



**EXECUTIVE COMMITTEE
MEETING AGENDA
June 21, 2024 – 12:00 pm – 2:00 pm
Virtual Meeting via Zoom**

<https://csun.zoom.us/j/81110676842?pwd=NVFMSC9YbWhyY1Z4NWxNS2xRY2xjZz09>

Passcode: 651855

- A. CALL TO ORDER and ANNOUNCEMENTS – *Heather Cairns*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 4/26/24 MEETING MINUTES **Action Item** (emailed)
- D. OLD BUSINESS FOLLOW-UP (pg. 3)
 - 1. Status Report on Pending Items – *Richard Jackson*
- E. PRESIDENT’S REPORT – *Heather Cairns*
 - 1. 2024 AOA Leadership Roster (pg. 4)
 - 2. Plan for August and November meetings
 - 3. Selection of Conference Sessions Planning Manager
 - a. Four Proposals received (See pgs. 9-27 in April Agenda Packet, also attached)
 - 4. Current Issues Affecting Auxiliaries (with CO Liaisons)
 - a. CSU Policy Changes Under Consideration
- F. SECRETARY-TREASURER’S/BUSINESS MANAGER’S REPORT – *Grace Slavik/Richard Jackson*
 - 1. YTD AOA Financial Report (pgs. 5-6)
 - a. Transactions Report: 4/1/24 – 6/15/24 (pgs. 7-14)
 - 2. Budget for FY 2024-25 (pgs. 5-6) **Action Item**
 - 3. Future AOA Conference Sites
- G. PRESIDENT-ELECT’S REPORT – *Cecilia Ortiiz*
 - 1. 2024 AOA Conference Planning Report
 - 2. Signed NACAS Agreement
- H. MEMBER RESOURCES
 - 1. AOA Leadership Academy Plan and Materials – *Miles Nevin/Heather Cairns/Dixie Johnson*
 - 2. Issue Brief on Auxiliary Board Member Fiduciary Responsibility by Robert Griffin (pgs. 15-20)
 - 3. Update on Website Membership Directory – *Dixie Johnson* (pgs. 21-24)
 - 4. CA Legislative Summary Update (*by Robert Griffin*) – (August Meeting)

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

1. Updates to Revised Scholarship Policy – *Cyndi Farrington*

J. BUILDING RELATIONSHIPS AND PARTNERS

No formal reports from the CABO or Chancellor's Office Liaisons at this abbreviated meeting. The Chair will ask if there are any matters of timely import to be reported to the Board.

K. REPORTS

No formal reports from the AOA Standing Committee Chairs at this abbreviated meeting. The Chair will ask if there are any matters of timely import to be reported to the Board.

k

L. INFORMATION AND ANNOUNCEMENTS

NEXT EC MEETING: August 9, 2024 (in person) at the San Diego Sheraton Marina

M. ADJOURNMENT

FUTURE MEETINGS

August 9, 2024 – San Diego Sheraton Marina

November 15, 2024 – San Diego Sheraton Marina

January 11, 2025 – San Diego Sheraton Marina

SECRETARY-TREASURER:

Richard Jackson

Auxiliary Organizations Association

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Chico, CA 95927-2177

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

MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: June 12, 2024

From: Richard Jackson
 Secretary/Treasurer

File:

Subject: Follow-Up Assignments from the
 April 26, 2024 Executive Committee Meeting

cc:

Below is a summary of items needing follow-up action, taken from the minutes of the April 26, 2024 Executive Committee Meeting, or carried over from a prior meeting. This list is intended to aid the responsible parties in their follow-up activities and their preparation of updates or agenda items for the next Executive Committee meeting on June 21, 2024.

Action	Responsible Individual	Notes on Status
None at this time.		

Longer-Term Parking Lot:

- Create a revised one-page Marketing Fact Sheet on Auxiliaries and AOA.
- Establish an Education Coordinator to oversee Leadership Academy programming (e.g. an AOA member, Service Provider, or Past Presidents Group designee).
- Consider changes to the annual AOA Scholarship award process proposed by 2022 Scholarship Committee.
- Consider allowing Committees to issue small Travel Awards for attendance at AOA conference (Maddison Burton; RAC Chair).
- Review, clarify and/or revise the qualifications criteria for the Lifetime Honorary AOA Member Award.
- Work with Carrie Rieth to offer a refresher Professional Development Webinar on the McKee Act for viewing by the membership.
- Develop other Education and Training Series programs for the membership, including utilizing Business Partner presentations.
- Establish a working group to propose clarifying changes to the CO's Operating Agreement template.
- Work with Carrie Rieth to arrange for an auxiliary review process of proposed changes to the Compliance Guide.



2024 AOA EXECUTIVE COMMITTEE ROSTER

ELECTED OFFICERS ¹

Heather Cairns	President	University Corporation, CSU Northridge
Rasheedah Shakoor	Past President	Associated Students, CSU Dominguez Hills
Cecilia Ortiz	President-Elect	University Union, CSU Dominguez Hills
Grace Slavik	Secretary/Treasurer	University Corporation, CSU Northridge

ELECTED REPRESENTATIVES ²

Andrew Singletary	Term expires 1/25	Union WELL, CSU Sacramento
Annie Macias	Term expires 1/25	Associated Students, San Marcos
Liz Roosa Millar	Term expires 1/25	Associated Students, Cal Poly Pomona
Michelle Crawford	Term expires 1/25	Associated Students, Cal Poly SLO
Andrea Burns	Term expires 1/26	Cal Poly Corporation, San Luis Obispo
John Doebler	Term expires 1/26	Associated Students, CSU Northridge
Melinda Swearingen	Term expires 1/26	Research Foundation, San Diego State
Janelle Temnick	Term expires 1/26	Aztec Shops, San Diego State

STANDING COMMITTEE CHAIRS ⁴

Jeffrey Rensel	AS/Student Union/Rec	Otter Student Union, Monterey Bay
Cyndi Farrington	Commercial Services	Forty-Niner Shops, CSU Long Beach
Shailendra Baghel	Business & Financial Services	Research Foundation, San Jose State
Yvonne Bermudez	Human Resources	Forty-Niner Shops, CSU Long Beach
Alexander Gonzales	Information Technology	University Student Union, CSU Northridge
Rasheedah Shakoor	Long Range Planning	Associated Students, CSU Dominguez Hills
	Nominations	
Chantal Ebarle	Research Administration	Research & Sponsored Pgms, CSU East Bay
Ian Hannah	Philanthropy Committee	Sonoma State University
Chuck Kissel	Risk Management & Insurance Programs	Auxiliary Services Corporation, Fullerton
Monica Kauppinen	Past Presidents	University Enterprises, Sacramento State

APPOINTED STAFF ⁴

Richard Jackson	Business Manager/CFO	AOA Executive Office
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DESIGNATED LIAISONS

Colin Donahue	CABO Liaison	CSU Northridge
Robyn Pennington	Business & Finance Liaison	CSU Chancellor's Office
Aaron Moore	Advancement Liaison	CSU Chancellor's Office
Carrie Rieth	General Counsel Liaison	CSU Chancellor's Office
Beth Ryan	Human Resources Liaison	CSU Chancellor's Office

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

Auxiliary Organizations Association

General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2023-24
(As of 6/13/24)

		<u>General Operation</u>	
		2023-2024	2024-2025
	Revised Budget	Projected 6/30	Proposed Budget
1	Income		
2	40000 — AOA Dues	\$290,674	\$299,394
3	42000 — Standing Committee Income	\$0	
4	43000 — Scholarship Donations		
5	44000 — AORMA Dividend		
6	45000 — Interest Income		
7	46000 — Dividend Income	\$6,000	\$5,000
8	47000 — Realized Gain on Investments	\$5,500	\$5,000
9	48000 — Unrealized Gain on Investments	\$66,000	\$5,000
10	45000 — Extraordinary Income	\$516	\$200
11	Total Income	<u>\$368,690</u>	<u>\$314,594</u>
12			
13	Expense		
14	70000 — Contracted Service - Business Manager	\$46,972	\$48,381
15	70500 — Sec/Treas Travel & AOA Office Expens	\$5,000	\$5,000
16	71000 — Compliance Consultant Analyses/Monit	\$6,900	\$8,000
17	71500 — Legislative Liaison Travel Exp		
18	72000 — AOA Legal Counsel (requested services)		
19	73000 — Retainer- HR Legal Counsel	\$84,350	\$30,000
20	73500 — AOA HR Legal Counsel Expenses	\$1,103	\$3,000
21	74000 — Advocacy/Liaison Expenses		
22	75000 — Audit/Tax Prep Expenses	\$18,500	\$19,000
23	75300 — Insurance Expense	\$6,706	\$7,835
24	75500 — COGR Dues Expense		\$5,500
25	76000 — Executive Committee Travel Exp	\$14,000	\$15,000
26	76500 — Executive Committee Meeting Exp	\$6,008	\$25,000
27	77000 — AOA Leadership Academy	\$10,000	\$18,000
28	77000 — AS/SU Committee Expenses		
29	77100 — Financial Services Com Expenses		
30	77200 — HR Committee Expenses	\$11,223	
31	77300 — AOA Biennial Salary Survey	\$12,500	
32	77300 — IT Committee Expenses		
33	77400 — Research Admin Com Expenses	\$15,673	
34	77600 — Commercial Services Committee Expenses		
35	77900 — Philanthropy Committee Expenses		
36	77800 — Standing Committee Meetings/Programs		\$25,000
37	97000 — Website Depreciation Expense		
38	78000 — Web Hosting/Maintenance Exp	\$40,000	\$40,000
39	78500 — Website Content/OA Directory Update		\$7,000
40	78500 — AOA Scholarship Program		\$10,000
41	79000 — Gifts and Awards Expense	\$1,426	\$500
42	79400 — Bad Debt Expense		
43	79500 — Special Projects (Website Implementation)		
44	79500 — Miscellaneous Expenses	\$8,982	\$10,000
45	Total Expense	<u>\$289,342</u>	<u>\$277,216</u>
46			
47	Net Income	<u>\$79,348</u>	<u>\$37,378</u>
48			
49	January Conference Summary		
50			
51	Income	\$579,970	\$621,750
52	Expense	\$617,473	\$621,000
53	Net Income	<u>-\$37,503</u>	<u>\$750</u>
54			
55			
56	TOTAL AOA NET INCOME	<u>\$41,845</u>	<u>\$38,128</u>
57			
58			
59	Projected AOA Net Assets as of 6/30/24		
60			
61	Reserves:		
62	Working Capital	\$121,700	
63	Conference Contingency	\$138,696	
64	Special Projects/General Contingency	\$50,000	
65	Total Reserves	<u>\$310,396</u>	
66			
67	Unallocated Net Assets:		
68	Beginning Balance 7-1-23	\$0	
69	Add: Projected FY 23/24 income	\$41,845	
70	Total Projected Unallocated Net Assets at 6/30/24	<u>\$41,845</u>	
71			
72	Total AOA Net Assets Projected as of 6/30/24	<u>\$352,241</u>	

AOA Annual Conference Results

	2018	2019	2020	2021	2021	2021	2022	2023	2024	2024	2025
	Preliminary Final	Unaudited Final	Final	Revised Budget	Preliminary Final	Preliminary Final	Preliminary Final	Preliminary Final	Budget	Preliminary Final	Budget
INCOME:											
Business Partnerships	\$283,150	\$281,550	\$308,353	\$75,000	\$120,750	\$0	\$0	\$278,000	\$325,000	\$287,500	\$290,000
In-Kind BP Contributions	\$18,000	\$18,000	\$20,250	\$23,245	\$23,245	\$0	\$0	\$5,500	\$5,500	\$7,500	\$5,500
Registration Fees	\$249,210	\$276,460	\$300,150	\$37,500	\$60,950	\$0	\$0	\$275,280	\$276,250	\$284,970	\$326,250
Credit Card Convenience Fee	\$3,668	\$3,195	\$3,710								
Total Income:	\$554,028	\$579,205	\$632,462	\$112,500	\$204,945	\$0	\$0	\$558,780	\$606,750	\$579,970	\$621,750

	2018	2019	2020	2021	2021	2021	2022	2023	2024	2024	2025
	Preliminary Final	Unaudited Final	Final	Revised Budget	Preliminary Final	Preliminary Final	Preliminary Final	Preliminary Final	Budget	Preliminary Final	Budget
EXPENSES:											
Credit Card Expense	\$16,722	\$19,308	\$18,454	\$2,500	\$5,203	\$54	\$8,478	\$9,500	\$21,761	\$7,500	\$7,500
Contract Services	\$80,848	\$89,065	\$75,158	\$106,839	\$98,839	\$96,575	\$90,610	\$120,000	\$122,000	\$127,000	\$127,000
Gifts/Awards		\$5,404	\$6,303	\$2,000	\$3,701	\$0	\$11,350	\$12,000	\$6,058	\$6,500	\$6,500
Hotel/Meal Expense	\$156,956	\$263,362	\$346,501	\$5,000	\$5,150	\$271,279	\$258,493	\$300,000	\$382,437	\$418,000	\$418,000
Marketing/Communication Expense	\$27,729	\$19,339	\$22,644	\$5,000	\$5,150	\$0	\$2,325	\$6,000	\$47,809	\$18,000	\$18,000
Meals/Meetings (Non-Hotel)	\$140,183	\$46,471	\$61,312	\$5,000	\$5,150	\$0	\$119,473	\$80,000	\$4,165	\$7,070	\$13,500
Pre-Planning Expenses	\$20,405	\$13,785	\$6,633	\$5,000	\$5,000	\$14,387	\$13,927	\$25,000	\$7,070	\$7,070	\$13,500
Speaker Expenses	\$12,958	\$10,779	\$15,650	\$25,000	\$8,500	\$0	\$22,262	\$20,000	\$12,500	\$15,000	\$15,000
Conference Website/Mobile App/Tech Servi	\$5,546	\$4,974	\$5,174	\$5,500	\$67,077	\$1,450	\$9,372	\$10,000	\$6,173	\$10,000	\$10,000
Donated Goods & Services	\$18,000	\$18,000	\$20,250		\$23,245		\$5,500	\$5,500	\$7,500	\$5,500	\$5,500
Hotel Rebate	(\$9,752)	\$0					(\$7,660)				
Allowance for Bad Debts	\$0	\$0									
Complimentary Guest Rooms			\$6,911	\$1,000							
NACAS BP Marketing Expenses				\$10,000							
Conference Software Training/Implementation				\$10,000							
Provision for Committee Presenters			\$10,000								
Total Expenses:	\$469,596	\$490,486	\$584,991	\$172,839	\$201,715	\$383,745	\$534,131	\$588,000	\$617,473	\$621,000	\$621,000

Net Income:	\$84,432	\$88,719	\$47,471	(\$60,339)	\$3,230	(\$383,745)	\$24,649	\$18,750	(\$37,503)	\$750
Contribution to FOA:										
Net Income After Contribution:										
(CY Press Presentation)										
6/13/24										

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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											
52300 — In-Kind Contributions											
General Journal	07/01/23	BP In-K...		NACAS In-Kind ...	52300 — In-Kind Contri...	January Co...		89000 — Donate...		5,000.00	5,000.00
Total 52300 — In-Kind Contributions									0.00	5,000.00	5,000.00
49500 — Extraordinary Income											
Sales Receipt	09/12/23	98		BofA Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		101.48	101.48
Sales Receipt	10/11/23	100		BofA Merchant S...	49500 — Extraordinary ...	January Co...		10000 — Checki...		94.58	196.06
Sales Receipt	11/30/23	103		BofA Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		110.70	306.76
Sales Receipt	12/07/23	104		BofA Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		147.82	454.58
Sales Receipt	01/31/24	111		BofA Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		127.42	582.00
Sales Receipt	02/07/24	113		BofA Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		21.18	603.18
Sales Receipt	02/13/24	115		Sedgwick refund	49500 — Extraordinary ...	General Op...		10000 — Checki...		6.26	609.44
Sales Receipt	03/07/24	118		BofA Merchant S...	49500 — Extraordinary ...	General Op...		10000 — Checki...		1.36	610.80
Total 49500 — Extraordinary Income									0.00	610.80	610.80
52000 — Business Partner Income											
52100 — Business Partner Reg Fee											
Sales Receipt	08/31/23	94		PayPal Aug2023	52100 — Business Part...	January Co...		10000 — Checki...		1,300.00	1,300.00
Sales Receipt	09/30/23	96		PayPal Deposit f...	52100 — Business Part...	January Co...		10000 — Checki...		650.00	1,950.00
Sales Receipt	10/31/23	99		PayPal Deposit f...	52100 — Business Part...	January Co...		10000 — Checki...		2,950.00	4,900.00
Sales Receipt	11/30/23	102		PayPal Deposit f...	52100 — Business Part...	January Co...		10000 — Checki...		5,850.00	10,750.00
Sales Receipt	12/31/23	105		PayPal Deposit f...	52100 — Business Part...	January Co...		10000 — Checki...		15,950.00	26,700.00
Sales Receipt	01/31/24	110		PayPal Sales Jan ...	52100 — Business Part...	January Co...		10000 — Checki...		5,300.00	32,000.00
General Journal	01/31/24	PPal Cr...		PayPal Credits Jan...	52100 — Business Part...	January Co...		-9PLT-	650.00		31,350.00
Sales Receipt	02/29/24	112		PayPal Deposit f...	52100 — Business Part...	January Co...		10000 — Checki...		650.00	32,000.00
Sales Receipt	03/07/24	119		Check 2/6/24	52100 — Business Part...	January Co...		10000 — Checki...		50.00	32,050.00
Total 52100 — Business Partner Reg Fee									650.00	32,700.00	32,050.00
52000 — Business Partner Income - Other											
Sales Receipt	08/31/23	94		PayPal Aug2023	52000 — Business Part...	January Co...		10000 — Checki...		15,000.00	15,000.00
Sales Receipt	09/14/23	95		CSURMA 2024 C...	52000 — Business Part...	January Co...		10000 — Checki...		30,000.00	45,000.00
Sales Receipt	09/30/23	96		PayPal Deposit f...	52000 — Business Part...	January Co...		10000 — Checki...		20,000.00	65,000.00
Sales Receipt	10/31/23	99		PayPal Deposit f...	52000 — Business Part...	January Co...		10000 — Checki...		32,500.00	97,500.00
Sales Receipt	11/30/23	101		Dep 3 sponsors...	52000 — Business Part...	January Co...		10000 — Checki...		12,500.00	110,000.00
Sales Receipt	11/30/23	102		PayPal Deposit f...	52000 — Business Part...	January Co...		10000 — Checki...		30,000.00	140,000.00
Sales Receipt	12/31/23	105		PayPal Deposit f...	52000 — Business Part...	January Co...		10000 — Checki...		17,500.00	157,500.00
Sales Receipt	01/31/24	110		PayPal Sales Jan ...	52000 — Business Part...	January Co...		10000 — Checki...		10,000.00	167,500.00
Sales Receipt	02/05/24	114		Conf Deposits 3...	52000 — Business Part...	January Co...		10000 — Checki...		25,000.00	192,500.00
Sales Receipt	02/13/24	117		BP Sponsor chec...	52000 — Business Part...	January Co...		10000 — Checki...		7,500.00	200,000.00
Sales Receipt	02/14/24	116		Alliant BP deposit	52000 — Business Part...	January Co...		10000 — Checki...		30,000.00	230,000.00
Total 52000 — Business Partner Income - Other									0.00	230,000.00	230,000.00
Total 52000 — Business Partner Income											
50000 — Conference Registration Fees									650.00	262,700.00	262,050.00
Sales Receipt	08/31/23	94		PayPal Aug2023	50000 — Conference R...	January Co...		10000 — Checki...		51,350.00	51,350.00
Sales Receipt	09/30/23	96		PayPal Deposit f...	50000 — Conference R...	January Co...		10000 — Checki...		92,455.00	41,405.00
Sales Receipt	10/31/23	99		PayPal Deposit f...	50000 — Conference R...	January Co...		10000 — Checki...		39,650.00	132,105.00
Sales Receipt	11/30/23	102		PayPal Deposit f...	50000 — Conference R...	January Co...		10000 — Checki...		62,700.00	194,805.00
Sales Receipt	12/31/23	105		PayPal Deposit f...	50000 — Conference R...	January Co...		10000 — Checki...		51,500.00	246,305.00
Check	01/16/24	2987		Reimb Tari Hunt...	50000 — Conference R...	January Co...		10000 — Checki...	600.00		245,705.00
General Journal	01/31/24	PPal Re...		PayPal refund R...	50000 — Conference R...	January Co...		10000 — Checki...	395.00		245,310.00
Sales Receipt	01/31/24	110		PayPal Sales Jan ...	50000 — Conference R...	January Co...		10000 — Checki...		5,155.00	250,465.00

