



**EXECUTIVE COMMITTEE  
MEETING AGENDA**  
**April 26, 2024 – 8:30 am – 2:00 pm**  
**Hyatt Centric The Pike, Long Beach, CA**

**Virtual Zoom Connection:**

<https://csun.zoom.us/j/84979277818?pwd=dk50Um5DV20xd2JZenBPSmE4VzRNQT09>

Passcode: 409480

- A. CALL TO ORDER and ANNOUNCEMENTS – *Heather Cairns*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 1/6/24 MEETING MINUTES **Action Item** (pgs. 3-6)
- D. OLD BUSINESS FOLLOW-UP
  - 1. Status Report on Pending Items – *Richard Jackson* (pg. 7)
- E. PRESIDENT’S REPORT – *Heather Cairns*
  - 1. 2024 AOA Leadership Roster (pg. 8)
  - 2. New Member Welcome
    - a. 2024 Orientation Handbook for New EC Members (emailed)
  - 3. AOA Officers Update and Plan for the Year
    - a. Meeting with Steve Relyea at Chancellor’s Office
  - 4. Four Proposals for Conference Sessions Planning Manager – *with Richard Jackson* (pgs. 9-27)
  - 5. NACAS/AOA MOU (pgs. 28-29)
    - a. Auxiliaries 101 Presentation in Collaboration with NACAS – *Cecilia Ortiz*
  - 6. 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. ~~Financial Update on AOA Liquidity~~
    - a. Ratify Transfer of \$50K in Vanguard Funds to Checking Account **Action Item**
  - 2. YTD AOA Financial Report (pgs. 30)
    - a. Transactions Report: 1/1/24 – 4/16/24 (pgs. 31-33)
  - 3. Preliminary Budget for FY 2024-25 (pgs. 30)
  - 4. Future AOA Conference Sites
- G. PRESIDENT-ELECT’S REPORT – *Cecilia Ortiz*
  - 1. Introduce AOA Conference Service Providers and Roles **Zoom Time Certain: 9:00 am**
  - 2. 2025 AOA Conference Report
- H. MEMBER RESOURCES

1. AOA Leadership Academy Report and Budget – *Chantal Ebarle/Caroline Johansson* (pgs. 34-39)
2. AOA HR Legal Counsel – *Yvonne Bermudez/Richard Jackson*
3. CA Legislative Summary Update (*by Robert Griffin*) – *Heather Cairns* (pgs. 40-48)

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

1. Approval of Revised Scholarship Policy – *Cyndi Farrington* (pgs. 49-51) **Action Item**
2. Approval of Revised Philanthropy Committee Guidelines – *Ian Hannah* (pgs.52-53) **Action Item**
3. Approval of Revised AS/SU/Rec Committee Operating Guidelines – *Jeff Rensel* (pgs.54-57) **Action Item**
4. Issue Brief: Governing Board Comm. Delegation of Authority – Robert Griffin/Ian Hannah (pgs.58-59)
5. Richard Jackson's Service Contract for 2024-2025 – *Heather Cairns* (pgs.60-68) **Action Item**
6. Taren Mulhauser's Service Contract for CY Ending January 2025 – *Richard Jackson* (pgs.) **Action Item**
7. Robert Griffin's Service Provider Contract for 2024-2025 – *Richard Jackson* (pgs. 69-74) **Action Item**

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Colin Donahue* (pg. 84-85)
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 86-88)
  - a. CABO Meeting Summary (*e-mail attachment*)
3. CSU Advancement Liaison Report – *Aaron Moore*
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 89-90)
5. CSU Human Resources Liaison Report – *Beth Ryan* (pgs. 91-92)

K. REPORTS

1. Long Range Planning Committee /Nominations Committee – *Rasheedah Shakoore* (pg. 93)
2. Human Resources Committee – *Yvonne Bermudez* (pgs.94-95)
3. Research Administration Committee – *Chantal Ebarle* (pg. 96)
4. AS/Student Union/Recreation Committee – *Jeff Rensel* (pgs. 97-98)
5. Commercial Services Committee – *Cyndi Farrington* (pgs. 99-101)
6. Business and Financial Services Committee – *Shailendra Baghel* (pg. 102)
7. Information Technology Committee – *Alexander Gonzales* (pgs. 103-104)
8. Philanthropy Committee – *Ian Hannah*
9. Past Presidents Committee – *Monica Kauppinen*
10. Risk Management Committee/AORMA Update – *Chuck Kissel* (pgs. 105- 107Jesus Christ)

L. INFORMATION AND ANNOUNCEMENTS

M.  
M.

ADJOURNMENT

NEXT MEETING: June 21, 12 pm – 2 pm via Zoom\

N.

**FUTURE MEETINGS**

June 21, 2024 – Virtual Meeting: 12pm -2pm  
August 9, 2024 – San Diego Sheraton Marina  
November 15, 2024 – San Diego Sheraton Marina  
January 11, 2025 – San Diego Sheraton Marina

**SECRETARY-TREASURER:**

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

Phone: (530) 345-2009

Agenda Item	Follow-Up Action
<p><b><u>President’s Convening Welcome</u></b> Rasheedah Shakoor welcomed everyone participating by zoom.</p> <p><b>A. CALL TO ORDER AND OPENING REMARKS</b> Shakoor called the EC meeting to order at 3:09PM.</p> <p>Shakoor announced that the meeting was recorded via Zoom to assist with recording the minutes.</p> <p>The new Advancement Services liaison, Aaron Moore, was introduced and welcomed by the group. Introductions were made by each EC member.</p>	
<p><b>B. APPROVAL OF AGENDA</b> (“EC Agenda 1623 w attach” word document sent electronically on 12/30/23 by Richard Jackson)</p> <p><i>Action Taken: The meeting’s agenda was approved with corrections to the following: (1) removed F.5 Acceptance of AOA Tax Returns – Form Federal 990, State 199 and Attorney General RRF-1, (2) future meeting November 15, 2024 in San Diego, and (3) added “Dues increase” in F.1 Financial Update: Need to Increase Revenues with an Updated Financial Plan (m/Leslie Rodelandar, s/Dena Florez).</i></p>	
<p><b>C. APPROVAL OF 4/21/23 MEETING MINUTES</b> (“AOA EC Minutes 11.17.23 13” word document sent electronically on 1/3/24 by Richard Jackson)</p> <p><i>Action Taken: The minutes were approved as presented (m/Bessie Strategos, s/Charles Kissel).</i></p>	
<p><b>PUBLIC COMMENT PERIOD</b> There was no public comment period at this meeting.</p> <p><b>D. OLD BUSINESS FOLLOW-UP</b> (“EC Action List from Nov 2023” word document sent on 12/30/23 sent electronically by Richard Jackson)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p>	

<p><b>E. President's Report</b></p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting.</p> <p><u>Voting Results on AOA Election Ballot</u></p> <p>2024 AOA EC Leadership Roster was sent to the group on 12/30/23 by Richard Jackson, file name "EC Action List from Nov 2023".</p> <p><u>AOA Annual Business Meeting with AOA Member Organizations</u></p> <p>Annual Report to the AOA Membership will be sent electronically by Jackson.</p> <p>The main item/"happening" during the year was Senate Bill 640. Shakoor thanked Nevin on his help and work on this matter.</p> <p>Outgoing EC Members were recognized and Shakoor handed out the certificates to the EC members. Shakoor also thanked the participants of the AOA Leadership Academy, a couple participants were 2023 EC members. Certificates of the participants will be provided during the Monday banquet.</p> <p>Current issues that were mentioned:</p> <ol style="list-style-type: none"> <li>1. CFS strike on the first week of spring 2024 classes. Teamsters' participation is anticipated.</li> <li>2. California Department of Education is working on a legislation on "banning" inclusive access programs, which may affect digital/immediate access programs.</li> <li>3. Minimum wage increase for fast food workers to \$20 an hour.</li> <li>4. Unionizing of employees and student employees.</li> <li>5. CSU policy on video security cameras (<a href="https://calstate.policystat.com/policy/8020972/latest/">https://calstate.policystat.com/policy/8020972/latest/</a>)</li> </ol>	
<p><b>F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT</b></p> <p>Jackson reported that AOA has a liquidity/cash flow challenge. Fees remained the same but costs had increased. Jackson suggested that EC looked into increasing membership dues and/or conference fee.</p> <p>Kompsi mentioned that committee must identify the real issue regarding liquidity. If the liquidity issue was from total conference costs, committee should look at increasing conference fee so AOA would be able to cover conference costs appropriately, rather than increasing membership dues.</p> <p>The committee decided to create a task force to look at the liquidity issue, including looking at the reserve policy in case of another "black swan" (ex. pandemic) happens. This will be added to the longer-term parking lot.</p> <p><u>Ratify Transfer of Vanguard Investment Funds</u></p> <p><i>Action Taken: The request to ratify transfer of \$100K Vanguard Investment Funds was</i></p>	

