



**EXECUTIVE COMMITTEE
MEETING AGENDA
November 15, 2024 – 10:00 am – 1:00 pm
Virtual Meeting Via Zoom**

Virtual Meeting Zoom Connection:

[https://csun.zoom.us/j/82983951953?pwd=QTJURW1xaldlSCtDOUxpZUNlcHRx
dz09](https://csun.zoom.us/j/82983951953?pwd=QTJURW1xaldlSCtDOUxpZUNlcHRxdz09)

Password: 997441

- A. CALL TO ORDER and ANNOUNCEMENTS – *Heather Cairns*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 8/9/24 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. AOA Service Provider Succession Planning
 - 2. “CSU Buy” Registration
 - 3. Leadership Academy Update (with *Miles Nevin*)
 - 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. Audited Financial Report for FY Ending June 30, 2024 (emailed)
 - 2. Acceptance of Audited Financial Statements & Board Report for FY 23-24 **Action Item**
 - 3. YTD AOA Financial Activity (pgs. 4-5)
 - a. Transactions Report: 7/1/24 – 11/10/24 (pgs. 6-9)
- BUSINESS MANAGER’S REPORT – *Richard Jackson*
 - 1. Annual Business Meeting with Member Organizations
- G. PRESIDENT-ELECT’S REPORT – *Cecelia Ortiz*
 - 1. 2025 AOA Conference Report
- H. MEMBER RESOURCES
 - 1. CA Legislative Summary Update (*by Robert Griffin*) – *Heather Cairns* (pgs. 10-19)
- I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)
 - 1. Service Provider Contract Proposals for CY 2025 – *Richard Jackson* **Action Item**

- a. Bella Newberg, Business Partner Services Manager (pgs. 20-28)
 - b. Patrick Bailey, Conference Administrative Manager (pgs. 29-31)
 - c. Dixie Johnson, Special Projects Manager (pgs. 32-40)
2. 2025 AOA Scholarship Award Recommendation – *Rasheedah Shakoor/Cyndi Farrington* (emailed) **Action Item**

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Colin Donahue* (pg.) **Time Certain: 11:00 am**
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 41-50)
 - a. CABO Meeting Summaries (*email attachment*)
3. CSU Advancement Liaison Report – *Aaron Moore*
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 51)
5. CSU Human Resources Liaison Report – *Beth Ryan* (pgs. 52-54)

K. REPORTS

1. Long Range Planning Committee – *Rasheedah Shakoor/Keith Kompsi* pgs. 55-60)
 - a. Revised Reserves Policy Draft (pgs. 58-59) **Action Item**
2. Nominations Committee – *Rasheedah Shakoor/Heather Cairns* (pgs. 61-63)
 - a. 2025 EC Candidates Recommended for Election **Action Item**
 - b. Lifetime and Outstanding Accomplishment Awards
2. Human Resources Committee – *Yvonne Bermudez* (pgs. 64-65)
3. Research Administration Committee – *Chantal Ebarle* (pg. 66)
4. AS/Student Union/Recreation Committee – *Jeff Rensel* (pg. 67)
5. Commercial Services Committee – *Cyndi Farrington* (No updates)
6. Business and Financial Services Committee – *Shailendra Baghel* (pgs. 68-69)
7. Information Technology Committee – *Alexander Gonzales* (pgs. 70-71)
8. Philanthropy Committee – *Ian Hannah* (pg. 72)
9. Past Presidents Committee – *Monica Kauppinen* (emailed)
10. Risk Management Committee/AORMA Update – *Chuck Kissel* (pgs. 73-75)

L. INFORMATION AND ANNOUNCEMENTS

NEXT MEETING: January 11, 2025 – 2:00 pm – 5:00 pm at Conference Site

M. ADJOURNMENT

FUTURE MEETINGS

January 11, 2025 – San Diego Sheraton Marina
April 18, 2025 – Long Beach
June 20, 2025—Virtual Meeting
August 8, 2025 – Oakland Marriott City Center
November 21, 2025 -- Oakland Marriott City Center
January 10, 2026 – Oakland Marriott City Center

SECRETARY-TREASURER:

Richard Jackson
 Auxiliary Organizations Association
 P.O. Box 2177
 Chico, CA 95927-2177

Phone: (530) 345-2009

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

MEMORANDUM

To: Executive Committee Attendees
 Auxiliary Organizations Association

Date: November 8, 2024

From: Richard Jackson
 Secretary/Treasurer

File:

Subject: Follow-Up Assignments from the
August 9, 2024 Executive Committee Meeting

cc:

Below is a summary of items needing follow-up action, taken from the minutes of the August 9, 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 November 15, 2024.

Action	Responsible Individual	Notes on Status
None at this time.		

Longer-Term Parking Lot:

- Discuss if it is appropriate to use personal credit cards to pay (and get reimbursed) for AOA meeting expenses (as opposed to having AOA pay directly)
- Revise the AOA Recognition Policy: e.g., the AOA pin is the gift to the outgoing President – no gavel or plaque or other gift.
- 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 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.

Auxiliary Organizations Association (AOA)

Profit and Loss by Area

July 1 through November 6, 2024

11/08/24

	<u>January Conference</u>	<u>General Operations</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income				
49500 — Extraordinary Income	0.00	50.45	0.00	50.45
52000 — Business Partner Income				
52100 — Business Partner Reg Fee	5,000.00	0.00	0.00	5,000.00
Total 52000 — Business Partner Income	5,000.00	0.00	0.00	5,000.00
50000 — Conference Registration Fees	40,800.00	0.00	0.00	40,800.00
45000 — Interest Income	0.00	0.01	0.00	0.01
Total Income	45,800.00	50.46	0.00	45,850.46
Expense				
80470 — Cnf Contract Srv-Patrick Bailey	20,000.00	0.00	0.00	20,000.00
80460 — Bella Newberg	9,270.00	0.00	0.00	9,270.00
78500 — Website Content/Dir Manage...	0.00	4,756.96	0.00	4,756.96
80500 — Service Provider Travel Expe...	1,053.98	0.00	0.00	1,053.98
80300 — Conf Contract Service-Taren M	4,250.00	0.00	0.00	4,250.00
80100 — Conf Contract Service-R Jack...	3,000.00	0.00	0.00	3,000.00
86000 — CPC Expenses				
86100 — CPC Travel Expense	1,603.56	0.00	0.00	1,603.56
86500 — CPC Meeting Expenses	14,310.09	0.00	0.00	14,310.09
Total 86000 — CPC Expenses	15,913.65	0.00	0.00	15,913.65
80200 — Conf Contract Service-D Joh...	3,090.00	0.00	0.00	3,090.00
84000 — Marketing/Communication E...	5,760.00	0.00	0.00	5,760.00
83000 — Hotel Function & Meal Expense	159,000.00	0.00	0.00	159,000.00
80800 — Bank Credit Card Fees	2,668.87	0.00	0.00	2,668.87
79500 — Miscellaneous Expenses	0.00	514.04	0.00	514.04
78000 — Web Hosting/Maintenance Exp	0.00	9,289.80	0.00	9,289.80
77400 — Research Admin Com Expens...	0.00	761.39	0.00	761.39
77200 — HR Committee Expenses	0.00	15,722.73	0.00	15,722.73
77000 — AS/SU Committee Expenses	0.00	300.00	0.00	300.00
76500 — Executive Committee Meetin...	0.00	8,121.15	0.00	8,121.15

Auxiliary Organizations Association (AOA)

Profit and Loss by Area

July 1 through November 6, 2024

11/08/24

	<u>January Conference</u>	<u>General Operations</u>	<u>Unclassified</u>	<u>TOTAL</u>
76000 — Executive Committee Travel ...	131.00	2,630.05	0.00	2,761.05
75300 — Insurance Expense	0.00	7,835.00	0.00	7,835.00
75000 — Audit/Tax Prep Expenses	0.00	16,500.00	0.00	16,500.00
71000 — Retainer - Legislative Liaison	0.00	9,000.00	0.00	9,000.00
70500 — S/T Travel & AOA Office Exp...	0.00	1,490.66	0.00	1,490.66
70000 — Contacted Service - Sec/Treas	0.00	12,095.25	0.00	12,095.25
Total Expense	<u>224,137.50</u>	<u>89,017.03</u>	<u>0.00</u>	<u>313,154.53</u>
Net Income	<u>-178,337.50</u>	<u>-88,966.57</u>	<u>0.00</u>	<u>-267,304.07</u>

Auxiliary Organizations Association (AOA)
Custom Transaction Detail Report
 July 2024 through June 2025

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit	Balance
Income										
49500 — Extraordinary Income										
Sales Receipt	07/30/24	123		BofA Merchant S...	49500 — Extraordinary ...	General Op...	10000 — Checki...		50.45	50.45
Total 49500 — Extraordinary Income								0.00	50.45	50.45
52000 — Business Partner Income										
52100 — Business Partner Reg Fee										
Sales Receipt	07/30/24	122		PayPal Deposit f...	52100 — Business Part...	January Co...	10000 — Checki...		5,000.00	5,000.00
Total 52100 — Business Partner Reg Fee								0.00	5,000.00	5,000.00
Total 52000 — Business Partner Income								0.00	5,000.00	5,000.00
50000 — Conference Registration Fees										
Sales Receipt	07/30/24	122		PayPal Deposit f...	50000 — Conference R...	January Co...	10000 — Checki...		40,800.00	40,800.00
Total 50000 — Conference Registration Fees								0.00	40,800.00	40,800.00
45000 — Interest Income										
Deposit	07/31/24			Interest	45000 — Interest Income	General Op...	10300 — Money ...		0.01	0.01
Total 45000 — Interest Income								0.00	0.01	0.01
Total Income								0.00	45,850.46	45,850.46
Expense										
80470 — Cnf Contract Srv-Patrick Bailey										
Check	07/13/24	3050	Patrick Bailey	2nd Qtr 2024 c...	80470 — Cnf Contract ...	January Co...	10000 — Checki...	10,000.00		10,000.00
Check	10/14/24	3082	Patrick Bailey	Pat Bailey 3rd Q...	80470 — Cnf Contract ...	January Co...	10000 — Checki...	10,000.00		20,000.00
Total 80470 — Cnf Contract Srv-Patrick Bailey								20,000.00	0.00	20,000.00
80460 — Bella Newberg										
Check	08/18/24	3061	Isabel Newberg	2nd Qtr (May, Ju...	80460 — Bella Newberg	January Co...	10000 — Checki...	9,270.00		9,270.00
Total 80460 — Bella Newberg								9,270.00	0.00	9,270.00
78500 — Website Content/Dir Managemt DJ										
Check	09/12/24	3067	Dixie L. Johnson	Cnf Consulting ...	78500 — Website Cont...	General Op...	10000 — Checki...	1,660.36		1,660.36
Check	10/14/24	3079	Dent Agency LLC	Website maint O...	78500 — Website Cont...	General Op...	10000 — Checki...	3,096.60		4,756.96
Total 78500 — Website Content/Dir Managemt DJ								4,756.96	0.00	4,756.96
80500 — Service Provider Travel Expense										
Check	08/18/24	3060	Taren Mulhause	TM, Aug 2024 C...	80500 — Service Provid...	January Co...	10000 — Checki...	660.82		660.82
Check	08/18/24	3061	Isabel Newberg	BellaN Aug '24 ...	80500 — Service Provid...	January Co...	10000 — Checki...	393.16		1,053.98
Total 80500 — Service Provider Travel Expense								1,053.98	0.00	1,053.98
80300 — Conf Contract Service-Taren M										
Check	10/14/24	3083	Taren Mulhause	TarenM 3rd Qtr ...	80300 — Conf Contract...	January Co...	10000 — Checki...	4,250.00		4,250.00
Total 80300 — Conf Contract Service-Taren M								4,250.00	0.00	4,250.00
80100 — Conf Contract Service-R Jackson										
Check	08/16/24	3057	Richard Jackson	Conference sup...	80100 — Conf Contract...	January Co...	10000 — Checki...	3,000.00		3,000.00
Total 80100 — Conf Contract Service-R Jackson								3,000.00	0.00	3,000.00
86000 — CPC Expenses										
86100 — CPC Travel Expense										

Auxiliary Organizations Association (AOA)
Custom Transaction Detail Report
 July 2024 through June 2025

