizing the importance of clear documentation. Others shared their practices for ensuring compliance and transparency. The group agreed to compile questions regarding policies and guidelines on gift-giving and financial aid notifications to seek further clarification to be sent to Robyn Pennington and Carrie Rieth from the Chancellor's Office to direct the questions to the appropriate contacts for further clarification and guidance.

F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT

During the meeting, Jackson provided an overview of the organization's financial status based on the profit and loss statement. He reported that the financial outlook is positive, with income derived primarily from dues and investments in Vanguard, totaling approximately \$145,000-146,000 after recent accruals. Despite some outstanding expenses and a pending audit in August, the organization anticipates a positive net income for the year.

The discussion highlighted various expenses, including costs associated with committees, website maintenance, and a recent conference that incurred a slight loss due to high expenses. However, Jackson noted that adjustments for the upcoming conference, including increased fees and reduced meal costs, are expected to lead to a break-even scenario next year. Additionally, he emphasized the need to rebuild the discretionary reserve, which was significantly impacted by a previous conference cancellation during the pandemic.

Members engaged in a dialogue about improving cash flow, suggesting strategies like early registration for the next conference to lock in current rates. While there were concerns about members not having budgeted for this expense, ideas were exchanged about altering the registration timeline to accommodate budgeting cycles. Overall, the discussion focused on navigating financial challenges and planning for future events to ensure a stable financial footing.

Slavik requested that standing committee chairs submit budget proposals for planned activities for the remainder of the fiscal year. She mentioned that the current budget of \$25,000 may be insufficient due to anticipated expenses from various committees. She encouraged all standing committee chairs to provide budget proposals to better assess and plan for these expenditures.

Jackson noted the challenges in gathering these proposals, explaining that past practices had diminished, making it difficult for committees to forecast their needs accurately. He agreed with Kauppinen and others on the importance of clear guidelines for budget submissions. The discussion also highlighted the need for fiscal control as the organization aims to rebuild reserves after financial losses.

The group further discussed improving communication and transition processes for new committee chairs. Crawford suggested creating a standardized training program for incoming chairs to ensure consistency regarding budget expectations and responsibilities. Jackson mentioned ongoing efforts to facilitate chair transitions at conferences, although timing issues have affected attendance. Overall, the group agreed on the importance of establishing a structured approach for budget proposals and enhancing support for committee leaders to improve organizational effectiveness.

Jackson provided an overview of AOA transactions from July and August, noting that a detailed transaction report was included in the agenda. He indicated that the audit is typically conducted in August, though a specific date has not yet been arranged with the auditors.

Regarding future conference locations, Jackson confirmed that the next conference will take place in Oakland, followed by a return to the Sheraton in San Diego. The committee is also exploring options at the Hyatt Regency in Long Beach, which is near a convention center, and is requesting a quote from Loews Coronado.

The committee discussed concerns related to the Oakland location, with some members expressing apprehensions about safety perceptions. Cairns suggested providing information to address these concerns and clarify logistical aspects. The group acknowledged the importance of managing perceptions while maintaining commitments