<p><i>approved as presented (m/Dena Florez, s/Miles Nevin).</i></p> <p><u>YTD AOA Financial Activity</u></p> <p>“Gen Operation Financial 1624 print area” (AOA Profit &amp; Loss Statement) Excel sheet and “AOA transactions ytd” (detailed transactions) PDF were sent electronically to EC on 12/30/23 by Richard Jackson.</p> <p>Annual Financial Report for FY 22-23 will be sent electronically (email) to AOA membership, along with other annual reports from the President and standing committee chairs.</p>	
<p><b>G. PRESIDENT-ELECT’S REPORT</b></p> <p>Cairns provided and mentioned the list of conference activities. She also reminded the members to attend Orientation and Grand Opening of Business Partner Expo on Sunday (1/7/24) afternoon. Kompsi reminded the EC members to thank the business partners personally for their contribution to the success of the conference. Jackson indicated that there were 58 business partners.</p>	
<p><b>H. MEMBER RESOURCES</b></p> <p>Robert Griffin’s Annual Legislative &amp; Compliance Update was posted in the AOA website.</p>	
<p><b>I. NEW AND RETURNING BUSINESS ITEMS</b></p> <p>Scholarship Committee’s Proposed Scholarship Policy Revisions</p> <p>Proposed changes to the AOA Scholarship of Excellence Policy and Framework were sent electronically to the group on 1/3/24 by Richard Jackson. Farrington presented the following proposed changes:</p> <ol style="list-style-type: none"> <li>1. Change the number of recipient from 1 to 2 CSU students.</li> <li>2. Increase appropriation for this award to \$10K (2 students for \$5000 award each).</li> <li>3. Add to the policy, “The committee should have no more than two representatives from any one campus”.</li> <li>4. Change the requirement of approval from the Vice President for Student Affairs to a representative of from the Vice President for Student Affairs leadership team.</li> </ol> <p>The group suggested to consider changing “two additional members of the AOA Executive Committee” to include “current and past AOA Executive Committee”.</p> <p>Farrington will review input from the group, revise the draft, and will bring this matter as an agenda item on the April 2024 EC meeting.</p> <p>Conflict of Interest form for CY 2023 will be sent to voting EC members by Jackson to complete, sign, and submit back to Jackson. Group discussed if conflict of interest must be discussed at the beginning of the term so voting EC members understand</p>	

<p>their conflict-of-interest responsibility. A review of the policy manual distributed to the EC at the beginning of the term will need to be done. This item will be added to the longer-term parking lot items</p>	
<p><b>J. BUILDING RELATIONSHIPS AND PARTNERS</b></p> <p>No formal reports from the CABO or Chancellor’s Office Liaisons at this abbreviated meeting.</p>	
<p><b>K. REPORTS</b></p> <p>No formal reports from the AOA Standing Committee Chairs at this abbreviated meeting. Standing Committee Chairs Annual Reports on committee accomplishments will be included in the Annual Report sent to the AOA Membership following the EC meeting.</p>	
<p><b>L. INFORMATION AND ANNOUNCEMENTS</b></p> <p>Next meeting: April 19, 2024 in person in Long Beach.</p>	
<p><b>N. ADJOURNMENT</b></p> <p>By acclamation, the Executive Committee was adjourned at 5:00pm.</p> <p>Respectfully Submitted,</p> <p>_____</p> <p>Secretary/Treasurer</p>	

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

**MEMORANDUM**

**To:** Executive Committee Attendees  
Auxiliary Organizations Association  
**Date:** April 16, 2024  
**From:** Richard Jackson  
Secretary/Treasurer  
**File:**  
**Subject:** Follow-Up Assignments from the  
January 6, 2024 Executive Committee Meeting  
**cc:**

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Below is a summary of items needing follow-up action, taken from the minutes of the January 6, 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 April 26, 2024.

Action	Responsible Individual	Notes on Status
None at this time.		

Longer-Term Parking Lot:

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



## 2024 AOA EXECUTIVE COMMITTEE ROSTER

### **ELECTED OFFICERS** <sup>1</sup>

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

### **ELECTED REPRESENTATIVES** <sup>2</sup>

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

### **STANDING COMMITTEE CHAIRS** <sup>4</sup>

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

### **APPOINTED STAFF** <sup>4</sup>

Richard Jackson	Business Manager/CFO	AOA Executive Office
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### **DESIGNATED LIAISONS**

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

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



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

Dear AOA Officers:

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

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

Sincerely,

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

1. Statement of Interest

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

2. Prior Auxiliary Experience/Other Relevant Experience

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

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

3. Statement of Interests/Experience/Scope of Work

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

4. Payment for Services Provided

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

5. References

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

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# DEBRA L. HAMMOND

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## Resume

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

### CORE COMPETENCIES

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

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

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

Duties include:

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

### SELECTED ACCOMPLISHMENTS

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

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

## EDUCATION

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

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

## PROFESSIONAL ASSOCIATION EXPERIENCE

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

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

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

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

Other associations include:

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

## EMPLOYMENT

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

Responsibilities included:

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

### ***Cook College, Rutgers University, New Brunswick, NJ.***

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

Responsibilities included:

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

## TEACHING/ INSTRUCTION/PUBLICATIONS

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

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

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

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

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

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

## PRESENTATIONS

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

## COMMUNITY SERVICE/VOLUNTEERISM

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

## SELECTED AWARDS/ HONORS

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

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

## CONSULTING

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

## REFERENCES

Furnished upon request

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

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

March 24, 2024

RE: Conference Planning Manager Statement of Interest

Dear AOA Officers,

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

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

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

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

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

Sincerely,



Aaron Neilson



## Proposal for Conference Session Planning Manager Services

To: AOA Officers

From: Aaron Neilson

Date: March 24, 2024

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

### Introduction

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

### Scope of Work

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

### Proposal Terms

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

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

### Conclusion

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

Sincerely,



Aaron Neilson

**References:**

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

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

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

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

**Aaron Patrick Neilson**

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

**SUMMARY**

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

**EXPERIENCE**

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January 2011 – Present                      Cal Poly Pomona Foundation, Inc.      Pomona, CA

*Director, Hospitality Services- Cal Poly Pomona*

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

October 2008 – 2011                      Sodexo                                      Orange, CA

*General Manager - Chapman University*

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

October 2003 – October, 2008                      Sodexo                                      LaVerne, CA

*General Manger - University of La Verne*

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

July 2000 – June 2003                      Sodexo                                      Claremont, CA

*General Manager -, Harvey Mudd College*

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

May 1998 – July 2000                      Aramark Corporation                      Claremont, CA

*Senior Food Service Director - Pomona College*

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

- Regional trainer for food production management

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

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

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

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

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

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

#### EDUCATION

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

#### AFFILIATIONS/COMMITTEES

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

#### CERTIFICATIONS

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

Starr Lee  
9121 Junipero Avenue  
Atascadero, CA 93422  
805-459-5240 [Starrlee919@gmail.com](mailto:Starrlee919@gmail.com)

April 10, 2024

AOA Officers

Richard Jackson, Business Manager

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

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

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

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

References include:

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

Thank you for your consideration.

Starr Lee

## Starr E. Lee

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

### EXPERIENCE

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

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

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

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

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

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

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

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



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

## PROPOSAL: CONFERENCE SESSION PLANNING MANAGER

### Statement of Interest

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

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

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

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

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



## Experience

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

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

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

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

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

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

## Interests and Experience in combination with Scope of Work

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

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

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

### Payment for Services

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

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

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

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

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

Total Proposed amount:

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

Terms and Conditions:

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

## References

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

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

## Conclusion

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

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

Thank you for your consideration.

Sincerely,

Joanne Mathew

## **NACAS West & AOA PARTNERSHIP MEMORANDUM OF UNDERSTANDING**

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

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

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

**- NACAS West will offer AOA:**

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

**- AOA will offer NACAS West an in-kind business partner sponsorship at Silver Level (\$5,000 value) for its January 2025 annual conference, to include:**

- Two (2) complimentary conference registrations,
- Share attendee list of AOA Business Partner exhibitors inclusive of AOA Business Partners that didn’t attend, and AOA members and AOA conference attendees.

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

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

Approved by AOA Executive Committee:

Date: \_\_\_\_\_

By: \_\_\_\_\_

Richard Jackson, AOA Secretary/Treasurer

Approved by NACAS West:

Date: \_\_\_\_\_

By: \_\_\_\_\_

Eileen Richey, NACAS West Board President

## Auxiliary Organizations Association

### General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2023-24

(As of 4/7/24)