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit	Balance
Check	08/18/24	3062	CSU Northridge Foundat...	Ira Unterman Au...	86100 — CPC Travel Ex...	January Co...	10000 — Checki...	340.90		340.90
Check	09/13/24	3071	Patrick Bailey	Pat Bailey Aug 2...	86100 — CPC Travel Ex...	January Co...	10000 — Checki...	921.76		1,262.66
Check	10/14/24	3081	CSU Northridge Universi...	Reimb Mike Len...	86100 — CPC Travel Ex...	January Co...	10000 — Checki...	340.90		1,603.56
Total 86100 — CPC Travel Expense								1,603.56	0.00	1,603.56
86500 — CPC Meeting Expenses										
Check	08/16/24	3057	Richard Jackson	Sheraton deposi...	86500 — CPC Meeting ...	January Co...	10000 — Checki...	3,000.00		3,000.00
Check	08/16/24	3057	Richard Jackson	Sheraton deposi...	86500 — CPC Meeting ...	January Co...	10000 — Checki...	6,000.00		9,000.00
Check	09/10/24	3066	Richard Jackson	Sheraton deposi...	86500 — CPC Meeting ...	January Co...	10000 — Checki...	6,049.53		15,049.53
Check	09/10/24	3066	Richard Jackson	Sheraton deposi...	86500 — CPC Meeting ...	January Co...	10000 — Checki...		981.14	14,068.39
Check	09/10/24	3066	Richard Jackson	CPC dinner with...	86500 — CPC Meeting ...	January Co...	10000 — Checki...	241.70		14,310.09
Total 86500 — CPC Meeting Expenses								15,291.23	981.14	14,310.09
Total 86000 — CPC Expenses								16,894.79	981.14	15,913.65
80200 — Conf Contract Service-D Johnson										
Check	09/12/24	3067	Dixie L. Johnson	Sept qtr invoice ...	80200 — Conf Contract...	January Co...	10000 — Checki...	3,090.00		3,090.00
Total 80200 — Conf Contract Service-D Johnson								3,090.00	0.00	3,090.00
84000 — Marketing/Communication Exp										
Check	10/04/24	3075	Centium Software, Inc.	Void \$5562 Eve...	84000 — Marketing/Co...	January Co...	10000 — Checki...			0.00
Check	10/14/24	3084	Centium Software, Inc.	EventsAir New E...	84000 — Marketing/Co...	January Co...	10000 — Checki...	5,760.00		5,760.00
Total 84000 — Marketing/Communication Exp								5,760.00	0.00	5,760.00
83000 — Hotel Function & Meal Expense										
Check	07/13/24	3054	Richard Jackson	Reimb Deposit f...	83000 — Hotel Functio...	January Co...	10000 — Checki...	53,000.00		53,000.00
Check	08/16/24	3057	Richard Jackson	Sheraton deposi...	83000 — Hotel Functio...	January Co...	10000 — Checki...	53,000.00		106,000.00
Check	10/03/24	3074	Richard Jackson	Sheraton 4th de...	83000 — Hotel Functio...	January Co...	10000 — Checki...	53,000.00		159,000.00
Total 83000 — Hotel Function & Meal Expense								159,000.00	0.00	159,000.00
80800 — Bank Credit Card Fees										
Check	07/31/24			Service Charge	80800 — Bank Credit C...	January Co...	10000 — Checki...	2,668.87		2,668.87
Total 80800 — Bank Credit Card Fees								2,668.87	0.00	2,668.87
79500 — Miscellaneous Expenses										
General Journal	07/16/24	AG An...		CA AG Annual R...	79500 — Miscellaneous...	General Op...	10000 — Checki...	100.00		100.00
Check	08/16/24	3057	Richard Jackson	PayPal fees 7/3/...	79500 — Miscellaneous...	General Op...	10000 — Checki...	19.95		119.95
Check	08/16/24	3057	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...	10000 — Checki...	86.09		206.04
Check	09/10/24	3066	Richard Jackson	PayPal fees 8/2/...	79500 — Miscellaneous...	General Op...	10000 — Checki...	19.95		225.99
Check	09/10/24	3066	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...	10000 — Checki...	88.96		314.95
Check	09/10/24	3066	Richard Jackson	Annual PO Box ...	79500 — Miscellaneous...	General Op...	10000 — Checki...	90.00		404.95
Check	10/03/24	3074	Richard Jackson	PayPal fees 9/3...	79500 — Miscellaneous...	General Op...	10000 — Checki...	19.95		424.90
Check	10/03/24	3074	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...	10000 — Checki...	89.14		514.04
Total 79500 — Miscellaneous Expenses								514.04	0.00	514.04
78000 — Web Hosting/Maintenance Exp										
Check	07/13/24	3053	Dent Agency LLC	Website maint J...	78000 — Web Hosting/...	General Op...	10000 — Checki...	3,096.60		3,096.60
Check	08/12/24	3055	Dent Agency LLC	Website maint A...	78000 — Web Hosting/...	General Op...	10000 — Checki...	3,096.60		6,193.20
Check	10/14/24	3079	Dent Agency LLC	Website maint S...	78000 — Web Hosting/...	General Op...	10000 — Checki...	3,096.60		9,289.80
Total 78000 — Web Hosting/Maintenance Exp								9,289.80	0.00	9,289.80
77400 — Research Admin Com Expenses										

Auxiliary Organizations Association (AOA)
Custom Transaction Detail Report
 July 2024 through June 2025

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit	Balance
Check	10/14/24	3076	Bessie Strategos	B Strategos RAC...	77400 — Research Ad...	General Op...	10000 — Checki...	761.39		761.39
Total 77400 — Research Admin Com Expenses								761.39	0.00	761.39
77200 — HR Committee Expenses										
Check	07/13/24	3051	Beach Shops, CSU Long ...	HR Conf June in ...	77200 — HR Committe...	General Op...	10000 — Checki...	8,109.72		8,109.72
Check	07/13/24	3052	SJSU Research Foundation	Reimb HR Conf ...	77200 — HR Committe...	General Op...	10000 — Checki...	6,042.99		14,152.71
Check	08/18/24	3063	Ranjit Kaur	June Conference...	77200 — HR Committe...	General Op...	10000 — Checki...	114.93		14,267.64
Check	08/18/24	3064	Andrea Bozant	Reimb HR Jun C...	77200 — HR Committe...	General Op...	10000 — Checki...	205.09		14,472.73
Check	10/14/24	3078	Shaw HR Consulting, Inc.	Half of \$2500 f...	77200 — HR Committe...	General Op...	10000 — Checki...	1,250.00		15,722.73
Total 77200 — HR Committee Expenses								15,722.73	0.00	15,722.73
77000 — AS/SU Committee Expenses										
Check	08/12/24	3056	Brandon M Tsubaki	Gloria Romano t...	77000 — AS/SU Commi...	General Op...	10000 — Checki...	300.00		300.00
Total 77000 — AS/SU Committee Expenses								300.00	0.00	300.00
76500 — Executive Committee Meeting Exp										
Check	08/16/24	3057	Richard Jackson	Sheraton deposi...	76500 — Executive Co...	General Op...	10000 — Checki...	3,000.00		3,000.00
Check	09/10/24	3066	Richard Jackson	Sheraton deposi...	76500 — Executive Co...	General Op...	10000 — Checki...	6,049.53		9,049.53
Check	09/10/24	3066	Richard Jackson	Sheraton deposi...	76500 — Executive Co...	General Op...	10000 — Checki...		981.14	8,068.39
Check	09/10/24	3066	Richard Jackson	Officers dinner ...	76500 — Executive Co...	General Op...	10000 — Checki...	52.76		8,121.15
Total 76500 — Executive Committee Meeting Exp								9,102.29	981.14	8,121.15
76000 — Executive Committee Travel Exp										
Check	07/13/24	3049	CSU Northridge Universi...	Reimb HCairns J...	76000 — Executive Co...	January Co...	10000 — Checki...	131.00		131.00
Check	08/18/24	3065	Cal Poly Partners	Andrea Burns A...	76000 — Executive Co...	General Op...	10000 — Checki...	772.25		903.25
Check	09/13/24	3070	CSU, Sacramento Univer...	ASingletonary Aug...	76000 — Executive Co...	General Op...	10000 — Checki...	686.72		1,589.97
Check	09/26/24	3072	CSU Northridge Universi...	Reimb GSlavik A...	76000 — Executive Co...	General Op...	10000 — Checki...	381.67		1,971.64
Check	10/14/24	3081	CSU Northridge Universi...	Reimb HCairns ...	76000 — Executive Co...	General Op...	10000 — Checki...	789.41		2,761.05
Total 76000 — Executive Committee Travel Exp								2,761.05	0.00	2,761.05
75300 — Insurance Expense										
Check	08/18/24	3059	CSURMA	24-25 Liability/...	75300 — Insurance Exp...	General Op...	10000 — Checki...	7,835.00		7,835.00
Total 75300 — Insurance Expense								7,835.00	0.00	7,835.00
75000 — Audit/Tax Prep Expenses										
Check	09/13/24	3069	KCoe Isom, LLP	Partial 6/30/24 ...	75000 — Audit/Tax Pre...	General Op...	10000 — Checki...	8,250.00		8,250.00
Check	09/26/24	3073	KCoe Isom, LLP	AOA Audit 23-2...	75000 — Audit/Tax Pre...	General Op...	10000 — Checki...	8,250.00		16,500.00
Total 75000 — Audit/Tax Prep Expenses								16,500.00	0.00	16,500.00
71000 — Retainer - Legislative Liaison										
Check	07/13/24	3048	Robert E. Griffin	RGriffin Leg/co...	71000 — Retainer - Le...	General Op...	10000 — Checki...	5,025.00		5,025.00
Check	10/14/24	3080	Robert E. Griffin	RGriffin Leg/co...	71000 — Retainer - Le...	General Op...	10000 — Checki...	3,975.00		9,000.00
Total 71000 — Retainer - Legislative Liaison								9,000.00	0.00	9,000.00
70500 — S/T Travel & AOA Office Expense										
Check	07/13/24	3047	AT&T Mobility	7/4/24 - 8/3/24	70500 — S/T Travel & ...	General Op...	10000 — Checki...	91.72		91.72
Check	07/13/24	3054	Richard Jackson	Reimb for Shera...	70500 — S/T Travel & ...		10000 — Checki...			91.72
Check	08/16/24	3057	Richard Jackson	July pay and rei...	70500 — S/T Travel & ...		10000 — Checki...			91.72
Check	08/18/24	3058	AT&T Mobility	8/4/24 - 9/3/24	70500 — S/T Travel & ...	General Op...	10000 — Checki...	98.72		190.44
Check	09/10/24	3066	Richard Jackson	RJ Travel Claim ...	70500 — S/T Travel & ...	General Op...	10000 — Checki...	1,109.76		1,300.20
Check	09/13/24	3068	AT&T Mobility	8/4/24 - 9/3/24	70500 — S/T Travel & ...	General Op...	10000 — Checki...	98.72		1,398.92
Check	10/14/24	3077	AT&T Mobility	10/4/24 - 11/3...	70500 — S/T Travel & ...	General Op...	10000 — Checki...	91.74		1,490.66

Auxiliary Organizations Association (AOA)
Custom Transaction Detail Report
 July 2024 through June 2025

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit	Balance
Total 70500 — S/T Travel & AOA Office Expense								1,490.66	0.00	1,490.66
70000 — Contacted Service - Sec/Treas										
Check	08/16/24	3057	Richard Jackson	RJ July pay/reim...	70000 — Contacted Ser...	General Op...	10000 — Checki...	4,031.75		4,031.75
Check	09/10/24	3066	Richard Jackson	RJ Aug pay/reim...	70000 — Contacted Ser...	General Op...	10000 — Checki...	4,031.75		8,063.50
Check	10/03/24	3074	Richard Jackson	RJ Sept pay/rei...	70000 — Contacted Ser...	General Op...	10000 — Checki...	4,031.75		12,095.25
Total 70000 — Contacted Service - Sec/Treas								12,095.25	0.00	12,095.25
Total Expense								315,116.81	1,962.28	313,154.53
Net Income								315,116.81	47,812.74	-267,304.07

2024 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

Bills of Interest to Auxiliary Organizations

November 15, 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 was the last day for each house to pass bills introduced in that house. September 30 was the last day to pass bills in the Session, and the Governor had until October 14 to sign or veto bills across his desk by September 30.

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 (also held under submission in Senate) and SB 380 (in Assembly Appropriations Committee).

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 Enacted (3/25/24).

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 772 (Jackson). “Drop-in” Childcare Programs. This bill, as amended in Senate, 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 child representative acknowledgment form about these document exemptions.

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

Bill Enacted (9/29/24).

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. **Bill Enacted (9/22/24)**.

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. **Bill Enacted 10/8/23**.

AB 1841 (Weber). Student Housing Opioid Reversal Session: Medication Notifications and Availability. This amended bill in the Senate 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 at student housing facilities.
- Imposition of disciplinary measures for violation of student conduct drug-related policy would be prohibited when occurring at or near administration of reversal dose.

As amended, the above requirements to extend to any student housing operated by a campus auxiliary organization. **Bill Enacted (9/29/24)**.

AB 1996 (Alanis). Opioid antagonists: stadiums, concert venues, and amusement parks: overdose training. This bill, as amended in Senate, 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 would apply to venues operated by or through campus auxiliary organizations. **Bill Enacted (8/26/24)**.

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 in 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. **Bill Enacted (9/27/24)**.

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. Held in Senate P. & E. D. and JUD Committees (6/18/24).

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:

- prohibiting providing, distributing or selling a bag to a customer at the point of sale, except as provided.
- 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. Amended and passed in Senate. Back in Assembly. Held in Suspense. (8/29/24).

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. Held in Senate Appropriations Committee (8/15/24).

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.

As amended, this bill would apply to campus children's center programs/facilities operated by auxiliary organizations and licensed by CDSS. **Bill Enacted (9/25/24)**.

AB 2375 (Lowenthal). On-Sale Alcoholic Drink Lids. This bill, as amended in the Senate, 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, 2027, sunset clause. **Bill Enacted (9/27/24)**.

AB 2389 (Lowenthal). Alcoholic beverages: on-sale general - eating place and on-sale general public premises: drug reporting. This bill, as amended in Senate, 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, monitor and follow any instructions given, 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 would likely apply to any applicable license held by an auxiliary organization.

Bill Enacted (9/20/24).

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.

Bill Enacted (9/25/24).

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 amended, would apply to campus children's center programs operated by auxiliary organization that participate in the CDSS alternative payment program. Passed Assembly. Held in Senate Appropriations Committee (8/15/24).

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

Bill Enacted (9/29/24).

AB 2515 (Papan). Menstrual products: perfluoroalkyl and polyfluoroalkyl substances (PFAS). This bill, as amended in the Senate, 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 would apply to such transactions by or through a campus auxiliary organization. **Bill Enacted (9/30/24).**

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 in Senate, the eventual regulations resulting from this bill may apply to some campus food services operated by and through auxiliary organizations. Passed Assembly. Held in Senate Appropriations Committee (8/15/24).

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.

As introduced, these requirements would extend to any student housing operated by a campus auxiliary organization. **Bill Enacted (9/29/24).**

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.

Bill Enacted (9/28/24).

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 ordered to inactive file at author's request. (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 would likely apply to faculty/staff housing operated by campus auxiliary organizations. **Bill Enacted (9/19/24)**.

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 at author's request. (5/20/24).

AB 2786 (Bonta). Mobile Farmers' Market Standards. This bill, as amended in the Senate, 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.

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. **Bill Enacted (9/28/24)**.

AB 2801 (Friedman). Residential Renter Security Deposits. This bill, as amended, 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 would likely apply to faculty/staff housing operated by campus auxiliary organizations. **Bill Enacted (9/19/24)**.