<p>to the planned venues.</p>	
<p>G. PRESIDENT-ELECT’S REPORT</p> <p>Ortiz provided updates on the 2025 AOA conference, noting that as of yesterday, 110 members have registered, with a target attendance of approximately 500. 11 business partners are also confirmed. Hotel accommodations are progressing, with 211 out of 460 room nights booked for Sunday and Monday nights. The conference agenda is packed with educational sessions across all committees and will highlight keynote speaker Dr. Sunny Giles on Monday morning, followed by an expo and book signing. There is a proposal for a breakout session focusing on innovative practices in auxiliaries within the CSU.</p> <p>Discussion regarding the conference budget revealed plans to adjust operating costs, particularly concerning the conference bags and lanyards for attendees. Efforts are underway to either secure sponsorships for these items or to find low-cost alternatives. The Tuesday all-conference panel is being refined to ensure it retains attendees through the end of the conference. Richard Jackson is coordinating with the Chancellor's office to provide a compelling speaker, as previous plans for Steve Relyea have been impacted by travel restrictions.</p> <p>The conference planning team will meet in person in November to address logistical challenges identified during a recent venue tour, including the layout and flow to avoid crowding during the expo and banquet. Ortiz assured that sufficient hotel accommodations are available, as the venue is larger than those previously used, and specific arrangements are in place for attendees who register under the AOA Conference.</p> <p>In discussions about sessions related to property services, Patricia Griffith has expressed willingness to collaborate on programming, though the committee's activity has waned. Several members proposed creative ideas for lanyard recycling and cost-saving measures, including incentivizing attendees to bring previous lanyards for discounts on raffle tickets. Concerns about catering costs were also raised. Overall, the planning team is committed to ensuring a successful and cost-effective conference experience.</p>	
<p>H. MEMBER RESOURCES</p> <p><u>AOA Leadership Academy Update</u></p> <p>Ebarle reported that foundational documents have been distributed for review, included in the meeting packet. These documents are intended for feedback, and an email regarding them will be sent out on August 12, 2024. The website is currently being updated, and everything is progressing well. The team is looking forward to receiving applications and moving forward with that process. In the meantime, they are developing projects, presentations, and sessions to share with new mentees entering the program, expressing enthusiasm about the upcoming developments.</p> <p><u>Issue Brief on Exempt Status Classification</u></p> <p>An agenda item was proposed regarding exempt status classification questions, particularly in light of a recent misclassification issue raised by ASI SDSU. The proposal suggests developing an Issue Brief to examine how auxiliary organizations, having obtained federal exempt status from the IRS, may have neglected to adapt to changes in regulations and the evolution of their purposes. This brief would address the complexities of exempt status classifications, the ongoing problem of misclassifications, and the lack of accessible information on the reclassification process. It aims to review</p>	

current exempt status classifications related to auxiliary organizations and outline the IRS application process for reclassification, including California exempt status determinations. Although this topic was included in the agenda, it was not discussed during the meeting.

Update on Website Content/Membership Directory

Jackson pointed out that a comprehensive report from Dixie Johnson regarding her work is attached to the agenda packet, emphasizing its importance in keeping the directory up to date. Bermudez raised a concern from the HR Committee about the difficulties in maintaining an accurate record of committee members and staff across various auxiliaries. She asked whether there is a process for deactivating AOA membership when an employee leaves their position. Ebarle responded that when an individual is no longer an employee, their email will bounce back, prompting committee chairs to remove them from the directory.

Doebler shared their proactive approach in managing the directory by removing inactive members and encouraging new participants to join. The discussion highlighted the frequent changes within the HR Committee, with at least one or two new members added each month, emphasizing the need for accurate and updated records. Cairns acknowledged Johnson's consistent requests for directory updates, which aid in this effort. The meeting then continued without further questions on the topic.

CA Legislative Summary Update

Cairns mentioned that Bills of Interest to Auxiliary Organizations were sent to the group and suggested keeping the information updated on the website for easy access.

I. NEW AND RETURNING BUSINESS ITEMS

Succession Planning Solicitation for Service Providers

Cairns initiated a discussion on succession planning for service providers within the AOA. Jackson highlighted his ongoing outreach efforts to the AOA membership, particularly focusing on individuals nearing retirement. He mentioned that Taren Mulhause will be succeeded by Deborah Hammond upon her retirement and that he plans to conduct a broader outreach to gauge interest in succession planning roles. With Dixie Johnson's upcoming departure in June, he emphasized the need for identifying a successor for her position and acknowledged the lack of current backup for his own role, apart from an auxiliary person who is not trained in financial management.

The group discussed the importance of capturing institutional knowledge, as Johnson has been with the organization for a long time. Cairns suggested that Johnson might provide a comprehensive list of her responsibilities, especially since her role encompasses various essential functions beyond what is formally outlined. Jackson noted that while some tasks, particularly conference-related duties, may transition to Patrick Bailey, it is crucial to understand the full scope of Johnson's contributions.

Kauppinen brought up the need to reevaluate job descriptions across all positions to ensure clarity and continuity. She noted that during her presidency, alongside past president Kacie Flynn, they conducted an evaluation of service providers' scopes of work. This included detailed job descriptions and wish lists for future roles. Kauppinen also mentioned that previous analyses indicated that a retiree model was effective due to the valuable institutional knowledge retained.

The conversation emphasized the importance of building a succession pipeline, as seen with Lorilee taking over for Fred. Kauppinen proposed recirculating existing job descriptions and

plans for succession, ensuring that the insights gained from prior discussions remain relevant.

Overall, the group recognized the opportunity presented by Johnson's upcoming departure to revisit these issues and enhance succession planning efforts. The need for a strategic approach to transition and knowledge transfer was underscored, with an aim to develop a more robust succession plan moving forward.