		<u>General Operations</u>	
		2023-2024	2024-2025
		Revised Budget	Projected 6/30 Proposed Budget
1	<b>Income</b>		
2	40000 — AOA Dues	\$290,674	\$299,394
3	42000 — Standing Committee Income	\$0	
4	43000 — Scholarship Donations		
5	44000 — AORMA Dividend		
6	45000 — Interest Income		
7	46000 — Dividend Income	\$15,000	\$10,000
8	47000 — Realized Gain on Investments	\$10,000	\$5,000
9	48000 — Unrealized Gain on Investments	\$150,000	\$5,000
10	45000 — Extraordinary Income	\$610	\$200
11	<b>Total Income</b>	<b>\$466,284</b>	<b>\$319,594</b>
12			
13	<b>Expense</b>		
14	70000 — Contracted Service – Business Manager	\$46,972	\$48,381
15	70500 — Sec/Treas Travel & AOA Office Expense	\$5,000	\$5,000
16	Compliance Consultant Analyses/Monographs	\$9,900	\$16,000
17	71500 — Legislative Liaison Travel Exp		
18	72000 — AOA Legal Counsel (requested services)		
19	73000 — Retainer– HR Legal Counsel	\$84,350	\$30,000
20	73500 — AOA HR Legal Counsel Expenses	\$1,500	\$3,000
21	74000 — Advocacy/Liaison Expenses		
22	75000 — Audit/Tax Prep Expenses	\$18,500	\$19,000
23	75300 — Insurance Expense	\$6,706	\$7,835
24	75500 — COGR Dues Expense		\$5,500
25	76000 — Executive Committee Travel Exp	\$19,000	\$15,000
26	76500 — Executive Committee Meeting Exp	\$10,000	\$25,000
27	AOA Leadership Academy	\$10,000	\$18,000
28	77000 — AS/SU Committee Expenses		
29	77100 — Financial Services Com Expenses		
30	77200 — HR Committee Expenses	\$12,000	
31	AOA Biennial Salary Survey	\$10,000	
32	77300 — IT Committee Expenses		
33	77400 — Research Admin Com Expenses	\$10,000	
34	77600 — Commercial Services Committee Expenses		
35	77900 — Philanthropy Committee Expenses		
36	77800 — Standing Committee Meetings/Programs		\$25,000
37	97000 -- Website Depreciation Expense		
38	78000 — Web Hosting/Maintenance Exp	\$40,000	\$40,000
39	Website Content/AOA Directory Updates		\$7,000
40	AOA Scholarship Program		\$10,000
41	79000 — Gifts and Awards Expense	\$1,500	\$500
42	79400 — Bad Debt Expense		
43	Special Projects (Website Implementation)		
44	79500 — Miscellaneous Expenses	\$9,200	\$10,000
45	<b>Total Expense</b>	<b>\$294,628</b>	<b>\$285,216</b>
46			
47	<b>Net Income</b>	<b>\$171,656</b>	<b>\$34,378</b>
48			
49	<u>January Conference Summary</u>		
50			
51	<b>Income</b>	<b>\$579,970</b>	<b>\$621,750</b>
52	<b>Expense</b>	<b>\$607,748</b>	<b>\$621,000</b>
53	<b>Net Income</b>	<b>-\$27,778</b>	<b>\$750</b>
54			
55			
56	<b>TOTAL AOA NET INCOME</b>	<b>\$143,878</b>	<b>\$35,128</b>
57			
58			
59	Projected AOA Net Assets as of 6/30/24		
60			
61	<b>Reserves:</b>		
62	Working Capital	\$121,700	
63	Conference Contingency	\$138,696	
64	Special Projects/General Contingency	\$50,000	
65	<b>Total Reserves</b>	<b>\$310,396</b>	
66			
67	<b>Unallocated Net Assets:</b>		
68	Beginning Balance 7-1-23	\$0	
69	Add: Projected FY 23/24 income	\$143,878	
70	<b>Total Projected Unallocated Net Assets at 6/30/24</b>	<b>\$143,878</b>	
71			
72	<b>Total AOA Net Assets Projected as of 6/30/23</b>	<b>\$454,274</b>	

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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	03/18/24	3011	Lorlie Leetham	Leetham hours NACAS CX3 Annual Cnf Nov 23	80450 - Cnf Contract S...	January Co...		10000 - Check...	980.00		980.00
Total 80450 - Cnf Contract Srv-Lorlie Leetham											
80300 - Cnf Contract Service-Taren M									980.00	0.00	980.00
Check	01/11/24	2986	Taren Mulhauser	TM 4th Qtr 2023	80300 - Cnf Contract...	January Co...		10000 - Check...	4,000.00		4,000.00
Total 80300 - Cnf Contract Service-Taren M											
80100 - Cnf Contract Service-R Jackson									4,000.00	0.00	4,000.00
Check	04/02/24	3015	Richard Jackson	RJ Cnf contract pay for Jan 2024	80100 - Cnf Contract...	January Co...		10000 - Check...	7,438.00		7,438.00
Total 80100 - Cnf Contract Service-R Jackson											
86000 - CPC Expenses									7,438.00	0.00	7,438.00
86100 - CPC Travel Expense									346.81	0.00	346.81
Check	01/27/24	2990	CSU San Marcos Founda...	Donna Day Jan 6 AOA Cnf Planning	86100 - CPC Travel Ex...	January Co...		10000 - Check...	346.81		346.81
Total 86100 - CPC Travel Expense											
80200 - Cnf Contract Service-D Johnson									346.81	0.00	346.81
Check	02/01/24	2997	Dixie L. Johnson	Dec-Jan contract support hours	80200 - Cnf Contract...	January Co...		10000 - Check...	3,396.00		3,396.00
Check	03/12/24	3008	Dixie L. Johnson	Mar qtr invoice per contract support	80200 - Cnf Contract...	January Co...		10000 - Check...	3,090.00		6,486.00
Total 80200 - Cnf Contract Service-D Johnson											
88000 - Web/AV Tech/ E Air Expense									6,486.00	0.00	6,486.00
Check	01/27/24	2988	Centium Software, Inc.	EventSatr Additl Temp User License	88000 - Web/AV Tech...	January Co...		10000 - Check...	350.00		350.00
Check	02/20/24	2999	Centium Software, Inc.	EventSatr Upgrade to Premium	88000 - Web/AV Tech...	January Co...		10000 - Check...	1,450.00		1,800.00
Total 88000 - Web/AV Tech/ E Air Expense											
87000 - Speaker Contract Expenses									1,800.00	0.00	1,800.00
Check	01/11/24	2985	The Culture People	Keynote address at Cnf 1/9/24	87000 - Speaker Contr...	January Co...		10000 - Check...	12,500.00		12,500.00
Total 87000 - Speaker Contract Expenses											
85000 - Non-Hotel Function/Meal Exp									12,500.00	0.00	12,500.00
Check	01/11/24	2980	Steele Trade Shows	Pipe/Drapery for Cnf Business Partner area	85000 - Non-Hotel Fu...	January Co...		10000 - Check...	1,300.00		1,300.00
Check	01/11/24	2981	Elevated Party Solutions	Balloon columns for cnf Business Partner area	85000 - Non-Hotel Fu...	January Co...		10000 - Check...	3,500.00		1,650.00
Check	01/31/24	2992	Richard Jackson	CPC/PC Appet Dinner Vite Grill, IW Golf Resort 1/...	85000 - Non-Hotel Fu...	January Co...		10000 - Check...	5,226.50		6,876.50
Check	02/01/24	2993	Colton Inverson	Drag Entrepreneur AOA cnf 1/17/24	85000 - Non-Hotel Fu...	January Co...		10000 - Check...	2,500.00		9,376.50
Total 85000 - Non-Hotel Function/Meal Exp											
84000 - Marketing/Communication Exp									9,376.50	0.00	9,376.50
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elimelech Travel Nov 22 meeting	84000 - Marketing/Co...	January Co...		10000 - Check...	2,918.27		2,918.27
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elimelech printing cnf signage	84000 - Marketing/Co...	January Co...		10000 - Check...	2,630.73		5,549.00
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elimelech Design contract 2023 Conference	84000 - Marketing/Co...	January Co...		10000 - Check...	5,000.00		10,549.00
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elimelech photography 2023 Conference	84000 - Marketing/Co...	January Co...		10000 - Check...	1,879.52		12,428.52
Check	01/27/24	2991	CSU, Long Beach Univer...	Aaron Elimelech Video, Social Media 2023 Confer...	84000 - Marketing/Co...	January Co...		10000 - Check...	3,648.00		16,076.52
Check	02/01/24	2996	Patrick Bailey	Pat Bailey Cnf Reg supplies, BP gift cards	84000 - Marketing/Co...	January Co...		10000 - Check...	1,964.63		18,041.15
Check	02/01/24	2997	Dixie L. Johnson	Awards certf, frames, mail costs	84000 - Marketing/Co...	January Co...		10000 - Check...	1,663.8		18,207.53
Check	02/20/24	3002	CSU, Long Beach Univer...	Aaron Elimelech Cnf Contract & Event Coverage	84000 - Marketing/Co...	January Co...		10000 - Check...	12,974.88		31,182.41
Check	02/20/24	3002	CSU, Long Beach Univer...	Aaron Elimelech graphics exp Kinkos	84000 - Marketing/Co...	January Co...		10000 - Check...	4,975.95		36,158.36
Check	03/12/24	3007	Lorlie Leetham	Leetham travel NACAS CX3 Annual Cnf Nov 23	84000 - Marketing/Co...	January Co...		10000 - Check...	443.54		36,601.90
Check	03/12/24	3007	Lorlie Leetham	Leetham travel signs BP support	84000 - Marketing/Co...	January Co...		10000 - Check...	74.91		36,676.81
Check	03/12/24	3009	Centium Software, Inc.	Balance due on cnf gift items, per ID we accounting	84000 - Marketing/Co...	January Co...		10000 - Check...	23.00		36,699.81
Total 84000 - Marketing/Communication Exp											
83000 - Hotel Function & Meal Expense									36,699.81	0.00	36,699.81
General Journal	01/03/24		Hyatt C...	Hyatt bill Cnf 2023	83000 - Hotel Functio...	January Co...		10000 - Check...	133,257.16		133,257.16
Sales Receipt	02/13/24	117	Richard Jackson	Marriott Reinburse conf expense	83000 - Hotel Functio...	January Co...		10000 - Check...	2,500.00	1,743.00	131,514.16
Check	03/12/24	3003	Richard Jackson	Hyatt Centric LB deposit for April AOA meetings	83000 - Hotel Functio...	General Op...		10000 - Check...	618.80		134,014.16
Check	04/03/24	3016	Renaissance Esmeraldo ...	Return of portion of cnf refund issued by hotel	83000 - Hotel Functio...	January Co...		10000 - Check...	136,375.96	1,743.00	134,632.96
Total 83000 - Hotel Function & Meal Expense											
82000 - Cnf Gifts and Awards Expense									134,632.96		134,632.96
Check	01/11/24	2983	Isabel Newberg	Gift cards/Supplies for 2024 conf	82000 - Cnf Gifts and ...	January Co...		10000 - Check...	3,047.93		3,047.93