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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
General Journal	01/31/24	PPal Cr...		PayPal Credits Jan...	5000 — Conference R...	January Co...		52100 — Business...	5,550.00		244,915.00
Sales Receipt	02/05/24	114		Conf Regis depp...	5000 — Conference R...	January Co...		10000 — Checki...		50.00	244,965.00
Sales Receipt	02/13/24	117		Crif member gu...	5000 — Conference R...	January Co...		10000 — Checki...		155.00	245,120.00
Sales Receipt	02/29/24	112		PayPal Deposit f...	5000 — Conference R...	January Co...		10000 — Checki...		255.00	245,375.00
Total 50000 — Conference Registration Fees											
48000 — Unrealized Gains on Investments											
General Journal	09/30/23	Vangd ...		Post Vanguard 9...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	250.71		-250.71
General Journal	09/30/23	Vangd ...		Post Vanguard 9...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		41,149.37	40,898.66
General Journal	12/31/23	Vangd ...		Post Vangd Dec ...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		1,199.10	42,097.76
General Journal	12/31/23	Vangd ...		Post Vangd Dec ...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		12,570.78	54,668.54
General Journal	03/31/24	Vangd ...		Vangd posting f...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...	284.27		54,384.27
General Journal	03/31/24	Vangd ...		Vangd posting f...	48000 — Unrealized Ga...	General Op...		46000 — Dividen...		6,218.71	60,602.98
Total 48000 — Unrealized Gains on Investments											
47000 — Realized Gain on Investments											
General Journal	12/31/23	Vangd ...		Post Vangd Dec ...	47000 — Realized Gain ...	General Op...		46000 — Dividen...		5,327.97	5,327.97
Total 47000 — Realized Gain on Investments											
46000 — Dividend Income											
General Journal	09/30/23	Vangd ...		Post Vanguard 9...	46000 — Dividend Inco...	General Op...		-SPLIT-		325.22	325.22
General Journal	09/30/23	Vangd ...		Post Vanguard 9...	46000 — Dividend Inco...	General Op...		46000 — Dividen...		1,121.19	1,446.41
General Journal	12/31/23	Vangd ...		Post Vangd Dec ...	46000 — Dividend Inco...	General Op...		-SPLIT-		477.74	1,924.15
General Journal	12/31/23	Vangd ...		Post Vangd Dec ...	46000 — Dividend Inco...	General Op...		46000 — Dividen...		2,573.77	4,497.92
General Journal	03/31/24	Vangd ...		Vangd posting f...	46000 — Dividend Inco...	General Op...		-SPLIT-		355.64	4,853.56
General Journal	03/31/24	Vangd ...		Vangd posting f...	46000 — Dividend Inco...	General Op...		46000 — Dividen...		427.84	5,281.40
Total 46000 — Dividend Income											
45000 — Interest Income											
Deposit	07/31/23			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.02
Deposit	08/31/23			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.04
Deposit	09/30/23			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.06
Deposit	10/31/23			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.08
Deposit	11/30/23			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.10
Deposit	12/31/23			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.12	0.12
Deposit	01/31/24			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.02	0.14
Deposit	02/29/24			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.01	0.15
Deposit	03/31/24			Interest	45000 — Interest Income	General Op...		10300 — Money ...		0.01	0.16
Total 45000 — Interest Income											
40000 — AOA Dues											
Sales Receipt	07/24/23	92		Deposit July che...	40000 — AOA Dues	General Op...		10000 — Checki...		16,970.00	16,970.00
Sales Receipt	09/18/23	97		Sept 2023 chec...	40000 — AOA Dues	General Op...		10000 — Checki...		3,592.00	20,562.00
General Journal	04/05/24	DuesDep		Dues Dep SJSU RF	40000 — AOA Dues	General Op...		10000 — Checki...		6,809.00	27,371.00
Total 40000 — AOA Dues											
Total Income											
Expense											
General Journal	07/01/23	Rev6/3...		Rev 6/30 due Pa...	80470 — Crf Contract S...	January Co...		23000 — Other C...		20,000.00	-20,000.00
Check	08/20/23	2925		1st-2nd Qtr 20...	80470 — Crf Contract S...	January Co...		10000 — Checki...		10,000.00	0.00
Check	09/27/23	2943		3rd Qtr 2023 co...	80470 — Crf Contract S...	January Co...		10000 — Checki...		10,000.00	10,000.00
Check	02/01/24	2996		4th Qtr 2023 co...	80470 — Crf Contract S...	January Co...		10000 — Checki...		10,000.00	20,000.00
Total Expense											
Page 2											

Auxiliary Organizations Association (AOA)
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Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	04/30/24	3020	Patrick Bailey	1st Qtr 2024 co...	80470 - Cnf Contract S...	January Co...		10000 - Checki...	10,000.00		30,000.00
Total 80470 - Cnf Contract Sv-Patrick Bailey											
77250 - AOA Salary Survey Expense											
Check	10/27/23	2957	Human Resources Strat...	Deposit #1 on 2...	77250 - AOA Salary Su...	General Op...		10000 - Checki...	5,000.00		5,000.00
Check	03/12/24	3005	Human Resources Strat...	Deposit #2 on 2...	77250 - AOA Salary Su...	General Op...		10000 - Checki...	5,000.00		10,000.00
Check	04/30/24	3018	Human Resources Strat...	Final paymt of 3...	77250 - AOA Salary Su...	General Op...		10000 - Checki...	2,500.00		12,500.00
Total 77250 - AOA Salary Survey Expense											
80460 - Bella Newberg											
Check	08/20/23	2919	Isabel Newberg	Serv Contract 2...	80460 - Bella Newberg	January Co...		10000 - Checki...	9,000.00		9,000.00
Check	11/12/23	2968	Isabel Newberg	Serv Contract 3...	80460 - Bella Newberg	January Co...		10000 - Checki...	9,000.00		18,000.00
Check	02/01/24	2995	Isabel Newberg	Inv #4 Service ...	80460 - Bella Newberg	January Co...		10000 - Checki...	9,000.00		27,000.00
Check	05/06/24	3026	Isabel Newberg	Inv #1 Service ...	80460 - Bella Newberg	January Co...		10000 - Checki...	9,270.00		36,270.00
Total 80460 - Bella Newberg											
80500 - Service Provider Travel Expense											
Check	08/20/23	2919	Isabel Newberg	Bella N CPC NOV...	80500 - Service Provid...	January Co...		10000 - Checki...	193.92		193.92
Check	09/05/23	2930	Taren Mulhauser	TMulhauser CPC ...	80500 - Service Provid...	January Co...		10000 - Checki...	687.61		881.53
Check	10/13/23	2947	CSU Northridge Assoca...	Pat Bailey CPC A...	80500 - Service Provid...	January Co...		10000 - Checki...	798.81		1,680.34
Check	12/06/23	2974	Lorlie Leatham	Lleathan NACA...	80500 - Service Provid...	January Co...		10000 - Checki...	2,090.11		3,770.45
Check	01/11/24	2983	Isabel Newberg	Bella N 2024 Cn...	80500 - Service Provid...	January Co...		10000 - Checki...	194.11		3,964.56
Check	01/11/24	2986	Taren Mulhauser	TM 2024 Cnf tra...	80500 - Service Provid...	January Co...		10000 - Checki...	717.19		4,681.75
Check	05/06/24	3025	Taren Mulhauser	TaremM April CP...	80500 - Service Provid...	January Co...		10000 - Checki...	377.29		5,059.04
Total 80500 - Service Provider Travel Expense											
80450 - Cnf Contract Sv-Lorlie Leatham											
Check	03/18/24	3011	Lorlie Leatham	Lleatham hours...	80450 - Cnf Contract S...	January Co...		10000 - Checki...	980.00		980.00
Total 80450 - Cnf Contract Sv-Lorlie Leatham											
89000 - Donated Goods and Services											
General Journal	07/01/23		BP In-k...	NACAS In-Kind ...	89000 - Donated Good...	January Co...		52300 - In-Kind...	5,000.00		5,000.00
Total 89000 - Donated Goods and Services											
80300 - Conf Contract Service-Taren M											
Check	10/27/23	2956	Taren Mulhauser	TM 3rd Qtr 2023	80300 - Conf Contract...	January Co...		10000 - Checki...	4,000.00		4,000.00
Check	01/11/24	2986	Taren Mulhauser	TM 4th Qtr 2023	80300 - Conf Contract...	January Co...		10000 - Checki...	4,000.00		8,000.00
Check	04/30/24	3019	Taren Mulhauser	TM 1st Qtr 2024	80300 - Conf Contract...	January Co...		10000 - Checki...	4,250.00		12,250.00
Total 80300 - Conf Contract Service-Taren M											
80100 - Conf Contract Service-R Jackson											
Check	04/02/24	3015	Richard Jackson	RJ Conf contract...	80100 - Conf Contract...	January Co...		10000 - Checki...	7,438.00		7,438.00
Total 80100 - Conf Contract Service-R Jackson											
86000 - CPC Expenses											
86100 - CPC Travel Expense											
Sales Receipt	07/24/23	93		Reimb 2 errore...	86100 - CPC Travel Ex...	January Co...		10000 - Checki...		1,307.64	-1,307.64
Check	09/05/23	2932	CSU San Marcos Founda...	Donna Day Aug ...	86100 - CPC Travel Ex...	January Co...		10000 - Checki...	459.57		-848.07
Check	09/05/23	2934	CSU Northridge Universi...	HCalms Aug 20...	86100 - CPC Travel Ex...	January Co...		10000 - Checki...	326.06		-522.01
Check	10/27/23	2954	CSU Northridge Univ St...	Brand Tamika C...	86100 - CPC Travel Ex...	January Co...		10000 - Checki...	582.63		60.62
Check	11/11/23	2966	CSU Northridge Universi...	HCalms August ...	86100 - CPC Travel Ex...	January Co...		10000 - Checki...	131.07		191.69
Check	01/27/24	2990	CSU San Marcos Founda...	Donna Day Jan ...	86100 - CPC Travel Ex...	January Co...		10000 - Checki...	346.81		538.50
Total 86100 - CPC Travel Expense											

Auxiliary Organizations Association (AOA)
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Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
86500 — CPC Meeting Expenses											
Check	08/01/23	2918	Richard Jackson	WellsHyatt est ...	86500 — CPC Meeting E...	January Co...		10000 — Checki...	5,000.00		5,000.00
Check	09/05/23	2928	Richard Jackson	WellsHyatt refu...	86500 — CPC Meeting E...	January Co...		10000 — Checki...		2,068.84	2,931.16
Total 86500 — CPC Meeting Expenses									5,000.00	2,068.84	2,931.16
86000 — CPC Expenses - Other											
Check	05/06/24	3024	CSU Northridge Universi...	Reimburse CSU ...	86000 — CPC Expenses	January Co...		10000 — Checki...	695.00		695.00
Total 86000 — CPC Expenses - Other									695.00	0.00	695.00
Total 86000 — CPC Expenses											
Total 86000 — CPC Expenses									7,541.14	3,376.48	4,164.66
80200 — Conf Contract Service-D Johnson											
Check	09/05/23	2935	Dixie L. Johnson	Qtrly Inv - Sept ...	80200 — Conf Contract...	January Co...		10000 — Checki...	3,000.00		3,000.00
Check	09/05/23	2935	Dixie L. Johnson	Feb 2023 Hourl...	80200 — Conf Contract...	January Co...		10000 — Checki...	216.00		3,216.00
Check	09/05/23	2935	Dixie L. Johnson	June-Aug 2023 ...	80200 — Conf Contract...	January Co...		10000 — Checki...	832.00		4,048.00
Check	12/06/23	2972	Dixie L. Johnson	Qtrly Inv - Dec ...	80200 — Conf Contract...	January Co...		10000 — Checki...	3,000.00		7,048.00
Check	12/06/23	2972	Dixie L. Johnson	Sept-Nov 2023 ...	80200 — Conf Contract...	January Co...		10000 — Checki...	1,400.00		8,448.00
Check	02/01/24	2997	Dixie L. Johnson	Dec-Jan contrac...	80200 — Conf Contract...	January Co...		10000 — Checki...	3,396.00		11,844.00
Check	03/12/24	3008	Dixie L. Johnson	Mar qtr invoice ...	80200 — Conf Contract...	January Co...		10000 — Checki...	3,090.00		14,934.00
Check	06/05/24	3031	Dixie L. Johnson	Jun qtr invoice ...	80200 — Conf Contract...	January Co...		10000 — Checki...	3,090.00		18,024.00
Check	06/05/24	3031	Dixie L. Johnson	Crf Consulting ...	80200 — Conf Contract...	January Co...		10000 — Checki...	1,091.80		19,115.80
Total 80200 — Conf Contract Service-D Johnson									19,115.80	0.00	19,115.80
88000 — Web/AV Tech/ E Air Expense											
Check	08/20/23	2921	Centum Software, Inc.	EventsAir Additi...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	175.00		175.00
Check	10/25/23	2953	Centum Software, Inc.	EventsAir Additi...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	175.00		350.00
Check	10/30/23	2962	Richard Jackson	Centum Ear fo...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	3,848.00		4,198.00
Check	11/11/23	2965	Centum Software, Inc.	EventsAir Additi...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	175.00		4,373.00
Check	01/27/24	2988	Centum Software, Inc.	EventsAir Additi...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	350.00		4,723.00
Check	02/20/24	2999	Centum Software, Inc.	EventsAir Upgra...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	1,450.00		6,173.00
Total 88000 — Web/AV Tech/ E Air Expense									6,173.00	0.00	6,173.00
87000 — Speaker Contract Expenses											
Check	01/11/24	2985	The Culture People	Keynote address...	87000 — Speaker Contr...	January Co...		10000 — Checki...	12,500.00		12,500.00
Total 87000 — Speaker Contract Expenses									12,500.00	0.00	12,500.00
85000 — Non-Hotel Function/Meal Exp											
Check	11/11/23	2963	World Class Casino Entre...	Crf Casino even...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	7,490.00		7,490.00
Check	12/06/23	2969	Richard Jackson	Vue Rest deposi...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	500.00		7,990.00
Check	01/11/24	2980	Steele Trade Shows	Pipe/Drapery fo...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	1,300.00		9,290.00
Check	01/11/24	2981	Elevated Party Solutions	Balloon columns...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	350.00		9,640.00
Check	01/31/24	2992	Richard Jackson	CPC/EC Apprec...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	5,226.50		14,866.50
Check	02/01/24	2993	Colton Inversion	Drag Entertainer...	85000 — Non-Hotel Fu...	January Co...		10000 — Checki...	2,500.00		17,366.50
Total 85000 — Non-Hotel Function/Meal Exp									17,366.50	0.00	17,366.50
84000 — Marketing/Communication Exp											
Check	11/11/23	2967	Baniko	Lapel pins 2024...	84000 — Marketing/Co...	January Co...		10000 — Checki...	841.78		841.78
Check	12/06/23	2973	I.D. Me Promotions	Imprinted Thro...	84000 — Marketing/Co...	January Co...		10000 — Checki...	470.59		1,312.37
Check	12/30/23	2977	Lorlie Leetham	Lleetham hours...	84000 — Marketing/Co...	January Co...		10000 — Checki...	980.00		2,292.37
Check	12/30/23	2977	Lorlie Leetham	Lleetham BR Zo...	84000 — Marketing/Co...	January Co...		10000 — Checki...	712.00		3,009.37
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elmlelech...	84000 — Marketing/Co...	January Co...		10000 — Checki...	2,918.27		5,927.64
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elmlelech...	84000 — Marketing/Co...	January Co...		10000 — Checki...	2,630.73		8,558.37
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elmlelech...	84000 — Marketing/Co...	January Co...		10000 — Checki...	5,000.00		13,558.37
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elmlelech...	84000 — Marketing/Co...	January Co...		10000 — Checki...	1,879.52		15,437.89

Auxiliary Organizations Association (AOA)
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Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elmleach...	84000 - Marketing/Co...	January Co...		10000 - Check!	3,648.00		19,085.89
Check	02/01/24	2996	Patrick Bailey	Patilley Cnf Reg ...	84000 - Marketing/Co...	January Co...		10000 - Check!	1,964.63		21,050.52
Check	02/01/24	2997	Dixie L. Johnson	Awards certif, fr...	84000 - Marketing/Co...	January Co...		10000 - Check!	166.38		21,216.90
Check	02/20/24	3002	CSU, Long Beach Univer...	Aaron Elmleach...	84000 - Marketing/Co...	January Co...		10000 - Check!	12,974.88		34,191.78
Check	02/20/24	3002	CSU, Long Beach Univer...	Aaron Elmleach...	84000 - Marketing/Co...	January Co...		10000 - Check!	4,975.95		39,167.73
Check	03/12/24	3007	Lorlie Leetham	Leetham travel...	84000 - Marketing/Co...	January Co...		10000 - Check!	443.54		39,611.27
Check	03/12/24	3007	Lorlie Leetham	Leetham retrac...	84000 - Marketing/Co...	January Co...		10000 - Check!	74.91		39,686.18
Check	03/12/24	3009	Centium Software, Inc.	Balance due on ...	84000 - Marketing/Co...	January Co...		10000 - Check!	23.00		39,709.18
Check	04/30/24	3022	Centium Software, Inc.	EventsAir Profes...	84000 - Marketing/Co...	January Co...		10000 - Check!	7,500.00		47,209.18
Check	04/30/24	3022	Centium Software, Inc.	EventsAir Payme...	84000 - Marketing/Co...	January Co...		10000 - Check!	600.00		47,809.18
Total 84000 - Marketing/Communication Exp											
83000 - Hotel Function & Meal Expense											
Check	10/11/23	2945	Richard Jackson	Wells/Hyatt dep ...	83000 - Hotel Functio...	January Co...		10000 - Check!	75,000.00		75,000.00
Check	10/30/23	2962	Richard Jackson	Oakland Marriott...	83000 - Hotel Functio...	January Co...		10000 - Check!	47,500.00		122,500.00
Check	12/06/23	2969	Richard Jackson	Wells Hyatt dep...	83000 - Hotel Functio...	January Co...		10000 - Check!	24,180.00		146,680.00
General Journal	12/21/23	Hyatt W		ACH dep to Hya...	83000 - Hotel Functio...	January Co...		10000 - Check!	100,000.00		246,680.00
General Journal	01/03/24	Hyatt C...		Hyatt bill Cnf 20...	83000 - Hotel Functio...	January Co...		10000 - Check!	133,257.16		379,937.16
Sales Receipt	02/13/24	117		Marriott Reimb...	83000 - Hotel Functio...	January Co...		10000 - Check!		1,743.00	378,194.16
Check	04/03/24	3016	Renaissance Esmeraldo ...	Return of portio...	83000 - Hotel Functio...	January Co...		10000 - Check!	618.80		378,812.96
Check	05/07/24	3028	Richard Jackson	Reimb Dep to H...	83000 - Hotel Functio...	January Co...		10000 - Check!	3,329.61		382,142.57
Check	05/07/24	3028	Richard Jackson	Reimb final pay...	83000 - Hotel Functio...	January Co...		10000 - Check!	450.75		382,593.32
Total 83000 - Hotel Function & Meal Expense											
82000 - Cnf Gifts and Awards Expense											
Check	12/06/23	2973	I.D. Me Promotions	Vinyl Sachel Cnf...	82000 - Cnf Gifts and ...	January Co...		10000 - Check!	2,194.56		2,194.56
Check	01/11/24	2983	Isabel Newberg	Gift cards/Suppl...	82000 - Cnf Gifts and ...	January Co...		10000 - Check!	3,047.93		5,242.49
Check	01/11/24	2984	I.D. Me Promotions	Padfolio (less \$4...	82000 - Cnf Gifts and ...	January Co...		10000 - Check!	792.52		6,035.01
Check	03/13/24	3010	I.D. Me Promotions	Padfolio (less \$4...	82000 - Cnf Gifts and ...	January Co...		10000 - Check!	23.00		6,058.01
Total 82000 - Cnf Gifts and Awards Expense											
80800 - Bank Credit Card Fees											
Check	07/31/23			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	25.95		25.95
Check	08/31/23			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	25.06		51.01
Check	09/30/23			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	3,455.64		3,506.65
Check	10/31/23			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	3,427.71		6,934.36
Check	11/30/23			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	3,984.66		10,919.02
Check	12/31/23			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	5,365.60		16,284.62
Check	01/31/24			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	4,462.28		20,746.90
Check	02/29/24			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	1,013.79		21,760.69
Check	03/31/24			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check!	80.07		21,840.76
Total 80800 - Bank Credit Card Fees											
79500 - Miscellaneous Expenses											
General Journal	07/01/23	Revs 5...		Revs 2023 Sch...	79500 - Miscellaneous...	General Op...		23000 - Other C...		5,000.00	-5,000.00
Check	08/01/23	2918	Richard Jackson	PayPal fee 7/3/23	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		-4,980.05
Check	08/01/23	2918	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	78.61		-4,991.44
Check	08/20/23	2924	California State Universi...	Scholarship Awa...	79500 - Miscellaneous...	General Op...		10000 - Check!	5,000.00		98.56
Check	08/24/23	2927	Corporate Processing Se...	501-NP Cal Cor...	79500 - Miscellaneous...	General Op...		10000 - Check!	243.00		341.56
Check	09/05/23	2928	Richard Jackson	PayPal fee 8/2/23	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		361.51
Check	09/05/23	2928	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	80.78		442.29
Check	09/05/23	2928	Richard Jackson	QuickBis check ...	79500 - Miscellaneous...	General Op...		10000 - Check!	340.97		783.26
Check	10/11/23	2945	Richard Jackson	PayPal fee 9/5/23	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		803.21
Check	10/11/23	2945	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	80.79		884.00