Revise EC Meeting Schedule

Cairns and Jackson addressed the need to adjust the August meeting due to a request from key personnel/service provider who handles marketing for the AOA conference. Jackson emphasized that this change should not be seen as temporary but rather as a necessary accommodation for this specific month.

Cairns suggested the possibility of moving all quarterly meetings to the second week of the month to better align with the academic calendar, especially as the semester begins. While they acknowledged that this shift would primarily benefit the August meeting, there was consideration of potential scheduling conflicts in other months, particularly with Veterans Day in November and commencement activities for campuses on a quarter system. The group agreed to maintain the current November meeting date for this year and to implement the new schedule starting next year, moving future meetings to the second week of each month.

Final Revised Scholarship Policy

Farrington presented a proposal to the Executive Committee regarding changes to the scholarship policy. The main updates include increasing the number of scholarships available from one to two and ensuring that no more than two committee members come from the same campus to promote greater representation across the 23 campuses. Additionally, the instructions now allow a delegate of the Vice President of Student Affairs to sign off on applications instead of requiring the VP's direct approval.

The committee discussed these changes and voted on them, with unanimous support for the motion to approve. Farrington confirmed her willingness to chair the committee again in the fall and indicated a need for volunteers, which Shakoor mentioned she had already identified.

Action Taken: The final revised Scholarship Policy was approved as presented (m/Kauppinen, s/Doebler)

J. BUILDING RELATIONSHIPS AND PARTNERS

CABO Liaison Report (Donahue)

Donahue provided updates on several important topics, including the upcoming CABO meeting scheduled for Wednesday, October 14. He encouraged attendees to share any questions or discussion points they would like him to bring to that meeting.

Donahue discussed the final budget memo received for the 2024-2025 fiscal year, noting that it was delayed and highlighted both positive and negative aspects. While there is a 5% state compact funding increase, there remains a significant shortfall for necessary expenditures. Furthermore, there is a potential 7.95% budget cut anticipated for the 2025-2026 fiscal year, which will require careful planning and communication on campuses. He also mentioned that campuses are experiencing a redistribution of funds based on enrollment changes, which is critical to address in budget discussions.

Additionally, Donahue highlighted significant adjustments to State University Grant (SUG) amounts, emphasizing that Northridge saw a substantial increase due to its student demographic. Timely communication regarding these adjustments will be essential for financial aid processes. He also mentioned changes in budget oversight policies that now require quarterly reviews, aiming to enhance financial management and responsiveness.

Donahue touched on the need for shared services among campuses to improve efficiency, suggesting that while Northridge has made strides in collaboration, there is potential for broader inter-campus partnerships. He also addressed the Chancellor's Office's approach to travel policies and budget constraints, noting that individual campuses will have discretion in managing travel, which may vary based on their financial situations.

Lastly, he updated attendees on the new Time, Place, Manner policy, which regulates campus space usage, particularly concerning politically charged events. While the policy is designed to be more robust than previous guidelines, its implementation may face challenges due to the necessity of negotiations with collective bargaining units.

CSU Business & Finance Liaison Report (Pennington)

Pennington reported the items discussed during the Board of Trustees meetings.

Key Agenda Items on July 22 through 24:

- Committee on Education Policy
 - Graduation Initiative 2025 Year of Engagement
- Joint Committee on Education Policy and Finance
 - Integration of California State University Maritime Academy and California Polytechnic State University, San Luis Obispo
- Committee on Campus Planning, Buildings and Grounds
 - California State University, Sacramento Student Housing III Schematic Design and Debt Issuance Approval
 - California Polytechnic State University, San Luis Obispo Student Housing, Phase 1 Schematic Design and Debt Issuance Approval
- Committee on Finance
 - Approval to Amend Prior Authorization to Issue Debt for a Student Housing Project at California State Polytechnic University, Humboldt

- Concept Approval for a Public-Private Partnership Housing Project through an Auxiliary at California State University, Sacramento
- Concept Approval for a Public-Private Partnership Tennis Facility at California State University, Dominguez Hills
- 2024-2025 Final Budget
- Planning for the 2025-2026 Operating Budget