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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	01/11/24	2984	I.D. Me Promotions	Portfolio (less \$48,49 credit due on vinyl bags per ...	82000 - Cnf Gifts and ...	January Co...		10000 - Check...	792.52		3,840.45
Check	03/13/24	3010	I.D. Me Promotions	Padfolio (less \$48,49 credit due on vinyl bags per ...	82000 - Cnf Gifts and ...	January Co...		10000 - Check...	23.00		3,863.45
Total 82000 - Cnf Gifts and Awards Expense									3,863.45	0.00	3,863.45
80800 - Bank Credit Card Fees											
Check	01/31/24			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check...	4,462.28		4,462.28
Check	02/29/24			Service Charge	80800 - Bank Credit C...	January Co...		10000 - Check...	1,013.79		5,476.07
Total 80800 - Bank Credit Card Fees									5,476.07	0.00	5,476.07
79500 - Miscellaneous Expenses											
Check	01/04/24	2979	Richard Jackson	PayPal fee 1/2/24/23	79500 - Miscellaneous...	General Op...		10000 - Check...	19.95		19.95
Check	01/04/24	2979	Richard Jackson	Amazon Web Srv 12/4/23	79500 - Miscellaneous...	General Op...		10000 - Check...	78.60		98.55
Check	01/31/24	2992	Richard Jackson	PayPal fee 1/2/24	79500 - Miscellaneous...	General Op...		10000 - Check...	19.95		118.50
Check	01/31/24	2992	Richard Jackson	Amazon Web Srv 1/2/24	79500 - Miscellaneous...	General Op...		10000 - Check...	80.80		199.30
Check	01/31/24	2992	Richard Jackson	Gift for outgoing President	79500 - Miscellaneous...	General Op...		10000 - Check...	150.15		349.45
Check	02/01/24	2994	San Francisco State Univ...	lese Esera AOA Scholarship award	79500 - Miscellaneous...	General Op...		10000 - Check...	5,000.00		5,349.45
Check	02/20/24	3001	Dixie L. Johnson	DJ EC Leadership Acad Exp Nov 2023 Statemnt #23	79500 - Miscellaneous...	General Op...		10000 - Check...	0.00		5,349.45
Check	03/12/24	3003	Richard Jackson	PayPal fee 2/2/24	79500 - Miscellaneous...	General Op...		10000 - Check...	19.95		5,369.40
Check	03/12/24	3003	Richard Jackson	Amazon Web Srv 2/2/24	79500 - Miscellaneous...	General Op...		10000 - Check...	80.81		5,450.21
Check	03/12/24	3003	Richard Jackson	Reimb for Staples 1099 tax forms	79500 - Miscellaneous...	General Op...		10000 - Check...	45.45		5,495.66
Check	03/12/24	3003	Richard Jackson	Reimb for AOA Cell phone purchase (for dual auth...	79500 - Miscellaneous...	General Op...		10000 - Check...	211.08		5,706.74
Check	03/12/24	3003	Richard Jackson	Reimb postage for AOA tax forms	79500 - Miscellaneous...	General Op...		10000 - Check...	1.63		5,708.37
Check	03/24/24	3012	Associated Students, Sa...	lese Esera travel AOA Scholarship award	79500 - Miscellaneous...	General Op...		10000 - Check...	346.45		6,054.82
Check	04/02/24	3015	Richard Jackson	PayPal fee 3/4/24	79500 - Miscellaneous...	General Op...		10000 - Check...	19.95		6,074.77
Check	04/02/24	3015	Richard Jackson	Amazon Web Srv 3/2/24	79500 - Miscellaneous...	General Op...		10000 - Check...	83.90		6,158.67
Check	04/02/24	3015	Richard Jackson	Annual AOA Zoom subscript	79500 - Miscellaneous...	General Op...		10000 - Check...	892.00		7,050.67
Check	04/02/24	3015	Richard Jackson	Annual AOA Survey Monkey subscription	79500 - Miscellaneous...	General Op...		10000 - Check...	468.00		7,518.67
Total 79500 - Miscellaneous Expenses									7,518.67	0.00	7,518.67
79000 - Gifts and Awards Expense											
Check	03/12/24	3008	Dixie L. Johnson	Nominations/Awards hours	79000 - Gifts and Awa...	General Op...		10000 - Check...	1,425.52		1,425.52
Total 79000 - Gifts and Awards Expense									1,425.52	0.00	1,425.52
78000 - Web Hosting/Maintenance Exp											
Check	01/11/24	2982	Dent Agency LLC	Website maint Jan 2024	78000 - Web Hosting/...	General Op...		10000 - Check...	3,096.60		3,096.60
Check	02/20/24	3000	Dent Agency LLC	Website maint Feb 2024	78000 - Web Hosting/...	General Op...		10000 - Check...	3,096.60		6,193.20
Check	03/12/24	3006	Dent Agency LLC	Website maint Mar 2024	78000 - Web Hosting/...	General Op...		10000 - Check...	3,096.60		9,289.80
Total 78000 - Web Hosting/Maintenance Exp									9,289.80	0.00	9,289.80
77200 - HR Committee Expenses											
Check	01/27/24	2989	Forty-Nine Shops, Inc.	HR Committee gift cards	77200 - HR Committe...	General Op...		10000 - Check...	50.00		50.00
Total 77200 - HR Committee Expenses									50.00	0.00	50.00
76500 - Executive Committee Meeting Exp											
Check	01/31/24	2992	Richard Jackson	Officers Lunch Wells 1/6/24	76500 - Executive Co...	General Op...		10000 - Check...	136.22		136.22
Total 76500 - Executive Committee Meeting Exp									136.22	0.00	136.22
71000 - Retainer - Legislative Liaison											
Check	01/03/24	2978	Robert E. Griffin	RGriffin Leg/comply alerts, Officer/EC consults/brt...	71000 - Retainer - Leg...	General Op...		10000 - Check...	1,800.00		1,800.00
Check	04/02/24	3014	Robert E. Griffin	RGriffin Leg/comply alerts, Officer/EC consults/brt...	71000 - Retainer - Leg...	General Op...		10000 - Check...	3,825.00		5,625.00
Total 71000 - Retainer - Legislative Liaison									5,625.00	0.00	5,625.00
70500 - S/T Travel & AOA Expense											
Check	01/31/24	2992	Richard Jackson	RJ Conf breakfasts 1/6-7/24	70500 - S/T Travel & A...	General Op...		10000 - Check...	115.58		115.58
Check	01/31/24	2992	Richard Jackson	AOA postage stamps roll	70500 - S/T Travel & A...	General Op...		10000 - Check...	530.00		645.58
Check	01/31/24	2992	Richard Jackson	Post Office mailing AG report	70500 - S/T Travel & A...	General Op...		10000 - Check...	2.55		648.13
Check	01/31/24	2992	Richard Jackson	RJ Travel AOA Meetings/Cnf in Indian Wells 1/5-9/...	70500 - S/T Travel & A...	General Op...		10000 - Check...	882.43		1,530.56
Check	02/01/24	2998	AT&T	12/19/23 - 2/18/23	70500 - S/T Travel & A...	General Op...		10000 - Check...	732.50		2,263.06
Check	03/12/24	3003	Richard Jackson	Contract payment and reimb for Feb 2024	70500 - S/T Travel & A...	General Op...		10000 - Check...	362.09		2,625.15
Check	03/12/24	3004	AT&T	2/19/23 - 3/18/23	70500 - S/T Travel & A...	General Op...		10000 - Check...	2,625.15		5,250.30
Check	03/28/24	3013	AT&T Mobility	New AOA Cell (replaces AOA land line) 3/3/24 345...	70500 - S/T Travel & A...	General Op...		10000 - Check...	106.11		5,356.41
Check	04/02/24	3015	Richard Jackson	Contract payment and reimb for Mar 2024	70500 - S/T Travel & A...	General Op...		10000 - Check...	2,731.26		8,087.67



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

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Total 70500 - S/T Travel & AOA Office Expense											
70000 - Contacted Service - Sec/Treas											
Check	01/04/24	2979	Richard Jackson	RJ contract pay for Dec 2023	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,914.33		3,914.33
Check	01/31/24	2992	Richard Jackson	RJ contract pay for Jan 2024	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,914.33		7,828.66
Check	03/12/24	3003	Richard Jackson	RJ contract pay for Feb 2024	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,914.33		11,742.99
Check	04/02/24	3015	Richard Jackson	RJ contract pay for Mar 2024	70000 - Contacted Ser...	General Op...		10000 - Checki...	3,914.33		15,657.32
Total 70000 - Contacted Service - Sec/Treas									15,657.32	0.00	15,657.32
Total Expense									292,687.69	1,743.00	290,944.69
Net Income									299,882.69	92,771.89	-207,110.80

## AOA Leadership Academy Call for Applications

The AOA Leadership Academy is a program designed to empower and inspire members of the CSU AOA community. By joining the academy, you will gain important skills and knowledge to contribute to the growth and success of your auxiliary organization. Whether you're a seasoned leader or an emerging talent, this program is tailored to elevate your leadership capabilities and prepare you for the opportunities and challenges of the CSU community.

Take the opportunity to be part of a fun and exciting network of forward-thinking individuals committed to improving our communities. With this experience and network, you can become a driving force for positive change within the AOA and beyond. Make this your year to elevate your leadership journey with the AOA Leadership Academy – where growth, innovation, and excellence meet.

**Intended Outcomes:** Upon completing the AOA leadership program, participants will display leadership competencies cultivated through hands-on exercises, collaborative experiences with current leaders, and strategic planning for future leadership roles. This program is made to empower individuals aspiring to lead within our professional organization, providing them with the skills necessary to assume lead. Participants will be ready to shape policies that positively impact our campuses while strategically leveraging our shared power to support the autonomy and well-being of our organizations.