AB 2867 (Gabriel & Bryan). Recovery of Artwork and Personal Property lost due to Persecution. This urgency 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.

Bill Enacted (9/16/24).

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.

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. **Bill Enacted (9/22/24).**

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.
- prohibiting the providing, distribution, or selling of a bag at the point of sale, except as provided.

This bill would likely apply to campus stores operated by or through auxiliary organizations. **Bill Enacted (9/22/24).**

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, as stipulated.

Bill Enacted (9/20/24).

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

This amended bill 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.

Bill Enacted. No longer an urgency bill and would be operative July 1, 2025. (8/16/24).

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.

Failed in Senate Environmental Quality Committee (4/17/24).

SB 1371 (Bradford). Alcoholic Beverage Purchase or Consumption – Proof of Age. This bill, as amended, would allow reliance upon a biometrics system 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.

As amended in Assembly, this bill would apply to any subject premises operated by or through a campus auxiliary organization. **Bill Enacted (9/25/24).**

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. Held under submission in Assembly Appropriations Committee 8/15/24)

11/10/24 REG

SUPPORT SERVICES AGREEMENT

This Support Services Agreement (the "Agreement") is made effective this first day of February 2025 (the "Effective Date"), by and between the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and ISABEL NEWBERG ("CONTRACTOR"), an independent contractor. AOA and CONTRACTOR each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this agreement.

Explanatory Statements

The AOA is composed exclusively of its members – the separate auxiliary organizations that support and enhance the educational mission of the California State University (CSU) system and each of its campuses. The AOA mission is to offer professional development, issue collaboration, represent common interests, and assist new or evolving member-organizations.

The resource and policy constraints upon member-organizations require AOA to rely heavily upon the members to carry out its mission. AOA must seek and obtain needed internal business and program support from member-organizations, and a few qualified firms, but particularly from experienced individuals on a service-provider basis. These internal functions and tasks have included providing corporate secretary and governing board support, administrative, treasury and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration. Over the past decade, AOA support services have been for the most part provided by retired auxiliary professionals working as independent contractors.

CONTRACTOR is an independent contractor, with many years of management, conference and business partner development and relationship management, or closely related experience, in California auxiliary operations and the California State University System.

CONTRACTOR under this agreement is a former member-organization employee and willing and able to independently dedicate a reasonable amount of business time as an AOA service-provider.

Terms and Conditions

1. Services to be Provided

On the Effective Date of this Agreement, or as soon as practicable thereafter, CONTRACTOR shall commence the support services specified in **EXHIBIT A** (contents of which are incorporated herein by reference). CONTRACTOR shall exercise the same timeliness and due diligence customary to the conference support industry in carrying out the duties and functions specified in this Agreement.

CONTRACTOR under this Agreement shall act as an independent contractor in close collaboration with AOA leadership, the Executive Committee, and Conference Planning Committee, and an employer-employee relationship is not implied or intended and shall not be practiced by the Parties.

As an AOA independent contractor, CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the scope of the services under this Agreement, with or without the expectation of reimbursement of costs associated with that support. Any ambiguity over such circumstances shall be clarified and resolved in advance by the AOA President and the Secretary/Treasurer, and, where appropriate, documented to the Parties. The AOA President shall recommend to the AOA governing board any budget supplements for services of CONTRACTOR involving reimbursement of its costs in such circumstances.

2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2026. The Parties may extend or shorten the term by written amendments to this Agreement.

3. Service Fees

In full consideration of the services performed by CONTRACTOR under this Agreement, AOA shall pay to CONTRACTOR the annual sum of Thirty-seven thousand eighty dollars (\$37,080) for 2025-2026 payable in quarterly installments as detailed in **EXHIBIT B**.

CONTRACTOR will be compensated for approved out-of-pocket expenses incurred during the performance of the contracted support services.

4. Status of Parties

During the term of this Agreement or any extension thereof, CONTRACTOR represents that the tasks, activities, projects, or programs ("Work") specified in the SoW are all within CONTRACTOR'S professional capability to provide on a timely basis and working in close cooperation with [*Examples: Executive Committee, Conference Planning Committee, Officers Group*]. It is mutually understood and accepted that:

- a). CONTRACTOR is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact; *and*
- b). CONTRACTOR performs the Work that is outside the usual course of AOA business; *and*
- c). CONTRACTOR is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

5. Extension of Service and Scope of Work Modification

By the time of the January 2026 meeting of the AOA governing board, the service bureau relationship between the Parties under this Agreement shall be reviewed with CONTRACTOR to judge whether the Parties wish to renew the relationship for the 2026-2027 conference year, and on what basis. Renewal for 2026-2027, if unchanged shall be governed by the current contract. Any changes to the contract shall be by written amendment to this Agreement, or by a new agreement, to be effective on February 1, 2026.

The Parties may modify the terms and conditions of this relationship by an amended SoW, signed and dated by the Parties and appended to the Agreement, or by an amended Agreement.

6. Termination of Services

Either party may terminate this agreement for good cause upon a 90-day written notice to the other party.

7. Assignment

The Parties understand that this Agreement represents a contract for work that is personal to CONTRACTOR. Accordingly, neither this Agreement, nor any duties or obligations under this Agreement may be assigned by CONTRACTOR without the prior written consent of AOA, which consent AOA may grant or deny in its sole discretion.

8. Notices

Any notices required to be given under this Agreement by either Party to the other may be effected by personal delivery in writing by email or by mail, registered or certified, postage prepaid with return receipt requested.

Notices shall be deemed provided upon personal delivery, or two (2) days after deposit with a nationally-reputable overnight carrier with postage prepaid, or five (5) days after deposit in the US mail, postage prepaid and registered or certified with return receipt requested.

9. Confidentiality

CONTRACTOR agrees that it will keep in the strictest confidence, all proprietary or confidential AOA information to which CONTRACTOR becomes exposed during the term of this Agreement, and that it will not disclose any such information to anyone except with the advance written consent of AOA. CONTRACTOR shall not utilize for pecuniary gain not contemplated by the terms of this agreement any information not a matter of public record which CONTRACTOR receives by reason

of this agreement, regardless of whether the CONTRACTOR is under contract at the time such gain would be realized.

10. Tax Responsibility

CONTRACTOR is responsible for paying when due all income taxes, including estimated taxes, incurred or falling due as a result of the compensation paid by AOA to CONTRACTOR for the work to be performed hereunder. If CONTRACTOR is an individual who is a nonresident of California, CONTRACTOR understands that compensation paid to CONTRACTOR hereunder may be subject to withholding for California state income tax in accordance with California Revenue and Taxation Code Section 18662 and Title 18 of the California Code of Regulations, Section 18662-4(a).

11. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and there are no inducements, representations, warranties, or understandings that do not appear within the terms and provisions of this Agreement. Only a writing signed by both Parties may modify this Agreement. The laws of the State of California shall govern the interpretation of this Agreement.

12. Authorization

Each individual signing this Agreement warrants and represents that he has the full authority and is duly authorized and empowered to execute this Agreement on behalf of the Party for which he signs.

13. Choice of Law, Jurisdiction and Venue

The provisions of this Agreement and its interpretation shall be governed by the laws of the State of California, excluding its choice of law provisions. Each Party hereto irrevocably consents to the jurisdiction of the federal and state courts located in Butte County and agree that with respect to the litigation of any disputes growing out of this Agreement, jurisdiction and venue for such litigation shall be exclusively proper in the federal and state courts located in Butte County, California. The parties hereto agree that with respect to any litigation arising out of or in connection with this Agreement, the prevailing party shall be entitled to an award of its attorneys' fees and costs. Each party hereto waives any claim of forum non convenient or any other defense or allegation contending that the forum is inconvenient.

14. Severability and Construction

If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. This Agreement has been negotiated by the Parties and their respective counsel and shall be interpreted fairly in accordance with its terms and without any strict construction in favor of or against either Party.

15. Counterparts

This Agreement will be executed by the Parties on or before the Effective Date and may be executed in one or more counterparts, each of which when so executed and delivered shall be deemed to be an original, but all of which taken together form but one and the same instrument.

16. Binding Effect

This Agreement shall be binding on the Parties, their successors in interest, and present and future subsidiaries, assignees or acquirers, including any acquirer of substantially all of the assets of a Party.

IN WITNESS HEREOF, AOA and CONTRACTOR have caused their duly authorized representatives to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS
ASSOCIATION

CONSULTANT

Richard Jackson, Secretary/Treasurer

Isabel Newberg
Independent Contractor

Signature

Signature

Date

Date

EXHIBIT A

AOA Conference Service Provider: Business Partner Manager

Description:

Business Partner sponsorships are a critical component of the AOA annual conference. In addition, the Business Partner exhibitor showcase/Expo and Business Partner attendance at the conference make for a more vibrant and active conference experience for all attendees.

The Business Partner (BP) Manager, as a contract services provider to AOA, is responsible for coordinating and overseeing a program of sponsorship solicitation and development on behalf of AOA and its annual conference. The BP Manager will review sponsorship levels and benefits, and make recommendation to AOA on potential changes, maintains past, current, and prospective BP data, facilitates BP outreach, recruitment and follow up, maintains supportive and collegial BP and AOA relationships, manages BP services and BP exhibition showcase in preparation for and during the annual conference, and provides support to the AOA Conference Planning Committee (CPC) and annual conference throughout the year.

Deliverables:

The outline below provides a more detailed task list of activities expected from the BP Manager. While not necessarily all inclusive, this list is intended to provide a baseline of expectations for successful management of business partner support services.

1. Attendance at meetings and events
 - a. Attend three (3) to four (4) one-day CPC meetings throughout the conference planning year (usually March, August and November).
 - b. Participate in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the weeks preceding the conference.
 - c. Attend AOA annual conference in January including pre-meetings and wrap-up session. Historically, this requires attendance up to six days.
 - d. Provide on-site conference support with the AOA conference support team.
 - e. Coordinate AOA's participation, representation, and attendance at NACAS annual conference (C3X or NACAS West) for purposes of networking and outreach with past, current, and prospective AOA Business Partners. C3X is held in November each year and typically requires five to six days including travel depending on location. NACAS West is held in summer and typically requires four to five days including travel depending on the location. Also includes preparing marketing materials, and other NACAS conference needs. BP Manager will consult with AOA CPC team to determine which conference is most advantageous to attend.
2. System setup, monitoring, and database management
 - a. Set-up and manage exhibitor module in EventsAir for on-line conference sponsor account creation, communication and registration.
 - b. Support and coordinate with other service providers for the build, update and maintenance of overall conference on-line website, with focus on business partner pages.
 - c. Monitor BP registration database, verify and confirm BP sponsorships, ensure data is accurate and complete.
 - d. Verify BP attendees.
 - e. Monitor and verify current BP logo(s), profiles and other materials uploaded to system, and assist with uploads as needed.
 - f. Follow up on any delinquent business partner sponsorship payments.
3. Provide Business Partner support to the CPC throughout the year
 - a. Prepare and maintain past, prospective and current business partner information for review and discussion.

- b. Solicit CPC members for prospective business partners.
 - c. Provide CPC members with communication tools (BP one-sheet, suggested email or other verbiage, links to information, etc.) to solicit past and prospective business partners.
 - d. Participate as an active contributing member of the CPC.
 - e. Organize and facilitate new Business Partner orientation at annual conference; Partner with CPC members to coordinate attendee conference orientation.
 - f. Provide additional CPC support as assigned by the Conference Chair.
4. Communication with AOA Business Partners
 - a. Setup and manage promotional communications to past, prospective and current BPs in conference website software, promoting conference participation.
 - b. Respond to BP inquiries and referrals, provide timely and informative follow-up.
 - c. Review, edit and distribute BP Conference Packet.
 - d. Update, schedule and coordinate business partner follow up communications to include reminders, acknowledgements and thank you letters.
 - e. Update, schedule and coordinate pre-conference business partner communications, status updates, information requests and conference packet instructions.
 - f. Generate timely discount code emails to facilitate complimentary BP attendee registrations.
 - g. E-mail appropriate version of conference attendee list to business partners based on sponsor level benefit commitments.
 - h. Update communication plan to keep business partners engaged with AOA year-round.
 - i. Update business partner conference welcome packet to be provided at conference registration.
5. Business Partner Benefit Management
 - a. Develop annual sponsorship tiers, benefits and costs for review with CPC.
 - b. Stay abreast of industry trends in conference sponsorship benefits and evaluate for fit with AOA.
 - c. Ensure BPs receive all benefits associated with their respective sponsorships.
 - d. Coordinate with AOA web support for BP logos and links on AOA website.
6. Manage Expo Set-up and Logistics
 - a. Work with Hotel staff to determine set-up for Business Partner Expo
 - b. Coordinate logistics for Expo Set-up
 - c. Assign Business Partner tables
 - d. Oversee set-up and tear-down of Expo
 - e. Coordinate Marketing plan with CPC Team
7. Coordination of BP lunch for all conference attendees and BP gifts for the conference
 - a. Identify BP gift amounts and quantity to be purchased, based on sponsor levels and benefits.
 - b. Purchase and track BP gifts by sponsor name.
 - c. Coordinate BP lunch program with CPC and conference support team.
 - d. Coordinate any BP table signage including printing and placement.
 - e. Facilitate distribution of BP gifts and BP recognition during lunch program(s).
8. BP registration process & table assignments prior to and during the conference
 - a. Coordinate BP registration process and check-in with conference support team and CPC liaison(s).
 - b. Greet and welcome BP attendees.
 - c. Coordinate with hotel logistics and CPC liaison(s) for setup of BP display area.
 - d. Attach special identifying ribbons (speakers, exhibitors, etc.) to BP name badges.
 - e. Facilitate development of BP evaluation instrument prior to conference.
 - f. Coordinate distribution and collection of evaluation instrument/data during or following conference in partnership with the conference support team and CPC.
 - g. Coordinate and approve BP showcase hotel or convention center floor plans with hotel staff and assign BP table locations.
9. Conference follow-up and other miscellaneous services

2025/2026 Services

- a. In coordination with the conference support team, order conference materials, general supplies and pop-up banners, other equipment for conference; arrange for shipping and delivery.
- b. Research and purchase conference attendee gift items (totes, pens, padfolios, lapel pens, badge holders, etc.); work with conference graphics lead on logo application and other graphics needs; arrange for shipping and delivery.
- c. Work with CPC on conference tote stuffing and delivery to conference site.
- d. Prepare final BP sponsorships report for AOA CPC Chair and Secretary/Treasurer.
- e. Prepare and send thank you letters to BP to include "Save the Date" information for next year's conference.
- f. Coordinate with other AOA committees that desire BP support for committee meetings throughout the year.