Key Agenda Items on May 19 through 22

- Committee on Audit
 - Fiscal Year 2024-2025 Audit Plan
 - Audited Financial Statements and Single Audit Report
- Committee on Campus Planning, Buildings and Grounds
 - San José State University Speed City & Spirit of '68 Track Facility Development Project and Grant Assignment
- Joint Committee on Campus Planning, Buildings and Grounds and Finance
 - California State University, Fullerton Student Housing, Phase 5 Schematic Design and Debt Issuance Approval
- Committee on Finance
 - Approval to Issue Debt for the California Polytechnic State University, San Luis Obispo Football Center
 - California State University Quarterly Investment Report
 - 2024-25 Operating Budget Update
- Full agendas and item write-ups for the board of Trustees can be found at: www.calstate.edu/bot

Recent and Upcoming CABO Meeting Dates:

- May 8
- August 14
- October 2
- December 4

CSU Multi-University Collaboration Initiative

Given the current higher education landscape, there is a compelling case to reduce expenses while ensuring the long-term viability of our university system. CSU has partnered with Deloitte's Higher Education Practice to initiate a project focused on comprehending potential collaborative opportunities among all 23 CSU institutions. Opportunities selected to move forward are benefits, information security, and procurement (sourcing and tactical).

Questions? Contact: university-collaboration@calstate.edu

CSU Policy Library

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

To receive notifications from our CSU Policy Library listserv whenever policies are created, revised, or retired, send an email to: subscribecsupolicylibrary@lists.calstate.edu to be added to the listserv.

Chancellor's Office Business and Finance Division Staff Travel Restrictions

As the CSU is facing significant budget cuts in the upcoming fiscal years, the Chancellor's Office Business & Finance division is limiting travel for division staff members. Systemwide conferences and meetings planned by the B&F teams will be primarily held virtually or cancelled/deferred, and all discretionary travel by B&F staff will be eliminated for the next two fiscal years.

CSU Advancement Liaison Report (Moore)

Moore was not present at the meeting but provided a report:

Appointments and Searches

Associate Vice Chancellor, Strategic Communications and Brand Marketing

After an exhaustive national search, Pati Navalta will join the Chancellor's Office as the Associate Vice Chancellor for Strategic Communications and Brand Marketing. As the Chief Communications Officer for the CSU, Pati will support the universities with their communication efforts and provide leadership with the overall marketing and strategic communications for the system.

A Pulitzer-nominated journalist, author, editor, media and content strategist, Pati joins the CSU having worked with organizations as varied as the San Francisco Chronicle, San Francisco Magazine, and most recently as the President of Navalta Media—a full-service firm that supports organizations with crisis management, media engagement, marketing strategies, and brand elevation. A leader in DEI communications, Pati has led seminars and helped organizations create inclusive environments and communications.

Pati has worked as a valuable partner with the CSU over the last few months and we are excited to officially have her empowering and collaborative leadership at the CSU. She will begin her role on Monday, August 12, 2024.

Assistant Vice Chancellor, Federal Relations

The priority application period for the Assistant Vice Chancellor, Federal Relations has closed. The AVC Federal Relations is the chief strategist and lead advocate representing the interests of the CSU before the executive and legislative branches of federal government. Under the general direction of the Vice Chancellor for External Relations and Communications, the AVC Federal Relations works with the Board of Trustees, Chancellor, and senior leadership across the university to develop federal legislative priorities and seek federal appropriations. The Office of Federal

Relations teams with legislative liaisons from the 23 CSU universities to advance the CSU's collective priorities and promote the value of investment in higher education.

Executive Director, Tribal Relations

The new position of Executive Director, Tribal Relations will be responsible for facilitating engagement with Native American tribes and associated government entities in order to build strong Tribal partnerships, ensure compliance with state and federal laws, and conduct government to government tribal relations. The ED Tribal Relations will lead and develop the Office of Tribal Relations, an office within the Division of External Relations and Communications. This position has the option of being located at the Chancellor's Office in Long Beach or Sacramento.

CSU General Counsel Liaison Report (Rieth)

Rieth from CSUCO began by addressing Sherry Pickering's email regarding gift card reporting

and confidentiality in response to questions from Monica. A note was shared on chat on Pickering's response to the question: "To meet IRS reporting requirements for residents for tax purposes, the threshold is for individual student and since it is a cumulative amount, must be combined with all other reportable payments for the same individual. For nonresident for tax purposes, reporting does not have a threshold, it is all reportable and may also require withholding. Note that while these questions are about students, staff and faculty also participate in research activities and in those cases, the income is reportable a W-2". Rieth highlighted that Pickering is the primary contact for these inquiries.