### Guiding Pillars of this Program:

1. **Communication and Collaboration:** Emphasize effective communication pathways to build relationships and foster collaboration among our members and with external stakeholders. Provide training in inclusive communication strategies to ensure effective interactions within the organization.
2. **Strategic Thinking and Decision-Making:** Educate members about the history and objectives of our organization's initiatives. Develop critical thinking skills to assess these initiatives and make informed decisions aligned with our organizational goals. Offer opportunities for strategic planning, problem-solving, and decision-making practice.
3. **Ethical Leadership and Social Responsibility:** Foster ethical leadership and a commitment to social responsibility among our members. Encourage discussions about ethical challenges in our field and promote introspection on personal values and integrity.
4. **Professional Development and Self-Awareness:** Support members in their personal and professional growth through activities such as self-assessment, goal-setting, and continuous learning. Provide mentorship, coaching, and networking opportunities to facilitate leadership development within our organization.
5. **Change Management and Innovation:** Equip members with skills to effectively manage change and drive innovation within our organization. Offer tools and strategies for leading organizational change and creating a culture of innovation in our professional community.

**General Timeline:** Enrolling in the Leadership Academy entails a three-year commitment. In the initial Year 1, your role will be that of a participant, actively engaging in the program by attending learning workshops, participating as a group, and contributing to the goals of each session. Moving into the second Year 2, your focus will shift towards planning for your mentoring responsibilities/completing a group project. The concluding Year 3 will center on actively mentoring the succeeding class.

**Expectations of Participation:** Year 1 (attendee) approximately 2-3 hours a month. Year 2 (planning) approximately 4-6 hours a month. Year 3 (mentoring as leaders) approximately 6-8 hours a month. Participants are expected to attend the annual AOA conference for in-person meetings and presentations at their own campus expense. Additional (optional) travel to designated in-person Executive Committee meetings may be offered, with expenses reimbursed by AOA.

**Eligibility for Potential Applicants:**

- Any member of the CSU AOA community who has been actively involved with their campus auxiliary for at least 2+ years
- Has attended at least one prior AOA Annual Conference
- Has the support of their supervisor
- Agrees to a three-year time commitment of participation.

**Application Process:** Applications are open to all AOA members who meet the eligibility criteria listed above. Applications can be found [online here](#) and submitted to AOA by **October 4, 2024**. For questions, please email {insert email address}.

## AOA Leadership Academy Application Process & Timeline

**Background:** The AOA Leadership Academy is focused on educating auxiliary members with helpful resources that encourage individuals to contribute growth and knowledge to the entire compass of our CSU multi-faceted auxiliary organizations. The Leadership Academy aims to motivate future leaders, creative thinkers and individuals who enjoy being part of the CSU's constant evolution of growth.

This program helps members establish connections with individuals they may never have had the chance to engage with. These connections offer the opportunity to expand your network while providing access to facilitate genuine systematic change through influencing policies and resource allocation and prepares auxiliary leaders for their dynamic roles and continued AOA service.

**Governance:** One or more of the AOA Past-Presidents committee will be included to mentor participants, increase continuity of AOA principals and function as a liaison to provide a connection for academy reporting to the Executive Committee. Past academy members also may be instructors and/or mentors.

**Detailed Timeline:** The Leadership Academy runs on a three-year cycle for participants. New cohorts are brought in on the alternating (odd) years. January 2025 is the start of the next new Academy.

### Timeline for Current Cohort & Applicants/Incoming Cohorts:

- January/July 2024 - Planning for the next cohort's mentoring responsibilities/completing the current group project
- July 29, 2024 - Online application form completed and ready to accept submissions
- August 1, 2024 - One-pager/candidate criteria information sent to AOA members a couple weeks before we start accepting applications so members can consider it and talk to their managers/ask questions if needed before applying
- August 12, 2024 - Applications open online for the 2025 cohort
- October 4, 2024 - Applications close
- October 7- November 1, 2024 – Applications reviewed by the current Leadership Academy & recommendations made for selected applicants
- {insert date} Mid-November – Selected applicants are forwarded to the November Executive Committee Meeting for approval of the slate & confirmation of budget; Plan for welcome of new cohort at the AOA Conference (e.g. a special session, something with the Executive Committee, etc)
- December 2, 2024 – The 2025 Leadership Academy cohort is announced; confirm accepted applicants & contact applicants that were not selected
- January 5-7, 2025 - Welcome for the incoming cohort at AOA Annual Conference
- 2025 - Cohort Member (Year 1)
- 2026 - Plan for next Cohort (Year 2)
- 2027 - Mentor for incoming cohort (Year 3)

**Detailed Application Process:** The Leadership Academy/AOA Admin will send out via email (through the AOA Member ListServ) the one-pager and candidate criteria a couple weeks before we start accepting applications so members can consider it and talk to their managers about it. This also gives applicants the time to ask questions if needed before applying. For questions, applicants may email [Admin@csuaoa.org](mailto:Admin@csuaoa.org).

The current cohort may opt to leverage a group email distribution list to help collectively answer questions or designate a primary point of contact.

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### **Application Format:**

{Note - All basic contact information will be collected in the online form including Name, Title, Contact Info, Auxiliary Affiliation}. Each question will be scored using a Likert scale (1-5 points per question).

1. How long and in what different capacities have you been involved with the CSU/CSU Auxiliaries/AOA? Please include your current role, responsibilities and whether you have served in a leadership role within AOA?
2. Part of the requirement is attending at least one AOA Conference. How many conferences have you attended?
3. A letter of support from your supervisor may be requested. Does your direct manager/supervisor support your participation in the AOA Leadership Academy? Have you discussed the three-year expectations of participation with them?
4. Please explain why you are interested in joining the AOA Leadership Academy.
5. Please tell us how your higher ed career and organization would benefit from the Leadership Academy.
6. If not selected to participate in the 2025 Leadership Academy cohort, would you be open to discussing and/or interested in other/alternative AOA engagement opportunities?

{Note -At the end to submit, applicants will need to click an acknowledgement statement saying that they read and understand the criteria of the academy and expectations of participation, and if selected, they agree to start a three-year commitment in January 2025}

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**Selection Criteria:** Submitted applications will first be reviewed against the eligibility criteria as outlined in the one-pager. The current Leadership Academy will review submissions online, and then schedule a meeting (via zoom) to discuss and make selections prior to the November Executive Committee (EC) Meeting. Selected applicant names will be forwarded to the EC for recommendation and final confirmation.

The current cohort may opt to leverage a scoring rubric {to be determined/created at a later date}. The selected size of the new/next cohort may be determined by a number of factors including:

- Number of eligible applications received
- Number of available mentors continuing into the next cycle (e.g. if there's been attrition)
- Availability of budget as directed by the Executive Committee

**For those Selected:** After the November Executive Committee meeting, the Leadership Academy will be responsible for contacting the successful applicants to confirm their acceptance into the cohort, as well as

confirm their attendance at the upcoming AOA Conference. {Template emails to be drafted/saved to Google Drive at a later date}.

**For those Not Selected:** The Leadership Academy will be responsible for contacting the unsuccessful applicants informing them that they were not selected to participate this year. That contact may include any of the following based on the specific circumstances:

- To encourage them to reapply during the next cycle in 2027
- To explain maybe why they were/are not eligible to participate (if applicable)
- To offer some other/alternative opportunities for engagement if they're interested
  - Participation in one of the AOA committees
  - AOA Conference planning and volunteering
  - Submit a proposal for an AOA Conference session

## AOA Leadership Academy Expectations for Leadership

*Internal Reference Document for Leadership of Future Academies*

*“This program helps you establish connections with individuals you may never have had the chance to engage with. These connections offer the opportunity to expand your network while providing access to facilitate genuine systematic change through influencing policies and resource allocation. When I think of the significance of this program, my attention naturally gravitates towards its impact on individuals. The program equips participants with skills but also facilitates connections with a diverse array of individuals, fostering collaboration beyond our siloed groups. By engaging with both present and emerging leaders within the organization, participants gain access to networks, providing opportunities to shape policies and allocate resources. This, in turn, has the potential to create systemic change, making the program a catalyst for influence within our organization.” - Past Academy Participant*

**Expectations for Leadership:** Following participation in the Leadership Academy (Year 1), alumni will transition into a leadership (Year 2) and mentorship (Year 3) role in which they will be able to assess and evaluate their own experience, contribute to improving the framework of the academy, and support the application, onboarding, and oversight of the next cohort. This role is one of facilitation, guidance, encouragement, and support.

Each mentor will be expected to reach out to subject matter experts (SME) for workshop presentations. Mentors will make suggestions on training topics including past topics/presenters as well as introduce new topics. Mentors will be expected to present to the group on the topic of their choosing which applies to all auxiliaries. This expectation can rotate among mentors during the program to ensure everyone has an opportunity to contribute, while also exercising grace/flexibility to lean on their fellow mentors as needed.

**Participation:** Group activities are supposed to involve participation by the whole group as schedules allow. Mentors are expected to actively contribute to the discussions, documents being drafted, ideas being discussed and provide input to decisions made by the group.

There is a common understanding that we are all volunteers, and we respect each other's time and sometimes limited availability. If work/life demands become too much to balance with their responsibilities to the academy, Mentors should communicate and coordinate with their fellow cohort members to ensure they can contribute in other meaningful ways or at a slower time in their calendar year.

**Continuous Assessment:** Mentors are the key facilitators of this program, and as such, should maintain an ongoing commitment to assessment and evaluation that informs the routine updating and improvement of this academy.

## 2024 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

### Bills of Interest to Auxiliary Organizations

**April 26, 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. May 24 is the last day for each house to pass bills introduced in that house. September 30 is the last day to pass bills in the Session, and the Governor has until October 14 to sign or veto bills across his desk by September 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 and SB 380.

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

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



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

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

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

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

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

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

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

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

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

Bill passed Assembly and in Senate Rules Committee for assignment (1/18/24).

