

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

<u>Officers & Representatives</u>			<u>Present</u>
Heather Cairns	President	Dominguez Hills	Yes
Rasheedah Shakoor	Past President	Chico	Yes
Cecilia Ortiz	President-Elect	Northridge	Yes
Grace Slavik	Secretary/Treasurer	Northridge	Yes
Andrew Singletary	Elected Representative	Sacramento	Yes
Annie Macias	Elected Representative	San Marcos	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 Doeblar	Elected Representative	Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego	Yes
Janelle Temnick	Elected Representative	San Diego	Yes
<u>Designated Members</u>			
Jeffrey Rensel	Chair – AS/Student Union/Rec Comm.	Monterey Bay	Yes
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	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
<u>Appointed Staff (Non-Voting)</u>			
Richard Jackson	Business Manager/CFO	AOA Executive Committee	Yes
<u>Board Liaisons (Non-Voting)</u>			
Colin Donahue	CABO Liaison	Northridge	Yes
Robyn Pennington	Business & Finance Liaison	Chancellor's Office	Yes
Aaron Moore	Advancement Liaison	Chancellor's Office	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>Grace Slavik <small>Digitally signed by Grace Slavik Date: 2024.06.21 15:13:02 -0700'</small></p> <p>Secretary/Treasurer</p>	