Rieth then presented key updates, noting that a system-wide time, place, and manner policy is currently in development, prompted by the recent nationwide protests and a requirement from the Governor's office. This policy aims to ensure consistency across California State Universities (CSUs) and University of California campuses (UCs) in responding to protest activities. Each campus will have an addendum outlining specific public and non-public spaces, applicable to auxiliary properties as well. The deadline for this policy is October, and while the drafting process is ongoing, Rieth advised that campuses coordinate with their Vice Presidents for Student Affairs or Administration and Finance regarding any concerns.

Additionally, Rieth informed attendees about recent updates to Title IX regulations that took effect on August 1. The CSU system has amended its non-discrimination policy to align with these rules. She noted that challenges to the regulations are ongoing, affecting some campuses, and emphasized that auxiliary employees are included under the policy for allegations involving discrimination or harassment.

Crawford raised concerns about maintaining employee privacy in Title IX cases involving auxiliary employees and students. Rieth acknowledged the complexity of this issue and affirmed that any substantiated findings would require coordinated action while respecting confidentiality.

Ortiz shared her organization's experience with similar incidents, noting legal concerns about employee privacy in these situations. Rieth encouraged sharing any feedback or recommendations from legal counsel regarding the policy to strengthen protections for auxiliary employees.

Swearingen inquired about the role of witnesses in investigations, particularly those who might have union representation. Rieth clarified that witnesses are entitled to supportive individuals during investigations, and participation from auxiliary employees is crucial for thorough investigations.

Crawford proposed that the legal counsel review the policy with a focus on auxiliary employees, suggesting a collaborative approach to ensure clarity and compliance with privacy laws. Rieth confirmed that comments on the policy can be submitted to the designated owner, Haley Schwarzkopf.

CSU Human Resources Liaison Report (Ryan)

Ryan was not present at the meeting but provided a report:

Presidential Departures, Recruitments and Appointments

On July 11, 2024, California State Polytechnic University, Humboldt President Tom Jackson Jr. announced his decision to step down effective August 11, 2024. A search for an interim is in progress.

At the July Board of Trustees' meeting (July 22-24), the Chancellor appointed Albert A.

Liddicoat as interim Vice Chancellor for Human Resources, following the retirement of Vice Chancellor Leora Freedman. Liddicoat's appointment began July 29, 2024, and will conclude when the next regularly appointed vice chancellor is named.

Effective July 22, 2024, Ronald S. Rochon began his appointment as president of California State University, Fullerton. His bio can be found [here](#).

Effective August 1, 2024, Dr. Emily Cutrer began her appointment as interim president of Sonoma State University. Her bio can be found [here](#).

The expectation is that the president for Bakersfield will be announced at the September 2024 Board of Trustees' meeting.

2024/25 Salary Increases and Bargaining Updates

The final state budget for FY 2024/25 provides that the CSU will receive a 5% state funding increase as part of the multiyear compact agreement, paired with a one-time cut of \$75 million, for a net total of approximately \$165 million of new operating budget funding.

Since the final budget does not trigger the contingency language in agreements with California Faculty Association (CFA), California State University Employees Union (CSUEU), Statewide University Police Association (SUPA), Teamsters or United Auto Workers (UAW) for FY 2024/25, all bargained salary provisions will be implemented.

Effective July 1, 2024, a 5% GSI will be processed for all CFA, CSUEU, SUPA and UAW employees. The mass update to process these GSIs will be August 14, 2024. The Teamsters' negotiated step placement will be effective October 1, 2024.

The remaining groups (Union of American Physicians and Dentists (UAPD), Academic Professionals of California (APC), and International Union of Operating Engineers (IUOE/Maritime only)) are currently in either salary reopeners or successor bargaining.

Student Assistant Unit Modification

The parties have begun bargaining and have met twice since the May Board of Trustees' meeting. There are four more scheduled meetings that run through September. This new agreement will cover approximately 20,000 student assistants employed by the CSU. Until a final agreement is reached, the student assistant classification will maintain current standards and requirements.

Cal Maritime and Cal Poly SLO Integration

In June of this year, the CSU announced its recommendation to integrate California State University Maritime Academy and California Polytechnic State University, San Luis Obispo.

Executive Vice Chancellor and Chief Financial Officer Steve Relyea and Deputy Vice Chancellor of Academic and Student Affairs and Chief Academic Officer Nathan Evans made the recommendation to Chancellor Mildred García and that it is necessary to address growing financial challenges and enrollment declines at Cal Maritime.