EXHIBIT B

Fee Schedule

Total Amount 2025-2026 Business Partner Manager Services	<u>\$37,080.00</u>
• Payment to be made on a quarterly basis	

Expenses: Actual and reasonable travel expenses incurred for required attendance at AOA meeting, NACAS conference, other Business Partner recruitment opportunities approved by AOA, expenses for out-of-pocket postage and other authorized purchases made on behalf of AOA, shall be reimbursed by AOA.

TO: AOA Officers
FROM: Patrick Bailey

Please accept this as my proposal to provide support services as Conference Administrative Manager for the AOA CPC. I have responded to five prompts included in the RFP and have also included a copy of my resume and the names and numbers of three references. If while you are making your decision you have any questions or need any additional information, please feel free to reach out to me directly.

Thank you for your consideration. I appreciate it.
Very best,

Patrick Bailey
patrickhbaileyjr@gmail.com
626.235.8620

1. I'd like to express my interest in providing Conference Administrative Manager for the 2026 AOA Conference. My experience in conference coordination, program management and my knowledge of AOA and the CSU will help me be very successful in this capacity.
Yes, I am available to attend the 2025 conference and yes, I absolutely would be ready to support the 2026 CPC right after the annual conference in San Diego.
2. From 1991 – 2002 I was employed by the University-Student Union at California State University, Los Angeles serving as Executive Director for 10 of those years. During my tenure there, I never missed an AOA annual conference or any of the Associated Students/Student Union subcommittee meetings (I also served a term as chair the committee). While at CSULA, AOA contracted with the USU to assist in conference location selection and to provide conference signage (remember the Lodge at Sonoma & the Monterrey Marriott?)

Starting in September 2019 I served as the Executive Director of the Associated Students at Cal State, Northridge. Again, I have been an active

conference attendee and have participated in the AS/Student Union committee.

Additionally, I would add that during my volunteer experience in the Association of College Unions International (ACUI) I have a long history of coordinating and hosting conferences, tournaments and a variety of other gatherings and events. I served as chair of ACUI's 100th Anniversary Celebration and conference, chaired and served as host for the ACUI annual conference (Anaheim & Washington DC), hosted two College Bowl National Tournaments, two National Billiards tournaments and one National Table Tennis championships on campus, chaired/hosted three regional ACUI conferences, and twice hosted the PAC-12 Directors conference.

I'd would also add that during my 35+ years working in higher education, I have always been responsible for signature campus programs from New Student Orientation to Commencement and have programmed artists from Yoyo Ma to Maya Angelou. Twice in my career, I have had the honor of presenting the President of the United States of America.

3. My professional experiences coupled with my personal knowledge of AOA and the CSU prepares me well to assume this position. I am very detailed orientated and have both of my degrees in Communications. Professionally I have been a member and have attended NACAS conferences, so would be very familiar in that environment and its membership. I've also had the pleasure of providing this service to AOA for the 2024 conference. During that time I was also able to contract for the 2025, 2026 and 2027 conference sites.
4. For the year of services, I would request \$40,000 (\$10,000 a quarter)

5. REFERENCES

Marsha Herman-Betzen, former Executive Director ACUI
812.340.2167

Debra L. Hammond, Executive Director CSUN USU
818.720.4812

Jason Cline, CEO of SHRM-Atlanta
317.331.7808

November 2, 2024

Richard Jackson, AOA Business Manager/CFO
Auxiliary Organizations Association
Post Office Box 2177
Chico, CA 95927-2177

Dear Richard,

Please accept my sincere appreciation for the opportunity that has allowed me to serve in my role as a service provider for the Auxiliary Organizations Association. It has been an honor to serve the Auxiliary Organizations Association for the past sixteen years, and it is with mixed emotions that I submit this letter of request for an abbreviated final term of service.

As discussed with you this past June, I am formally giving notice that I will relinquish my role as an AOA service provider in the coming year, effective on June 30, 2025.

I will commit to and complete all of the tasks that I am responsible for listed in Exhibit A and B (attached). I intend to complete all of the tasks utilizing an accelerated commitment of my time, with all tasks to be completed by June 30, 2025.

Starting on July 1, 2025, I may be able to provide limited support on an as needed basis and in consultation with the AOA Business Manager by being available to consult via conference calls and other means of communication. Coordination of my support after July 1, would need to have the knowledge of and approval of the AOA Business Manager. I would track this support separately and bill AOA using the hourly rate of \$48.00/hour (1-hour minimum charge).

Regarding those specific tasks listed under exhibit B, and in regards to the Administration of AOA Nominations and Awards Programs, all automated forms, templates and communications will be updated with 2025 information, and will be ready to be deployed. There are a limited number of tasks listed under this sub category, that are dependent on currently established schedules and timelines and those tasks will occur after July 1, 2025. Examples of these specific tasks would be: the logistics of mailing out communications; the coordination and management of submitted applications; and the ordering

of awards and certificates of appreciation for the AOA Scholarship of Excellence, Lifetime Member, Outstanding Accomplishment, and Leadership Academy.

Additionally, I propose that I will be entitled to be compensated for actual and necessary out-of-pocket expenses incurred during the performance of providing any AOA related services.

I extend my sincere thanks for this opportunity to serve the Auxiliary Organizations Association. Please contact me if you have questions or request further clarification.

Sincerely
Dixie L. Johnson
3076 Main Street
Eureka, CA 95503
707.443.5457 home
707.496.7073 mobile
dlj7001@gmail.com

Dixie Johnson
Refer to Letter Dated November 2, 2024

Exhibit A – Conference Planning

- A.** Attend Monthly Conference Planning Committee Meetings February – June, 2025. Prepare various templates and schedules for conference terms and conditions, rates and deadlines. Implement, test and activate newly established EventsAIR payment gateways. Review payment gateway FAQ’s, help guides and process guidelines in Airwallex and EventsAIR Pay. Create user instructions and processes tailored to AOA’s payment processes.

Exhibit B – Management of Corporate Tasks

A. Update To Membership Directory Information

1. Contact each Auxiliary or Campus as Needed to Update the AOA Website Directory and Other Contact Lists:
 - a. Identify those individuals filling the roles of:
 - Primary contact person for the auxiliary (Executive Director or other)
 - Chief Financial Officer
 - HR Director
 - Individual acting as Auxiliary Administrator (that individual assigned with the management of the AOA directory for their respective auxiliary)
Administrator works with service provider to confirm all current and active individual memberships for their assigned auxiliary
 - b. Update and record information and prepare source document that can be used for future updates
 - c. Review CO website page for Auxiliaries and provide updates as necessary
2. On a daily basis, respond to requests for approval/activation of members to establish an AOA Member User account. Following established guidelines - either approve/activate valid requests that contain a csu .edu email OR decline and delete any phishing / spam attempts
3. Review Inactive Member/Email Accounts Currently Residing in the AOA Website Directory, Track and Record:
 - a. Prepare active member lists as needed and provide updated lists to AOA Business Manager and conference planning committee documents
 - b. Track and record inactive member email accounts and delete from member directory
4. Review Website Member Directory for Duplicate Member/Email Accounts Including Following:
 - a. Review and identify all duplicate member/email accounts
 - b. Contact those individuals identified as holding duplicate member/email accounts
 - c. If necessary, request and update contact information as needed
 - d. Delete duplicate member/email account as approved by member

5. Present to the AOA Executive Committee a Progress Report that Includes Current Activities and List of Inactive Or Deleted Member User Accounts
6. Review Group Communication List Serves/Manual List Serves For Standing Committees:
 - a. Assist Standing Committee Chairs with managing group communications portals
 - b. Work with current standing committee chairs with a review of outdated manual list serves and assist integrating to website electronic group communication portals
7. Yearly Review and Update as necessary the AOA Website Links for:
 - a. List of Auxiliaries
 - b. List of Auxiliary Administrators
 - c. List of Auxiliary Chief Executive Officers
 - d. List of Auxiliary Chief Financial Officers
 - e. List of Auxiliary Human Resources Directors/Managers

B. Maintenance of Content That Resides On AOA Website

1. Act as primary Administrator Database Applications Administrator for AOA website and storage platform that resides on AOA website
2. Identify/Confirm/Update Content that is Currently Available for General Public and Membership:
 - a. Home Page
 - b. General Information
 - c. Public Records
 - d. Contact AOA
 - e. Membership Instructions
 - f. Content Available to Membership
 - g. AOA Calendar of Events
 - h. Group Communication Portals
 - i. Resources
 - j. Conference
 - k. Careers (On a monthly basis review current job listings and based on established criteria delete those jobs that have been posted for six months or longer, OR if the job has reached its expiration date.
3. Maintain various Word Press Applications:
 - a. Members and Word Press Administrators
 - b. Affiliated Auxiliaries
 - c. Media Library
 - d. Automated Forms Library
 - e. Organize Various Word Press Files, including Formatting, Indexing, Archiving, Deleting Files No Longer Displayed on Website
4. Act as Primary AOA liaison or Website Managers:
 - a. Report and provide updated information and documentation via Website Managers Applications

C. Corporate Administration of AOA software and hardware applications, including EventsAIR, AOA Website, AOA Google Administrative Applications- EventsAIR Applications

1. Act as Primary Database and Applications Administrator and Liaison with EventsAIR, DENT Agency and AOA Google Administrative Email
2. Participate and Receive Additional Training as necessary in EventsAIR Conference/Event Software, Website Word Press Application Processes, Google Document files and storage systems
3. Lead Development, Testing and Implementation of EventsAIR Conference/Event Software
4. Review/Analysis of Components of Current Conference Documents and Database Resources for EventsAIR software
5. Update EventsAIR Event Software for 2026 Conference – Provide Cross Training As Necessary:
 - A. Build or Update of annual event located on the EventsAIR application including:
 - ✓ Set-up module
 - System Setup
 - Brand Editor
 - Financial
 - ✓ Advanced Set-Up
 - Accounting
 - Packages
 - Project Manager
 - Run Sheets
 - Name Badge Editor
 - Module Set-up
 - ✓ Contacts
 - ✓ Notes
 - ✓ Marketing
 - ✓ Survey's
 - ✓ Registrations Including
 - Business Partners
 - Guests
 - Members
 - Presenters
 - Staff and Other Registrations
 - ✓ Functions
 - ✓ Presentations
 - ✓ Sponsorship and Exhibition
 - ✓ Accommodations
 - Online and Interactive Sites
 - ✓ Business Partners
 - ✓ Business Partner Contact
 - ✓ Business Partner Complimentary Attendees
 - ✓ Business Partner Additional Attendees

- ✓ Complimentary Staff and Other Registrations
- ✓ Membership Registrations
- ✓ CABO Registrations
- ✓ Presenter Registrations
- ✓ App Registrations
- ✓ Payments/Photos
- B. Update action and data management processes and reports
- C. Prepare and run standard and customized/express reporting tools
- D. Prepare and edit for accuracy conference agenda data
- E. Prepare and update established notices and communication templates to conference attendees
- F. Process and update project manager and run sheet modules
- G. Develop and update website portals including:
 - ✓ Website Portal
 - ✓ Business Partner Portal
 - ✓ Presentation Portal
 - ✓ Organizer Portal
 - ✓ Onsite Portal
- H. Assist with development and updating of attendee and organizer mobile apps
- I. Monitor and Maintenance of Registration Database
 - ✓ Monitor Registration Databases and Associated Data
 - ✓ Update Registrations with various marketing and various affiliations
- J. Analysis of On-Line Conference Registration Data
 - ✓ Maintain Prior Year Registration Data
 - ✓ Report Current Year Analysis of Registration Data for Membership and Business Partner
 - ✓ Respond and adjust current registration data and ensure database transaction ledgers, profit and loss statements, and balance sheets are correct and accurate
 - ✓ Provide Detailed Historical Analysis to Future Conference Planning Committee members

D. Administration of AOA Corporate Administrative Email and Shared Document Storage Platforms (Website and Google Drive)

1. On at least a daily basis or more often if necessary:
Check AOA administrative account (Admin@csuaoa.org) for:
 - ✓ General website questions
 - ✓ Membership directory questions
 - ✓ Budget and membership dues questions
 - ✓ Conference Administration questions
 - ✓ Conference Educational Sessions questions
 - ✓ Business Partner questions
 - ✓ Conference Registration questions
 - ✓ Scholarship of Excellence Questions
 - ✓ AOA Leadership Academy Questions
 - ✓ AOA Executive Committee Questions

- ✓ AOA Outstanding Accomplishment Questions
 - ✓ AOA Lifetime Membership Questions
 - ✓ Various Vendor and/or Service Provider Questions
 - ✓ Spam and Phishing Attempts to Access Google Data
2. Respond to all emails in a timely manner OR forward to appropriate AOA service provider for their response/resolution
 3. Manage and keep updated forms and files on all Cloud Based Storage Platforms, Including: AOA Website, EventsAIR Cloud Storage, Google Docs Cloud Storage:
 4. For AOA Website:
 - ✓ Respond on a daily basis to electronic requests to join AOA member database
 - ✓ Per Established AOA Practices and Policy Review electronic request for proper email account
 - ✓ Approve, Activate, or Deny request
 - ✓ Add Approved Email to AOA Master Group Communications List
 - ✓ Review Membership on a regular basis to ensure member data is accurate
 5. For Google Docs Cloud Storage
Administer and Manage AOA documents that need to be retained in AOA organization files including:
 - ✓ AOA Management Files
 - ✓ AOA Executive Committee meeting minutes and meeting agendas
 - ✓ AOA Various Member Directory List Serves
 - ✓ AOA Letterhead, Envelopes, Templates
 - ✓ AOA Conference Administration Documents Including Established Conference Templates, Contracts, and Planning Documents
 - ✓ AOA Conference Educational Sessions
 - ✓ AOA Business Partner Documents
 - ✓ AOA Graphics and Marketing Document
 - ✓ AOA Awards and Nomination Files
 - ✓ AOA Scholarship of Excellence Awards (both permanent and shared folders)
 - ✓ AOA Leadership Academy (both permanent and shared folders)
 - ✓ AOA Award Nomination Forms