Auxiliary Organizations Association (AOA)
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Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	10/30/23	2962	Richard Jackson	PayPal fee 10/2/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		903.95
Check	10/30/23	2962	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	78.62		982.57
Check	12/06/23	2969	Richard Jackson	PayPal fee 11/2/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		1,002.52
Check	12/06/23	2969	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	80.80		1,083.32
Check	12/06/23	2969	Richard Jackson	Purchase Postag...	79500 - Miscellaneous...	General Op...		10000 - Check!	66.00		1,149.32
Check	12/06/23	2970	Department of Justice	Fee for annual r...	79500 - Miscellaneous...	General Op...		10000 - Check!	100.00		1,249.32
General Journal	12/30/23		Bank Rec	Reconcil w BofA...	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		1,249.32
Check	01/04/24	2979	Richard Jackson	PayPal fee 12/4/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		1,269.27
Check	01/31/24	2992	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	78.60		1,347.87
Check	01/31/24	2992	Richard Jackson	PayPal fee 1/2/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		1,367.82
Check	01/31/24	2992	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	80.80		1,448.62
Check	01/31/24	2992	Richard Jackson	Gift for outgoin...	79500 - Miscellaneous...	General Op...		10000 - Check!	150.15		1,598.77
Check	02/01/24	2994	San Francisco State Univ...	lese Esera AOA ...	79500 - Miscellaneous...	General Op...		10000 - Check!	5,000.00		6,598.77
Check	02/20/24	3001	Dixie L. Johnson	DJ EC Leadership ...	79500 - Miscellaneous...	General Op...		10000 - Check!	0.00		6,598.77
Check	03/12/24	3003	Richard Jackson	PayPal fee 2/2/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		6,618.72
Check	03/12/24	3003	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	80.81		6,699.53
Check	03/12/24	3003	Richard Jackson	Reimb for Stapl...	79500 - Miscellaneous...	General Op...		10000 - Check!	45.45		6,744.98
Check	03/12/24	3003	Richard Jackson	Reimb for AOA ...	79500 - Miscellaneous...	General Op...		10000 - Check!	211.08		6,956.06
Check	03/12/24	3003	Richard Jackson	Reimb postage f...	79500 - Miscellaneous...	General Op...		10000 - Check!	1.63		6,957.69
Check	03/24/24	3012	Associated Students, Sa...	lese Esera travel...	79500 - Miscellaneous...	General Op...		10000 - Check!	346.45		7,304.14
Check	04/02/24	3015	Richard Jackson	PayPal fee 3/4/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		7,324.09
Check	04/02/24	3015	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	83.90		7,407.99
Check	04/02/24	3015	Richard Jackson	Annual AOA Zo...	79500 - Miscellaneous...	General Op...		10000 - Check!	892.00		8,299.99
Check	04/02/24	3015	Richard Jackson	Annual AOA Sur...	79500 - Miscellaneous...	General Op...		10000 - Check!	468.00		8,767.99
Check	05/07/24	3028	Richard Jackson	PayPal fee 4/2/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		8,787.94
Check	05/07/24	3028	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	88.61		8,876.55
Check	06/05/24	3036	Richard Jackson	PayPal fee 5/2/24	79500 - Miscellaneous...	General Op...		10000 - Check!	19.95		8,896.50
Check	06/05/24	3036	Richard Jackson	Amazon Web Sr...	79500 - Miscellaneous...	General Op...		10000 - Check!	85.76		8,982.26
Total 79500 - Miscellaneous Expenses											
									13,982.26	5,000.00	8,982.26
79000 - Gifts and Awards Expense											
Check	03/12/24	3008	Dixie L. Johnson	Nominations/A...	79000 - Gifts and Awa...	General Op...		10000 - Check!	1,425.52		1,425.52
Total 79000 - Gifts and Awards Expense											
									1,425.52	0.00	1,425.52
78000 - Web Hosting/Maintenance Exp											
Check	07/01/23	2913	Dent Agency LLC	Dent Agency Jul...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		3,096.60
Check	08/20/23	2922	Dent Agency LLC	Dent Agency Au...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		6,193.20
Check	09/27/23	2939	Dent Agency LLC	Dent Agency Se...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		9,289.80
Check	10/13/23	2946	Dent Agency LLC	Web Services Oc...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		12,386.40
Check	10/27/23	2955	Dent Agency LLC	Scholarsh form ...	78000 - Web Hosting/...	General Op...		10000 - Check!	795.00		13,181.40
Check	11/11/23	2964	Dent Agency LLC	Website maint N...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		16,278.00
Check	12/30/23	2976	Dent Agency LLC	Website maint D...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		19,374.60
Check	01/11/24	2982	Dent Agency LLC	Website maint J...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		22,471.20
Check	02/20/24	3000	Dent Agency LLC	Website maint F...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		25,567.80
Check	03/12/24	3006	Dent Agency LLC	Website maint ...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		28,664.40
Check	04/30/24	3021	Dent Agency LLC	Website maint A...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		31,761.00
Check	06/03/24	3030	Dent Agency LLC	Website maint ...	78000 - Web Hosting/...	General Op...		10000 - Check!	3,096.60		34,857.60
Total 78000 - Web Hosting/Maintenance Exp											
									34,857.60	0.00	34,857.60
77400 - Research Admin Com Expenses											
Check	09/27/23	2937	Kacie Flynn	Reimb Fall meet...	77400 - Research Adm...	General Op...		10000 - Check!	1,253.65		1,253.65
Check	10/13/23	2949	CSU Long Beach Resear...	BStrategos Sept ...	77400 - Research Adm...	General Op...		10000 - Check!	829.89		2,083.54
Check	06/05/24	3033	Bessie Strategos	B Strategos RAC...	77400 - Research Adm...	General Op...		10000 - Check!	9,526.36		11,609.90
Check	06/05/24	3035	Chantal Ebarle	RAC Spring Mee...	77400 - Research Adm...	General Op...		10000 - Check!	4,063.08		15,672.98

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Debit	Credit	Balance
Total 77400 — Research Admin Com Expenses											
77200 — HR Committee Expenses											
Check	09/05/23	2931	University Corp at Mont...	HR Cnf expense...	77200 — HR Committee...	General Op...	10000	— Check!	469.99		469.99
Check	09/27/23	2938	Beach Shops, CSU Long ...	HR Conf July 20...	77200 — HR Committee...	General Op...	10000	— Check!	10,253.11		10,723.10
Check	01/27/24	2989	Forty-Niner Shops, Inc.	HR Committee 9...	77200 — HR Committee...	General Op...	10000	— Check!	50.00		10,773.10
Check	04/30/24	3023	Conor Consulting LLC	Leadership Sess...	77200 — HR Committee...	General Op...	10000	— Check!	450.00		11,223.10
Total 77200 — HR Committee Expenses											
76500 — Executive Committee Meeting Exp											
Check	08/01/23	2918	Richard Jackson	WellsHyatt est ...	76500 — Executive Co...	General Op...	10000	— Check!	6,503.56		6,503.56
Check	09/05/23	2928	Richard Jackson	WellsHyatt refu...	76500 — Executive Co...	General Op...	10000	— Check!	1,436.71	2,068.84	4,434.72
Check	10/27/23	2961	Santos Manuel Student ...	Leadersh Acad ...	76500 — Executive Co...	General Op...	10000	— Check!	136.22		5,871.43
Check	01/31/24	2992	Richard Jackson	Officers Lunch L...	76500 — Executive Co...	General Op...	10000	— Check!	2,500.00		6,007.65
Check	03/12/24	3003	Richard Jackson	Hyatt Centric LB...	76500 — Executive Co...	General Op...	10000	— Check!			8,507.65
Total 76500 — Executive Committee Meeting Exp											
76000 — Executive Committee Travel Exp											
Check	08/20/23	2923	CSULB Office of Researc...	B Strategos Aug...	76000 — Executive Co...	General Op...	10000	— Check!	527.08		527.08
Check	08/20/23	2923	CSULB Office of Researc...	B Strategos Aug...	76000 — Executive Co...	General Op...	10000	— Check!	654.09		1,181.17
Check	08/20/23	2923	CSULB Office of Researc...	B Strategos Jan ...	76000 — Executive Co...	General Op...	10000	— Check!	1,077.82		2,258.99
Check	08/20/23	2926	Cal Poly Humboldt Spon...	Kadie Flynn LAC...	76000 — Executive Co...	General Op...	10000	— Check!	1,871.89		4,130.88
Check	09/05/23	2929	Beach Shops, CSU Long ...	Cyndi Farrington	76000 — Executive Co...	General Op...	10000	— Check!	659.90		4,790.78
Check	09/05/23	2933	Bessie Strategos	B Strategos Aug...	76000 — Executive Co...	General Op...	10000	— Check!	523.43		5,224.21
Check	09/05/23	2934	CSU Northridge Universi...	H Cairns Aug 20...	76000 — Executive Co...	General Op...	10000	— Check!	326.06		5,550.27
Check	09/27/23	2941	CSU Northridge Universi...	Silavik Aug 202...	76000 — Executive Co...	General Op...	10000	— Check!	571.76		6,122.03
Check	09/27/23	2944	CSU, Sacramento Univer...	A Singletary Au...	76000 — Executive Co...	General Op...	10000	— Check!	568.84		6,690.87
Check	09/27/23	2944	CSU, Sacramento Univer...	Matt Sparks Aug...	76000 — Executive Co...	General Op...	10000	— Check!	761.43		7,452.30
Check	10/13/23	2951	Cal Poly Pomona Associ...	Liz R Miller Aug ...	76000 — Executive Co...	General Op...	10000	— Check!	459.42		7,911.72
Check	10/27/23	2960	University Corp at Mont...	Maddison Burto...	76000 — Executive Co...	General Op...	10000	— Check!	1,057.41		8,969.13
Check	11/11/23	2966	CSU Northridge Universi...	H Cairns August ...	76000 — Executive Co...	General Op...	10000	— Check!	131.07		9,100.20
Check	11/12/23	2968	Isabel Newberg	Bella N NACAS C...	76000 — Executive Co...	General Op...	10000	— Check!	1,869.47		10,969.67
Check	05/07/24	3027	CSU, Sacramento Univer...	Asingletary/Apr...	76000 — Executive Co...	General Op...	10000	— Check!	605.77		11,575.44
Check	06/05/24	3032	San Francisco State Univ...	C Johansson EC ...	76000 — Executive Co...	General Op...	10000	— Check!	719.55		12,294.99
Check	06/05/24	3034	CSU, Dominguez Hills L...	C Ortiz 4-25-24	76000 — Executive Co...	General Op...	10000	— Check!	517.72		12,812.71
Total 76000 — Executive Committee Travel Exp											
75300 — Insurance Expense											
Check	08/20/23	2920	CSURMA	23-24 Liability/...	75300 — Insurance Exp...	General Op...	10000	— Check!	6,706.00		6,706.00
Total 75300 — Insurance Expense											
75000 — Audit/Tax Prep Expenses											
Check	09/27/23	2942	KCoe Isom, LLP	Partial 6/30/23 ...	75000 — Audit/Tax Pre...	General Op...	10000	— Check!	8,000.00		8,000.00
Check	10/27/23	2958	Philon, LLC	FY2022 Financia...	75000 — Audit/Tax Pre...	General Op...	10000	— Check!	10,500.00		18,500.00
Total 75000 — Audit/Tax Prep Expenses											
73500 — HR Counsel Expenses											
Check	09/05/23	2936	Constangy, Brooks, Smi...	R Bromley expe...	73500 — HR Counsel E...	General Op...	10000	— Check!	1,102.64		1,102.64
Total 73500 — HR Counsel Expenses											
73000 — Retainer- HR Counsel											
Check	09/05/23	2936	Constangy, Brooks, Smi...	R Bromley FY21...	73000 — Retainer- HR ...	General Op...	10000	— Check!	27,350.00		27,350.00
Check	09/05/23	2936	Constangy, Brooks, Smi...	R Bromley FY22...	73000 — Retainer- HR ...	General Op...	10000	— Check!	27,000.00		54,350.00

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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 73000 — Retainer— HR Counsel											
71000 — Retainer - Legislative Liaison											
Check	10/13/23	2948	Robert E. Griffin	RGriffin Leg/co...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	1,275.00		1,275.00
Check	01/03/24	2978	Robert E. Griffin	RGriffin Leg/co...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	1,800.00		3,075.00
Check	04/02/24	3014	Robert E. Griffin	RGriffin Leg/co...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	3,825.00		6,900.00
Total 71000 — Retainer - Legislative Liaison											
70500 — S/T Travel & AOA Office Expense											
Check	07/30/23	2917	AT&T	7/19/23 - 8/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	402.50		402.50
Check	09/27/23	2940	AT&T	8/19/23 - 9/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	358.05		760.55
Check	10/13/23	2950	AT&T	9/19/23 - 10/1...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	367.66		1,128.21
Check	10/27/23	2959	AT&T	10/19/23 - 11/...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	359.96		1,488.17
Check	12/06/23	2971	AT&T	11/19/23 - 12/...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	362.03		1,850.20
Check	01/31/24	2992	Richard Jackson	RJ Conf breakfa...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	115.58		1,965.78
Check	01/31/24	2992	Richard Jackson	AOA postage st...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	530.00		2,495.78
Check	01/31/24	2992	Richard Jackson	Post Office mail...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	2.55		2,498.33
Check	01/31/24	2992	Richard Jackson	RJ Travel AOA M...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	882.43		3,380.76
Check	02/01/24	2998	AT&T	Contract paym...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	732.50		4,113.26
Check	03/12/24	3003	Richard Jackson	2/19/23 - 3/18...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	362.09		4,475.35
Check	03/12/24	3004	AT&T	Contract paym...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	106.11		4,581.46
Check	03/28/24	3013	AT&T Mobility	New AOA Cell (...)	70500 — S/T Travel & A...	General Op...		10000 — Checki...	98.68		4,680.14
Check	04/02/24	3015	Richard Jackson	Contract paym...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	137.77		4,817.91
Check	04/22/24	3017	AT&T Mobility	New AOA Cell (...)	70500 — S/T Travel & A...	General Op...		10000 — Checki...	91.68		4,909.59
Check	05/07/24	3028	Richard Jackson	Contract paym...	70500 — S/T Travel & A...	General Op...		10000 — Checki...			
Check	05/12/24	3029	AT&T Mobility	New AOA Cell (...)	70500 — S/T Travel & A...	General Op...		10000 — Checki...			
Check	06/05/24	3036	Richard Jackson	Contract paym...	70500 — S/T Travel & A...	General Op...		10000 — Checki...			
Check	06/21/24	3037	AT&T Mobility	New AOA Cell (...)	70500 — S/T Travel & A...	General Op...		10000 — Checki...			
Total 70500 — S/T Travel & AOA Office Expense											
70000 — Contacted Service - Sec/Treas											
Check	08/01/23	2918	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		3,914.33
Check	09/05/23	2928	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		7,828.66
Check	10/11/23	2945	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		11,742.99
Check	10/30/23	2962	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		15,657.32
Check	12/06/23	2969	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		19,571.65
Check	01/04/24	2979	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		23,485.98
Check	01/31/24	2992	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		27,400.31
Check	03/12/24	3003	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		31,314.64
Check	04/02/24	3015	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		35,228.97
Check	05/07/24	3028	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		39,143.30
Check	06/05/24	3036	Richard Jackson	RJ contract pay f...	70000 — Contacted Ser...	General Op...		10000 — Checki...	3,914.33		43,057.63
Total 70000 — Contacted Service - Sec/Treas											
Total Expense											
									888,314.27	32,188.32	856,125.95
Net Income									896,044.25	651,537.61	-244,506.64

ISSUE BRIEF

Auxiliary Board Director and the Measure of Fiduciary Responsibility

Robert E. Griffin

This *Issue Brief* is published for AOA member-organizations in support of authorized functions as auxiliary organizations in good standing. It is not intended to address the specific circumstances of any particular entity, transaction, relationship, individual, or circumstance. It should not be relied upon as legal advice or as a substitute for it. Qualified professionals should be consulted if specific advice or information is sought.

Regular governing board legal counsel briefings are encouraged and would include the topic of this paper. *CSU Auxiliary Organizations Compliance Guide § 7.6.1* (Rev. 2 July 2017)

I. Background

Auxiliary organizations operating within the California State University¹ are also nonprofit public benefit corporations chartered under the California Nonprofit Public Benefit Law.²

While considerable attention is given to governing board and management conflict-of-interest standards and related policy and procedures, proper disclosures, and reporting requirements,³ there is less focus on board member standards of conduct which, when in full practice, avert such conflicts. Indeed, there are ample other reasons for fully complying with conduct standards:

- Protect an organization's assets,
- Provide greater transparency and accountability, and
- Promote "best practices" and a higher level of leadership professionalism.

A "fiduciary" is one in a position of trust and confidence, with a close exercise of good faith and candor.⁴ Auxiliary governing board members are placed in a fiduciary relationship with the organization served and have a duty to act in that role primarily for the benefit of the entity by exercising a high standard of care. As well, the university official serving on an auxiliary board is subject to parallel public service ethics standards in carrying out such adjunct duties.

¹ See: CA ED Code § 89900 *et seq.*; 5 CCR § 42400.

² CA Corp Code § 5110 *et seq.*

³ See: CA ED Code §§ 89006-89009 for board member financial interest prohibitions, exceptions, and exclusions therefrom; together with CA Corp Code Section 5233 for interested director self-dealing, exceptions, burden of proof, limitations, and remedies. Harmonizing these two distinct statutes – enacted without regard to each other – makes for challenging compliance administration.

For university officer/employee improper governmental activity, conflict-of-interest, and incompatible activity requirements, see: CA Gov't Code §§ 8547.2(c), 87300, *et seq.*, and 19990.

⁴ *Black's Law Dictionary* (10th Ed. 2014).

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NB: The strict standard of care imposed upon trustees is typically not applicable to board members. A trustee's fiduciary responsibility prohibits any self-dealing and liability turns on simple negligence, while the auxiliary board member liability threshold is commonly gross negligence, more than making mistakes of judgment. None the less, the auxiliary organization director is held to a high fiduciary responsibility.⁵ The strict trustee standard may apply to trust assets held by the auxiliary.

This *Issue Brief* identifies the statutory standards of conduct required of an auxiliary governing board member (typically titled “director”), and including directors who are also corporate officers), and offers some practical aspects associated with each standard. While the effect of complying with these conduct standards is briefly treated, the liability for tortious conduct is beyond the scope of this paper.

II. Fiduciary Conduct Standards Restated

Nonprofit Public Benefit Corporate Board Member Responsibilities

Duty of Care Standards

“A director shall perform the duties of a director, including duties as a member of any committee of the board upon which the director may serve, *in good faith*, in a manner that the director believes to be in the *best interests of the corporation* and *with such care*, including *reasonable inquiry*, as an *ordinary prudent person* in a like position would use under similar circumstances.”⁶ (Emphasis added.) See discussion below.

Investment Standards

Assets held by a public benefit corporation not directly related to its public or charitable programs are considered assets held for investment and are subject to special requirements.⁷ See discussion below.

Corporate Opportunity Disclosure Standard

A board director has a duty to disclose to the corporation an opportunity or transaction beneficial to the corporation. This standard is viewed as a duty-of-loyalty component. See discussion below.

Duty of Confidentiality

Duty of confidentiality means a board member must keep certain types of information confidential. They must not use the information they see or hear in the scope of their position for personal gain. See discussion below.

⁵ *Advising Nonprofit Corporations*, 3d Ed. (CEB), § 9.04.

⁶ CA Corp Code § 5231(a).

⁷ *Ibid* at § 5240.

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To recap, the six public benefit corporate and auxiliary organization board member fiduciary standards – expressed as duties – are:

- Duty of Care
- Duty of Inquiry (component of duty-of-care)
- Duty of Loyalty (component of duty-of-care)
- Duty to Follow Investment Standards
- Duty to Disclose Corporation Opportunities
- Duty of Confidentiality.

Each comes with qualifications; all are subject to reasonable interpretation based upon circumstance specifics.

Public Official Ethical Standards Overlay

Auxiliary governing boards often include the campus president or other university officials/employees.⁸ Service as an auxiliary director (and commonly also as a corporate officer) then entails an overlay of statutory ethical standards and disclosure/reporting requirements as a state public official. These requirements broadly parallel the fiduciary standards described above.

As a practical matter, however, public officials rarely identify as “fiduciaries” and are not familiar with conduct standards beyond those strictly prescribed by applicable code-of-conduct reporting obligations. For example:

“A State officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as a state officer or employee.” See: CA Gov’t Code Section 19990.

This provision, and its implementing prohibitive categories, set out a *fiduciary* framework beyond public agency conflict of interest codes.⁹

III. To Whom is Fiduciary Duty Owed

An auxiliary governing board member owes a fiduciary duty to the corporation served. If the auxiliary is classified as a charitable organization, then the board member is also in a fiduciary relationship with the public as to charitable assets held by the organization.¹⁰ Remember, the auxiliary organization’s exclusive purpose is typically expressed in support of the university.

⁸ 5 CA Code of Regs § 42602 sets out auxiliary organization board composition requirements that include campus president representation and campus administration and staff.

⁹ Example: A campus CFO serving as a board member is in an *ordinary prudent person in a like position* distinct from a faculty board member by virtue of the unique oversight responsibilities of that position.

¹⁰ *Advising Nonprofit Corporations*, 3d Ed. (CEB), § 9.106.

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A state (university) official serving on an auxiliary board also has a concurrent duty owed the institution.

Reconciling duties owed in competing circumstances calls for discerning judgement commonly involving fiscal, programmatic, and even organization-relationship consequences.

IV. Practical Aspects Considered

Duty of Care

Duty of care means board directors must give the same care and concern to their board responsibilities as any *prudent and ordinary person*¹¹ in managing their personal matters.

A director should review the articles of incorporation, be familiar with the bylaws and key policy statements, and inquire as to the adequacy of Director & Officer insurance coverage.

Under this standard, the following are common duties relating to this standard:

- Active board meeting participation
- Committee service
- Supporting the organization's mission and goals
- Consistent program/activities oversight
- Appointing and evaluating management leadership
- Monitoring budget and financial reports
- Questioning expenditures
- Engaging in strategic planning and goal setting.

Duty of Inquiry

The director's obligation to make reasonable inquiry is a critical aspect of the *duty-of-care* standard.¹² Board members may not avert their attention from organization transactions or activities and, if they are put on notice by the presence of suspicious circumstances, they may be required to make such reasonable inquiry as an ordinarily prudent person would make under similar circumstances.

In fulfilling the *duty-of-inquiry*, a director may obtain the services of and rely upon opinions, reports or other information prepared or presented by any of the following:

- Officers, employees, or agents believed to be reliable and competent in the matters at hand.
- Legal counsel, independent accountants, or others experienced in matters believed to be within such person's professional or expert competence.

¹¹ This phrase is often associated with the "business judgement rule" used by the courts to express conduct standards applicable to management and parallel to statutory director/officer conduct standards.

¹² See Corp Code § 5231(a)

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- A board committee upon which the director does not serve, as to matters within the committee's designated authority, and which committee the director believes to merit confidence.

If a director has a reason to doubt information offered, a fiduciary duty is owed by the director to inquire further into those matters. That inquiry may be exercised by the board through the retention of experts to assist the directors in verifying information, obtaining additional information, and by analyzing the full scope of information provided.