The integration, which would be complete by the start of the 2026/27 academic year, requires the approval of the CSU Board of Trustees. The board will be asked to act on the recommendation at its November 2024 meeting following information sessions that took place in July and will again take place in September.

Data Security Training from Systemwide HR Learning and Development

Learning and Development (L&D) has been working with the campuses/ISOs on updating the data security course content and assignment structure of this training. Content will be updated and broken it into smaller modules. L&D expects to launch this new structure across systemwide before the end of the calendar year. Auxiliaries that currently use our course will be automatically included in this course upgrade.

<p>Civil Rights (Title IX and other Nondiscrimination) Programs and Services [Ongoing] Hayley Schwartzkopf, Associate Vice Chancellor of Civil Rights Programming & Services, continues to update the Board of Trustees of the status of our progress toward implementing the recommendations presented by the Cozen Report and the State Auditors. These presentations can be found here.</p>	
<p>K. REPORTS</p> <p>1. <u>Long Range Planning Committee/Nominations Committee (Rasheedah Shakoor)</u></p> <p>The Long-Range Planning Committee convened to discuss updates to the marketing fact sheet, which requires minor revisions. The committee recognized the importance of succession planning for service providers and noted the need for clarification in the Leadership Academy document regarding Executive Committee participation as outlined in the Bylaws.</p> <p>The subcommittee, comprising Keith Kompsi, Michelle Crawford, and Chuck Kissel, completed an initial review of the conference fees, membership fees, and reserve policy. Key recommendations included maintaining a 3-5% annual increase in dues, analyzing conference attendance data for better budgeting, and explicitly managing cash flow within the reserve policy. They also addressed the need for conference cancellation insurance, with Kissel obtaining a preliminary quote from Alliant.</p> <p>Discussion around the Treasurer's role highlighted the need to redefine duties and establish clear thresholds for cash flow management. The committee also acknowledged the ongoing work towards establishing a policy for the AOA Leadership Academy and the involvement of past presidents in its governance.</p> <p>Lastly, the Nominations Committee has initiated the process for upcoming Executive Committee positions, including a President-elect and Secretary/Treasurer, and called for nominations from members. The possibility of awarding a Lifetime Achievement Award was mentioned, with a suggestion to consider Keith Kompsi for his contributions before his retirement.</p> <p>2. <u>Human Resources Committee (Yvonne Bermudez)</u></p> <p>The HR Committee has been actively engaged, holding monthly meetings on Zoom and hosting an in-person mini-HR Conference in Monterey Bay from June 26-28. The conference featured sessions on workers' compensation claims, ADA accommodations, and employee benefits, with contributions from various representatives, including Nestor Barrero from Constangy, who introduced himself as the new employment law consultant following the passing of longtime contact Richard Bromley. The conference was well-received, though the total cost was approximately \$14,000. The committee is considering cost-saving measures for future events, such as alternating between in-person and virtual formats and potentially hosting meetings on campuses to improve accessibility.</p> <p>In their July meeting, Richard Lane, the consultant for the biannual salary survey, provided insights on best practices for reviewing salary data. The committee discussed a pressing issue regarding the Service Employees International Union (SEIU) attempting to organize auxiliary employees, particularly in service areas, in response to the \$20 minimum wage push. While no significant activity has been reported on campuses, best practices were shared for responding to potential unionization efforts.</p> <p>To enhance membership, the committee is focusing on welcoming new members and encouraging participation by highlighting the benefits of attending meetings. Efforts are</p>	

underway to create a shared spreadsheet that details the HR systems and benefits programs utilized by member auxiliaries, facilitating better resource sharing and collaboration. The committee aims to continue fostering a supportive environment for HR professionals in the auxiliary landscape.

3. Research Administration Committee (Chantal Ebarle)

Since January, efforts have been made to encourage all RAC members to register as users of the AOA website and communication portal, emphasizing its importance. The Spring meeting in Long Beach was successful, attracting 50 in-person and over 30 virtual attendees. A new one-page document for systemwide subawards was introduced, aimed at reducing administrative burdens and facilitating collaboration among campuses. A new logo created by Melissa Mullen from the Chancellor's Office was also introduced.

A long-term strategic planning group has been established in collaboration with the Chancellor's Office to address ongoing issues in Sponsored Programs Administration, with a focus on finding flexible, campus-specific solutions. This group recently met in San Francisco for an intensive brainstorming session.