E. Administration of AOA Nominations and Awards Processes including:

1. AOA Scholarship of Excellence
2. AOA Lifetime Member Award
3. AOA Outstanding Accomplishment
4. AOA Executive Committee
 - ✓ For Nominations for Scholarship of Excellence and Executive Committee:
 - Per established policies, update all instructions, forms, and schedules
 - Update all related communications and notices, mail to membership per established schedules and post to AOA website
 - Monitor and track submissions per established deadlines. Provide committee members with copies of nomination forms
 - Maintain contact records for all nominees

- Create Certificates of Appreciation for Outgoing Executive Committee Members. Schedule delivery of certificates to AOA President
 - ✓ For Lifetime Member and Outstanding Accomplishment Awards:
 - Per established policies, update all instructions, forms, and schedules
 - Update all related communications and notices, mail to membership per established schedules and post to AOA website
 - Monitor and track submissions per established deadlines. Provide committee members with copies of nomination forms
 - Maintain contact records for all awardees
 - Mail communications to all nominees informing outcome of awards
 - Develop, update and proof award layouts for outstanding accomplishment, lifetime member and scholarship of excellence awards
 - Order and schedule delivery of awards to conference site
5. AOA Leadership Academy
- ✓ Per established procedures, provide administrative assistance to Leadership Academy Planning Committee
 - ✓ Develop communications and promotional notices for the event
 - ✓ Communication and support for Leadership Academy Planning Committee, Faculty and Participants
 - ✓ Monitor and maintain event logistics including:
 - Hotel Room Block, Menu/Meal Planning
 - EventsAIR registration database
 - Meals and receptions
 - Develop Certificates of Appreciation Leadership Academy Attendees and Faculty

Exhibit A and B - 2025 Contracted Amount-Fixed Fee Schedule

The following total contracted amount represents additional hours committed during the first six months of the calendar year and remains consistent with 2022 - 2024 totals paid to contractor. For this final term of service, five monthly invoices, shall be submitted to AOA utilizing the following schedule:

First Monthly Payment - February 1, 2025	\$4,000.00
Second Monthly Payment – March 1, 2025	\$4,000.00
Third Monthly Payment – April 1, 2025	\$4,000.00
Fourth Monthly Payment – May 1, 2025	\$4,000.00
Fifth Monthly Payment – June 1, 2025	<u>\$4,000.00</u>
Total Contract Amount	\$20,000.00

Any tasks performed after July 1, 2025 that require contractor’s services will be paid to contractor on an hourly basis, utilizing the hourly rate of \$48.00/hour (Minimum 1-hour charge will apply). Invoices will be submitted to AOA on a monthly basis.

Out-Of-Pocket and Direct Expenses

Contractor shall be reimbursed for authorized actual and necessary out-of-pocket expenses and direct expenses incurred in the performance of providing support services. Travel and lodging expense reimbursement rates shall be in accordance with CSU rates. Such authorized expenses shall either be paid upon submission of appropriate travel and expenditure documentation or itemized on the invoices.

November 2024 - Business and Finance Liaison Report

*Submitted by Robyn Pennington, Chief of Staff,
Business & Finance, Chancellor's Office*

Board of Trustees

November 20-21 – Agenda will be posted on November 7, 2024:

www.calstate.edu/bot

September 22-25 – Key Agenda Items

Committee on Campus Planning, Buildings and Grounds

- Approval of the Five-Year Capital Outlay Plan
- San Diego State University Approval of the Fenton Parkway Bridge Project and EIR Certification
- California State University, Fullerton Engineering and Computer Science Innovation Hub Schematic Design Approval

Committee on Finance

- California Polytechnic State University, San Luis Obispo Approval to Issue Debt for an Auxiliary Acquisition of a Housing Project
- California State University Quarterly Investment Report
- Approval of the 2025-2026 Operating Budget Request
- Overview of California State University Debt and Impact on Operating Budget

Joint Committee on Education Policy and Finance

- Integration of California State University Maritime Academy and California Polytechnic State University, San Luis Obispo
- Financial Aid Update

Full agendas and item write-ups for the board of Trustees can be found at:

www.calstate.edu/bot

CABO

Recent and Upcoming CABO Meeting Dates:

- August 14
- October 2
- December 4
- January 14 – in conjunction with the AOA Conference in San Diego

CSU Multi-University Collaboration Initiative

The California State University has established the Multi-University Collaboration Initiative to strategically address cost structures by optimizing resources while still meeting individual university needs. The initiative will enable the CSU to save or avoid costs, streamline and simplify processes, enhance the quality and efficiency of customer service and increase economies of scale.

Launched in August 2023, the initiative arose from CSU presidents' desire to explore new ways to collaborate across the system. Key opportunities for increased functional collaboration were initially identified through focus groups, workshops and interviews with representatives across the system. Through continued analysis and discussion led by the initiative's steering committee—which is composed of presidents and leaders across functional areas and universities—the CSU selected three focus areas for the first wave of design and implementation: benefits administration, information security and procurement.

A website was recently launched to keep stakeholders informed: [Multi-University Collaboration Initiative | CSU](#)

Questions? Contact: university-collaboration@calstate.edu

CSU Policy Library

Policy Library

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

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

Budget Update

State-side programming is financially struggling, and it is anticipated there may be greater challenges in 25-26 with the state's intent to cut our state appropriation.

Below are links to the full CSU 25-26 budget request and the executive summary.

[Executive Summary | CSU](#)

<https://www.calstate.edu/csu-system/about-the-csu/budget/Documents/current-budget/2025-26-operating-budget.pdf>

Financial Services Updates

Auxiliary Organization's External Audit Firm Qualifications

This systemwide [policy](#) is undergoing review. Likely changes include an increased focus on the proposed auditor's relevant experience and submitting additional examples of recent audit reports for entities similar to the auxiliary organizations under audit. The policy requires the review to be conducted annually and at any time prior to entering an engagement letter with the external audit firm. We anticipate sharing more information in January.

Information Technology Updates

Digital Accessibility (Accessible Technology Initiative [ATI])

The recent Title II ADA ruling requires all public entities, including educational institutions, to achieve full compliance with WCAG 2.1 AA standards across digital content by April 2026. This mandate applies to all digital platforms, services, websites, mobile applications, and content formats such as PDFs and videos, and extends to campus auxiliary organizations. To meet this standard, auxiliary groups are advised to assess their existing digital assets and work in close partnership with their campus's ATI resources. These efforts will strengthen accessibility, ensuring inclusive and equitable access to online materials and services for all users. [A list of Campus ATI Executive Sponsors provides](#) your campus contacts for ATI. For further assistance, please reach out to the [ATI at the Chancellor's Office](#).

AI Strategy Efforts Update

The CSU created a Generative AI Committee which was convened and co-chaired by our Deputy Vice Chancellor & Chief Academic Officer, Dr. Nathan Evans, and our Chief Information Officer, Dr. Ed Clark. This committee met between December 2023 and June 2024, and created [a report on Generative AI in the CSU \(in PDF format\)](#). This fall, members of the committee will reconvene to support communication and discuss how the CSU could operationalize the findings in the report. Meanwhile, CSU advocates in Sacramento have been working with senior leadership at the Chancellor's Office and state leaders in the Governor's Office to develop a proposal for how the CSU can take a leading role in developing AI partnerships and opportunities for our students as they prepare to be part of California's AI-enabled future workforce.

IT Procurement Policy Reminder

A reminder regarding our current IT procurement policy regarding high-value, high-risk procurements: <https://calstate.policystat.com/policy/14992901/latest>

In accordance with the CSU policy, high-value and high-risk procurements of information technology products or services that exceed \$1M for procurement and implementation must include a feasibility study reviewed and approved prior to contract finalization of the procurement process by the Systemwide Chief Information Officer and the Executive Vice Chancellor/Chief Financial Officer. Details on the policy can be found here: <https://calstate.policystat.com/policy/14992901/latest> . Please contact Peter Mosinskis at pmosinskis@calstate.edu with any questions.

Auxiliary Organization Governance

- President and CFO authority and responsibilities spelled out in:
 - CA Education Code [§89756](#) and [§89900](#)
 - CA Code of Regulations [§42402](#)
 - CSU Policies
 - [Campus Auxiliary Organizations](#)
 - [Delegation of Fiscal Authority and Responsibility](#)

President Authority

Title V, §42402 Authority of Campus President

The president of each campus is responsible for the educational effectiveness, academic excellence, and general welfare of the campus, over which he presides. As stated, auxiliary organizations operate as an integral part of the overall campus program. Therefore, for the president to exercise his responsibility over the entire campus program, he shall require that auxiliary organizations operate in conformity with policy of the Board of Trustees and the campus.

President Responsibilities

Education Code, §89756 Expenditures and Control

The chief administrative officer shall ... be responsible for the propriety of all expenditures, and the integrity of the financial reporting, made by auxiliary organizations. The chief administrative officer of a state university is, for the purpose of this section, the president of the university.

Education Code, §89900(b) Auxiliary Organizations – General Provisions

- In the case of an auxiliary organization primarily serving a single campus of the California State University, the president of that state university shall be responsible for ascertaining that all expenditures are in accordance with policies of the trustees, the propriety of all expenditures, and the integrity of the financial reporting, made by auxiliary organizations.

President Responsibilities

EO 1059 – Campus Auxiliary Organizations

The campus president is responsible and accountable for prudent judgment in the utilization of campus auxiliary organizations, for ensuring the fiscal viability of campus auxiliary organizations, and for compliance with applicable CSU policies.

EO 1000 – Delegation of Fiscal Authority and Responsibility

- The campus President is delegated authority and responsibility for effective oversight of all state funds held by the campus and all funds held in a fiduciary capacity. The campus President shall:
 - Ensure the propriety of all expenditures and the integrity of the financial reporting made by Auxiliary Organizations and provide timely financial reports prepared in accordance with Generally Accepted Accounting Principles from those auxiliaries.

Chief Financial Officer Responsibilities

EO 1059 – Campus Auxiliary Organizations

The campus chief financial officer (CFO) shall be the primary responsible campus official in respect to administrative compliance and fiscal oversight of campus auxiliary organizations, as described in [Cal. Educ. Code § 89756](#) and [Cal. Educ. Code § 89900](#).

EO 1000 – Delegation of Fiscal Authority and Responsibility

- The campus Chief Financial Officer shall be the primary campus financial officer in respect to administration of these delegations of authority and responsibility. The campus president shall:
 - Ensure the propriety of all expenditures and the integrity of the financial reporting made by Auxiliary Organizations and provide timely financial reports prepared in accordance with Generally Accepted Accounting Principles from those auxiliaries.

Chief Financial Officer Responsibilities – Student Organizations

Title V, §42403 Funds

All funds and money collected by or on behalf of a student body organization except funds and money collected from commercial services as provided in Education Code Section §89905, shall be deposited in trust by the chief fiscal officer of the campus in accordance with procedures approved by an appropriate officer of the student body organization.

The chief fiscal officer of the campus shall be custodian of all funds and money collected by or on behalf of a student body organization and shall provide the necessary accounting records and controls for such funds. These funds may be expended by the custodian only upon the submission of an appropriate claim schedule by officers of the student body organization.

I. Systemwide Time, Place and Manner Policy

In the California State Budget Act of 2024, the Legislature mandated that the California State University (CSU) develop a “systemwide framework to provide for consistency with campus implementation and enforcement” of regulations governing when, where and how protests, rallies, leafletting and other forms of speech activities may occur, in a manner that will not disrupt the educational activities and work of the CSU.

CSU issued an interim systemwide time, place, and manner policy on August 15, 2024. The interim policy includes a separate addendum for each university and the Chancellor’s Office that describes campus-specific information for time, place, and manner regulations and other information. The interim policy applies to any groups accessing or using University property including auxiliary organizations and their employees.

- Systemwide TPM Policy:
<https://calstate.policystat.com/policy/16412929/latest/>
- Resource Page: www.calstate.edu/tpm

II. Auxiliary Compliance Guide

The Auxiliary Compliance Guide has been updated and will soon be posted as an addendum to the CSU Campus Auxiliary Organizations Policy. To receive an update about this and other policies, email subscribe-csupolicylibrary@lists.calstate.edu. See also: <https://www.calstate.edu/policies>

Update from Beth Ryan
Associate Vice Chancellor, Human Resources
November 2024

Presidential Departures, Recruitments and Appointments

The Chancellor appointed CSU Dominguez Hills Provost and Vice President for Academic Affairs Michael E. Spagna as acting president of California State Polytechnic University, Humboldt effective August 26, 2024. At its September meeting, the Board of Trustees approved Spagna as interim president for approximately 12 months while the Board conducts a national search for the university's next regularly appointed president.

At the September meeting, the Board of Trustees appointed Vernon B. Harper to serve as president of California State University, Bakersfield. Harper had been serving as the university's interim president since December 2023.

2024/25 Salary Increases and Bargaining Updates

The Chancellor approved a 5% Merit Salary Increase pool for Management Personnel Plan (MPP) and Confidential employees for fiscal year 2024/25, effective July 1, 2024.

A 5% GSI is currently being processed for all Bargaining Unit 1, Union of American Physicians and Dentists (UAPD) employees, effective July 1, 2024. The Board of Trustees ratified the tentative agreement at the September board meeting.