Duty of Loyalty

Duty of loyalty means that a board director must always place the interests of the organization ahead of personal or other interests. Board members are required to disclose any conflicts of interest¹³ and not use board service as a means for personal or commercial gain.¹⁴

This standard may involve apparent legitimate competing interests requiring scrutiny: organization donors, clients or customers, the university. An auxiliary organization serves and supports the university, but is there peril for the organization from such supporting action?

Duty of Follow Investment Standards

This fiduciary duty applies to investment assets held by public benefit corporations, the assets of which are held in charitable trust. Corp Code § 5240 sets forth the following applicable standards:

- Avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income, as well as the probable safety of the corporation's capital;
- Comply with additional standards, if any, imposed by the corporation's articles, bylaws, or the express terms of an instrument or agreement pursuant to which the assets were contributed to the corporation; and
- In carrying out their investment duties, a director must comply with the duties of due care and reasonable inquiry and may rely upon others, and the board may delegate its investment powers.¹⁵ Additionally, directors of auxiliary organizations are obligated to use certain funds and assets, including but not limited to endowment funds, in accordance with the provisions of the *Uniform Prudent Management of Institutional Funds Act* ("UPMIFA").¹⁶

¹³ See discussion of *duty-of-confidentiality*. The term "duty-of-obedience" is found in literature as a subset of loyalty.

¹⁴ See footnote 17.

¹⁵ CA Corp Code § 5210.

¹⁶ CA Probate Code §§18501-18510.

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Trust funds or assets held by an auxiliary organization may raise the conduct standards to a strict level under trust laws.¹⁷ Written board policy should attempt to address and disclose which standards of the law apply.¹⁸

Duty to Disclose Corporation Opportunities

The *Corporate Opportunity Disclosure Doctrine* is a common law feature of the *duty-of-loyalty* standard (above): If a director becomes aware of an opportunity where a transaction would be of interest or benefit to the corporation, disclosure to the corporation is required to allow consideration of the opportunity. *Industrial Indem. Co. v Golden State Co.* (1953) 117 CA2d 519.¹⁹

Duty of Confidentiality

An auxiliary organization governing board member is prohibited from using information for personal pecuniary gain that is not a public record. It matters not whether the director was or was not a board member when such gain is realized.²⁰

Access to public records maintained by an auxiliary organization is governed by *The Richard McKee Transparency Act of 2011*.²¹ Other held records and information are either exempt from disclosure²² or specifically not subject to disclosure,²³ and thus fall within the duty of confidentiality irrespective of a personal pecuniary gain motive.

V. Effect of Standards Compliance

The law provides a qualified exemption from a director's personal liability for alleged failure to discharge corporate duties when performed under the conduct standards discussed above.²⁴ Employing those standards protects director actions (or omissions) that would go beyond or defeat the organization's charitable purpose.²⁵

6/2/24

Additional Study Resource

[Attorney General's Guide for Charities, pdf](#)

¹⁷ *Ibid* at §§ 15000-19530.

¹⁸ *Advising Nonprofit Corporations*, 3d Ed. (CEB), § 16.9.

¹⁹ *Ibid*, § 9.112.

²⁰ CA ED Code § 89909.

²¹ *Ibid* at §§ 89913-19. See also: *CSU Auxiliary Organizations Compliance Guide*, § 8 (Rev. 2, July 2017)

²² *Ibid* at § 89915.5.

²³ *Ibid* at § 89916.

²⁴ The exception: engagement in "self-dealing transactions" under CA Corp Code Section 5233, or the "prohibited financial interest" framework under CA ED Code §§ 89906-08.

²⁵ CA Corp Code § 5231(c).

Special Project -- Update to Website Member Directory Information

Progress Report January 1 – June 1, 2024 Tasks Completed

1. Identify Those Individuals Filling the Roles of:
 - Primary Contact Person for the Auxiliary (Executive Director or Other)
 - Chief Financial Officer
 - HR Director
 - Auxiliary Administrator
2. Reviewed and Researched Current Data Using the Following Resources:
 - AOA Website – Connect/Member User Accounts
 - Auxiliary Organizations of The CSU - Utilizing each CSU Website – Campuses Link – Reviewed and Identified Contact Information for Those Individuals with Titles of Executive Director, Human Resources Director and Chief Financial Officer.
 - AOA 2024 Conference Registration Database - Reviewed and Identified all Attendees with Titles of Executive Director, Human Resources Director, Chief Financial Officer
3. Researched, Identified, Contacted and Confirmed Those Individuals Performing the Roles of:
 - Primary AOA Contact for the Auxiliary
 - Executive Director/Chief Executive Officer/OR Other As Designated by Auxiliary
 - Chief Financial Officer or Other Designated by Auxiliary
 - Human Resources Director or Other Designated by Auxiliary
 - Auxiliary Administrator
4. Ongoing: Identify, de-activate and delete from member directories and list serves members that are no longer affiliated with an AOA auxiliary or CSU campus:
 - January – June 2024: 70 AOA members de-activated
 - January – December: 2023: 91 AOA members de-activated
 - January – December: 2022: 87 AOA members de-activated
5. Ongoing: Review and activate new member requests that are affiliated with an AOA Auxiliary, CSU Campus, or Chancellors Office:

- January – June 2024: There are currently 66 members that submitted a new member request
 - January – December 2023: There are 123 current members that submitted a new member request
 - January – December 2022: There are 83 members that have submitted a new member request
 - January – December 2021: There are 93 members that submitted a new member request
 - January – December 2020: There are 104 members that submitted a new member request
 - January – December 2019: There are 170 members that submitted a new member request
6. Recorded Updated Information (Working spreadsheet Entitled AOA Special Projects Working Spreadsheet). Spreadsheet Contains Four Tabs (Auxiliary ED's, Auxiliary CFO's, Auxiliary HR Director and Auxiliary Administrator) with each Tab Containing The Following:
- Name of Auxiliary
 - Campus
 - Email of Contact
 - Phone Number of Contact
 - Name of Contact
 - Title of Contact
 - Misc. Notes (if applicable)
7. Contacted Each Auxiliary Executive Officer and Auxiliary Administrator:
- Provided Current Member Directory for their Review
 - Provided Instructions for Members/Auxiliary Administrators
 - Assisted with creating new member profiles
 - Provided follow up reminders and additional assistance as needed
 - Received responses from all with the following exceptions:
 - ✓ California State University Foundation
 - ✓ CSU Dominguez Hills Philanthropic Foundation
 - ✓ Cal Poly Humboldt Foundation
 - ✓ Cal Maritime Corporation
 - ✓ San Diego State University Research Foundation
 - ✓ SDSU Mission Valley Enterprises
 - ✓ Associated Students, SFSU
 - ✓ SFSU Foundation
 - ✓ Associated Students, CSU San Marcos

- ✓ CSU San Marcos Corporation
 - ✓ CSU Stanislaus Auxiliary And Business Services
 - ✓ CSU Stanislaus Foundation
8. Reviewed Member Profiles that had NO Auxiliary Affiliation (106 members) and NO Campus/University Affiliation (4)
 - Researched campus directories for current campus email
 - Contact/Provide Information to Auxiliary Administrators and Members
 - Provided follow up inquiries as needed
 9. Review Website Directory for Duplicate Member/Email Accounts:
 - Researched AOA Member Directory. No individuals were identified as Holding Duplicate Member Profiles
 10. Total Number of Auxiliaries Reviewed To Date: 89
(Average number of Auxiliaries at each campus = 3.71)
 - Chancellor's Office - 2 auxiliaries
 - CSU Bakersfield – 4 auxiliaries
 - Channel Islands – 3 auxiliaries
 - Chico – 3 auxiliaries
 - Dominguez Hills – 4 auxiliaries
 - East Bay – 3 auxiliaries
 - Fresno – 6 auxiliaries
 - Fullerton – 3 auxiliaries
 - Humboldt – 4 auxiliaries
 - Long Beach – 4 auxiliaries
 - Los Angeles – 4 auxiliaries
 - Maritime Academy – 3 auxiliaries
 - Monterey Bay – 3 auxiliaries
 - Northridge – 5 auxiliaries
 - Pomona – 3 auxiliaries
 - Sacramento – 5 auxiliaries
 - San Bernardino – 4 auxiliaries
 - San Diego – 5 auxiliaries
 - San Francisco – 3 auxiliaries
 - San Jose – 5 auxiliaries
 - San Luis Obispo – 3 auxiliaries
 - San Marcos – 3 auxiliaries
 - Sonoma – 3 auxiliaries
 - Stanislaus – 4 auxiliaries

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

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

Most Recent Update completed and forwarded April, 2024 to Chancellor's Office - Business and Finance (Brad Wells and Eric Anderson)

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

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**

April 24, 2024

Officers & Representatives

			<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	Yes
Liz Roosa Millar	Elected Representative	Cal Poly	Yes
		Pomona	
Michelle Crawford	Elected Representative	Cal Poly SLO	No
Andrea Burns	Elected Representative	Cal Poly SLO	Yes
John Doeblner	Elected Representative	Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego	Yes
Janelle Temnick	Elected Representative	San Diego	Yes

Designated Members

Jeffrey Rensel	Chair – AS/Student Union/Rec Comm.	Monterey Bay	Yes
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	No
Shailendra Baghel	Chair – Bus. & Financial Services Comm.	San Jose	No
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	Yes
Monica Kauppinen	Chair – Past Presidents	Sacramento	No

Appointed Staff (Non-Voting)

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

Colin Donahue	CABO Liaison	Northridge	Yes
Robyn Pennington	Business & Finance Liaison	Chancellor's Office	Yes
Aaron Moore	Advancement Liaison	Chancellor's Office	Yes
Carrie Rieth	General Counsel Liaison	Chancellor's Office	Yes
Brian Walther	General Counsel	Chancellor's Office	Yes
Beth Ryan	Human Resources Liaison	Chancellor's Office	Yes

Leadership Academy

Caroline Johansson	Yes
Vilayat Del Rossi	Yes
Maddison Burton	Yes
Jesse Felix	Yes

Service Providers

Taren Mulhause
Dixie Johnson

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 8:31AM.</p> <p>Cairns announced that the meeting was recorded via Zoom to assist with recording the minutes.</p> <p>Participants were requested to provide brief introductions, acquainting themselves with the rest of the group.</p>	
<p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting's agenda was approved (m/Doebler, s/Singletary).</i></p>	
<p>C. APPROVAL OF 1/6/24 MEETING MINUTES (Agenda, pgs. 3-6)</p> <p><i>Action Taken: The minutes were approved as presented (m/Kissel, s/Ebarle).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, p.7)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p> <p>There are no current issues carried over from prior meetings that need immediate attention but there are longer term items which can be found in page 7 of the agenda.</p>	

E. President's Report

2024 AOA Leadership Roster

The roster is included on page 8.

New Member Welcome

2024 Orientation Handbook for New EC Members were emailed 2/24/24.

Jackson brought up the travel reimbursement for the AOA EC committee meetings, which was included in the manual. AOA travel to EC is reimbursed by AOA. Procedure is to submit your travel form to your auxiliary per travel guidelines and procedures of your auxiliary. A copy of the employee's travel, or an invoice from your auxiliary for the travel would be forwarded to Richard Jackson (RTJackson@csuchico.edu) and AOA will reimburse your auxiliary.

AOA Officers Update and Plan for the Year

AOA officers met with Steve Relyea at the Chancellor's Office. Discussion points included:

- For CSUs to emphasize the importance of a college education.
- Shared Services between campuses and auxiliaries.
- AOA President and their campus leadership to present during Board of Trustees regarding synergies between campus and its auxiliaries.

Proposals for Conference Session Planning Manager

Taren Mulhouse, AOA Session Planning service provider, is retiring from her role and proposals from service providers were received (pages 9 to 27). Cairns asked the committee to review the proposals and provide feedback. Officers will review proposals and feedback and will bring recommendation to the EC meeting in June.

Kissel asked if being retired is a requirement which Jackson responded it isn't a requirement but preferable due to time commitment. Cairns noted that officers will keep in mind this item when reviewing the proposals.

NACAS/AOA MOU

The AOA/NACAS Memorandum of Understanding (MOU) was included in the agenda (p. 28). Cairns highlighted that moving forward, the AOA President and Business Partner service provider will attend the NACAS West conference in June, as this appears to offer better potential for relationship-building.

Ortiz provided an update on the introductory presentation to auxiliaries and collaboration with NACAS. Upon reviewing the presentation, it was noted that there was no section explicitly stating that auxiliaries are separate legal entities. Ortiz will engage with each of the Chairs of the committee to gather specific input that could be incorporated into the presentation.

Current Issues Affecting Auxiliaries

Pennington discussed her Business & Finance updates. She highlighted the following:

- EAB presentation during Board of Trustees meeting on areas and trends in higher education, specifically regarding value and perception of education. This was during Committee of Finance meeting in March.
- Travel policy update on daily lodging rate from \$275 to \$333.
- Draft policy from Jenny Novak at the Chancellor’s Office regarding Emergency Operations is taking public feedback.

Multi-University Collaboration with Deloitte identified 6 opportunities for improvement and working to prioritize the opportunities.

F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT

Jackson initiated the discussion by directing the attendees to page 30 of the packet, which contained information on the general operations budget.

Richard then highlighted the financial situation, indicating a reserve of \$310,000, which was fully funded according to policy. However, he noted that there used to be an additional \$450,000 in discretionary funds. This amount was depleted due to penalties incurred from the last-minute cancellation of the conference in Indian Wells, and severely impacted the discretionary spending.

This year, projected net income is \$143,000, driven largely by unrealized gains on investments, which then will contribute to AOA’s net assets moving forward to build the reserve back to \$450,000.

To achieve this, adjustments have been made to fee structures, including increasing conference fees to \$725 and AOA dues by 10%. These changes aim to bolster their financial position.

Jackson also addressed challenges such as rising hotel costs, which are projected to increase further. Additionally, the need for advance payments to hotels poses cash flow challenges, as income arrives later in the year, while hotel payments are required throughout.

To address cash flow issues, funds have been withdrawn from the investment account, although they aim to gradually rebuild these reserves using increased fees and conference revenues. However, continuous challenges with cash flow persist, especially with demands for advance deposits from future venues.

Cairns and Shakoor mentioned that Long Range Planning is putting together a committee to review and discuss financial strategies.

Hannah asked what the composition of the Vanguard investments and if AOA had an investment policy. Jackson said that AOA had an investment policy and that the investments were a mixed of bond and mutuals funds, which was about \$290,000.

Ratify Transfer of Vanguard Investment Funds

Action Taken: The request to ratify transfer of \$100K Vanguard Investment Funds was approved as presented m/Deobler s/Ortiz.

G. PRESIDENT-ELECT’S REPORT

Ortiz introduced the service providers and session planners.

Ortiz also provided updates on the upcoming conference, outlining key details such as registration rates, highlights of the event, and logistical arrangements. The member rate for the conference is set at \$725, with a one-day rate of \$400. A special one-day rate for Cabo attendees covering meals is established at \$200 per day.

Highlights of the conference include an official opening ceremony, a banquet, updates from the Chancellor’s Office, a business meeting, and keynote speaker Dr. Suny Giles, who will discuss the competencies of radical innovation and leadership. Additionally, attendees will receive autographed copies of Dr. Giles’ new book.

The conference will feature four concurrent session blocks, as well as opportunities for business partner connections and socializing. Ortiz noted the inclusion of a business meeting and a "night on your own" event within the conference’s reduced timeframe, which will run from Sunday to Tuesday.

Mulhause added that the call for sessions will be sent out to the membership, encouraging colleagues to submit proposals aligned with the conference theme of "Charting new frontiers through radical innovation." Ortiz emphasized the desire for sessions showcasing innovative practices and ideas.

Cairns mentioned Newberg’s efforts in securing support from business partners to offset costs for breaks and meals, highlighting the committee’s focus on managing the budget effectively despite rising costs.

H. MEMBER RESOURCES

AOA HR Legal Counsel

During the meeting, Bermudez provided an update on the committee’s legal counsel contract with Constangy, noting that the primary attorney on contract had passed away, leaving a secondary attorney as the new primary contact. The contract is set to expire in September, prompting discussion on conducting a Request for Proposal (RFP) to explore other legal counsel options. Cairns sought guidance on the RFP process and emphasized the need for timely approval. Rieth suggested collaboration with AORMA and procurement teams to ensure a successful RFP process and recommended involving appropriate stakeholders. Cairns expressed willingness to work with Bermudez and Bermudez mentioned engaging the HR committee to form a subcommittee for the RFP process, with involvement from executive directors.

CA Legislative Summary Update

Cairns highlighted the bill summary located on pages 40 to 48 as a valuable resource. They emphasized its importance in understanding assembly bills that could affect our auxiliary. Cairns suggested keeping the information updated on our website for easy access. They welcomed any specific points for discussion from the summary.

AOA Leadership Academy

The discussion centered around the progress and initiatives of the AOA Leadership Academy, led by current cohort members and mentors. Here are the key points:

Introduction and Participants: Cairns introduced Ebarle to lead the discussion. Johansson then introduced the participating members of the AOA Leadership Academy for that session.

Overview of the Leadership Academy: Del Rossi provided an overview of the Leadership Academy's goals and activities since its inception in January 2023. This included educational sessions, networking opportunities, and the development of a sustainable academy structure.

Charter Documents and Program Details: Johansson discussed the charter documents and program details, including the application process, timeline, and expected outcomes of the Academy. This covered elements such as communication, strategic thinking, ethical leadership, professional development, and change management.

Future Plans and Mentorship: Felix elaborated on the roles and responsibilities of the current cohort, including reviewing future applications, defining program outcomes, and preparing to mentor the incoming cohort.

Budget and Website Enhancements: Ebarle outlined the modest budget for the Academy, focusing on travel expenses, conference gifts, and website enhancements. Madison Burton further detailed proposed enhancements to the AOA website to improve communication and document sharing among members.

Gratitude and Feedback: The group expressed gratitude to Kauppinen and Flynn for their mentorship and guidance throughout the process. They also welcomed feedback and suggestions from the committee regarding program enhancements and logistics.

Questions and Discussions: Various committee members raised questions about the selection process, cohort size, website integration, and eligibility criteria. Discussions included ensuring clarity on roles, expectations, and the practicalities of program implementation.

- **Selection Committee Oversight:** Slavik raised a concern about the oversight of the selection committee for incoming participants. She noted that the document did not specify who would comprise the committee. It was suggested that including someone from the Long Range Planning Committee or the Executive Committee (EC) could provide additional oversight and continuity. Johansson and Shakoor suggested involving past presidents or the current EC chair to ensure thorough oversight and consistency in the selection process. This sparked a discussion on the importance of having clear guidelines for the selection committee's composition and responsibilities.
- **Defining Leadership Academy Membership:** Slavik and Shakoor brought up the need to clarify who comprises the Leadership Academy and how members are selected. They highlighted that the document lacked explicit details on membership criteria and suggested defining these parameters clearly to avoid confusion in future cohorts. Ebarle responded, explaining that historically, membership was determined through an application process, but specifics on eligibility and membership were not clearly outlined in the current documentation. This led to a consensus that defining

membership criteria and application procedures should be a priority for future updates.

- **Three-Year Commitment Concerns:** Swearingen and Burns expressed concerns about the three-year commitment required for participants. They discussed potential challenges with attrition and the feasibility of maintaining engagement over such a period. Ebarle explained that the extended timeline was intended to allow participants to develop and implement projects effectively. However, she acknowledged the need to balance commitment length with participant engagement and suggested exploring flexible options or additional incentives to mitigate attrition concerns.
- **Budget and Cohort Size Considerations:** Burns raised a question about budgetary considerations regarding cohort size and associated costs. Ebarle clarified that the budget allocated was contingent upon the number of applicants received, with provisions for up to ten participants to ensure effective mentorship and project management. Felix added that cohort size directly impacts program outcomes and discussed the challenges and benefits of managing a larger versus a smaller group. The group agreed that setting a clear maximum cohort size and corresponding budgetary limits would be essential for planning and resource allocation.
- **Website Enhancements and Communication Strategy:** Cairns emphasized the importance of enhancing the Leadership Academy's website to support communication and collaboration among members. She suggested aligning website updates with the upcoming application call to streamline information dissemination and improve accessibility for prospective applicants. Burton elaborated on proposed enhancements, such as integrating a dedicated section for cohort resources and project updates, which would enhance transparency and engagement. The group agreed to prioritize website improvements in tandem with the application process to maximize outreach and participant engagement.
- **Eligibility and Bylaw Compliance:** Slavik raised a critical point regarding eligibility criteria and compliance with organizational bylaws. She highlighted past issues concerning auxiliary employee status and the need to ensure that all participants meet the defined eligibility criteria to avoid future complications. Ebarle shared her previous experience and advocacy for clearer bylaw interpretations to prevent misunderstandings or exclusions based on employment status. The group acknowledged the importance of aligning selection criteria with organizational bylaws and agreed to review and potentially revise these criteria to enhance clarity and inclusivity.

Next Steps and Future Considerations: Cairns summarized the discussion, highlighting the need for clarifying roles and ensuring alignment with AOA bylaws regarding eligibility. Future steps included finalizing the application process, updating the website, and preparing for the upcoming cohort.

I. NEW AND RETURNING BUSINESS ITEMS

Approval of Revised Scholarship Policy (agenda pages 49 to 51)

This item was not discussed and no action was taken since Farrington was not present in the meeting.

Approval of Revised Philanthropy Committee Guidelines (agenda pages 52 to 53)

Hannah presented revisions to the committee's operating guidelines, emphasizing clarity and specificity in its focus areas. The updated guidelines now highlight three main areas: operations and compliance; foundation management, governance, and board relations; and endowment management, finance, and accounting within philanthropic foundations. Attendees typically include advancement operations, board professionals, and finance and administration personnel supporting philanthropic initiatives.

The committee plans to rotate quarterly meetings among these three focus areas for discussions and presentations. These changes aim to refine the committee's role, considering it has been established for approximately four years. Hannah welcomed questions and feedback on the refined guidelines.