Despite not receiving proposals for presenters at the upcoming AOA conference, the leadership is actively seeking topics and speakers for their track. Additionally, the RAC Fall meeting is scheduled for September 17th-19th at Maritime Academy.

Overall, RAC leadership and members are pleased with their progress and plans for the remainder of the year.

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

The AS/SU/Rec Standing Committee held a mid-year meeting via Zoom on July 29, 2024, where updates were shared by Jeff Rensel and Alejandro Rios regarding committee involvement, the annual AOA conference, and leadership opportunities. Ashley Fennell provided sub-committee updates on behalf of the CSU Advisors, and Joe Nino discussed CSSA activities, including the upcoming Hill Day scheduled for the week of March 10, 2025. Key discussion topics included preparations for the upcoming election season, budget considerations, and student assistant pay rates. The next meeting of the AS/SU/Rec Standing Committee will take place at the AOA Annual Conference in San Diego from January 12-14, 2025.

Due to budget constraints, the planned in-person mini-conference at CSUDH in September 2024 has been canceled, and members are encouraged to attend the Annual Conference instead.

The Student Government/CSU Advisors group, chaired by Ashley Fennell, hosted three meetings this summer covering various topics, including student participation in the Panetta Institute, resolutions on the Gaza ceasefire, program planning, and CSU budget cuts. The July meeting featured a training session on Robert's Rules of Order led by Brandon Tsubaki. Monthly meetings continue via Zoom, open to anyone interested.

Additionally, CSSA is hosting the annual CSUnity 2024 Conference from August 10-12, 2024, at Cal State San Bernardino, offering a platform for CSU student leaders to engage in discussions on leadership and higher education policy. Registration is open to Associated Students Organizations across the CSU campuses.

The AS/SU/REC Executive Directors Subcommittee, chaired by Helen Altaire, met on May 24 and July 29, discussing topics such as the AOA conference, workplace policies, and shared services. This subcommittee continues to meet monthly, with the next meeting scheduled for September 2024.

Kauppinen brought up the Chancellor's office audit on youth programs, emphasizing the need for compliance and training across campus departments due to its implications for various programs. This led to further discussion about the complexities of ensuring all necessary procedures are followed, particularly concerning hiring practices and risk management.

Farrington asked about the budget for future in-person conferences, noting that although there was no conference held this year, there are still remaining funds available. The group discussed the expenditures of budget allocations, specifically the budgeted amount for standing committees, and highlighted the need for clearer financial planning going forward, particularly since a considerable portion of the budget has already been used by other committees.

5. Commercial Services Committee (Cyndi Farrington)

Commercial Services are facing serious financial issues because of two proposed rules from the U.S. Department of Education (ED). The first rule would allow schools to automatically charge students for Inclusive and Equitable Access programs, and the second would require schools to return any unused meal plan money to students. The National Association of College Stores (NACS) and the National Association of College and University Food Services (NACUFS) have worked hard to oppose these changes, pointing out how they could harm students. While the rules are not completely off the table, ED has announced a delay, giving more time to gather information before any changes take effect, which won't happen before July 1, 2026.

Farrington discussed these developments in the meeting, expressing relief that the situation regarding Title IV funds has been postponed. She highlighted the potential negative financial impact on auxiliaries, especially concerning digital textbooks and meal plans, and praised NACS and NACUFS for their efforts.

Farrington also raised concerns about organized crime related to bookstore thefts. Earlier this year, a well-organized group stole about \$9,000 worth of computers from their campus Apple store. This group was later found to be part of a theft ring that targeted several institutions, including Pomona and San Diego State. She urged everyone to be cautious, noting that even safe campus environments can be at risk. Cairns acknowledged the seriousness of the situation.

Farrington shared news releases from both organizations, summarized below.

NACS shared that ED plans to move forward with proposed changes to cash management rules, including those affecting books and supplies. The U.S. Department of Education wants to collect more feedback to ensure that any new rules help protect students without making education more expensive. Additionally, the rules for Third Party Servicers (TPS) will go through a formal negotiation process this fall, which NACS will keep a close eye on, especially since the previous changes could affect many vendors.

NACUFS also announced that the new rules regarding meal plan cash management will be delayed until 2025, possibly pushing implementation to 2026 or later. These changes could have raised meal plan costs and increased food insecurity for students, particularly those from disadvantaged backgrounds. NACUFS President & CEO Robert Nelson thanked members for their support, which helped shape a successful advocacy campaign, including an economic study and direct discussions with ED officials and Congressional offices.