**AB 1808** (Nguyen and Davies). Subsidized Childcare & Development Services Eligibility. This bill, as introduced, 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. Before Assembly Appropriations Committee (4/3/24).

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

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

If enacted as amended, the above requirements to extend to any student housing operated by a campus auxiliary organization. Passed all Assembly Committees. On Consent Calendar (4/11/24).

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

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

This bill, if enacted, would apply to venues operated by or through campus auxiliary organizations. Before Assembly Arts, Entertainment, Sports, and Tourism Committee (4/11/24).

**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. Before Assembly Health Committee (4/9/24).

**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. Before Assembly Labor & Employment Committee (3/19/24).

**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 apply to electronic ticket sales by or through a campus auxiliary organization. Before Assembly Privacy and Consumer Protection Committee (4/8/24).

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

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

- Repealing grocery bag certification and at-store recycling program provisions.

This amended bill, if enacted, would likely apply to campus stores operated by or through auxiliary organizations. Before Assembly Appropriations Committee (4/10/24).

**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.

Before Assembly Appropriations Committee (4/11/24).

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

If enacted as amended, this bill would apply to campus children's center programs/facilities operated by auxiliary organizations and licensed by CDSS. Before Assembly Appropriations Committee (4/11/24).

**AB 2375** (Lowenthal). On-Sale Alcoholic Drink Lids. This bill, as amended, would (commencing January 1, 2025, for existing holders and July 1, 2025, for new applicants) require specified eating places and on-sale general public premise alcoholic beverage licensees to provide a drinking lid (with posted notice of requirement) at customer request for additional reasonable charge (or without charge). Additionally, this bill now includes a January 1, 2028 sunset clause. Before Assembly Appropriations Committee (4/10/24).

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

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

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

This bill, if enacted, would apply to any applicable license held by an auxiliary organization.

Before Assembly Governmental Organization Committee (4/11/24).

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

- Dispense with the requirement that alternative payment programs reimburse childcare providers based on specified criteria.

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

This bill, if enacted as introduced, would apply to campus children's center programs operated by auxiliary organization that participate in the CDSS alternative payment program. Before Assembly Human Services Committee (3/4/24).

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

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

Before Assembly Judiciary Committee (3/20/24).

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

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

Implementing provisions are included. This bill, if enacted, would apply to such transactions by or through a campus auxiliary organization. Before Assembly Judiciary Committee (4/10/24).

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

If enacted as amended, the eventual regulations resulting from this bill may apply to some campus food services operated by and through auxiliary organizations. Before Assembly Business & Professions Committee (4/10/24).

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

If enacted as introduced, these requirements would extend to any student housing operated by a campus auxiliary organization. Before Assembly Military & Vets Affairs Committee (4/10/24).

**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. Bill before Assembly Appropriations Committee (4/10/24).

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

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

This bill, if enacted, would likely apply to faculty/staff housing operated by campus auxiliary organizations. Before Assembly Judiciary Committee (4/11/24).

**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. Before Assembly Judiciary Committee (4/4/24).

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

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

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

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

Before Assembly Judiciary Committee (4/4/24).

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

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

This bill, if enacted, would likely apply to faculty/staff housing operated by campus auxiliary organizations. Before Assembly Judiciary Committee (3/4/24).

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

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

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

Before Assembly Judiciary Committee (3/19/24).

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

If enacted as introduced, this bill would apply to off-campus developments undertaken directly or through a private developer and add important developer incentives to expand this classification of student housing. Before Assembly H. & C.D. and L. GOV. committees (3/11/24).

## **Senate:**

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

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

Amendments appear to be clarification of intent.

This bill, if enacted as amended, would likely apply to campus stores operated by or through auxiliary organizations. Before Senate Environmental Quality Committee (4/4/24).

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

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

Campus auxiliary organizations are not authorized to serve as online platforms for third-party sellers selling consumer goods directly to consumers. Before Senate Public Safety Committee (4/9/24).

**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 L., P.E. & R. Committee (4/11/24).

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

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

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

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

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

If enacted, as introduced, this bill would apply to any subject premises operated by or through a campus auxiliary organization. Before Senate Government Operations Committee (4/9/24).

**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 (3/29/24).

**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. Before Senate Appropriations Committee (4/12/24).

4/19/24 REG



## **AOA Scholarship of Excellence Policy and Procedural Framework**

### **Purpose**

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

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

### **Funding Source**

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

### **Timeline**

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

### **Eligibility**

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

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

### **Selection**

A scholarship committee is authorized and shall comprise the following:

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

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

The scholarship selection committee will be charged to:

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

### **Award**

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

## **Use of Award**

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

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

## **Procedural Framework**

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

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

***Approved by the Executive Committee on June 21, 2013***



**AOA  
PHILANTHROPY COMMITTEE  
OPERATING GUIDELINES**

**Mission Statement**

The Philanthropy Committee serves to provide opportunities for professional enrichment, promote member interaction, provide resources and advance a common body of knowledge to members of the Auxiliary Organizations Association (AOA), particularly as it relates to topics associated with California State University (CSU) campus philanthropic foundations.

**Statement of Purpose**

The purpose of the Philanthropy Committee is to keep auxiliary leaders current and informed on issues in the advancement and non-profit management fields, federal and state legal requirements and CSU policies and guidelines. The Committee encourages networking and places a strong emphasis on sharing philanthropic foundation/auxiliary best practices, particularly in the areas of: (1) operations and compliance, (2) foundation management, governance and board relations and (3) endowment management, finance and accounting. The Committee promotes creativity and information sharing through participation and planning of Philanthropy topics for the annual AOA Conference and planning specific topic workshops and projects for Philanthropy Committee meetings.

**Officers**

The Committee officers shall include a Chair and Vice Chair. The Committee members select the Vice Chair annually (normally occurs at the Annual AOA Conference Philanthropy Committee meeting. The previous year's Vice Chair becomes Chair). Officer positions are held for one year but may be renewed by election of the Committee.

Elections of officers are done on an annual basis. Call for nominations are communicated to committee members and elections are held prior to the annual conference. Results of the election will be announced at the Philanthropy Committee meeting during the annual conference.

**Role of the Chair**

1. Encourage membership in the Committee.

2. Establish agendas for meetings.
3. Coordinate and conduct meetings.
4. Work with Vice Chair to establish the annual budget for the Committee. Present proposed budget to the Executive Committee along with appropriate explanations.
5. Serve as member of the Executive Committee. Attend all Executive Committee meetings.
6. Prepare and present annual report to the Executive Committee.
7. Maintain historical binder and share resources with members as needed.
8. Appoint and oversee activities of any subcommittees or taskforces developed to address emerging issues or member areas of interest.

### **Role of the Vice Chair**

1. Accurately record and prepare minutes of each Committee meeting; submit to the Chair within thirty (30) days after each Committee meeting.
2. Serve as Chair in the absence of the Chair during Committee meetings and at the Executive Committee meetings.
3. Serve as Chair upon expired term of the Chair.
4. Maintain and update membership roster for the Committee.

### **Membership**

Members of the committee will consist of individuals from the AOA membership who have an express interest in management of philanthropic foundations including operations, foundation/board management, and endowment management.

### **Meetings**

The Philanthropy Committee meetings will be held a minimum of two (2) times per year, including the annual meeting at the AOA Annual Conference. Other meetings will be established by the Chair at the consensus of the Committee, including by phone or web-based.

## **Auxiliary Organizations Association (AOA) Associated Students/Student Union/Recreation Standing Committee Operating Guidelines**

### **Mission**

The AOA Associated Students/Student Union/Recreation standing committee (AS/SU/RE) is established to provide a structured forum to inform, develop, support, and represent the particular needs and interests of the professional staff of Associated Students, Student Union, and Recreation organizations, often functioning as student-directed auxiliaries on the CSU Campuses.

### **Goal**

The Committee's primary goal to achieve its mission is communication, networking, and support of its members. The committee will seek to develop an open dialogue, provide resources, programs, and services that allow for the exchange of ideas, the development of a system-wide strategy, and the education and empowerment of its members.

### **Membership**

All professional staff employed at Associated Students, Student Union, and Recreation auxiliary organizations throughout the CSU system are actively encouraged to participate in the scheduled meetings, as well as other allied professionals involved in the issues and operations of their respective organizations. However, at its core, the committee shall consist of the professional directors of Associated Students, Student Union, and Recreation auxiliaries throughout the CSU campuses, or their assigned designees.

### **Core Membership**

Campuses having a combined **Associated Students**AS/Student Union, Student Union/Recreation, or **Associated Students**AS/Student Union/Recreation auxiliary will be asked to designate ~~three~~ **two** members to the Committee's core; one to represent the Associated Students, one to represent the Student Union and one to represent Recreation.

It is highly recommended that the Executive Director of the California State Student Association (CSSA) along with the AOA Executive Committee liaisons from the CSU Chief Administrators and Business Officers (CABO) and Student Affairs be formally included in the Committee's core.

The Committee shall also include one or more designated members of the AOA Executive Committee who with the Chair shall serve as liaisons to the AOA Executive Committee throughout the year.

### **Chair and Vice Chair**

A Committee Chair and Vice Chair shall be affirmed by the Committee coinciding with the seating of the President of AOA during the Annual Conference. The Vice-Chair shall be elected

during the AOA Annual Conference and will serve a one-year term as Vice Chair during that year and move into the Chair position for a one-year term the following year.