Action Taken: The revised Philanthropy Committee Guidelines was approved as presented (m/Rensel, s/Ebarle).

Approval of Revised AS/SU/Rec Committee Operating Guidelines (agenda pages 54 to 57)

Rensel reported on updates to the committee's operating guidelines, aligning them with current practices. The committee reviewed and passed recommended updates at the conference, focusing on clarifying and expanding guidelines to reflect actual committee functions. They removed the CSUnity Host role, as it is coordinated directly by CSSA. A subcommittee of AS Advisors has been reinstated to serve as advisors.

Shakoor raised a question about including CSU Chief Administrators and Business Officers (CABO) and Student Affairs liaisons in meetings. Rensel clarified that their inclusion has been a longstanding recommendation, not a new change. Discussion ensued on ensuring their participation aligns with their commitments.

Revised AS/Rec – Rensel m/Ortiz s/Kissel (expansion of items and to make it clearer. Removed CSUnity (since this is part of CSSA)

Action Taken: The revised AS/SU/Rec Committee Operating Guidelines was approved as presented (m/Ortiz, s/Kissel)

Issue Brief: Governing Board Comm Delegation of Authority

Cairns brought up an issue brief regarding committee delegation of authority. This arose from a session on governance at a previous AOA conference, where concerns were raised about whether non-board members could serve on subcommittees of CSU auxiliary boards without affecting the committee's authority. Hannah provided context, noting that the issue was discussed after a presentation on good governance, where ambiguity arose about the role of non-board members on committees. He sought clarification because some committees at Sonoma State University include non-board members, like their audit and investment committees, for their expertise. However, Ian expressed concern that these committees might not be able to take action on behalf of the board if non-board members were involved.

Rieth added that the issue is nuanced and advised seeking legal counsel for clarity. Other participants, like Swearingen and Moore, shared how their committees include non-board

members in advisory roles, ensuring all decisions requiring action are brought back to the full board. Cairns and Rieth noted similar practices at CSUN, where recommendations from subcommittees are vetted by the executive committee before board consideration.

Ian also highlighted a key point from Robert Griffin's issue brief: committees acting on behalf of the governing board cannot include non-board members if they have delegated authority. He emphasized the need for resolutions to formally establish such committees, as clarified by the California Corporations Code.

In conclusion, the discussion highlighted the importance of legal clarity regarding the inclusion of non-board members on committees and the necessity of formal board actions through resolutions for committee establishment and authority delegation.

Richard Jackson's Service Contract for 2024-2025

The service contract for Richard Jackson was reviewed, which included a 3% inflationary increase compared to the previous contract.

Action Taken: The proposed service contract was approved as presented (m/Kissel, s/Doebler).

Taren Mulhause's Service Contract for CY ending January 2025

The service contract for Taren Mulhause was reviewed, which included a 3% inflationary increase compared to the previous contract.

Action Taken: The proposed service contract was approved as presented (m/Ebarle, s/Bermudez).

Robert Griffin's Service Provider Contract for 2024-2025

The service contract for Robert Griffin was reviewed and discussed. Slavik pointed out that the contract referred to an "authorized rate" without specifying the actual rate. Jackson clarified that Robert Griffin's authorized rate was \$150 per hour. Slavik proposed adding this authorized rate to Griffin's contract for clarity and transparency.

Action Taken: The proposed service contract was approved with amendment to include the authorized rate to \$150/hour (m/Doebler s/Ortiz)

J. BUILDING RELATIONSHIPS AND PARTNERS

CABO Liaison Report (Donahue) – agenda pages 84 to 85

Donahue highlighted the following items:

- Ongoing campus demonstrations at Humboldt, UCLA, and USC. CABO liaisons would be holding week Wednesday meetings to discuss the situation.
- FAFSA debacle and its impact on enrollment.
- State Budget: The CSU 2024/25 Preliminary Budget Allocation Memo (Coded Memo B 2024-01) issued on April 5th outlines no new ongoing or one-time funding for the CSU. The governor’s budget proposes a one-year delay of \$240M in compact funding to the CSU, with the assumption that the CSU will utilize one-time funding to meet compact goals in 2024-25. Reimbursement is planned at the start of 2025-26, encompassing both one-time and ongoing state funding. There is a potential risk if the state's budget condition deteriorates and it cannot fulfill its revised commitment
- Tuition: 2024/2025 will be the first year of the annual six percent tuition rate approved by the Trustees.
- Multi-University Collaboration Initiative: At the March 7th CABO meeting, Deloitte presented their final report after consulting with the CSU Executive Leadership Team. The report aimed to identify efficiency opportunities through multi-university collaboration. Key areas include payroll, benefits, public works procurement, payment processing (accounts payable/travel), and information security. Next steps include implementing governance structures and organizational models
- Human Resources: In February 2024, student assistants voted overwhelmingly to join the California State University Employees Union (CSUEU). Negotiations for a new student assistant agreement will commence between CSUEU and the Chancellor's office
- CSURMA/AORMA: The CSU Risk Management Authority faces substantial increases in insurance premiums, especially in property insurance, affecting campuses and auxiliaries. It is advised that they assess deductibles and implement risk mitigation strategies

CSU Business & Finance Liaison Report (Pennington) – agenda pages 86 to 88

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

Key Agenda Items on March 24 through 27:

- Committee on Audit: Reviewed Quality Assurance of CSU System Internal Audit Program.
- Committee on Campus Planning, Buildings and Grounds: Approved California Polytechnic State University, San Luis Obispo Football Center Capital Outlay Amendment and Schematic Design.
- Committee on Education Policy: Discussed International Education and Academic Master Plan. Proposed Amendments to Title 5 related to the Student Achievement Reform Act of 2021.
- Committee on Finance: Presented EAB’s 2024 Higher Education State of the Sector report. Addressed Multi-University Collaboration and Cost Reduction Initiatives.

Key Agenda Items on January 29 through 31:

- Committee on Campus Planning, Buildings and Grounds: Approved California Polytechnic State University, Humboldt Engineering and Technology Commons Schematic Design. Finalized California State University, Long Beach Master Plan Environmental Impact Report and Enrollment Projection Increase. Revised California Polytechnic State University, San Luis Obispo Wastewater Reclamation Facility Environmental Impact Report and Master Plan.
- Committee on Finance: Discussed Auxiliary Organizations and 2024-25 Operating Budget Update. Presented 2023-24 Student Fee Report.
- Joint Committee on Education Policy and Finance: Addressed Chancellor's Strategic Workgroup on Financial Aid.

Detailed agendas and item write-ups are available at: www.calstate.edu/bot

Recent CABO Meeting Dates: January 9 (in conjunction with the AOA conference), March 7, and May 8.

CSU Multi-University Collaboration Initiative:

- Deloitte's Higher Education Practice partnered with CSU to explore collaborative opportunities across all 23 campuses.
- Phases of the initiative: Phase 1 (Early September – mid-November 2023): Assessed current state and identified initial opportunities. Phase 2 (Mid-November 2023 – mid-January 2024): Explored select opportunities further. Phase 3 (Mid-January – early February 2024): Identified six initial opportunities including benefits, information security, payment processing, payroll, procurement (sourcing and tactical), and public works procurement. Prioritization efforts ongoing.
- For questions, contact: university-collaboration@calstate.edu

Financial Services Updates:

- Tracey Richardson Retirement: Tracey Richardson, Assistant Vice Chancellor and Controller, to retire on May 23, 2024. Pennington acknowledged Richardson's significant contributions to CSU over nearly 30 years. Jeni Kitchell appointed as Interim Assistant Vice Chancellor and Controller and Executive Budget Director upon Tracey's departure.
- CSU Policy Library: Travel Policy Update: Systemwide hotel rate expected to increase to \$333 per night. Policy being aligned with UC's lodging expense guidelines.
- New CSU Emergency Operating Status policy drafted, feedback requested from AOA.
- CSU Policy Library Information: Provides access to systemwide policies replacing former repositories. Accessible at [CSU Policy Library](#). To receive policy updates, subscribe to the listserv: send email to subscribecsupolicylibrary@lists.calstate.edu.

CSU Advancement Liaison Report (Moore)

Moore discussed the following items:

- Division of External Relations & Communications: Greg Saks joined as Vice Chancellor for External Relations & Communications in February. He previously served at Cal State Fullerton and Cal State Dominguez Hills. Melissa Watkins joined

in April as Assistant Vice Chancellor for Systemwide Advancement, coming from Loyola Marymount University and having previously served at Cal State Bakersfield and Cal Poly Pomona. Recruitment ongoing for Associate Vice Chancellor for Strategic Communications and Brand Marketing, overseeing public affairs and marketing communications. Senior Director for Media Relations and Public Affairs position posted with priority application consideration by May 15.

- Communications Infrastructure: The Chancellor and Board of Trustees emphasized the need for enhanced communications infrastructure at the system level, including strategic enrollment marketing efforts with SimpsonScarborough.
- CSU Alumni Council Report: The CSU Alumni Council published a report from the [Special Committee on Alumni-Student Connections](#). The committee included representatives from CSU Alumni Council, CSSA, Academic Senate CSU, Academic & Student Affairs, Information Technology Services, Career Center Directors, Alumni Relations Directors, and Strategic Communications & Public Affairs. The report identifies opportunities for alumni to support student success aligned with the Graduation Initiative goals. Co-chaired by Dilcie Perez and Kraig Scheyer, the committee allocated \$500,000 in student success funds for campus initiatives engaging alumni. Outcome reports expected this winter.

CSU General Counsel Liaison Report (Rieth) – agenda pages 89 to 90

Rieth provided her report in the agenda and discussed the following items:

- Changes to OGC Assignments: Recent updates to the OGC attorney roster are posted on the [CSU website](#). Brian Walther has joined Carrie Rieth as OGC resource attorneys for auxiliary organizations since November 2023. Brian previously served as chief legal officer at George Mason University, advising on governance, ethics, employment, real estate, and business transactions, with a focus on contracts, procurement, and research programs. As a reminder, auxiliary organizations must have their own legal counsel; OGC can assist in navigating CSU policies but cannot provide legal advice to auxiliaries.
- Workplace Violence Prevention Plan (WVPP): SB 553 amended California Labor Code to require employers to establish, implement, and maintain a WVPP by July 1, 2024. Cal/OSHA provides [guidance](#) and a model WVPP [\[link\]](#). Auxiliaries should consult their legal counsel for compliance, including implications for third-party employers. CSU is developing training programs to meet WVPP requirements, to be available on CSYou and CSU Learn [\[contact: L&D@calstate.edu\]](#).
- Department of Justice Website Accessibility Final Rule: The DOJ issued a final rule requiring state and local government websites to comply with Web Content Accessibility Guidelines (WCAG) 2.1 Levels A and AA within two to three years [\[Link\]](#). Auxiliaries should review website and mobile app accessibility to comply with ADA Title III guidelines. Legal counsel can advise on accessibility requirements.
- CSU Policy Updates: Updated policies relevant to auxiliaries are now available on the CSU Policy Page: [CSU Contracts and Procurement Policy](#) and [CSU Environmental Health and Safety Policy](#)
- Open Meeting Laws: Reminder that all auxiliary organizations must adhere to open meetings laws, including public comment rights. Refer to AOA Model Governing Board Meeting Procedures on the [AOA Website](#).

CSU Human Resources Liaison Report (Ryan) – agenda pages 91 to 92

Ryan provided her report in the agenda and discussed it during the meeting. Below are the

<p>highlights of her report. Links were also provided and included in her report.</p> <ul style="list-style-type: none"> • Presidential Recruitments: Dr. Britt Rios-Ellis will start as president of California State University, Stanislaus effective July 1, 2024. Her bio is available on this link. Also, presidential announcements for Fullerton and Bakersfield are expected at the May and September 2024 Board of Trustees meetings, respectively. • Collective Bargaining: The Collective Bargaining Committee ratified agreements with CFA (Unit 3), APC (Unit 4), and Teamsters (Unit 6) on March 4, 2024. Five percent (5%) General Salary Increases for fiscal year 2023/24 were processed on April 25, 2024, retroactive to July 1, 2023. Initial proposals for successor agreements with APC (Unit 4) and IUOE Unit 10 (Maritime only) were approved, initiating full contract bargaining. • Student Assistant Unit Modification: On March 5, 2024, PERB certified CSUEU as the exclusive representative of student assistants, with 97% voting in favor. Bargaining for a new agreement covering approximately 20,000 student assistants will begin after the May Board of Trustees meeting. • Employment Policy Updates: Revised Employment Policies Governing Administrator Employees' Option to Retreat and Employee References became effective on March 27, 2024. • Civil Rights Programs: VC Leora Freedman updated progress on implementing recommendations from the Cozen Report and State Auditors. Presentations can be found here. 	
<p>K. REPORTS</p> <p>1. <u>Long Range Planning Committee/Nominations Committee (Sharleen Krater)</u></p> <p>First meeting was on March 27, 2023 with Sharleen Lowry Krater, Rasheeda Shakoor, Heather Cairns, Liz Roosa Millar, Richard Jackson, Maddison Burton.</p> <p>The committee discussed some of the following items for review:</p> <ul style="list-style-type: none"> • 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? <p>Kauppinen Kauppinen and Flynn Flynn, who are the point people for the Leadership Academy, provided the following report regarding Leadership Academy:</p> <p>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</p>	

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.
- A comprehensive salary survey specific to AOA was conducted recently, with results published and shared among committee members. Despite challenges in obtaining participation, the survey is deemed invaluable for nonprofit subsets within their campuses. Plans are underway to continue the survey biennially, with potential changes in survey contractors. The cost for the recent survey was approximately \$12,750, with future surveys likely to be similarly priced. There was discussion about restricting survey results to participants only, but Bermudez opted to make it an open resource for AOA members, as it was funded by AOA itself.

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 (Ebarle Ebarle)

Ebarle's complete report attached to the agenda on pages 96.

The 2024 Subcommittee Leadership for the Research and Sponsored Programs Administration Committee (RAC) includes Ebarle Ebarle as Chair, Julie Wessel as Vice Chair, and Bessie Strategos as Secretary. Over the past four months, the committee has focused on several key initiatives:

- Encouraging all RAC members to register on the AOA website and communication portal to streamline communication and collaboration.
- Collaborating with the Chancellor's Office to simplify the process for initiating subawards between sister CSU campuses within Research and Sponsored Programs, with plans to unveil this project at the upcoming meeting in Long Beach on May 21st and 22nd.
- Forming a long-term strategic planning group, in collaboration with the Chancellor's Office, to address historical issues in Sponsored Programs Administration, aiming to find flexible solutions to longstanding challenges.
- Holding a joint virtual workshop with the Chief Council of Research Officers (CCRO) on February 29th, discussing large multi-campus multidisciplinary grants and addressing challenges and roadblocks.
- Finalizing the dates and locations for upcoming meetings, with the Spring meeting scheduled for May 21st and 22nd at Long Beach campus, and the Fall meeting set for September 17th-19th at Maritime Academy.

The RAC leadership and its members are enthusiastic about the tasks and challenges ahead for the year, aiming to enhance collaboration, streamline processes, and address longstanding issues in Sponsored Programs Administration.

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

Rensel's complete report attached to the agenda on pages 97 to 98.

Key Points:

- Leadership for AS/SU/REC in 2024 includes Jeff Rensel as Chair, Alejandro Rios as Vice-Chair, and representatives from various sub-committees.
- Proposed changes to the AOA Standing Committee Operating Guidelines have been approved by the AS/SU/REC Standing Committee and await final approval from the AOA Executive Committee.
- The AS/SU/REC Mid-Year meeting is tentatively scheduled for September 12-13, 2024, at the Loker Student Union, Cal State Dominguez Hills.
- Student Government Advisors and the California State Student Association (CSSA) have hosted meetings and conferences, including the CHESS conference focused on state governance and higher education policy.
- CSSA continues to hold Plenary meetings throughout the year, with plans to expand to both Zoom and in-person/on-campus meetings.
- The AS/SU/REC Directors Sub-Committee, chaired by Helen Altaire, has discussed various topics including cost allocation, HR policies, audits, and student scholarships, with plans to continue monthly meetings.

5. Commercial Services Committee (Cyndi Farrington)

Farrington did not attend the meeting, however, a copy of Commercial Services report was

attached to the agenda on pages 99 to 101.

Summary of the report:

Leadership team:

Cyndi Farrington, Chair, Director, Bookstore Services, California State University Long Beach
Michael Lennon, Vice Chair, Associate Director, Facilities and Operations, California State University, Northridge

2024 Committee Meeting Schedule: June, exact date to be determined

The committee noted struggles in increasing membership and obtaining responses from existing members on important topics. Cairns conveyed a message to reach out to the membership regarding progress on the Single-Use Plastic policy adopted by the Chancellor's Office in 2018. Responses were received from only four campuses.

6. Business and Financial Services Committee (Shailendra Baghel)

Baghel did not attend the meeting, however, a copy of Business & Financial Services report was attached to the agenda on page 102.

Summary of the report:

The committee convenes monthly on the last Thursday from 2:00 pm to 3:00 pm, as scheduled through December 2024.

A mini-conference is planned for October in Davis, preceding Halloween, spanning two days and featuring six sessions, with session details being finalized. Monthly meetings focus on current Business and Financial services updates, with members encouraged to submit agenda items beforehand. Future meetings will address topics such as the latest FASB/GASB guidelines, Closing Books of Accounts, and Audit Preparation.

7. Information Technology Committee (Alexander Gonzales)

The report included:

1. Recent discussions from the ISAC meeting, covering various aspects of information security and compliance:
 - Audit Requirements: Updates included administrative aspects concerning servers, decentralized server locations, and remote access protocols. Emphasis was placed on conducting comprehensive data inventories, especially for Level 1 (L1) and Level 2 (L2) data, and addressing web-accessible applications.
 - GLBA Compliance: Discussions highlighted periodic updates recommended for procurement reviews, data retention schedules, and change control processes. Measures for accessing protected data were discussed, including Multi-Factor Authentication (MFA) and secure remote access methods like RDP/SSH behind VPNs.
 - Microsoft Copilot and Purview: Microsoft Copilot was introduced as a successor to Cortana, with privacy configurations noted. Ongoing testing within select IT departments was mentioned. Microsoft Purview was introduced as a unified data governance solution.
 - Financial Aid Processes: Directives were issued to remove Pell eligibility data and other FAFSA information from all reports, queries, and dashboards post-March 15, 2024. Discussions addressed concerns and confusion surrounding FAFSA data configuration, emphasizing tightened security measures and compliance with relevant regulations, including the Higher Education Act, FERPA, Privacy Act, Internal Revenue Code, and additional state and local laws. The implementation of these directives faced delays attributed to the installation of required software at the

Financial Aid side to facilitate SAIG (Student Aid Internet Gateway) software upgrades. To address these delays and ensure compliance, new restrictions were imposed to ensure secure storage and limited access to designated Financial Aid staff and IT support personnel.

2. AOA Conference 2025: Discussions focused on potential session topics for the 2025 AOA Conference in San Diego, with plans to communicate these topics to Calvin Yun, the 2024 IT Committee Vice-Chair.
3. Data Repository Storage System: Further discussion was held on establishing a data repository storage system to house CSU-wide AOA IT policy and procedures, along with an inventory of software applications available from each unit for easy reference.

Slavik mentioned that Northridge just underwent business continuity audit conducted by the Chancellor's Office and suggested to Gonzales to review the audit report once it is released as there were findings regarding information technology in the recent audit.

8. Philanthropy Committee (Ian Hannah)

Hannah provided an update on the Philanthropy Committee activities. Following unexpected changes in leadership, Hannah assumed the chair role for an additional year, which he embraced positively. He highlighted an upcoming committee meeting where the CSU audit team will present recent compliance audits concerning philanthropic foundations and endowment management. The aim is to share key takeaways and best practices with campuses facing future audits. He emphasized ongoing efforts to expand committee participation, including outreach through advancement system-wide listservs and the Financial Officers Association networks. These efforts have already shown promising results with increased interest and participation in upcoming Zoom meetings focused on operations, board relations, and talent management.

9. Past Presidents Committee (Kauppinen Kauppinen)

Report was not provided.

10. Risk Management Committee (Chuck Kissel)

Kissel addressed the anticipated premium increases from Alliance and recommended budget adjustments accordingly. He advised adding 30% to last year's payment plus any assessment received. He expressed concerns over recent property losses. He emphasized ongoing challenges with liability claims, noting potential significant impacts on the program's sustainability. Kissel also discussed the implications of potential changes in the treatment of student athletes, which could affect insurance coverage. He mentioned that any future assessments related to liability would ideally be communicated and absorbed within future budget cycles, aiming for alignment with board decision by December.

Kissel's report was on pages 105 to 107. Below is a summary of the report:

CSURMA's AORMA Committee approved a \$3 million assessment to the AORMA Property Program on March 13, 2024. This assessment is distributed among members based on their proportion of premiums paid from FY 18/19 to FY 22/23. Members will receive invoice(s) with options to pay:

- One payment in FY 24/25 (July 2024).
- One payment in FY 23/24.
- Two installments across FY 23/24 and FY 24/25.
- Two installments across FY 24/25 and FY 25/26.

<p>The AORMA Property Program's fund balance has been declining, exacerbated by insurance costs \$2.5 million over budget for the current fiscal year, projecting a fund balance of - \$2,893,167 by June 30, 2025. The \$3 million assessment aims to restore this balance amid challenging property insurance market conditions characterized by increasing rates. Key drivers include a surge in natural catastrophe losses and rising construction costs.</p> <p>Additionally, AB 218, effective January 1, 2020, extended the statute of limitations for childhood sexual assault/abuse claims until December 31, 2023, resulting in over 100 lawsuits against SELF (Schools Excess Liability Fund) members. CSURMA, a former member of SELF, faces a \$1.4 million assessment related to this liability program.</p>	
<p>L. INFORMATION AND ANNOUNCEMENTS</p> <p>Next meeting: June 21, 2024 at 12PM to 2PM via Zoom.</p>	
<p>N. ADJOURNMENT</p> <p>By acclamation, the Executive Committee was adjourned at 12:59pm. Respectfully</p> <p>Submitted,</p> <p>_____</p> <p>Secretary/Treasurer</p>	

NACAS West & AOA PARTNERSHIP MEMORANDUM OF UNDERSTANDING

The National Association of College Auxiliary Services – Region West (“NACAS West”) and the California State University Auxiliary Organizations Association (“AOA”) have built a strong partnership centered around a common goal: helping auxiliary services professionals be successful in their support of higher education and student success through campus auxiliary services. This is accomplished through delivery of quality education and training programs, leadership development programs, and conference networking and education sessions, and provision of various other resources, information and guides that support the professional development of higher education auxiliary professionals.