At the November meeting, the Board of Trustees is scheduled to ratify the tentative agreement between the CSU and Bargaining Unit 4, Academic Professionals (APC). The agreement provides for a 5% GSI for fiscal year 2024/25, effective July 1, 2024. The mass update is scheduled to process in early January 2025.

The initial proposals for a successor collective bargaining agreement between the California State University and Bargaining Unit 3, the California Faculty Association, will be presented to the Board of Trustees for adoption.

Minimum Wage Increase

The California minimum wage is scheduled to increase to \$16.50, effective January 1, 2025. However, California Proposition 32 is on the November ballot and, if passed, will increase the minimum wage to:

- \$17.00 “effective immediately”
- \$18.00 effective January 1, 2025

The increase to \$16.50 per hour impacts approximately 22,000 student assistant appointments in Unit 15. If Proposition 32 passes, the increase to \$18 per hour impacts approximately 42,000 appointments in CSUEU, Unit 11, and Unit 15. Counselor Interns in Unit 3 and some Confidential Office Support appointments are also impacted. Much of the impact is to the student assistant appointments. As of this writing, the preliminary results of Proposition 32 show the proposition as failing. However, a final vote count may now be known right away.

Student Assistant Unit Modification

The parties continue to bargain and have met 9 times to date. The parties remain very far apart on economic issues. We anticipate meetings will continue throughout the rest of the fall and into the new year. This new agreement will cover approximately 20,000 student assistants employed by the CSU. Until a final agreement is reached, the student assistant classification will maintain current standards and requirements.

Civil Rights (Title IX and other Nondiscrimination) Programs and Services [Ongoing]

Hayley Schwartzkopf, Associate Vice Chancellor of Civil Rights Programming & Services, continues to update the Board of Trustees of the status of our progress toward implementing the recommendations presented by the Cozen Report and the State Auditors. These presentations can be found [here](#). [Board of Trustees website]

Other Conduct of Concern (OCC)

In addition to strengthening Civil Rights programming and services systemwide, the CSU is working to address other conduct that does not violate CSU’s nondiscrimination policy – referred to as “Other Conduct of Concern.” Assessments by the California State Auditor and by Cozen O’Connor called for the CSU to take action to address “Other Conduct of Concern.” Initial draft guidance was presented at the May 2024 Board of Trustees meeting and has been used to discuss with stakeholders across the CSU. While this written guidance is new, human resources, faculty affairs, and student affairs professionals throughout the CSU have long been responsible for this work.

As a result of stakeholder feedback, revised OCC guidance is currently being reviewed by the Chancellor and Chancellor’s Civil Rights Oversight Committee in preparation for presentation to the Board in January.

Multi University Collaboration Initiative - Benefits Administration

As previously reported by Business and Finance, the CSU has partnered with Deloitte's Higher Education Practice to conduct a project focused on comprehending potential collaborative opportunities among all 23 CSU institutions. Opportunities selected to move forward are benefits administration, information security, and procurement. The benefits administration workstream seeks to coordinate shared benefits administration activities to reduce risk of error, increase consistency in the employee experience, reduce administrative burdens and enhance service quality.

The benefits administration workstream established a Benefits Administration Working Group composed of representative staff and subject matter advisors to guide the work. These members are also involved with the Common Human Resources System (CHRS), promoting alignment between the Benefits Administration collaboration initiative and the CHRS implementation. Feedback from Benefits Administration stakeholders, including benefits officers, has been actively sought. The workstream is currently focusing on a future state collaboration design.

This concludes my report.

Auxiliary Organization Association
Long-Range & Strategic Planning Committee
Nominations Committee
August 2024 Executive Committee Report

On November 6, 2024, the Long-Range Planning subcommittee met to discuss with me the additional work on the reserves policy that was request by the EC. Attached you will find the current reserve policy, the revised reserve policy draft, and the reserve policy edits talking points. In summary we recommend that improvements be made to the AOA financial structure.

Auxiliary Organization Association
Nominations Committee
November 2024 Executive Committee Report

On November 1, 2024, the nominations committee met. We discussed all the submitted nominations. Dixie Johnson, our service provider, handles the administrative processes including posting the application forms online through the AOA website, the communications and the scheduling of communications, and the intake and distribution of nominations to the committee. We have 4 open Executive Committee positions. We must also select a secretary treasurer and a president elect. Please see the attached Nominations Committee Recommendation Report for 2024.

The nominations committee is also charged with selecting awardees including Lifetime Honorary, and Outstanding Accomplishment.

This year the committee recommends Jon Slaughter for the Lifetime Honorary award.

This year there were no submissions for the Outstanding Accomplishment award.

Also, the scholarship of excellence committee chaired by Cyndi Farrington, completed their work and will submit a recommendation for this body.

AOA Leadership Academy lead by Caroline and Miles will submit their report for the Leadership Academy

AOA RESERVE POLICY

Background and Purpose

The establishment of adequate reserves assures fiscal viability and is an integral part of the organization's long-range planning. The AOA Executive Committee has established the following reserves and reserve targets.

Working Capital Reserve – General Operations

A Working Capital Reserve will be maintained to fund general operations in the event the timing of cash flows calls for expenses to be paid prior to sufficient cash inflows of income. The funding target will be equal to 25% (three (3) months of operating expenses) of the most recently approved annual general operating expense budget, with a minimum reserve balance target of \$25,000.

Working Capital Reserve – Annual Conference

A Working Capital Reserve will be maintained to fund expenses associated with the annual conference in the event the timing of cash flows calls for expenses to be paid prior to sufficient receipts of income. The funding target will be equal to 25% of the most recently approved annual conference expense budget, with a minimum reserve balance target of \$25,000.

Conference Contingency Reserve

A Conference Contingency Reserve will be maintained to provide a funding source for the annual conference in the event the conference is required to be cancelled resulting in a loss of non-refundable deposit commitments and/or advanced costs. The funding target will be equal to 100% of the estimated contract commitments and costs to be paid in advance of all contractually-committed conferences, with a minimum reserve balance target of \$250,000. In evaluating this reserve, consideration will also be given to whether Event Cancellation Insurance may be purchased to offset the required reserve balance.

Annual Reserves Review

A review of the reserves will be conducted with the annual budget review. This review will include:

1. Analysis of reserve balances (funding) to target levels for each reserve and collectively
2. Analysis of the target levels for each reserve
3. The purpose of each reserve
4. The recommended funding for each reserve
5. A written plan on how each reserve that is determined to be insufficiently funded will become fully funded.

Estimated funds in excess of the reserve funding levels established for the year by the Executive Committee may be used as a source of funding for the general operating budget, or for multi-year projects beyond the scope of the annual operating budget.

Reserve Draws, Additions, and Funding Goal Changes

The AOA Treasurer is authorized to draw on the Working Capital Reserve Funds as necessary to manage the adopted budget with subsequent written notice to the Executive Committee. Additions or changes to the Working Capital Reserve Funds will be authorized by action of the Executive Committee.

All draw-downs, additions, and changes to the Conference Contingency Reserve will be authorized by action of the Executive Committee.

Reserve Investments and Earnings

Investments tied to reserves are subject to the Investment Policy. Gains and losses generated from reserve investments are posted to the current year's general operating account.

Approved by the Executive Committee on June 20, 2008 Revised July 23, 2013, and November 15, 2013

Approved by the Executive Committee on November 14, 2003 and updated in 2009. Revised and approved by the Executive Committee on April 21, 2023

**AOA
RESERVE POLICY**

Background and Purpose

The establishment of adequate reserves assures fiscal viability and is an integral part of the organization's long range planning. The AOA Executive Committee has established the following reserves.

Working Capital Reserve

A Working Capital Reserve (Priority 1) will be maintained to fund general operations in the event of a significant loss of operating income. The funding target will be equal to 50% of the most recently approved annual general operating expense budget, with a minimum reserve balance of \$50,000.

Conference Contingency Reserve

A Conference Contingency Reserve (Priority 2) will be maintained to provide a funding source for the annual conference in the event of a major loss of income for this purpose. The funding target will be equal to 50% of the actual business partner support recorded in the prior year, with a minimum reserve balance of \$75,000. In evaluating this reserve, consideration will also be given to any possible risks associated with non-refundable deposit commitments for future conferences.

General Contingency Reserve

An optional General Contingency Reserve (Priority 3) will be maintained at a level, as determined annually, necessary to mitigate any other contingencies not contemplated elsewhere within this policy, but with a minimum reserve balance of \$50,000.

Annual Reserves Review

A review of the reserves will be conducted with the annual budget review. This review will include:

1. Analysis of the target levels for each reserve
2. The purpose of each reserve
3. The recommended funding for each reserve based upon the established priority.

Estimated funds in excess of the reserve funding levels established for the year by the Executive Committee will be used as a source of funding for the general operating budget, or for multi-year projects beyond the scope of the annual operating budget.

Reserve Draws, Additions, and Funding Goal Changes

The AOA Treasurer is authorized to draw on the Working Capital Reserve as necessary to manage the adopted budget with subsequent written notice to the Executive Committee. Additions or changes to the Working Capital Reserve will be authorized by action of the Executive Committee.

All draw-downs, additions, and changes to the Conference Reserve and the General Contingency Reserve will be authorized by action of the Executive Committee.

Reserve Investments and Earnings

Investments tied to reserves are subject to the Investment Policy. Gains and losses generated from reserve investments are posted to the current year's general operating account.

***Approved by the Executive Committee on June 20, 2008 Revised
July 23, 2013, and November 15, 2013***

AOA Reserve Policy Proposed Edits – Talking Points

1. The current Working Capital Reserve suggests it addresses an exposure of “...*a significant loss of operating income*”. Since the annual conference is addressed separately, the only material operating income category is annual dues (which is not believed to be vulnerable to a significant loss). As such, a separate working capital reserve specific to general operations is proposed to address the exposure of the timing of when dues are received (seasonal) vs. when operating expenses are made (throughout the year).
2. Because some expenditures associated with the annual conference need to be made prior to when conference income is received, a separate working capital reserve for the annual conference is proposed. Note that this is solely related to the timing of cash flows, while the exposure associated with a conference cancellation is addressed separately.
3. As was learned from the cancellation of the 2022 conference, the greatest exposure to AOA is the risk of having to cancel a conference after non-reimbursable costs and contractual commitments have been incurred. Cancellations can occur through “black swan” events (as was COVID) as well as through dire financial circumstances developing State-wide (as well as amongst auxiliaries). As such, the existing Conference Contingency Reserve has been modified to address this exposure. Instead of limiting the exposure to “...*50% of the actual business partner support recorded in the prior year...*”, the minimum balance is driven by losses when we cancelled the 2022 conference (e.g. no income and foregone expenses and contractual commitments). Event Cancellation Insurance is also being called out to mitigate the required reserve balance. Preliminary research from Alliant suggests premium costs may be equal to 10% of total conference revenue (or 15% if pandemics are a covered peril).
4. The proposed eliminates the current General Contingency Reserve as it is believed that the proposed three (3) reserves adequately address all foreseeable exposures.
5. It is further proposed that the establishment of (and reference to) priorities amongst all reserves be eliminated, as it is believed that all reserves are equally important.
6. Within the *Annual Reserves Review* section, a requirement is proposed to assure a written plan exists on how to fully fund any reserve that is below its required level. To create more flexibility when reserves are over-funded, the word “will” replaces “may” as it relates to how excess reserves can be used as a source of funding.

NOMINATIONS COMMITTEE REPORT: 2024

Background. AOA Bylaws prescribe in general the process for nominating and electing officers and representatives and requires the Executive Committee to adopt implementing written procedures. Article VIII.

This report is submitted to the Executive Committee in accordance with the **Nominations Committee Composition and Selection Process Policy, 2009**. For 2024, the Committee was composed of:

- President, Heather Cairns
- President-Elect, Cecilia Ortiz
- Immediate Past President, Committee Chair, Rasheedah Shakoor
- Secretary-Treasurer, Grace Slavik
- Executive Committee Member(s) [*Name(s)*]
- Other(s), Dena Florez

A formal call for officer and representative nominee-candidates was issued electronically to all member-organizations on August 1, 2024, with a submission deadline of September 30. The nominee-candidates call included policy qualification criteria.

The charge of the Nominations Committee is to evaluate nominee-candidates and submit recommendations to the Executive Committee. Nominees approved by the Executive Committee in November are presented for election-by-ballot in December, terms beginning 2025.

Nominee Evaluations.

Andrew Singletary, Director, Information Technology Services & Facilities

Union WELL, Inc.

California State University, Sacramento

Nominee's Area of Expertise(s): Information Technology, Facility Operations, Student Union and Recreation/Wellness Center

Andrew is one of the many "Made at Sac State" employees who has been a part of the campus since he was a student studying business administration and MIS and working for Housing & Residential Life. He has overall responsibility for the daily physical and technological needs of the University Union and WELL facilities. He participated in the planning and construction of two expansion projects. Andrew has been an active AOA member, serving as Chair/Vice Chair of the IT Committee, and in 2019 received the AOA Outstanding Accomplishment Award for his work with the AOA website.

Annie Macias, Executive Director

Associated Students, Inc.

California State University San Marcos

Nominee's Area of Expertise(s): Associated Students, Inc, Student Union, Housing, Commercial Services

Annie's work experience at Cal State San Marcos ranges from serving as a Director of Business, Services, and Finance for a Corporation comprised of Housing, Student Union, Campus Rec, and Events and Conference Services to her most recent role as the Executive Director for Associated Students, Inc. She has served as both Vice Chair and Chair for the AOA Finance Committee and this year she is interested in helping the Executive Committee in a capacity to learn how to support the goals of the committee best and continue to elevate the AOA conference experience for colleagues.