### **Directors Subcommittee**

Consistent with this committee's goal of facilitating communication, networking, and support among its members, there shall also be a subcommittee of student-governed auxiliary executive directors that meets at least monthly. The purpose of this subcommittee is to ensure consistent collaboration, problem-solving, and sharing of timely and critical information among the senior leaders of student-governed auxiliaries. This subcommittee is established in recognition that regular engagement among the executive directors in the areas of administrative affairs, programs and services, and policy and statutory matters benefits their organizations' stakeholders. **A Directors Subcommittee coordinator shall be appointed during the Committee meeting at the AOA Annual Conference.** To the extent that this subcommittee engages in sensitive topics of discussion, formal requests of or strategic counsel to the AOA, those items shall be routed through the Chair of the AS/SU/RE Committee.

### **CSSA Liaisons**

Two Committee members, one northern and one southern, shall be selected to serve as liaisons to the California State Student Association (CSSA) during the Committee meeting at the AOA Annual Conference. Their roles are to communicate regularly with the CSSA Executive Director to provide an Associated Students management perspective on policies, legislation, CSU Executive Orders, and other matters coming before the CSSA Board of Directors. The CSSA Liaison will attend the monthly CSSA meetings in their region, whenever feasible, and provide reports of the meeting outcomes to the Chair of the AS/SU/RE committee. The northern and southern CSSA Liaisons terms are one year, beginning **at the annual Associated Students/Student Union/Recreation committee meeting July of that year.** Term may be Extended.

### **CSUnity Host**

~~A CSUnity Host shall be appointed during the CSUnity Annual Conference, the AS/SU/RE Committee's summer meeting or the Committee meeting during the AOA Annual Conference. The role of the CSUnity Host is to coordinate the annual CSUnity conference at their respective campus. The CSUnity Host may request conference funding support from the Committee's annual budget through the AS/SU/RE Chair. The CSUnity Host term is one year. Term may be extended.~~

### **AS Advisors Subcommittee Summit Coordinators**

An AS Advisors **Subcommittee coordinator Summit Coordinator** shall be appointed during a CSSA meeting, the AS/SU/RE Committee's summer meeting, or the Committee meeting during the AOA Annual Conference. The role of the AS Advisors **Subcommittee Summit Coordinator** is to connect all the professional staff throughout the CSU Campuses who work directly with their respective government structures for networking and best practices sharing. The AS Advisors Summit meetings are intended to coincide with the CSSA meeting dates. **The AS Advisors Subcommittee coordinator will plan an annual meeting for AS Advisors during the Annual**

California Higher Education Student Summit (CHESS). The AS Advisors Subcommittee Summit coordinator term is one year. Term may be extended.

### **Role of the Chair**

1. Plan, coordinate and conduct Committee meetings: one summer meeting and one meeting during the AOA Annual Conference. Additional meetings, including web meetings or conference calls, may be conducted as needed
2. Call for agenda items, publish agendas, disseminate meeting minutes and other pertinent documents, resources, and information to members
3. Represent the AS/SU/RE Committee on the AOA Executive Committee
4. Attend all AOA Executive Committee meetings. Typically, there are five meetings; one at the Annual Conference, one at the CSU Chancellor's Office, two at the following year's Annual Conference hotel site, one at a future Annual Conference hotel site
5. Work with the Vice Chair to establish the annual Committee budget
6. Foster and encourage membership on the Committee and attendance at the meetings
7. Welcome all new members to the Committee
8. Prepare and present reports for the AOA Executive Committee meeting and the AOA Annual Business Meeting
9. Establish subcommittees to accomplish specific objectives
10. Ensure CORE Membership, CSSA Liaisons, ~~CSUnity Host~~, and AS Advisors Summit Coordinator positions are filled
11. Foster and ensure Committee leadership succession planning with the Vice Chair
12. Maintain history binder for incoming Chair and Vice Chair
13. The outgoing Chair shall serve as a resource and support the incoming Chair and Vice Chair as needed

### **Role of the Vice Chair**

1. Serve as Chair of the Committee in the absence of the Chair
2. Assist the Chair in Committee operations, planning, and facilitating meetings
3. Foster and ensure Committee leadership succession planning with the Chair
4. Coordinate and assist the Chair with the call for nominations for Vice Chair and other appointments
5. Maintain and update the membership roster
6. Serve as Chair upon conclusion of serving as Vice Chair

### **Role of the Committee Recorder/Secretary**

1. Appointed by the newly seated Chair from within all active Committee members and affirmed by the Committee members
2. Take meeting minutes, and submit draft minutes to the Chair and Vice Chair for review and edits
3. Assist in Disseminating documents and information to Committee members
4. Assist the Chair and Vice Chair as needed



**Meetings**

The Chair is responsible for planning and facilitating scheduled meetings and maintaining communication among members throughout the year. The Committee shall gather at a minimum twice annually: during the AOA Annual Conference and mid-summer. The mid-summer meeting should, whenever possible, alternate between northern and southern California. Additional programs, workshops, web meetings, or conference calls are encouraged in spring and fall, as needed, with a consensus of the membership.

**Amendments**

Committee direction is provided through consensus. As such there are no outlined formal voting procedure requirements. Proposed amendments to these Operating Guidelines shall be submitted to the AOA Executive Committee for final approval.

**ISSUE BRIEF:**

## Governing Board Committee Delegation of Authority

**I. Background**

The statutory authority of auxiliary organization governing boards to appoint committees includes certain limitations.

This *Issue Brief* traces the evolving source of some committee formation limitations and summarizes present standards and procedures that should be reflected in the Bylaws or by board resolution, particularly as it relates to “non-directors.” The advice of qualified legal counsel should be sought on specific circumstances covered generally in this *Issue Brief*.

**II. Evolving Nature of Authority Limitations**

Prior to 2010 there was a certain statutory ambiguity over the authority of nonprofit governing boards and committees composed in part with non-voting directors. The California Bar urged clarification upon the Legislature. The public policy issue centered upon whether directors, other than those duly elected, designated, or appointed, should have the same rights and responsibilities. AB 1233<sup>1</sup> clarified that a director is a person who is a member of the board and votes on actions or decisions taken by the board. Thus, a nonprofit corporation may not have non-voting members on its board of directors.<sup>2</sup>

While auxiliary organization bylaws commonly give reference to this restriction, it is important to restate the general standards and procedures for appointing committees with delegated authority to act on behalf of the governing board. *NB:* A corporation wishing to involve non-voting persons in board or committee affairs may treat these individuals as guests, standing invitees, or name them as members in separate advisory-only committees. See below.

**III. Board Authority to Appoint and Delegate to Committees**

Corporation Code § 5151(c)(4) permits the Bylaws to include a provision for the appointment and authority of committees. However, there are five (5) specific exceptions to the authority of board appointed committees in § 5212(a) that should be reflected in the Bylaws:

- Filling of vacancies on the board or on any committee
- Amendment or repeal of bylaws or adoption of new bylaws.
- Amendment or repeal of board resolutions.
- Appointment of other committees or members thereof.
- Approval of any self-dealing transactions, except under Corp Code § 5233(d)(3).

Committees of the board should generally be set out in the bylaws or be *created* by board resolution adopted by a majority then in office (provided a quorum is

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<sup>1</sup> *Stats.* 2009, c. 631.

<sup>2</sup> Ca Corp Code § 5047: “A person who does not have authority to vote as a member of the governing board of the corporation, is not a director ...”

**ISSUE BRIEF:****Governing Board Committee Delegation of Authority**

present) and consisting of two or more directors serving at the board's pleasure. Committee member *appointments* shall be by majority board vote as prescribed in the articles or bylaws, including any specified officers/directors. Alternative directors may also be appointed to replace absent members at any meeting. Such provisions may also be set out in the bylaws. Corp Code § 5212(a).

**IV. Non-Director Committee Members**

Any committee exercising the authority *on behalf* of the governing board shall not include members who are not board members. Corp Code § 5212(b). Otherwise, non-directors would exercise director power. The committee charge statement in the Bylaws or by board resolution must be consistent with this restriction.<sup>3</sup>

This restriction may be modulated in the committee charge statement. Examples:

- Committee actions limited to reports and recommendations to the board.
- Non-director persons are characterized as advisors or invited attendees.
- Committee actions for board are subject to board approval; or
- Committee is delegated managing specific affairs under board written policy that includes management implementation by the committee under board oversight and control.<sup>4</sup>

Government Code § 12586(e) requires certain nonprofit corporations to appoint an audit committee that *may* include non-director persons, but specifically exclude certain other corporate officers. An auxiliary organization subject to this provision should create an audit committee by either a bylaws provision or a board resolution and appoint members thereto.<sup>5</sup> (Emphasis added)

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<sup>3</sup> If the bylaws charge is expressed in general terms with board authority to adopt an implementing resolution in detail, then the resolution also needs to comport with the restriction and state any limitations with respect to actions on behalf of the board.

<sup>4</sup> Corp Code § 5210, in relevant part: "The board may delegate the management of the activities of the corporation to any person or persons, management company, or *committee however composed*, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board." (Emphasis added)

<sup>5</sup> "The audit committee may include persons who are not members of the Board but the members of the audit committee may not include any individuals on the staff, including the Chief Executive Officer, President, Chief Financial Officer, Treasurer, or any staff member who fulfills the functions ordinarily fulfilled by those officers. The exclusion of staff from the audit committee applies to unpaid volunteers as well as paid staff." Source: *Nonprofit Integrity Act of 2004 Compliance Manual* (2023 Update), CSU.

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This SUPPORT SERVICE-PROVIDER Agreement ("Agreement") is authorized this 21st day of April, 2023 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit public benefit corporation ("AOA"), and RICHARD JACKSON, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each may also be referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

### **Explanatory and Operative 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, a few qualified firms, but particularly from experienced individuals on a service-provider basis. These internal functions and tasks include providing support to the corporate secretary and treasurer duties specified in the Bylaws, general governing board support, administrative and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

CONTRACTOR is compensated for performing contracted administrative tasks, and the delegated duties of the corporate secretary/treasurer (CFO).