To further this relationship, the mutual commitment to the success of our members, and for the growth of member participation and learning at each conference, NACAS West and AOA agree to the following:

In-kind exchange of annual conference participation at a level and with benefits consistent with past practice:

- NACAS West will offer AOA:
 - Two (2) CX West 2024 full registrations, valued at \$900, at its June 2024 Regional Conference, to be held in Sonoma County, CA
 - Share NACAS attendee list that includes NACAS Business Partner exhibitors inclusive of Business Partners that did not attend NACAS CX West and CSU System affiliated members and attendees
 - Recognition as a NACAS Sponsor at the Gold Level (\$4,500) on website and conference materials in a manner that supports and promotes the relationship.
 - One (1) email sent out on behalf of AOA targeted to CSU system affiliated members to solicit members to register for the AOA conference.
 - Complimentary CX West 2024 Expo access to all AOA institution members (\$250 value per attendee; restricted to expo access only)

- AOA will offer NACAS West an in-kind business partner sponsorship at Silver Level (\$5,000 value) for its January 2025 annual conference, to include:
 - Two (2) complimentary conference registrations,
 - Share attendee list of AOA Business Partner exhibitors inclusive of AOA Business Partners that didn't attend, and AOA members and AOA conference attendees.

- Recognition as an AOA partner and sponsor on conference website and in other conference materials
- One (1) email sent out on behalf of NACAS West soliciting AOA members to register for NACAS West Conference.
- Provide the NACAS West Board President or Designee a 10 to 15 minute introduction and speaking opportunity during annual conference during a general all attendee lunch event.
- Preliminary conference attendee list prior to and at conclusion of conference
- If desired, complimentary exhibit space in the business partner exhibitor showcase

By mutual agreement, this MOU may be extended to the NACAS West 2025 and AOA 2026 annual conference years.

Approved by AOA Executive Committee:

Date: _____4/26/24_____

By: Grace Slavik

Grace Slavik, AOA Secretary/Treasurer

Approved by NACAS West:

Date: 05/01/2024

By: Eileen Richey

Eileen Richey, NACAS West Board President

AOA Request for Proposal (RFP)
Conference Session Planning Manager
AOA Conference Planning Committee

Dear AOA Officers:

Below please find my proposal to provide conference session planning management services to AOA and its conference planning committee. As many of you know, I am retiring from CSUN in December 2024 and would be willing and available to assist beginning in January 2025. If needed and appropriate, I would also be willing to “shadow” Taren during the remainder of this year as my time permits. This position will allow me to keep connected to a profession that I care about while also providing a needed service to the association. I appreciated being able to discuss the particulars of the position with Taren Mulhouse, the incumbent. Based on my review of the RFP, I believe I can fulfill the scope of work as outlined.

Thank you for your consideration and please don't hesitate to reach out should you have additional questions.

Sincerely,

Debra L. Hammond
debra.hammond@csun.edu
818-720-4812 (mobile)

1. Statement of Interest

I am excited to express my interest in the Conference Session Planning Manager support position for the 2026 AOA Conference. I am retiring in December 2024 and will be available to train during the remainder of this year and would also be available to train and assist with the 2025 conference in January. I would also be available to operate as an independent contractor and assume responsibility for the 2026 conference session planning management process beginning in February 2025. I have very strong organizational skills and have been an involved member of AOA since I moved to California in 1988.

2. Prior Auxiliary Experience/Other Relevant Experience

I attended my first AOA conference in January 1989 and believe I have attended every conference except for 2 over my 30+ years as an auxiliary manager. I have served on the AOA Conference Planning Committee, the AOA/ASSURE committee, have presented well-received educational sessions at various AOA conferences and committee meetings and have also assisted in various meetings with Chancellor's Office officials as needs arose. I have also been very involved in ACUI – the Association of College Unions, which is a professional association similar in nature to AOA. In ACUI, I have held a variety of positions including Regional Conference Planning Committee Chair, Vice President for Communities

and Networks, President and Co-Chair of the Strategic Planning Committee, while also presenting at least one educational session at almost every annual conference since 1989.

3. Statement of Interests/Experience/Scope of Work

My prior experience within the CSU, working on 2 CSU campuses, my 30-year tenure at CSUN, my service as an adjunct faculty member of 25+ years, my success in presenting and coordinating educational sessions and my deep commitment to being an “educator outside the classroom” aligns perfectly with the scope of work. I am able to galvanize people around projects that come to successful conclusions, and I am committed to advance planning and assessment in support of decision-making. I believe I have an understanding of what makes an informative and engaging educational session. I am also familiar with the 8 functional areas and committees of AOA and would be able to recruit and work with the session planning coordinators to present robust program content. I am also capable of handling the administrative tasks associated with this role such as soliciting information, developing a well-rounded program, reviewing meeting room requirements, uploading information into the conference software, while also providing support to the various other areas of the AOA conference planning experience as needed.

4. Payment for Services Provided

The fee to provide all services listed in the RFP would be \$22,500 annually, recognizing that the work would be lighter for the first 3 quarters of the year and heavier for the last quarter leading up to the conference.

5. References

- a. Dr. Freddie Sánchez, Interim Assistant Vice President for Student Affairs, Equity & Inclusion
freddie.sanchez@csun.edu
 909-815-2440 (mobile)
 Direct Supervisor
- b. Martha Herman-Betzen, former Executive Director of ACUI
mhbxd@icloud.com
 812-340-2167 (mobile)
 Former Executive Director/CEO – can speak to my various volunteer jobs within ACUI
- c. Patrick Bailey, former Executive Director of the Association Students, CSUN
patrickhbaileyjr@gmail.com
 626-235-8620 (mobile)
 Former colleague – can speak to my various volunteer experience on ACUI and my work as his supervisor/colleague at Cal State Los Angeles and Cal State Northridge.

DEBRA L. HAMMOND

Resume

CONTACT INFORMATION *she/her/hers*
801 E. Walnut St., #1221 (818) 677-2390 (w)
Pasadena, CA 91101 (818) 720-4812 (c)
debra.hammond@csun.edu

CORE COMPETENCIES

- Planning, Executing, and Assessing Strategic Priorities and Goals
- Initiating and Spearheading Key Initiatives, Projects, and Rollouts
- Management of a Non-Profit Entity
- Financial Planning, Resource Allocation and Management
- Oversight, Leadership, and Assessment of Organizational Staffing, Facilities and Resources
- Creating and Managing Diversity, Equity, and Inclusion (DEI) Efforts
- Speaking, Writing, and Communicating about Leadership, Corporate Culture & DEI

PRESENT POSITION Executive Director, University Student Union (USU)
California State University, Northridge (1993-Present)

California State University, Northridge (CSUN), is a four-year public institution that is one of the most ethnically and culturally diverse campuses in the nation.

Duties include:

- Maintaining, operating and marketing a multi-purpose facility, a student recreation center, and an artificial turf field, and four centers (Veterans, LGBTQ, Undocumented Students, and Wellness) totaling more than 305,000 square feet
- Serving as the Executive Secretary of the University Student Union Board of Directors, a non-profit 501 (c)(3) corporation
- Administering and being fiscally responsible for an annual operating budget in excess of \$18 million
- Responsible for the selection, training, supervision, development and evaluation of 100+ professional and support staff, 350 student employees, and 50 volunteers
- Initiating and monitoring the USU's strategic planning efforts
- Initiating and monitoring co-curricular efforts and support services related to student success and persistence

SELECTED ACCOMPLISHMENTS

- Overseeing development, financing, design and construction of \$130 million student union facilities (new construction and renovation – projected completion 2024-25)

- Selected for the Wang Family Excellence Award for Outstanding Staff Member from all staff employees for 23 campuses of the California State University system, 2016
- Completed design, construction and opening of \$60 million Student Recreation Center in 2012, followed by a \$5 million campus wellness center in 2015
- Selected as Professor of the Year, Educational Psychology & Counseling Department, College Counseling/Student Services, 2012
- Served as Interim Assistant Vice President for Student Life, 2010-11
- Served as the coordinator for the Division of Student Affairs, CSUN program review efforts, 2010-2019
- Served as a member of the CSUN WASC Accreditation Team 2010-2012
- Completed \$15 million renovation of the University Student Union, 2006
- Completed successful referenda for a Student Recreation Center and Student Union, 2001, 2007, 2019

EDUCATION

MA, Educational Administration, California State University, Los Angeles, finance option, 1994

BA, Sociology, Rutgers College, Rutgers University, New Brunswick, New Jersey, criminal justice certification, 1979

PROFESSIONAL ASSOCIATION EXPERIENCE

Association of College Unions, International (ACUI), a volunteer-driven organization of campus community builders that assist in the development of students, professional staff and college union/activities programs for more than 400 member institutions. Completed terms of service as President of the Association and co-chair of the Strategic Planning Committee. Has also held a number of regional and international leadership positions, including Volunteer Development Coordinator, Vice President for Committees and Networks, Regional Conference Coordinator, and Facilitator of the Community of Practice for Multi-Ethnic Professionals and Allies (COMP).

Auxiliary Organization Association (AOA), a non-profit organization that serves more than 85 campus auxiliary organizations in the California State University system. Formerly served as a member of the Executive Committee and the Special Projects and Conference Planning Committees.

Student Affairs Administrators in Higher Education (NASPA), an organization that seeks to assist in the development of student affairs professionals. Served on the regional Continuing Education and Western Regional Careers in Student Affairs Conference Committees. Also supervised a number of undergraduate mentees interested in careers in student affairs in the NASPA Undergraduate Fellow Program (NUFP).

Western Association of College and University Business Offices (WACUBO), an organization that offers professional development opportunities for those in accounting, finance, and business operations. Currently serve as a faculty member for the WACUBO annual Business Management Institute (BMI)

Other associations include:

- American College Personnel Association (ACPA)
- National Association for College Auxiliary Services (NACAS)
- NIRSA – Leaders in Collegiate Recreation

EMPLOYMENT

Director, University-Student Union California State University, Los Angeles

Responsibilities included:

- Maintained and operated a 122,000 square-foot facility
- Served as the Executive Secretary and official spokesperson of the University Student Union Board
- Prepared and administered an annual operating budget of \$2 million
- Selected, trained and supervised 14 professional and support staff and 65 student assistants
- Created a volunteer programming committee that was responsible for coordinating more than 260 student activities and special events annually

Cook College, Rutgers University, New Brunswick, NJ.

*Held a number of increasingly responsible student affairs positions including:
Assistant Dean of Students/Director, Cook Campus Center; Resident Counselor; Assistant
Director/Program and Activities Officer; and Assistant to the Dean for Minority Affairs*

Responsibilities included:

- Operated revenue-generating areas e.g., candy shop, games room, food service operations, meeting facilities and campus convenience store
- Supervised more than 120 student assistants each semester
- Academic, social and personal counseling of students
- Wrote the 5-year division of student affairs master plan and building expansion concept document
- Coordinated the construction of a \$2.5 million facility development project
- Supervised programming, development, maintenance and community standards for residential housing complexes

TEACHING/ INSTRUCTION/PUBLICATIONS

California State University, Northridge
Educational Psychology and Counseling Department, College Counseling/Student Services Program
“The American College Student and the Campus Environment” (student development theory)
“Special Topics in Student Affairs” – capstone course for college counseling/student services
graduate students (leadership/management course), 1998-Present

Research Confirms the Role of the College Union Aligns with Institutional Academic Mission, *The Bulletin*, co-author, March 2020

The State of the College Union: Contemporary Issues and Trends, *New Directions for Student Services*, chapter co-author, *Serving Diverse Student Populations in College Unions*, Number 145, spring 2014

California State University, Northridge
Health and Human Development Department
"University 100" (freshman orientation course), 1998

Rutgers University, Cook College
Educational Opportunity Fund, Summer Program
Life Skills Course, 1984-1988

Rutgers University, Cook College
Freshman orientation course, 1985-1987

PRESENTATIONS

Developed, facilitated and presented educational sessions, workshops and retreats in such areas as: assertiveness training, racism, diversity, equity and inclusion, student development theory, volunteerism, program planning, finance and budgeting, customer relations, ethical management, leadership, board/staff relations, managing up, mentoring, goal setting, performance appraisal, organizational politics, non-profit management, values clarification, program review, generational differences, CliftonStrengths®, learning outcomes, and assessment.

COMMUNITY SERVICE/VOLUNTEERISM

- Mid Valley, Young Men's Christian Association (YMCA), 2017-2019
- BookEnds, 2014-2015
- African American Board Leadership Institute, 2012-present
- United Way, Trainer and Volunteer, 1991-1994
- Young Women's Christian Association (YWCA), Central Jersey, Board of Directors, 1987-88
- Educational Opportunity Fund Community Advisory Board of Directors, 1981-88
- Ensemble Theatre Company Board of Directors, 1981-83
- '75 Scholarship Committee, 1976-84

SELECTED AWARDS/ HONORS

- Legacy Leader Award, Association of College Unions International (ACUI), 2022
- Don Dorsey Excellence in Mentoring Award, California State University, Northridge, 2019
- **Lifetime Achievement Award, Women in Business, San Fernando Valley Business Journal, 2017**
- Shining Star Award, California State University, Northridge Black Alumni Association, 2017
- **Wang Family Excellence Award for Outstanding Staff Member, California State University System (23 campuses), 2016**

- Professor of the Year, Educational Psychology & Counseling (EPC) Department, College Counseling/Student Services (CC/SS) Program, 2012
- California State University Jolene Koester Team Award, Leader of the Student Recreation Center Development Cross-Divisional Team, 2012
- Woman of the Year, Zeta Phi Beta Sorority, Inc., San Fernando Valley Chapter, 2012
- Association of College Unions International (ACUI) Region 15 New Professional Award renamed the Debra L. Hammond New Professional Award, 2007, and reaffirmed in 2014
- CSUN, EPC, CC/SS Program, Outstanding Student Leadership Award named the Debra L. Hammond Leadership Award, 2006 - present
- Women Who Mean Business Award, San Fernando Valley Business Journal, 2004
- **Butts-Whiting Award, ACUI**, 2002 – the association’s highest award. Named after college union legends Porter Butts and Edgar Whiting to recognize the outstanding leaders in ACUI who have made significant contributions to the profession and their home institution(s)
- Don and Noel Hinde Award, ACUI Region 15 for Exemplary Service in the College Union Field, 2000
- Polished Apple Award, California State University, Northridge, Outstanding Faculty/Administrator Award, 1998

CONSULTING

Have conducted program reviews using CAS – Council for the Advancement of Standards and consulting at a variety of institutions including San Jose State University, California State University, San Bernardino, State University of New York, Buffalo, Weber State University, Ohio State University, Colorado State University, California State Polytechnic University, Pomona, Shenandoah University, University of Minnesota, Twin Cities, and University of Nebraska-Lincoln. Developed presentations and provided coaching on the areas of leadership development, strategic planning, staff development and supervision, political acumen, diversity, equity and inclusion for individuals and entities such as Risekit, San Jose State University, Pitzer College, Jack and Jill of America, Inc., ACUI, AOA, NASPA, NIRSA and Walgreens.

REFERENCES

Furnished upon request

AOA Officers
AOA
PO Box 2177
Chico, CA 95927-2177

Aaron Neilson
10605 Ring Ave
Alta Loma, California 91737
kitchndude@hotmail.com
909-201-4209

March 24, 2024

RE: Conference Planning Manager Statement of Interest

Dear AOA Officers,

I am writing to express my interest in the Conference Session Planning Manager position. My extensive background in conference session planning and leadership roles within auxiliary services organizations makes me a well-suited candidate to contribute significantly to the AOA Conference Planning Committee (CPC) and to the overall success of the annual conference.

As Vice Chair and later Chair of the AOA Commercial Services Committee, I coordinated educational sessions, gaining crucial insights into session planning complexities. This role honed my skills in identifying and guiding session planning coordinators across different educational tracks, establishing their responsibilities, timelines, and ensuring efficient proposal distribution. My approach ensures thorough oversight from idea generation to follow-up tasks.

My role on the 2017 NACUFS Pacific Conference planning committee and over a decade of presenting at NACAS, AOA, and NACUFS conferences have equipped me with vital on-site logistics and conference management skills. This experience has sharpened my public speaking, session delivery, and the ability to craft impactful sessions. I've effectively managed presenter registrations, adapted to session changes, and developed comprehensive session matrices. These experiences uniquely qualify me to enhance the success of future AOA conferences.

My collaboration with CPC Chairs, support teams, and business partners in session topic selection, overseeing presenter requirements, and creating and proofing conference materials underscores my readiness for the Conference Session Planning Manager role. My dedication to the missions of CSU and AOA reinforces my confidence in my ability to excel in this position.

Thank you for considering my application. I am eager to discuss how my experience and passion for CSU can benefit the AOA Conference Planning Committee. I look forward to contributing to the success of the AOA Conference.

Sincerely,



Aaron Neilson

Proposal for Conference Session Planning Manager Services

To: AOA Officers

From: Aaron Neilson

Date: March 24, 2024

Subject: Proposal for Conference Session Planning Manager for the 2026 AOA Conference

Introduction

I am excited to propose my services as Conference Session Planning Manager for the 2026 AOA Conference. With extensive experience in conference planning and session management, I am confident in my ability to offer outstanding support and coordination for the AOA CPC and its activities.

Scope of Work

The services to be provided are outlined in detail under the Conference Session Planning Manager scope of work.

Proposal Terms

Fee: For the comprehensive scope of services outlined above, the total fee will be \$19,500 payable in quarterly installments. Fee is exclusive of reimbursable expenses.

Time Commitment: My involvement will commence immediately upon acceptance of this proposal, with full availability to assume responsibility for the 2026 Conference planning beginning in January 2025, and continuing through the conclusion of the conference and any post-conference wrap-up activities. I am available to attend up to two committee meetings prior to February, 2025 and will attend the January, 2025 conference.

Conclusion

My expertise in conference session planning positions me as the ideal candidate for the Conference Session Planning Manager role. I aim to elevate the 2026 AOA Conference to new heights of educational and operational excellence. I appreciate your consideration and am eager to contribute to the AOA team.

Sincerely,



Aaron Neilson

References:

Mr. Jared G. Ceja
Executive Director and CEO
Cal Poly Pomona Enterprises
jgceja@cpp.edu
909-869-4844

Mr. Tariq Marji
Executive Director
Cal State LA UAS
tmarji@calstatela.edu
714-732-3511

Mr. John Griffin
Executive Director (retired)
Cal State San Bernardino
John.griffin@csusb.edu
909-537-3549

Mr. David F. Prenovost
Chief Financial Officer (retired)
Cal Poly Pomona Foundation, Inc.
dfprenovost@cpp.edu
909-628-3945

Aaron Patrick Neilson

10605 Ring Ave
 Alta Loma, California 91737
 kitchndude@hotmail.com
 909-201-4209

SUMMARY

I am a results-oriented food service professional with 35+ years in food service management. I have a strong history of bringing cutting-edge and innovative solutions to customers and vendors. Proficiencies include leadership development, strategic planning, meal plan development, vending operations, quality food production, catering, resident dining, retail operations, and budgeting. I have the ability engage with all levels within an organization and actively network extensively in the foodservice and B2B industry.

EXPERIENCE

January 2011 – Present Cal Poly Pomona Foundation, Inc. Pomona, CA
Director, Hospitality Services- Cal Poly Pomona

- Budgetary and financial accountability of Retail, Resident Dining, and Kellogg West Conference Center and Hotel. 28 diverse operations and \$20+ million revenue
- 25,000 Enrollment
- 2,700 resident students

October 2008 – 2011 Sodexo Orange, CA
General Manager - Chapman University

- Accountability and oversight of \$6.9 million revenue, 1,750 resident students
- Oversight of 5 managers, 12 operating units.
- Responsible for working with architects, general contractors, and key stakeholders in new facility construction and renovations
- Increased sales by \$900,000 FY 2009 vs. FY 2010 by identifying the needs of our customers and developing plans and products to meet those needs
- Opened state-of-the-art resident dining facility in fall 2009 resulting in a record increase of new student retention of over 6% year-over-year

October 2003 – October, 2008 Sodexo LaVerne, CA
General Manger - University of La Verne

- Sales volume of \$2 million, 675 resident students
- Responsible for budget development and reporting for 3 operating units
- Oversight of catering manager and executive chef
- Responsible for working with architects, general contractors, and key stakeholders in new facility construction (Campus Center Project) and renovations (Resident Dining)

July 2000 – June 2003 Sodexo Claremont, CA
General Manager -, Harvey Mudd College

- Sales volume of \$2 million, 800 resident students
- Responsible for budget development and reporting for 3 operating units
- Oversight of catering manager and executive chef

May 1998 – July 2000 Aramark Corporation Claremont, CA
Senior Food Service Director - Pomona College

- Sales volume of \$3.8 million, 1,200 resident students
- Responsible for budget development and reporting for 5 operating units
- Oversight of catering manager, executive chef, and 4 location managers

- Regional trainer for food production management

September 1995 – May 1998 Aramark Corporation Las Vegas, NV
Food Service Director - University of Nevada, Las Vegas

- Manage Sales volume of \$3.8 million, 1,250 resident students
- Responsible for budget development and reporting for 4 operating units
- Oversight of catering manager, executive chef, and resident dining manager

August 1992 – September 1995 Aramark Corporation (ARA Services) LaVerne, CA
Assistant Food Service Director/Executive Chef - University of La Verne

- Manage Sales volume of \$1.4 million, 675 resident students
- Administrative support of the Director: Accounts Payable, Vending, Food Production, operating reports, payroll, accounts receivable, cash and banking, and inventory
- Responsible for culinary development of hourly team

August 1985 – August 1992 Grand American Fare, Inc. LaVerne, CA
Kitchen Manager- Bull N' Mouth Saloon- University of California, Riverside

- Accountable for all facets of food production in this saloon environment, including purchasing, production, forecasting, inventory, scheduling staff of 7.