6. Business and Financial Services Committee (Shailendra Baghel)

The committee is planning to host a virtual mini-conference at Davis on October 24th and 25th, just before Halloween. This two-day event will feature six sessions, with details still being finalized. Shailendra Baghel provided an update, mentioning that the core committee

will be present on-site, while all members will have the option to join virtually, making it a hybrid conference. In addition to the mini-conference, the Business & Financial Services Committee holds monthly meetings to discuss current updates in the field. Members are encouraged to submit agenda items in advance. Upcoming topics include the latest FASB/GASB guidelines, closing books of accounts, and audit preparation. The committee will meet on the last Thursday of each month from 2:00 PM to 3:00 PM for the remainder of the year, with scheduled dates on August 22, September 26, October 24, November 21, and December 19. The committee is also focused on assisting members with audit issues and closing their books.

7. Information Technology Committee (Alexander Gonzales)

IT Committee has recently focused on significant updates in web accessibility, business continuity, and centralized data repositories. A new Accessible Technology Officer has been appointed at the Chancellor's Office to oversee the accessibility of all procurement processes for hardware, software, and applications. Discussions included revisions to the Americans with Disabilities Act (ADA), particularly regarding new legal standards for web, mobile, documents, videos, and social media compliance. An example highlighted was the FusionGO app used at the Rec Center, which must undergo a web accessibility review, as must any other campus applications. The compliance deadline for these requirements is set for April 24, 2026.

The committee also discussed the VEOCI platform for documenting business continuity plans and disaster recovery processes. While it is intended to help departments maintain a comprehensive list of applications and services, some auxiliaries have not yet adopted or even heard of VEOCI, indicating a need for increased awareness and communication about its functionality.

Ongoing discussions addressed the necessity for a centralized repository, such as SharePoint, to consolidate policies and procedures, facilitating easier access to important information like cell phone policies and job descriptions. The committee aims to have a template ready for potential use by early 2025.


Members were encouraged to submit topics for the upcoming AOA conference in San Diego. Concerns were raised about low participation in various committees, emphasizing the importance of leadership buy-in to encourage engagement. Suggestions include inviting speakers to meeting to enhance value and interest. There is a collective commitment to improving awareness of AOA's benefits and fostering participation among members.

8. Philanthropy Committee (Ian Hannah)

Hannah discussed his efforts to grow membership, highlighting challenges in engagement despite outreach to new groups, including FOA participants and financial services professionals. He noted that their last meeting in April had 41 attendees via Zoom, but fewer had signed up on the Communications Portal. Ian emphasized the need to reach not only officially registered members but also those who might be interested. He mentioned a recent presentation from the CSU audit team on philanthropic foundation audits, which was well received. Looking ahead, the committee is planning for an October meeting focused on strategic planning for foundation boards, as well as ongoing discussions about divestment and community leadership. Hannah outlined four likely session topics for the upcoming AOA Conference: ESG and Mission-Aligned Investing, Public Records Requests and Conducting Open/Public Meetings, Advocacy and Community Relations for Foundation Boards, and AI/ChatGPT Applications. Cairns noted the significant interest in AI during session planning, suggesting it could deserve its own track.

9. Past Presidents Committee (Monica Kauppinen)

Cairns and Committee Chair Kauppinen discussed projects for the committee to undertake

<p>before the November Executive Committee meeting. New service providers have started in the past two years, and two long-term providers, Taren Mulhouse and Dixie Johnson, are expected to leave within the next 12 months. In light of these changes, the committee will focus on revising existing procedures or creating new documentation to ensure continuity regarding the roles and functions of service providers and officers in their selection and oversight. The long-range planning committee has previously revised job descriptions for current services, which can be reviewed for updates if necessary. The committee will also address topics such as the process for increasing auxiliary dues, standing committee budgets, auditor rotation, business manager backup, access to financial systems, and RFP frequency for service providers. They plan to meet in August or September to prepare materials for the November meeting and will develop transitional materials to ensure continuity when officers change roles.</p> <p>10. Risk Management Committee (Chuck Kissel)</p> <p>Report was not provided.</p>	
<p>L. INFORMATION AND ANNOUNCEMENTS</p> <p>Next meeting: January 11, 2025 in person in San Diego.</p>	
<p>N. ADJOURNMENT</p> <p>By acclamation, the Executive Committee was adjourned at 1:43pm.</p> <p>Respectfully Submitted,</p> <p> Secretary/Treasurer</p>	