Shailendra Baghel, Director of Finance & Accounting

Research Foundation

San Jose State University

Nominee's Area of Expertise(s): Business and Finance, Legal, HR, Research, Risk Management, and Technology

Shailendra is currently chair of the Business and Finance Services Committee. Previously, he served as Vice-Chair and AOA conference coordinator. He is actively involved in all the AOA B&FS and executive committee meetings. His areas of interest are Business and Finance, Legal, HR, Research, Risk Management, and Technology. He started his career working with EY, a Big 4 public accounting firm. With more than 25 years of work experience, he has worked in higher education, manufacturing, banking, public accounting, and non-profit organizations. He is a certified public accountant, a fellow chartered accountant, and a lawyer, and holds an MBA and master's diploma in computer science. I believe he will greatly contribute to the AOA's mission in any position he will serve.

Kevin Mojaradi, Assistant Director of Programs and Communication

Associated Students, Inc.

California State University, Northridge

Nominee's Area of Expertise(s): Associated Students, Program Development, Assessment

Kevin is a highly skilled and accomplished professional serving as the Assistant Director of Program and Communication at Associated Students at California State University Northridge (CSUN). With a strong background in program management and communication, Kevin plays a crucial role in enhancing the student experience and promoting engagement within the university community. In addition, he is a skilled communicator who excels in conveying information effectively and engagingly. His collaborative nature and strong interpersonal skills would make him an asset to AOA.

Cyndi Farrington, Director, Bookstore Services

Forty-Niner Shops

California State University, Long Beach

Nominee's Area of Expertise(s): Executive Leadership, Commercial Operations, Financial Management

Cyndi has served CSU Long Beach's Beach Shops for 34 years. She's currently the Director of Bookstore Services. Cyndi is also a member of our Student Auxiliary Enterprises leadership team, helping drive the ongoing integration of ASI and Beach Shops into one functional organization. Cyndi has extensive experience within AOA, having served as Vice Chair and then Chair of the Commercial Services Committee, attended many conferences, and assisted with business partnerships. Cyndi is highly active in other state and national auxiliary professional associations, such as NACUFS, NACAS, and NACS.

Vilayat Del Rossi, Director, Recreation and Wellness

Santos Manuel Student Union

California State University, San Bernardino

Nominee's Area of Expertise(s): Recreation, ASI, Student Union

Vilayat has been employed in the CSU auxiliary field since 2003 at Cal Poly Pomona, CSU Long Beach, and CSU San Bernardino. He has a very broad understanding of the auxiliary operations, while specializing in the student-facing functions like recreation, wellness, student union, and associated students. He understands finance and accounting, risk management, shared governance, human resources, and facility operations. He would bring to AOA a big-picture understanding of auxiliaries, with specific focus on key functional areas. He is very personable, engaging, and a critical thinker.

Report Recommendations. The Committee recommends the following qualified individuals be nominated to the membership for election to the respective positions and terms:

Officer Nominees (2025 terms) –

- President: Cecilia Ortiz, Loker Student Union, CSU, Dominguez Hills
- Past-President: Heather Cairns, University Corporation, CSU, Northridge
- President-Elect: Andrew Singletary, Union WELL, CSU Sacramento
- Secretary/Treasurer: Annie Macias, Associated Students, San Marcos

Representative Nominees –

- Shailendra Baghel (term expires 1/27), Research Foundation, San Jose State
- Kevin Mojaradi (term expires 1/27), Associated Students, CSU, Northridge
- Cyndi Farrington (term expires 1/27), Forty-Niner Shops, CSU, Long Beach
- Vilayat Del Rossi (term expires 1/27), Santos Manuel Student Union, CSU San Bernardino

QUARTERLY SUMMARY

The Human Resources (HR) Committee continues to meet on the last Friday of each month. They have a preset agenda that includes updates from the Chair, new member introductions, housekeeping, and allows an opportunity for members to ask questions, seek advice, share resources, and hear from guests. Attendance and engagement have remained consistent. There are approximately 40-60 members actively participating in the meetings. Leading up to the meetings, the group regularly contacts each other for questions and guidance on issues relating to their auxiliary HR functions. Committee leadership encourages communication on the AOA portal.

The August meeting discussed the implementation of the Systemwide Time, Place and Manner Policy and Nondiscrimination Policy, and how these two policies impact the auxiliaries and their locations. Additional topics included the 2025 CSURMA-AORMA program premiums for medical benefits and Open Enrollment Planning. Overall, CSURMA-AORMA program premiums will increase +5.4% in the new year. The program is offering a new life insurance benefit that includes options for long-term care, effective 1/1/2025. This plan offering is in anticipation of a potential statewide Long-Term Care Payroll Tax being implemented in future legislation.

During the September meeting, members were reminded of resources available to them as AOA members. This included sharing contact information to our primary attorneys with Constangy, Aaron Rutschman and Nestor Barrero. Social Media and Cell Phone Reimbursement policies were brought up as a “hot topic” and shared across the committee as well. Many committee members are new to the auxiliaries and AOA; resource sharing has been critical for the group. At this meeting, Committee Leadership Nominations were announced in preparation of the 2025 committee elections, scheduled to take place in December. Committee Operating Guidelines were shared to ensure leadership candidates are well-informed of committee leadership role requirements.

The October meeting reminded the committee that they will be coming together in January for the 2025 AOA Conference: Charting new frontiers through radical innovation. Concerns regarding travel budgets and the ability to attend the Annual Conference were brought up by committee members. Additionally, resources were shared regarding 2025 Employment Law Changes. Some critical legislative changes impacting the auxiliaries include:

- CA minimum wage increases to \$16.50, effective 1/1/2025
- AB 2123: eliminates an employer’s ability to require employees use up to two weeks of accrued vacation before receiving benefits under California’s Paid Family Leave Program
- SB 1100: limits an employer’s ability to require job applicants have a driver’s license
- AB 2499: extends use of paid sick leave to victims of “qualifying acts of violence”; provides job-protected leave for jury duty, victims, and subpoenaed witnesses

Looking Forward to the New Year

As the committee plans for the coming year, the goal for the last quarter is to transition upcoming committee leadership and set them up for success. Committee leadership elections will be held at an ad-hoc committee meeting on Friday, December 6th, 2024. Following elections, Constangy will join the group to provide a 2025 legislative update. This will inform members of critical employment law changes taking effect in 2025.

The committee's Annual Conference Session Planner, Maddison Burton, has set an interactive and engaging meeting to take place during the standing meeting at the AOA Conference. The committee's standing meeting will underscore the theme of charting new frontiers through radical innovation. The group will have the opportunity to share processes, workflows, and systems in place at their auxiliaries that have allowed their organizations to thrive.

COMMITTEE LEADERSHIP, 2024

HR Committee Officers for 2024 include the following:

- CHAIR: Yvonne Bermudez, Sr. Human Resources Generalist, The Beach Shops at CSU Long Beach
- VICE CHAIR: Ranjit Kaur, Director of Human Resources, San Jose State University Research Foundation
- SECRETARY: Andrea Bozant, Director of Human Resources, The University Corporation at Monterey Bay
- ANNUAL CONFERENCE HR SESSION PLANNER: Maddison Burton, Executive Director at The University Corporation at Monterey Bay

Respectfully submitted by:

Yvonne Bermudez

Chair, AOA HR Committee

Sr. Human Resources Generalist at The Beach Shops at CSU Long Beach

AOA Research Administrators Committee (RAC)

Fall 2024 Chair report to the Executive Committee

Our **2024 Subcommittee Leadership** consist of **Chantal Ebarle** from **East Bay** as **Chair**, **Julie Wessel** from **San Bernardino** as **Vice Chair** and **Bessie Strategos** from **Long Beach** continuing in her role as **Secretary**.

Our Fall meeting at Maritime Academy was very successful with 35 in person attendees and over 30 virtual attendees. We continue to roll out our sister subaward program and our systemwide policies have been updated to reflect each campus is required to follow the new process. As a reminder, we rolled out this program because it will reduce the administrative burden on the research community and minimize the time it takes for sister campuses to collaborate on projects together. Our SharePoint site has been fully updated to mimic the Federal Demonstration Partnership website and will be beneficial for all. The changes reflect the new CSU RAC Clearinghouse program as part of our sister subaward implementation.

The long- term strategic planning group has collaborated on important topics such as staff training and retention. The groups priorities, objectives and goals were established.

RAC continues to encourage cross campus job shadowing as a tool to train research administrators. In addition, we have actively planned for the upcoming year so the Chief Council of Research Officers and the RAC committee members can meet together to keep our lines of communication open and assist each other with bettering the Research community for all. We discussed possibly having a training session for new RA's once every 6 months with experts from each campus contributing to the training sessions. This idea is still in the works but it will continue to be discussed.

We are excited a research grant/contract specific employee classification has finally been created and we are all excited for the switch.

The RAC leadership and our subcommittee members want to thank AOA for the continued support of our team and our meetings.



THE CALIFORNIA STATE UNIVERSITY

Bakersfield | Channel Islands | Chico | Dominguez Hills | East Bay | Fresno | Fullerton | Humboldt
| Long Beach | Los Angeles | Maritime Academy | Monterey Bay | Northridge | Pomona | Sacramento |
San Bernardino | San Diego | San Francisco | San José | San Luis Obispo | San Marcos | Sonoma | Stanislaus



**Auxiliary Organization Association
Associated Students/Student Union/Recreation Committee**

November 2024 Report

Submitted by Jeff Rensel, Chair
Director, Otter Student Union, CSU-Monterey Bay

AS/SU/REC Executive Directors Sub-Committee

The AS/SU/REC Executive Directors Subcommittee, chaired by Jeff Rensel hosted 2 meetings on Sept. 20, 2024 and Oct. 21, 2024. The Sept. 20th meeting included the following topics; CSU Recreation Directors meeting, TPM revised policy, Divestment of AS Investments, Cost Recovery, fee increases, Hospitality policy, Gift policy, and the AOA Scholarship of Excellence applications. The Oct. 21st meeting included the following topics; Auxiliary budget process/Zero Based budgeting, Election Watch, Student Tuition and Fee Policy, Retail tenant space, CSSA update, and student labor unions. The AS/SU/REC Executive Directors sub-committee continues to meet monthly. The next meeting will be held Friday, November, 22nd, 3 - 4:30pm. Anyone is able to join the meetings by contacting Jeff Rensel at jrensel@csumb.edu.

CSU Advisors

The Student Government/CSU Advisors Subcommittee chaired by Ashley Fennell hosted a meeting on Oct. 7, 2024. Topics included 1) Ceasefire Resolutions, 2) removing an elected president, 3) coach/trainer recommendations, 4) scholarships, 5) changes in bylaws and special election, and 6) Lobby Corps. The CSU Advisors group continues to meet monthly via Zoom. The next CSU Advisors meetings will be held Tuesday, Nov. 19th, 9:30-11am, and Tuesday, Dec. 10th, 9:30-11am. Anyone is able to join the meetings by contacting Ashley Fennell at afennell@csusm.edu.

CSSA

CSSA hosted a virtual plenary meeting on Sept. 21, 2024 and hosted an In-Person plenary meeting on October 19-20, 2024 on the Cal State Monterey Bay Campus. CSSA continues to host Plenary meetings throughout the year. Plenary meeting schedule: <https://calstatestudents.org/involvement/meetings/>. The next meeting will be held virtually on November 16-17. Additional information regarding CSSA is available by contacting info@calstatestudents.org or Joe Nino at jnino@calstate.edu.

Recreation Directors

The CSU Recreation Directors group coordinated by Vilayat Del Rossi hosted a meeting on Oct. 7, 2024. Topics included 1) CSU Wellbeing Attendant Policy, 2) 2025 AOA Conference, 3) Summer 2025 State Workshop, 4) various campus updates, and 5) Faculty/Staff programs. The Recreation Directors meetings are held monthly on a Monday from 9am - 10am. The next meeting will be held, Monday, Nov. 18th, 9am-10am. Anyone is able to join the meetings by contacting Vilayat Del Rossi at Vilayat.DelRossi@csusb.edu.

Associated Students/Student Union/Recreation Standing Committee

The next meeting of the Associated Students/Student Union/Recreation Standing Committee will be held at the AOA Annual Conference in San Diego, Jan. 12-14, 2025.

Business & Financial Services Committee

Report to the Executive Committee

Chair	Shailendra Baghel, San Jose State University Research Foundation
Vice Chair	Jaime Leal, CSU Dominguez Hills
Secretary	Cecilia Ortiz, CSU Dominguez Hills
Conference Coordinator	Morelia Patino, CSU Dominguez Hills

Audit Timeline: The committee in the October meeting discussed the short Financial Audit completion timeline prescribed by CO. Many auxiliaries business offices are finding it difficult to close the books, prepare for the Audit, and complete it quickly. When they rush to complete the audit, they deal with many discrepancies and findings from the auditors.

AOA Annual Conference Session Topics: the committee finalized the following session topics for the 2025 AOA conference:

1. Meeting Financial Challenges and Creating Opportunities
Rosa Renaud
1Chancellor's Office
2. Ahead of the Curve: Future Trends in Finance and Accounting for Higher Education
Mr. Roger Martinez¹, Ms. Elisa Stilwell¹, Ms. Regina Prince¹, Mr. Shailendra Baghel²
¹Vasquez and Company, LLP, ²San Jose State University Research Foundation
3. Transforming Procurement Processes with Generative AI
Dustin DeBrum¹, Darin Matthews², Darren Kraker³
¹Cal Poly, ²Cal Poly, ³Amazon Web Services
4. Getting Unstuck: Moving from Surviving and Reviving to....Arriving!
Julie Blank from Blank, Wolf, and Cord, LLC, along with Cal Poly Pomona

Mini-Conference: the committee plans to create a strategic plan for future mini-conferences, seeking help from the past committee members who have organized them in prior years. The plan is to organize a mini-conference in June next year. Unfortunately, given the busy timeline of the members and the fast-approaching holiday season, we are unable to organize a mini-conference this year.

Business & Financial Services Committee

The monthly meetings cover topics relating to current Business and Financial services updates. The members are asked to send in their agenda items in advance. In the next few meetings, we will discuss the AOA conference preparation and brainstorm around current hot topics like Travel and Hospitality Policy, Budget deficits, and recovery.