EDUCATION

1992	Western Culinary Institute (Le Cordon Bleu)	Portland, OR
	<ul style="list-style-type: none"> • Degree in Culinary Arts 	
2007	Strayer University	Washington, D.C.
	<ul style="list-style-type: none"> • A.A., Business Administration 	
Ongoing	Strayer University	Washington, D.C.
	<ul style="list-style-type: none"> • B.S., Business Administration 	

AFFILIATIONS/COMMITTEES

6/2002 – Present	ASI Facilities and Operations Committee (Foundation Designee)	
6/2018 – Present	CTEC Advisory Board- Pomona Fairplex	
9/2019 – Present	Inclusive Excellence Executive Board- (Cal Poly Pomona)	
1/2018 – 1/2020	Chair- AOA Commercial Services Committee	
9/2016 – Present	Brewing Education Advisory Committee (Cal Poly Pomona)	
2/2011 – Present	National Association of College University Foodservice	
2/2011 – Present	National Association of College Auxiliary Services	
6/2014 – Present	Auxiliary Organizations Association	
9/2014 – Present	California Restaurant Association Education Foundation (CRAEF)	
2/1999 – 6/2002	Casa Colina Hospital	Business Advisory Committee

CERTIFICATIONS

2002 - 2007	Certified Executive Chef	American Culinary Federation (ACF)
2022	ServSafe Certification	NRAEF
2009	ServSafe Instructor	NRAEF

Starr Lee
9121 Junipero Avenue
Atascadero, CA 93422
805-459-5240 Starrlee919@gmail.com

April 10, 2024

AOA Officers

Richard Jackson, Business Manager

As a recent retiree I am very interested in continuing my involvement with the auxiliaries and AOA, and in providing support for future auxiliary staff and advancing good relations with CSU staff. I am interested in the Conference Session Planning Manager role for the 2026 AOA annual conference. I worked within the CSU auxiliary system from 2001 to mid-2023 and attended 21 annual AOA conferences between 2002 and 2023. My first conference in 2002 in Sonoma had less than 200 attendees. The annual conference has been a highlight of the year, and extremely helpful, to meet with auxiliary and CSU staff, particularly as my auxiliary role increased and the campus challenges grew and diversified. My interaction with AOA directly resulted in increasing my efficacy due to the growth of my knowledge and network at other schools.

I was also a member of the AOA Executive Committee and the Conference Planning Committee, including several years as Property committee chair, and on the AORMA committee, lastly as the chair. In these committee roles I coordinated and developed sessions and speakers for at least four of the conferences. I worked with Taren Mulhause, the current Conference Session Planning Manager, and committee, and proposed sessions, refined content, coordinated directly with the speakers, estimated attendance for room planning, relayed technical and day of event resources, and supported the speakers at the conference session. I was also the speaker for a session at one of the conferences.

From my experiences attending conferences and the AOA and my minor role in planning some sessions I would not have a steep learning curve, albeit it still would take time to match the full knowledge and expertise of the current manager. The attached resume reflects the work that I performed for the Cal Poly Corporation and the University Corporation at Monterey Bay. In my most recent position I was the day-to-day manager of a \$60+ million auxiliary, along with the staff of 60+.

The proposal would be for a flat rate of \$19,000, to be paid quarterly. I would provide my own computer and cell phone/service, and internet access. I would need access to zoom/google meet type tool via AOA. I would be available for training in 2024 and to attend the 2025 conference, and to assume the full responsibilities as soon as the AOA needs.

References include:

- Maddison Burton, Human Resources Director, University Corporation at Monterey Bay 949-235-9147 mburton@csumb.edu
- Zachory Gifford, Senior Director, Systemwide Risk Management - The CSU, Office of the Chancellor 562-951-4580 zgifford@calstate.edu
- Sherrie Baggett, Controller, University Corporation at Monterey Bay, 831-596-3405 sbaggett@csumb.edu

Thank you for your consideration.

Starr Lee

Starr E. Lee

- *Budget and Financial modeling* □ *Contract development* □ *Negotiation*
- *Operational oversight* □ *Business Process Review* □ *Alliance building*
- *Entrepreneurial activity support* □ *Risk assessment, mitigation*

EXPERIENCE

Senior Associate Executive Director, University Corporation at Monterey Bay, Marina, CA 9/2017 to 7/2023t

- Provide daily oversight and support for day-to-day operations of \$60 million operation including 1200 faculty-staff housing rentals and for-sale units, 3000-unit student housing financials and facility support, contracted bookstore, dining operations, an offsite event center, post-award support.
- Directly oversee cost centers and P&L centers of contracted services with faculty-staff housing, student dining and bookstore; KAZU public radio station, facility support for student housing and 3 off site locations, human resources and payroll, governance, work with team to oversee the overall financial viability and success of the entire organization; provide operational support for grant funded off campus initiatives for education, scholarship and basic needs in underserved areas and groups around Salinas and surrounding counties
- Provide budget development, policy and financial review of these operations.
- Develop policy in conjunction with university for strategic operational changes.
- Chair, AORMA 2022-2023 member-California State University Auxiliary Organization Risk Management Authority (CSURMA-AORMA), 2018- 2023.

Director, Administration & Legal / Associate Executive Director, Cal Poly Corporation, San Luis Obispo, CA 7/25/01 to 9/2017

- Support university partnerships, including bookstore and downtown store, student dining, residential faculty and student properties, sponsored research, performing arts center, alcohol sales licenses, Swanton Pacific Ranch and railroad, Cal Poly wine program licensing, food processing programs, operational support for CAFES agriculture animals, and new activities of university or auxiliary.
- Work with university and auxiliary representatives for multiple projects; sit on multiple university committees.
- Functions include business planning, budgeting, contract negotiation, risk assessment and mitigation, real estate leases and sales, financial analysis, policy development, intellectual property protection, conflict of interest, purchasing practices, credit card processing and cash handling, fiscal fraud auditing/investigation, business plan development and analysis, public records, all legal or contract concerns.
- Provide governance, meeting and action support for board of directors, auxiliary and university executives; consult on Chancellor's Office/CSU, university and auxiliary law, regulations and policies.
- Auxiliary Organizations Association (AOA) Executive Committee member, 2014 to present.
- Auxiliary Organization Risk Management Authority board member, 2/2017 to present (self-insurance)

Interim Associate Director, Campus Dining, Cal Poly Corporation, San Luis Obispo, CA 1/01/16 to 1/15/17

- Responsible for daily operations for \$30 million dining operation, with 19+ food venues, 3 mobile trucks, catering, concessions, warehouse, maintenance, custodial, central kitchen and production bake shop, salad room and meat processing, in collaboration with Executive Chef/Interim Associate Director.
- Provide policies and oversight for personnel: recruiting, hiring, compensation, discipline, retention and review for 100 full-time and ~900 part-time employees.
- Develop policies such as alcohol service, cash handling, dress code, food handler cards, and employee meals,
- Oversee operational forecasting and response to customer needs- hours of operation, meal plan funds, freshmen orientation, POS, signage, marketing, purchases, food safety and info security, operational cash handling, theft protection, vehicles, equipment and facility maintenance, capital projects and more.
- Work with controller on purchasing, compliance and tracking of budget and expenditures.
- Complete Starbucks retail licensing and truck agreement, in house sushi vendor, applications for two restaurant alcohol licenses and a winery, and custodial outsource RFP, contract and negotiation.
- Partner with management team to develop budget, with emphasis on labor and capital.
- Develop menu renewal-development process for thirteen food platforms and in coordination with capital projects.
- Develop vendor management support (vending, beverage, third party food service, uniform and linen provider), employee scheduling software implementation (When2work).
- Work on initiatives such as food insecurity, sustainability, waste management, 'real food.'
- Provide highest priority contract, risk management and administrative duties for other units as needed.

Instructor; California Polytechnic State University, Orfalea College of Business, 1/02 to 12/02

- Developed syllabi, course materials and taught two quarter terms of Business Law.

CEO, Founder, Teen girl career website, AGirlLikeU.com, Austin, TX, 5/99 to 12/00

Internet ecommerce startup to provide role models to teens. Developed business plans for ecommerce/magazine startup to provide career advice and roles models to teens, recruited staff and advertiser; negotiated partnerships with national business partners (Kaplan, Day-Timer); designed site, wrote features, editor. Selected and presented at Texas Venture Capital Conference; recognized as "startup to watch" by Austin American-Statesman.

Contracts/Client Support Manager, ClearCommerce Corp. (now FISglobal 2007), Austin, TX, 1/98 to 7/99

Pioneer of web-based credit card processing service and software. Worked with clients to provide hosted online credit card processing services; managed first in-house system implementation at Apple Computer; drafted and negotiated software licenses, services, reseller, vendor, co-marketing contracts; managed client relations with card processors and clients; managed help desk staff overseeing problem resolution processes; developed functional and technical requirement documents for software products.

Project Manager, Indus International, Dallas, TX, 9/96 to 10/97

Enterprise management software for manufacturing industry. Provide business process reengineering project for oil refineries. Developed implementation plans; managed 20-person operations team for \$3 million software and; budgeting and conflict resolution for problem accounts; functioned as software trainer in Abu Dhabi.

Project Manager, Pricing and Yield Management, American Airlines, Dallas, TX, 7/95 to 9/96

Marketing department of major airline. Developed department budget; developed user requirements for new software interface for day of departure department; development, project planning; contract drafting and negotiation; initiated audit that saved \$300,000.

Federal Lobbyist, Lawyer, Jones Day, Washington, D.C., 10/90 to 7/93

200-person law office of national law firm. Drafted hearing speeches, talking points, position papers, points & authorities for presentation to and by pharmaceutical company executives, federal/ congressional representatives; assisted with strategic planning for congressional campaigns on pharmaceutical and health care issues. General legal research on government contract RFPs, protests, patents, antitrust, international trade, litigation documents, medical staff bylaws, medical investments, and health policy and liability litigation support.

Sergeant, Director, Association of US Army branch, U.S. Army, Ft. Benning, GA, 2/86 to 3/87

Nonprofit membership association dedicated to supporting the US Army. Managed chapter benefits of 8000+ members, the staff and event volunteers. Planned and coordinated fundraising and special events. Supported the Board of Directors. Initiated and implemented accounting and membership databases and system.

Army Commendation Medal for Leadership.

PFC, Multichannel Communication Operator, U.S. Army, Frankfurt, Germany, 3/84 to 2/86

Field infantry support. Basic Training, MOS training. Team leader: multi-channel radio communication operation for infantry support.

Best Trainee Leader- Basic Training.

EDUCATION**Master of Business Administration, University of Texas, Austin**

Semester at London Business School, London, England Moot Corp Business Plan Competition Finalist

Juris Doctor, University of San Diego

Graduated cum laude and Law Review Outstanding Graduate Leadership Service Award
 Student Bar Association (student body) President
 Editor and Founder, Motions student newspaper American Bar Association newswriting awards

Bachelor of Arts, Journalism, Kansas State University

Arts and Sciences Council member Alpha Chi Omega sorority member, various committee positions

OTHER LICENSES /MEMBERSHIPS

California State Bar License 1990 to 2023, inactive 2024

MEMBER:

National Association of College and University Attorneys since 2006
 National Association of College Auxiliary Services (NACAS) active since 2013,
 former Certified Auxiliary Services Professional (CASP)

GRADUATE:

Leadership San Luis Obispo, 2006
 Leadership Austin, 2001

TO: AUXILIARY ORGANIZATION ASSOCIATION (AOA) OFFICERS
EMAIL: RICHARD JACKSON (RTJACKSON@CSUCHICO.EDU)

PROPOSAL:
CONFERENCE SESSION PLANNING MANAGER

Statement of Interest

I am writing to express my keen interest in assuming Conference Session Planning Manager support responsibilities leading to the January 2025 and the January 2026 Conferences. Having followed the impactful work of the Association of Auxiliaries and seen its commitment to excellence in conference organization as an attendee, I am eager to contribute to the success of the future events.

I am confident my strong communication skills and attention to detail will enable me to collaborate effectively with diverse stakeholders to achieve common goals.

In terms of availability, I am fully committed to the outlined timeline. I am prepared to train periodically during CY 2024 to familiarize myself with the requirements, responsibilities, and intricacies of the role. Attending the January 2025 Conference will provide me with additional, invaluable insights and firsthand experience to inform my contributions to future conferences.

Moreover, I am ready to assume the responsibility of Conference Session Planning Manager for the 2026 Conference in CY 2025. I am prepared to join the CPC planning team in February 2025 to commence preparations for the event. I look forward to dedicating my time and expertise to partner with other service providers and ensure that the 2026 Conference is a resounding success.

Outlined in this proposal are details on my experience, the alignment of my interests with the scope of work for the Conference Session Planning Manager, breakdown of payment for services, references and conclusion.

Experience

I have been involved as an attendee of the annual conference over a period of two years and have experienced firsthand the impact of the content that the event provides to all those who are a part of it.

My involvement with AOA has been multifaceted, ranging from attending conferences and workshops to actively participating in the Business and Financial Services, and Commercial Services committees. Through these engagements, I have gained insight into a large part of the contribution of AOA and its mission to support and empower auxiliary groups across various sectors.

As part of my career, I have been deeply involved in supporting Cal Poly Pomona Foundation, an auxiliary of Cal Poly Pomona University. I have worked as the Chief Financial Officer and overseen large facets of organizational management, compliance, and project management from November 2020 to February 2024. More recently (March 2024), I have moved to a Special Projects role with reduced hours on account on personal commitments. Throughout my professional experience, I have consistently demonstrated the ability to leverage technology effectively in diverse contexts. In particular, my expertise includes proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint, which I have utilized extensively for document creation, data analysis, and presentation development.

Furthermore, my knowledge extends to communication and collaboration platforms, including Microsoft Teams, or Zoom, which I have utilized for remote teamwork, virtual meetings, and effective communication across in-house and distributed teams. These platforms have played a pivotal role in facilitating seamless collaboration and ensuring clear communication channels, particularly in remote or separated work environments.

My passion for community involvement and organizational development has driven me to actively contribute to the success of auxiliary groups and to collaborate closely with AOA. My dedication proactive attitude to continuous learning and professional development has led me to see out opportunities to enhance my knowledge and skill, of which the AOA conference is primary.

I am excited about the opportunity to leverage my skills and contribute to the success of AOA.

Interests and Experience in combination with Scope of Work

Upon reviewing the Scope of Work for the Conference Session Planning Manager, the following points will clarify the areas of my experience that complement the role.

1. Provide support to the AOA Conference Planning Committee (CPC) and annual conference throughout the year:
 - a. My experience in attending and participating in meetings, both in-person and via teleconference, prepares me to actively engage with the AOA Conference Planning Committee.
 - b. My commitment to attending conferences, as evidenced by my willingness to attend the annual conference in January, demonstrates my dedication to the role and its responsibilities.
2. Coordinate Session Planning Sub-Committee:
 - a. My leadership experience at Cal Poly Pomona Foundation positions me well to assist in coordinating the Session Planning Sub-Committee. My ability to recruit and instruct session coordinators aligns with the responsibilities outlined in this section.
 - b. My proficiency in project management and organizational skills will aid in developing session information production schedules, overseeing session proposals, and tracking committee timelines.

3. Provide Administrative Support to the Session Planning Sub-Committee:
 - a. My attention to detail and administrative and organizational ability make me well-suited for tasks such as distributing conference evaluations, reviewing historical conference program materials, and tracking session presenter registrations.
 - b. My ability to communicate effectively with stakeholders, including Executive Committee members, general membership, and business partners, aligns with the requirement to solicit session ideas and proposals.
4. Provide support to the CPC Chair and AOA Conference Support Team:
 - a. My collaborative approach and experience working with and within teams make me an asset in providing support to the CPC Chair and Conference Support Team.
 - b. My familiarity and higher level of comfort with technology tools and platforms, including mobile applications, aligns with the tasks related to updating event software, managing presenter portals, and developing mobile application program content.
5. Support and Assistance on an ad-hoc basis:
 - a. I am open to helping and supporting as situations require it.

Payment for Services

As per the Scope of Work for the Conference Session Planning Manager, I am in agreement with the estimated time commitments, as provided. I propose the following payment structure:

- a. Monthly retainer for the first part of the one-year engagement (February to September): \$750/month for an estimated 15-20 hours per month of service.

Month	Amount
February	\$750
March	\$750
April	\$750
May	\$750
June	\$750
July	\$750
August	\$750
September	\$750

- b. Increased retainer closer to conference time (October to January) in the following monthly amounts for an estimated 20-30 hours per week of service.

Month	Amount
October	\$1,000
November	\$3,000
December	\$4,000
January	\$4,750

Total Proposed amount:

Based on the above payment structure and the AOA budget range for the Session Planning position, the total proposed amount for the contract period is \$18,700.

Terms and Conditions:

- Payment will be made monthly, upon receipt of an invoice detailing the services rendered for that period.
- Additional expenses incurred in the course of providing the services will be included in the monthly billing and include cost of travel (transportation, lodging, meals), postage, printing and other direct costs during performance of the support services.
- The proposed contract period will be for a period of one year, ending January 2026.
- Any time spent prior to the start of the engagement will be billed at an hourly rate of \$50/hour in 15 minute increments.

References

Please find below a list of references who can attest to my qualifications, character, and ability to excel in the role of Conference Session Planning Manager:

1. Jared Ceja, Chief Executive Officer, Cal Poly Pomona Foundation
Email: jgceja@cpp.edu
2. Shari Benson, Chief Human Resources Officer, Cal Poly Pomona Foundation
Email: sbenson@cpp.edu
3. Daniele LeCesne, Interim Chief Operating Officer, Cal Poly Pomona Philanthropic Foundation
Email: dlecesne@cpp.edu

Conclusion

I believe that my experience, expertise, and commitment to excellence make me the ideal candidate to fulfill the responsibilities of the Conference Session Planning Manager. I am excited about the opportunity to contribute to the success of the AOA conference and look forward to the possibility of working together.

Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

Joanne Mathew

2024 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

Bills of Interest to Auxiliary Organizations

June 21, 2024

Deadlines: The last day to introduce bills this calendar year of the 2024-25 California Legislative Session was February 16. “Spot bills” only hint at author’s intent. After 31 days in print, they can be substantially amended. [So called “gut and amend bills” create an unknown factor in tracing measure through the Legislature. Such bills are rarely germane to the original bill.] May 24 is the last day for each house to pass bills introduced in that house. September 30 is the last day to pass bills in the Session, and the Governor has until October 14 to sign or veto bills across his desk by September 3020

Bill status link:

<https://leginfo.legislature.ca.gov/faces/home.xhtml>

Assembly:

AB 555 (J. Carrillo) – State Preschool Program Reimbursements – Adjustment Factors.

This bill, as amended in the Senate, would remove barriers to serving three-year olds in the State Preschool Program (CSPP) through CDE by:

- prioritizing three-year-olds as the same priority as four-year-olds, lowest income first.
- providing equitable supports for three- and four-year olds who need additional support.
- providing the same LEA facility flexibilities to classrooms serving three-year olds that are currently allowed for four-year olds.
- strengthen system coherence by ensuring programs have funding within their contract to address situations where children need multiple supports.
- providing funding for CSPP based on enrollment rather than attendance.

Related bills: AB 596 and SB 380.

If enacted as amended, this bill would apply to campus children centers operated by auxiliary organization under CSPP.

Bill in Assembly Appropriations Committee – held under submission (9/1/23).

AB 610 (Holden) – Fast food restaurant industry: Fast Food Council: health, safety, employment, and minimum wage. The FAST Act Saga continues: With the timely withdrawal of the Referendum challenging the 2022 FAST Act, this urgency Bill, if enacted, would further amend the 2023 modified FAST Act (AB 1228) by expanding exemptions to the definition of a national fast food chain “fast food restaurant.”

Of the ten (10) specified exempt fast food restaurant categories, only two potentially apply to franchises operating through a few auxiliary organizations:

- Hotels (as defined); and
- Event Centers (as defined).

Non-exempt fast food restaurant categories operated through auxiliary organizations would appear to remain subject to provisions of the 2023 modified FAST Act with respect to wage rates and work standards. The apparent criteria used to determine exemption might be used to extend to educational institutions.

Bill passed Legislature and signed by Governor (3/25/24).

AB 772 (Jackson). “Drop-in” Childcare Programs. This bill, as amended, would include physician’s assessments and immunizations, or tuberculosis testing in the list of documents that so-called “drop-in” child daycare centers are exempt from verifying and maintaining.

The bill would also require the parental acknowledgment form about these document exemptions.

The author may further amend this bill to add a definition for the term “drop-in.”

This amended bill, if enacted, would likely not apply to campus children’s center programs unless they include “drop- in” service.

Bill passed Assembly and in Senate Human Services Committee (5/1/24).

AB 619 (V. Fong). State government: emergency services: nonprofit service providers. This amended bill would establish a framework for nonprofit organization grantees to request change in grant terms in State-declared emergency conditions, as defined.

Passed Assembly. In Senate Appropriations Committee (held under submission) (9/1/23).

AB 696 (Lowenthal). State Agency Grants and Contracts. This bill, amended May 18, 2023, would require a state agency that administers a grant or enters a contract with any eligible entity to follow certain procedures, including, among other things, providing for and accepting electronic signatures, as defined, and not requiring an original or wet signature on any document associated with the contract or grant. to provide for and accept electronic signatures and electronic transmission and provide for and offer the option of payment by electronic funds or automatic clearinghouse transfer. The bill would also, among other things, prohibit a state agency that administers a grant or contract with any eligible entity on and after July 1, 2025, from requiring an original or wet signature on a contract or grant document, unless otherwise required by state or federal law.