The committee is scheduled to meet every month on the last Thursday from 2.00 pm to 3.00 pm as per the following schedule for the remaining period of the calendar year:

Date	Time
11/21/2024	2p.m-3p.m
12/19/2024	2p.m-3p.m

Sincerely,

Shailendra Baghel, CPA JD MBA

AOA IT Committee

Executive Report

(August 2024 – October 2024)

1. Introduction

The AOA IT Committee held a virtual meeting to discuss updates, initiatives, and collaborative projects. The primary focus included strategic planning for IT infrastructure, training enhancements, business continuity, cybersecurity initiatives, and SharePoint Intranet development.

2. Vice-Chair Nomination for 2025

The committee opened nominations for the 2025 Vice-Chair role. The selected Vice-Chair will transition to the Chair position in 2026, ensuring continuity and leadership succession within the committee. Members were encouraged to nominate candidates who can commit to this two-year term.

3. HR Training Modules Update

- **Transition to United Educators:** The CSU-Learn platform will transition to United Educators to improve employee engagement with fresh, interactive training content. This shift is expected to break repetitive cycles, introduce five distinct modules over five years, and feature shorter 15–20-minute training sessions.
- **Systemwide Change:** Once approved by the Chancellor’s Office, each campus’s HR department will announce the change to its employees. This phased approach will ensure seamless implementation across all CSU campuses.

4. Business Continuity – Business Impact Analysis (BIA)

Following a meeting with the Campus Emergency Manager, the committee was tasked with developing a Business Impact Analysis (BIA) process. The objective is to assess potential impacts on essential functions and set timeframes for recovery.

- **Process Steps:**
 - Identify essential functions.
 - Determine potential impacts of disruptions.
 - Establish RTO (Recovery Time Objective) timeframes.
 - Develop a standardized methodology.
 - Create survey tools for data collection.

This BIA initiative will enhance the resilience and operational continuity of departments during unforeseen events.

5. SharePoint / Intranet Development

Efforts are underway to establish a SharePoint Intranet repository, but challenges persist:

- **Challenges:**

- Auxiliary departments are excluded from the Unified Contract, complicating access.
- Demo requests for SharePoint and other Microsoft products require approval and processing through campus M365 administrators, which can delay timelines.
- **Next Steps:**
 - Progress is ongoing, with a volunteer from the IT committee leading development efforts. However, additional resources may be needed, and hiring a vendor for support may be considered, although this would increase project costs.
 - The platform aims to centralize documentation related to policies, job descriptions, and resources, streamlining access for all stakeholders.

6. Cybersecurity Awareness Activities

In anticipation of Cybersecurity Awareness Month in October, the committee emphasized the importance of training participation. Resources and training registration links were shared to promote awareness and reinforce cybersecurity practices across campuses.

7. AOA 2025 IT Sessions in San Diego

Planning is underway for IT sessions at the AOA 2025 conference in San Diego. The committee will collaborate to finalize session topics, which aim to address current challenges and share best practices across CSU campuses.

8. Departmental Updates

Committee members provided updates on their respective departments, highlighting new developments, ongoing projects, and current challenges.

9. Next Meeting Dates

- November 7, 2024
- December 12, 2024

Summary of Key Action Items:

1. **Vice-Chair Nomination:** Encourage team members to consider serving as Vice-Chair.
 2. **HR Training Transition:** Prepare for the CSU-Learn transition to United Educators, pending Chancellor's Office approval.
 3. **BIA Development:** Begin groundwork for Business Impact Analysis with identified process steps.
 4. **SharePoint Intranet Development:** Continue SharePoint Intranet project, assess the potential need for a vendor, and coordinate demo requests as needed.
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AOA Philanthropy Committee Report October 2024

Officers (2024 Term)

- Ian Hannah, Sonoma State – committee Chair
- Nicole Forrest Boggs, CSU Long Beach – Vice-Chair
- Ira Unterman, CSUN – Conference Session Planner
- Working Group of other key identified folks for guidance/feedback

Completed

- Identification of new Chair role due to unexpected vacancy
- Updated New Member Orientation Packet
- Getting the word out about our committee activities
- Revised Phil Com Operating Guidelines approved by Exec Com
- Committee delegation of authority guidance/issue brief provided to Exec Com and to Phil Com in April

Current Focus

- Determine session topics and presenters for AOA Conference; likely topics:
 - ESG and Mission-Aligned Investing
 - Public Records Request for CSU Auxiliaries
 - Advocacy and Community Relations for Foundation Boards
 - AI Applications
- Determine Agenda for in person committee meeting at beginning of conference
- Seeking volunteers/nominations for Vice Chair for next year and additional participants for Phil Com Planning Group

2023 AOA Philanthropy Committee Meeting Schedule (all via Zoom except annual in-person meeting in January at annual conference):

- 4/30/24 zoom meeting
 - CSU Audit Team Presentation
 - Unspent distributions/accumulated balances/treasury mgmt
- Did not meet during the summer this year
- 10/23/24 zoom meeting
 - Presentation on Strategic Planning for Boards (CSUSB & SFSU)
 - Systemwide Endowment data
 - CO Systemwide Advancement leadership changes
 - Public meeting protocols/public comments/minutes/recording meetings
- 1/12/25 in person meeting at beginning of conference

CSURMA AORMA UPDATE FOR AOA – Q3 2024

AORMA Liability Program Assessment:

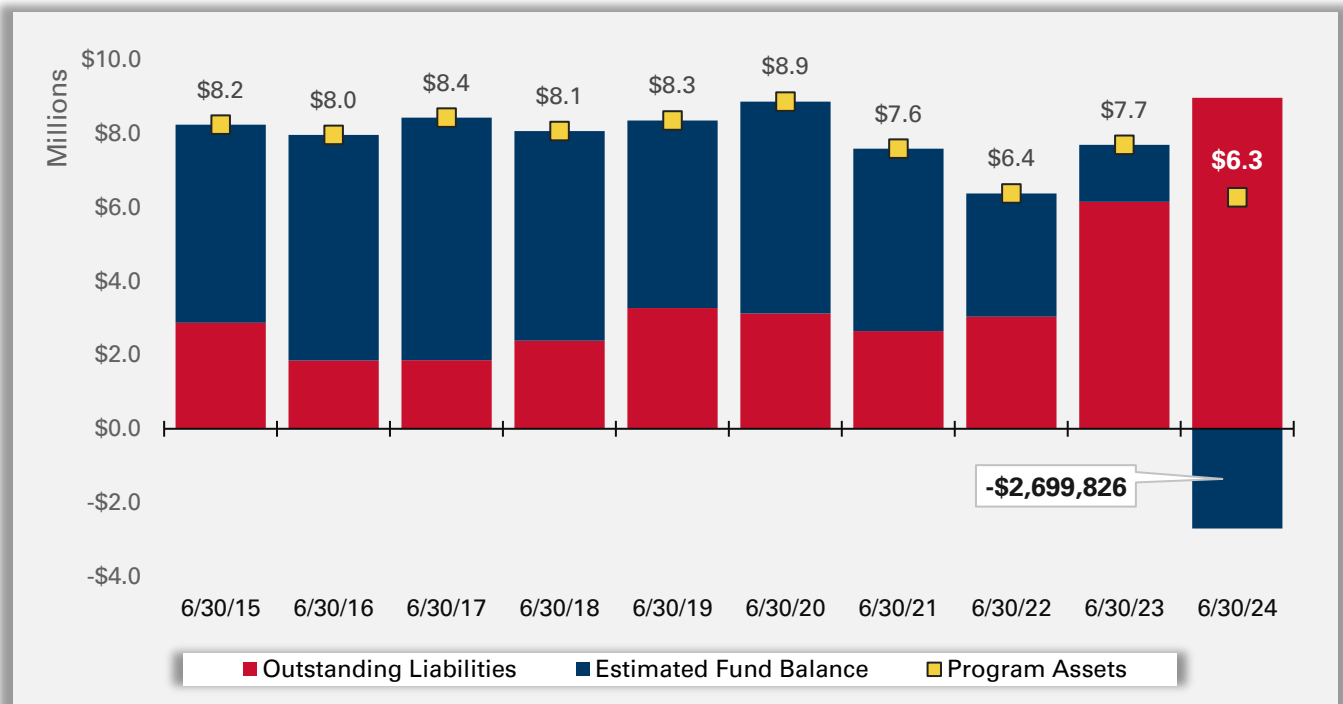
On September 4, 2024, the AORMA Committee approved a \$2.7M assessment to the AORMA Liability Program. The assessment is allocated to each Member based on the proportion of premiums paid into the program during the last five (5) fiscal years (FY 19/20 through FY 23/24). Members will receive an invoice in July 2025 for the total assessment unless they choose to pay the assessment in two (2) installments as shown in the payment options below.

Payment Options

1. One payment in FY 25/26
2. Two installments paid within FY 25/26 and FY 26/27

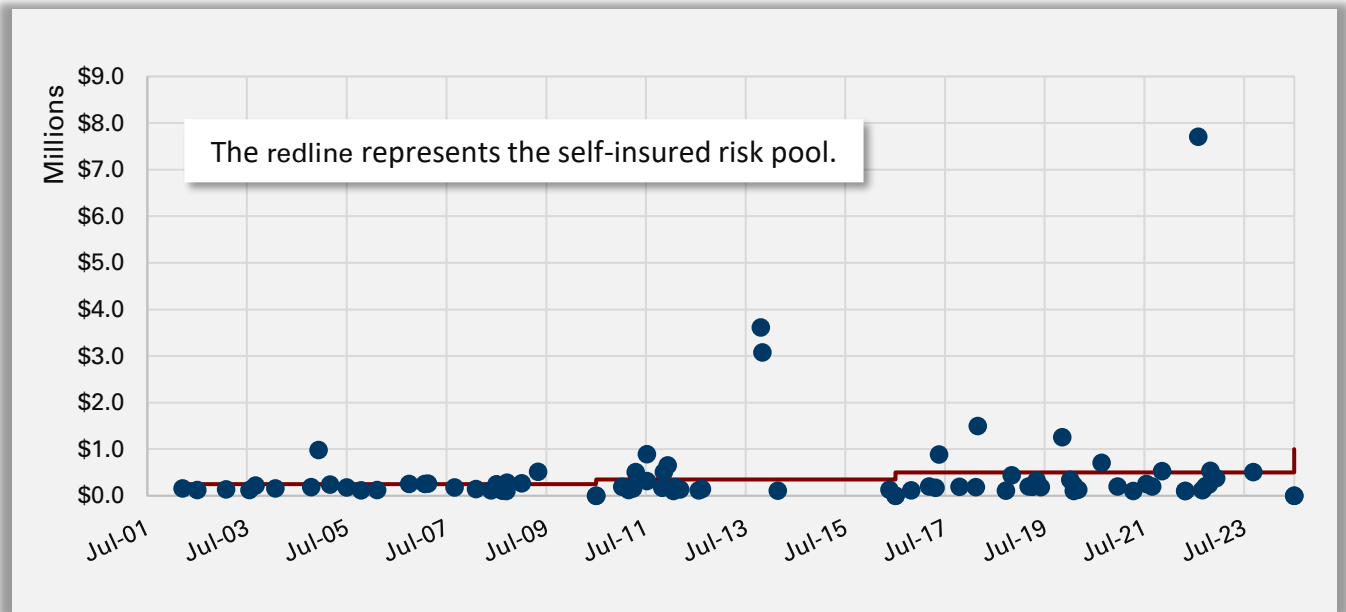
As shown in the chart below, the AORMA Liability Program fund balance (blue bar) has been decreasing over past years. The fund balance on June 30, 2024, went negative for the first time since inception of the program. The negative (deficit) fund balance is a result of **increased claims activity**.

AORMA Liability Program - Fund Balance Exhibit on June 30, 2024



As shown in the following chart, the Liability Program is experiencing an increase in large claims above the Programs' self-insured risk pool limit.

Liability Claims Valued Over \$100,000



Due to claims activity, effective July 1, 2024, the Liability Program was forced to increase its risk pool from \$500,000 to \$1,000,000. Reinsurers/excess insurers necessitated this increase as no insurer was willing to provide coverage excess of a \$500,000 self-insured risk pool. This change will result in higher Liability Program costs for FY 25/26 which are expected to increase by 40%.

The AORMA Committee included re-inventing the AORMA Liability Program in its Long-Range Planning efforts to mitigate the need for additional assessments. Additionally, we are encouraging Members to enhance auxiliary organizational efforts in every way possible to mitigate future claims.

AORMA Workers' Compensation Program Dividend. On September 4, 2024, the AORMA Committee approved a dividend of \$2,138,275 from the Worker's Compensation Program which will be paid in FY 25/26.

AORMA Programs – Total Funding for FY 25/26. The AORMA Committee approved the following funding for FY 25/26. Please note that each auxiliary organization’s percentage change may vary depending on the rating factors within each program.

Program	FY 23/24	FY 24/25	FY 25/26	Diff
Liability	\$7,129,139	\$8,335,341	\$11,649,533	40%
Workers' Compensation	\$3,583,903	\$3,588,840	\$3,389,649	-6%
Property	\$10,609,698	\$11,891,046	\$10,169,115	-14%
Crime	\$400,871	\$467,714	\$497,437	6%
Total:	\$21,723,610	\$24,282,941	\$25,705,733	6%

AORMA Property Program Values Limitation Clause. CSURMA’s Property Insurance Program has been negatively impacted by catastrophic losses at remote locations. All members bear the cost of these losses and rather than exclude these high-risk remote locations, underwriters have agreed to continue coverage subject to a limitation of coverage to the amount of reported values. While the limitation has been in effect since July 1, 2023, the AORMA Committee adopted an endorsement to the Memorandum of Coverage which more clearly reflects the intent of the property program and its underwriters.

AORMA Property Program. The previously invoiced property assessment coupled with staff efforts to re-invent the property program (including the values limitation clause mentioned above) were successful in positioning the Property program well compared to FY 24/25 and FY 23/24, as represented by a negative funding difference in the above chart. The AORMA Committee is hopeful that a similar result will be recognized with re-inventing efforts of the AORMA Liability Program.