Passed Assembly. In Senate Appropriations Committee (held under submission) (9/1/23).

AB 860 (Valencia). Grant Programs Administration. This amended bill would impose minimum requirements for the administration of covered grants that meet maximum size and duration requirements and are available to nonprofit organizations, as defined. The bill would require administrators, as defined, to post eligibility, application, and other information for covered grants on their internet website and the above-described grant portal created by the California State Library. The bill would require administrators to provide eligible recipients with the ability to apply for a covered grant online.

Passed Assembly. In Senate Appropriations Committee (held under submission) (9/1/23).

AB 1808 (Nguyen and Davies). Subsidized Childcare & Development Services Eligibility. This bill, as amended, would delete the existing 12-month exception for CalWORKs Stage 1, Stage 2, or Stage 3 subsidized childcare voucher programs.

Application of this bill's provisions to campus children's center programs would depend on whether the program participated in CalWORKs funding. Passed Assembly. In Senate Human Services Committee (6/6/24).

AB 1756 (Judiciary Committee). Omnibus Bill. This bill includes renaming AG's Registry of Charitable Trusts to the *Registry of Charities and Fundraisers*. The bill would also change the name of the Registry of Charitable Trusts Fund to the *Registry of Charities and Fundraisers Fund*. The bill would also make conforming changes. Enacted 10/8/23.

AB 1841 (Weber). Student Housing Opioid Reversal Session: Medication Notifications and Availability. This amended bill would, in addition to existing related requirements, require:

- A student notification regimen on presence and location of opioid overdose reversal medication; and
- Distribution of reversal medication to student housing RAs.
Imposition of disciplinary measures for violation of student conduct drug-related policy would be prohibited when occurring at or near administration of reversal dose.

If enacted as amended, the above requirements to extend to any student housing operated by a campus auxiliary organization. Passed Assembly. In Senate Health Committees (5/29/24).

AB 1996 (Alanis). Opioid antagonists: stadiums, concert venues, and amusement parks: overdose training. This bill, as introduced, would require each stadium, concert venue, and amusement park to ensure that the naloxone hydrochloride or other opioid antagonist is easily accessible, and its location is widely known.

DPH would be required to: develop an opioid overdose training program; to notify these venues of this training program; and would have authorization to provide the overdose training program onsite.

This bill, if enacted, would apply to venues operated by or through campus auxiliary organizations. Passed Assembly. In Senate Health Committee (6/5/24).

AB 2066 (Reyes). Methylene Chloride for Decaffeinated Coffee. This bill, as now amended, would make a more expansive prohibition for a person or entity to use methylene chloride in processing decaffeinating coffee. or selling, delivering, distributing, holding, or offering

for sale in commerce coffee that has been decaffeinated in a process using methylene chloride (effective January 1, 2027). Civil penalties for violations are prescribed.

This bill could apply directly to any campus food service auxiliary organization operations engaged in described commercial uses, and indirectly when applied to outsourced food service vendors. Held by Assembly Appropriations Committee (5/16/24).

AB 2068 (Ortega). Employment Protections: Call Centers for State Agencies. This bill, as amended, would establish a regulatory framework within which state agencies could contract with private call centers serving the public or customer services.

The public policy objective is to help protect in-state employment. As amended, this bill does not appear to apply to auxiliary organizations contracting for private call center work. Passed Assembly. Amended in Senate. In Senate GO & LPER Committees (6/5/24).

AB 2203 (McCarty). Ticket Sellers of Electronic Tickets. This bill, as amended, would expand upon existing ticket selling requirements by prohibiting the sale of the same ticket to more than one person on the secondary market with the intent to cancel all but one sale before the date of the event.

This bill would appear to apply to electronic ticket sales by or through a campus auxiliary organization. Passed Assembly. In Senate P. & E. D. and JUD Committees (6/5/24).

AB 2236 (Bauer-Kahan). Reusable Grocery Bag Standards - Plastic Film Prohibition. This bill, as amended, would, commencing January 1, 2026, revise and recast existing recycled grocery paper bag standards, to include:

- providing a bag before customer reaches point of sale designed to protect a purchased item from damaging or contaminating other purchased items in a checkout bag, or to contain an unwrapped food item.
- revising the definition of “recycled paper bag” to 100% postconsumer recycled materials, without exception.
- requiring a reusable grocery bag sold by a store to a customer at the point of sale to meet specified requirements, including that it not be made from plastic film material.
- Repealing grocery bag certification and at-store recycling program provisions.

This amended bill, if enacted, would likely apply to campus stores operated by or through auxiliary organizations. Passed Assembly. In Senate EQ Committee (6/6/24).

AB 2278 (Carrillo). Rent Increase Limits Notification. This bill, as amended, would require the Attorney General to publish the annual maximum rental increase that restricts residential property owners to a specified gross rental rate percentage increase (+ COL) under the regulatory framework of the Tenant Protection Act of 2019 (TPA).

College dormitories are excluded.

The TPA likely applies to faculty/staff housing through campus auxiliary organizations. Passed Assembly. In Senate JUD Committee (5/1/24).

AB 2317 (Nguyen). Child day care facilities: anaphylactic policy. This bill, as amended, would require a CDSS anaphylactic policy and regulatory regimen by specified date, and child day care provider-program compliance by subsequent specified date.

If enacted as amended, this bill would apply to campus children's center programs/facilities operated by auxiliary organizations and licensed by CDSS. Passed Assembly. In Senate HUMAN S. and ED Committees (5/29/24).

AB 2375 (Lowenthal). On-Sale Alcoholic Drink Lids. This bill, as amended, would (commencing January 1, 2025, for existing holders and July 1, 2025, for new applicants) require specified eating places and on-sale general public premise alcoholic beverage licensees to provide a drinking lid (with posted notice of requirement) at customer request for additional reasonable charge (or without charge). Additionally, this bill now includes a January 1, 2028 sunset clause. Passed Assembly. In Senate GO Committee (6/5/24).

AB 2389 (Lowenthal). Alcoholic beverages: on-sale general - eating place and on-sale general public premises: drug reporting. This bill, as introduced, would require alcoholic beverage licensees of general-eating places and general public premises to contact and provide specified information to law enforcement and emergency medical services when notified by a customer that the customer or another customer believes they have been a victim of drink spiking, as defined.

Licensee staff would, upon receiving notification, be required to stay with the customer until law enforcement and emergency medical services arrive at the premises.

Licensee would not be liable if notified that, among other things, the customer left the premises of the licensed establishment. The bill would specify that a violation of its provisions is not a crime.

This bill, if enacted, would apply to any applicable license held by an auxiliary organization. Passed Assembly. In Senate GO Committee (5/22/24).

AB 2455 (Gabriel). Whistleblower protection: state and local government procedures. This amended bill would expand the definition of "improper governmental activity" in the California Whistleblower Protection Act (CWPA) and makes other changes to the CWPA.

Passed Assembly. In Senate GO and JUD Committees (6/1/24).

AB 2476 (Bonta). Childcare Services - Alternative Payment Programs. This bill, as introduced, would:

- Dispense with the requirement that alternative payment programs reimburse childcare providers based on specified criteria.
- Require CDSS to ensure that childcare providers are reimbursed at the applicable regional market rate ceiling.
- require that, commencing on May 1, 2025, alternative payment programs provide payment to childcare providers prior to the day the childcare begins for the child and require to compensate the alternative payment programs that reimburse childcare providers for the provision of state-funded subsidized childcare and development services no later than February 1, 2025.

This bill, if enacted as introduced, would apply to campus children's center programs operated by auxiliary organization that participate in the CDSS alternative payment program. Passed Assembly. In Senate HS Committee (6/5/24).

AB 2493 (Laird). Rental Application Screening Fees. As introduced, this bill would prohibit a residential landlord or their agent from charging a rental applicant a screening fee when:

- it is known or should be known that no rental unit is then or would soon be available within a reasonable time; or
- the applicant has been charged a screening fee within a 30-day period for other rental units.

This bill, if enacted, would be an expansion upon existing residential rental fee regulations and would likely apply to faculty/staff housing operated by campus auxiliary organizations.

Passed Assembly. In Senate JUD Committee (5/29/24).

AB 2515 (Papan). Menstrual products: perfluoroalkyl and polyfluoroalkyl substances (PFAS). This bill, as introduced, would prohibit a person or entity from manufacturing, selling, delivering, holding, or offering for sale in commerce any cosmetic product that contains intentionally added perfluoroalkyl and polyfluoroalkyl substances (PFAS), as defined.

Similarly, any person would be prohibited from selling in the state any menstrual products that contain regulated PFAS, as defined.

Implementing provisions are included. This bill, if enacted, would apply to such transactions by or through a campus auxiliary organization. Passed Assembly. In Senate EQ Committee with amendments (6/6/24).

AB 2550 (Gabriel). Building Safety – Food Facility Health & Safety Standards Revised. This former spot bill, as now amended, would, as it relates directly to specified food facilities, require modification of existing building code standards to relax building requirements for small restaurants.

If enacted as amended, the eventual regulations resulting from this bill may apply to some campus food services operated by and through auxiliary organizations. Passed Assembly. In Senate Health & Housing Committees (6/5/24).

AB 2567 (Mathis). Student Housing Data Info on Vets. This bill as introduced would, in addition to existing related requirements, add to data collection/reporting the number of student veterans, as defined, in several categories.

If enacted as introduced, these requirements would extend to any student housing operated by a campus auxiliary organization. Passed Assembly. In Senate M & VA Committee (6/5/24).

AB 2628 (Hart). California State Auditor: internet website. This amended bill requires the California State Auditor (Auditor) to maintain on their publicly accessible internet website the status of recommendations the Auditor has made; requires a state agency to update the publicly accessible internet website on recommendations the Auditor has determined are not fully implemented; and changes from every two years to every three years, the frequency that the Auditor must identify five judicial branch entities to audit, as specified.

Passed Assembly. In Senate JUD Committee (5/28/24).

AB 2648 (Bennett). Public Agency Contracts – Purchase of Single-Use Plastic Bottles. This bill, as amended, would, with exceptions, prohibit state agencies from contracting (including renewing, amending, modifying) for the purchase of single-use plastic bottles (internal use or for resale).

The bill includes additional implementing provisions intended replace the use of single-use plastic bottles at state facilities with use non-plastic, recyclable, and reusable alternatives.

Application of these requirements to campus stores and food services operated by or through auxiliary organizations could occur through CSU policy direction. Ordered to Inactive File. Bill before Assembly Appropriations Committee (5/24/24).

AB 2747 (Haney). Tenant Credit Reporting. This bill, as amended, would modify existing residential renter credit reporting provisions by requiring landlord to offer tenant option of having at least one positive credit report by owner.

Additionally, a notice, election and reporting framework would be set up between the landlord and tenant, depending on when the lease was entered into.

This bill, if enacted, would likely apply to faculty/staff housing operated by campus auxiliary organizations. Passed Assembly. In Senate JUD Committee (5/29/24).

AB 2785 (Wilson). Residential Rent Application Screening Fees & Security Deposits. This bill, as introduced, would expand the existing statutory residential renter application screen fee and security deposit requirements to:

- limit application screening fee amount to \$50.00.
- provide screening fee refunding in specified circumstances.
- Security deposit funds into bank within 30 days as specified.

This bill, if enacted, would likely apply to faculty/staff housing operated by campus auxiliary organizations. Ordered to Inactive File (5/20/24).

AB 2786 (Bonta). Mobile Farmers’ Market Standards. This bill, as introduced, would revise and expand the Retail Food Code to include health and sanitation standards for mobile farmers’ market facilities.

A third party, including a nonprofit corporation, would be authorized to operate mobile farmers’ market facilities.

If enacted as introduced, this bill could apply to mobile farmers’ markets:

- licensed to use campus property for such market usage.
- contracting with an auxiliary organization to hold such market on or off campus.
- operated directly by a campus auxiliary organization under an operating agreement authorizing that support service function.

Passed Assembly. In Senate Health Committee (5/29/24).

AB 2801 (Friedman). Residential Renter Security Deposits. This bill, as introduced, attempts to curtail residential rental unit owners from subsidizing their rental property improvements with former renter’s security deposit. A notice, disclosure and

documentation regimen are established to limit, state, verify and notify concerning unit damage and repair costs.

This bill, if enacted, would likely apply to faculty/staff housing operated by campus auxiliary organizations. Passed Assembly. In Senate JUD Committee (5/22/24).

AB 2867 (Gabriel & Bryan). Recovery of Artwork and Personal Property lost due to Persecution. This bill, as amended, would apply California substantive law in actions to recover fine art or an item of historical, interpretive, scientific, or artistic significance, including those covered by the Holocaust Expropriated Art Recovery Act of 2016, brought by a California resident or their heirs, as specified.

A California resident or a representative of the estate of a California resident could also bring an action for damages or to recover stolen or lost artwork or personal property as the result of political persecution. The bill would permit such actions to be brought within six years of the discovery of relevant facts, as provided.

Any such artwork or personal property obtained, held/collected by a campus auxiliary organization would be subject to the provisions of this amended bill if enacted.

Passed Assembly. In Senate JUD Committee (5/22/24).

AB 3116 (Garcia). Student Housing Developments Density Bonus. This bill, as introduced, would revise and expand the existing Density Bonus Law to establish a student housing development regimen applicable within local government jurisdictions, with an emphasis on qualified low income students, faculty, or campus staff.

If enacted as introduced, this bill would apply to off-campus developments undertaken directly or through a private developer and add important developer incentives to expand this classification of student housing. Passed Assembly . In Senate HOUSING and L GOV Committees (5/29/24).

Senate:

SB 1053 (Blakespear & Allen). Reusable Grocery Bags & Plastic Film Prohibition. This bill, as amended, would, commencing January 1, 2026, revise and recast existing recycled grocery paper bag standards, to include:

- providing a bag before customer reaches point of sale that is designed to protect a purchased item from damaging or contaminating other purchased items in a checkout bag, or to contain an unwrapped food item, as specified.
- revising the definition of “recycled paper bag” to 100% postconsumer recycled materials, without exception.
- requiring a reusable grocery bag sold by a store to a customer at the point of sale to meet specified requirements, including that it not be made from plastic film material.
- Repealing grocery bag certification and certain obsolete at-store recycling program provisions.

Amendments appear to be clarification of intent.

This bill, if enacted as amended, would likely apply to campus stores operated by or through auxiliary organizations. Passed Senate. In Assembly NAT RES Committee (6/3/24).

SB 1111 (Min). Public officers: contracts: financial interest. This bill would expand the definition of remote interest to include the financial interests of a public officer's child, parent, or sibling, or the spouses of those individuals.

Passed Senate. In Assembly LGOV and ELEC Committees (6/3/24).

SB 1144 (Skinner). Online Marketplace Standards for High-Volume Consumer Products. This bill, as amended, would establish additional standards for high-volume online third-party sellers to curtail the sale of stolen property from retailers through online marketplaces.

This amendment shifts marketing standard from statutory prohibition to seller policy prohibition, coupled with notification to marketplace of stolen goods.

Campus auxiliary organizations are not authorized to serve as online platforms for third-party sellers selling consumer goods directly to consumers. Passed Senate. Amended in Assembly JUD Committee (6/6/24).

SB 1157 (Hurtado). State Contracts: Certification Process. This bill, as amended, would expand state contract certification requirements to include a regimen relating to human trafficking.

Campus auxiliary organizations contracting with state agencies would likely be subject to the application of this additional contract-award screening process. Before Senate APPR Committee, held under submission (5/16/24).

SB 1167 (Blakespear). Single-use Drinking Vessels in Chain Restaurants. This bill, as amended, would require a "chain restaurant," as defined (before serving a beverage) to customer intent to consume the beverage on or off premises; and prohibit serving beverages in a single-use drinking vessel (a cup, mug, or container that is used to hold a hot or cold beverage that is not sufficiently durable or washable to allow multiple uses or that is disposed of after a single use) to a customer consuming the beverage on the premises, as specified.

Additional implementing provisions are included, including violation enforcement and fines.

This bill, as amended, would apply to any full-service restaurant fitting the definition of "chain restaurant" operating under contract through a campus auxiliary organization.

Before Senate Environmental Quality Committee (4/17/24).

SB 1371 (Bradford). Alcoholic Beverage Purchase or Consumption – Proof of Age. This bill, as introduced, would allow reliance upon a system that reviews bona fide evidence of majority and biometrics to determine the age and identity of a person before admittance into a premises where alcoholic beverages may be lawfully purchased as a defense to any criminal prosecution therefor or to any proceedings for the suspension or revocation of any license based thereon.

If enacted, as introduced, this bill would apply to any subject premises operated by or through a campus auxiliary organization. Passed Senate. In Assembly GO Committee (5/13/24).

SB 1475 (Caballero). Food Safety - Restaurant Notice on Imitation Hamburger. This bill, as introduced, adds disclosure requirements for restaurants in advertising, selling, and serving imitation hamburger.

[Spot Bill?]

If enacted, as introduced, the requirements of this bill would apply to campus food services offered by or through an authorized auxiliary organization. Before Senate Rules Committee (2/29/24).

SB 1487 (Glazer). Vehicle Parking Violation Processing. This bill, as amended, would alter vehicle parking violation notice and payment processes, and penalties.

This bill has no apparent application to campus auxiliary organizations, except that to the extent campus parking regulations would need to be modified, and as such, would apply to auxiliary organization employee campus parking. Passed Senate. In Assembly TRANS Committee 6/3/24).

6/15/24 REG

AOA Scholarship of Excellence Policy and Procedural Framework

Purpose

The purpose of the AOA *Scholarship of Excellence* is to annually recognize two California State University (CSU) students with a scholarship award of up to \$5,000 to support academic and academic-related expenses. The basis for the scholarship award shall be a combination of academic excellence and for service to the campus or community, particularly to an auxiliary or a nonprofit organization.

Ideal candidates should be able to demonstrate a history of service to auxiliary organizations at their campus of origin or throughout the California State University system. Examples include but are not limited to, serving as a member of an auxiliary organization governing board, volunteering time for a child development center or community service nonprofit organization, being 1st or 2nd author of a proposal that leads to an externally awarded contract or grant, promoting the mission of an auxiliary organization through committee or volunteer work, or by serving as a elected or appointed student leader.

Funding Source

The scholarships shall be funded by AOA on an annual basis. The Secretary-Treasurer shall include a recommended appropriation of up to \$10,000 in the annual budget to fund the scholarships in advance of the ensuing scholarship award cycle, for review and approval by the Executive Committee.

Timeline

Announcement of the annual *Scholarship of Excellence* awardees shall be made at the regularly scheduled annual AOA conference, typically held in January. An application announcement and specific deadline shall be established annually. The application announcement will typically be made in the fall semester and awards will be made the following spring.

Eligibility

Each campus, through the office of the Vice President for Student Affairs, is invited to nominate one student for the *Scholarship of Excellence*. All students must meet the following criteria:

- Be a full time CSU student (sophomore or junior at time of application);
- Possess a minimum 3.0 GPA;
- Be in Good Standing; and demonstrate service to an auxiliary organization or nonprofit.

Selection

A scholarship committee is authorized and shall comprise the following:

- One designated CSSA representative
- The Chair of the AOA Associated Students/Student Union Committee
- Two additional members of the AOA Executive Committee
- One recognized AOA honoree (e.g., Harvey Goodfriend Honorary Lifetime Member), selected by the AOA president.
- The committee should have no more than two representatives from any one campus

The scholarship committee shall annually select a chair from within the committee. Upon announcement of the annual scholarship application process, the scholarship committee shall receive all nominee applications, as provided by each campus, and then select the award recipient from among qualified applicants.

The scholarship selection committee will be charged to:

- Develop a scoring and selection process (June – August);
- Develop an annual scholarship announcement and application process (June – August);
- Announce scholarship opportunities (August);
- Review and score applications nominations (September – October);
- Submit recommendation for scholarship recipient to the AOA Executive Committee (November);
- Implement practices consistent with this policy; and
- Make periodic reports and recommend policy or procedural framework changes to the Executive Committee.

Award

Two *Scholarship of Excellence* awards shall be made in the amount of up to \$5,000 each. The award will be allocated to the student awardees via their campus financial aid account, at their Financial Aid Office. Scholarships are disbursed in equal amounts for each academic year term (quarter or semester) of full-time enrollment. This timeline reflects the scholarship awarding cycle and typical operating procedure. In accordance with Federal regulations governing over-awards (34 CFR 673.5), recipients of need-based aid shall have resources coordinated regardless if need is an eligibility requirement.

Use of Award

The AOA *Scholarship of Excellence* may be used for either qualified or unqualified educational expenses. The following define those uses:

- Scholarship: An amount provided to an undergraduate or graduate student to aid them in pursuit of their studies.
- Qualified Scholarship: A scholarship for tuition and fees, books, supplies and equipment *required* for coursework. These are typically non-taxable to the student.
- Non-Qualified Scholarship: A scholarship for room, board, or other living costs that does not meet the qualified scholarship criteria. These are typically taxable to the student.

Procedural Framework

Upon being nominated by a representative from the Vice President for Student Affairs leadership team, eligible students shall apply for the AOA Scholarship of Excellence by completing the following:

- Complete and submit a Verification of Nomination Form.
- Submit a resume. The resume shall include all relevant non-profit auxiliary organization volunteer, paid or other work; system-wide, campus, and community service; a list of references including your Vice President for Student Affairs; GPA; major; and class standing.
- Submit an essay, including no more than 500 words, with a description of contributions and service to the mission of an auxiliary organization(s) at campus of origin or within the CSU system. This essay should articulate qualifications for receiving the award.
- Submit a copy of all college coursework transcripts.
- Submit up to 3 letter(s) of recommendation.

Approved by the Executive Committee on June 21, 2013