In February 2011, upon the termination of the agreement with the CSU, Chico Research Foundation to provide Secretary/Treasurer support services to AOA, the Executive Committee entered into an agreement with the CONTRACTOR to provide those services as an Independent Contractor. Since that time, the scope of the services has increased to include additional roles, including Conference Support Services.

CONTRACTOR under this agreement is a member-organization executive-retiree and former AOA leader, willing and able to independently dedicate a reasonable amount of business time as an AOA service provider. The semi-retirement status of CONTRACTOR requires him to limit or foreclose his other customary business engagements with service-recipients.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following terms and conditions:

### **Terms and Conditions**

#### 1. Services to be Provided

On the Effective Date of this Agreement, or as soon as practicable thereafter, the CONTRACTOR shall commence and complete the support functions and task specifications in **EXHIBIT A** (contents of which are incorporated herein by reference) on a timely basis. The CONTRACTOR shall exercise due diligence consistent with compliance standards and applicable professional business practices in carrying out the functions and tasks specified in this Agreement. CONTRACTOR services under this Agreement shall be performed in full collaboration with the AOA governing board and officers, while specific task-work is free from AOA control or direction. An employer-employee relationship is not intended or implied and shall not be practiced by the Parties.

CONTRACTOR may from time to time offer or be requested to provide support services to AOA outside the scope of the specified 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, where appropriate, documented by the Parties. The AOA President shall recommend to the AOA governing board any budget supplements for CONTRACTOR services involving cost reimbursement in such circumstances.

#### 2. Term of Agreement

The term of this Agreement shall be for the fiscal year July 1, 2024, ending June 30, 2025. The Parties may extend the term for additional one-year periods 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 service fees specified 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 functions and tasks specified in **EXHIBIT A** are all within CONTRACTOR'S professional capability to provide on a timely basis, and working in full collaboration with the Officers, Executive Committee, and Conference Planning Committee. The Parties shall be governed in accordance with AOA Articles of Incorporation, Bylaws and policies, and shall maintain a collaborative relationship with the CSU Office of the Chancellor. 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 specified support functions/tasks, both under this Agreement and in fact; *and*
- b). CONTRACTOR performs the support services which are within the usual course of AOA business, but not practicable under and employer-employee relationship; *and*
- c). CONTRACTOR has been engaged in an independently established trade, occupation, or business of a nature consistent with the support services under this Agreement.

#### 5. Extension of Service

At the January meeting of the AOA governing board, the service-provider relationship between the Parties under this Agreement shall be reviewed with the CONTRACTOR to judge whether the Parties wish to renew the relationship, and on what basis. Any renewal shall be by written amendment to this Agreement, or by a new agreement, to be effective at the beginning of the fiscal year.

#### 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 or by mail, registered or certified, postage prepaid with return receipt requested, or by electronic mail transmission (including PDF), to the party to whom

such notice or communication is directed, to the mailing address or regularly-monitored electronic mail address of such party as follows:

AOA: Contractor:

Attn: Richard T. Jackson

P.O. Box 2177

Chico CA 95927-2177

Email: [RTJackson@csuchico.edu](mailto:RTJackson@csuchico.edu)

Attn: Robert E. Griffin

P.O. Box 345

San Luis Obispo CA 93406

Email: [GRIFR@aol.com](mailto:GRIFR@aol.com)

Any such notice or communication shall be deemed to have been given on (i) the day such notice or communication is personally delivered, (ii) three (3) days after such notice or communication is mailed by prepaid certified or registered mail, (iii) one (1) working day after such notice or communication is sent by overnight courier, or (iv) the day such notice or communication is sent electronically, provided that the sender has received a confirmation of such electronic transmission.

A party may, for purposes of this Agreement, change his, her or its address, fax number, email address or the person to whom a notice or other communication is marked to the attention of, by giving notice of such change to the other party pursuant to this Section.

#### 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 conveniens 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 signatories to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONTRACTOR

\_\_\_\_\_, President

Richard Jackson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **Service Provider Support Functions and Task Specifications:**

#### ***Richard Jackson***

Overview: Consistent with the *Corporate Officer Standing Order* of January 7, 2023, the Business Manager position is appointed by and reports to the Executive Committee. Under the general supervision of the President, and by delegated authority and under the oversight of the Secretary/Treasurer, the position performs enumerated administrative and fiscal tasks.

#### **A. General Administrative Function**

##### **Task Specifications**

##### **1. Corporate Administration**

- ✓ Establish and maintain organization General Administrative functions
- ✓ Conduct and coordinate day-to-day business activity of the Association (e.g., contracts, RFP's, administration of special projects and training programs, oversee service-support providers, correspondence)
- ✓ Provide back-up support to the Secretary/Treasurer in preparing minutes of Executive Committee and Membership meetings for distribution by Secretary/Treasurer
- ✓ Prepare and disseminate summary proceedings of the Executive Committee business to Membership

- ✓ Coordinate drafting of new policy statements for Officers Group review, Executive Committee action
- ✓ Oversee and publish updates to *Policy and Procedures Manual*
- ✓ Administer Elections (under oversight and general direction of Secretary/Treasurer)
- ✓ Assist President with an Annual Report to the Membership
- ✓ Manage Association records and files (under oversight and general direction of Secretary/Treasurer)

## 2. **Executive and Standing Committees Support**

- ✓ Arrange for meeting locations and hotel accommodations
- ✓ Track and staff potential Executive Committee and Officer Group meeting agenda items for and at the direction of the President and other Officers. Distribute final meeting agendas and supporting materials approved by the President
- ✓ Present quarterly management report to the Executive Committee
- ✓ Provide support to Standing Committee Chairs in development of meeting sites, hotel contracts, food and beverage arrangements, and budget development
- ✓ Oversee Service Provider research for site locations for the annual conferences, and negotiate contracts and subsequent revisions as necessary

## 3. **Resource Support to Membership**

- ✓ Oversee Service Provider work to annually update AOA Website Directory
- ✓ Oversee Service Provider work providing orientation and resource materials on AOA website
- ✓ Report significant information, news alerts, and AOA activity; respond to membership inquiries
- ✓ Assist in designing and managing AOA training materials and orientations for new auxiliary employees
- ✓ Oversee Service Provider coordination of required AOA website updates with the IT Service Provider

## **B. Conference Support**

4. **Task Specifications**

- ✓ Oversee Service Provider administration of the on-line annual conference registration process and fee collection
- ✓ Oversee Service Provider liasons and contacts with Annual Conference hotel regarding conference hotel logistics, including food and beverage menus, and on-site coordination and liaisons with the hotel during the conference
- ✓ In coordination with the Conference Chair, prepare a detailed conference budget, provide other conference support as requested by the Conference Chair, and perform other delegated related subtasks.

**C. Delegated Fiscal Administrative Function\***

**Task Specifications**

5. **Financial Accounting**

- ✓ Process and post all financial transactions (e.g., deposits, disbursements, receivables, invoices, journal entries, banking, hotel bonus points)
- ✓ Conduct business in accordance with the Accounting and Administrative Policy guidelines and internal controls adopted by the Executive Committee
- ✓ Provide accounting support for Annual Conference
- ✓ Collect Membership Dues & Other Income
- ✓ Pay Bills & Other Indebtedness
- ✓ Provide support for Standing Committee Chairs
- ✓ Manage investment accounts within Investment Policy

6. **Financial Reports**

- ✓ Generate quarterly reports for Executive Committee (i.e., statement of income and expense, balance sheet, outstanding receivables, return on investment, reserves), encompassing General Operations, Annual Conference, and Special Projects
- ✓ Provide to the AOA President and Secretary/Treasurer (monthly) and Executive Committee (quarterly) a listing of all financial transactions
- ✓ Prepare an annual report of income and expenses and a statement of financial condition for AOA's annual Membership meeting
- ✓ Coordinate preparation of tax reports

## 7. Annual Budgets

- ✓ Prepare a consolidated annual budget, in conjunction with AOA Officers and Standing Committee Chairs for approval by the Executive Committee
- ✓ Prepare multi-year financial forecasts including projections of income, expenses, and reserves

## 8. Audit/Tax Returns

- ✓ Prepare working papers for the annual external audit; coordinate the Secretary/Treasurer's presentation of the CPA's audit to the Executive Committee for approval
- ✓ Work with the external CPA on the preparation of annual tax returns (Form 990), as required, for Secretary/Treasurer preview, and for review and approval by the Executive Committee

\* Authorized by delegated authority of and oversight by the Secretary/Treasurer.

## **EXHIBIT B**

### **Service Fees**

There are three components to the scope of services relating to fees:

#### **A. General Administrative Function and C. Delegated Fiscal Administration Function**

Contractor shall perform these services for a flat annual fee amount of \$46,972, payable in monthly installments in arrears. This fee will be charged to the General Operations Budget.

#### **B. Conference Support**

Contractor shall perform these services for a flat annual fee amount of \$10,438, payable in two installments: \$3,000 in June and \$7,438 in January. The fee will be charged to the Annual Conference Budget.

TOTAL COMPENSATION: \$57,410.

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This Support Service-Provider Agreement ("Agreement") is made effective this 1st day of July, 2024 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and ROBERT E. GRIFFIN, the Service-Provider ("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 and Operative 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, 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.

CONTRACTOR under this agreement is a member-organization executive-retiree and former AOA leader, willing and able to independently dedicate a reasonable amount of business time as an AOA service-provider. The semi-retirement status of CONTRACTOR requires him to limit or foreclose his other customary business engagements with service-recipients.

### **Terms and Conditions**

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following terms and conditions:

#### 1. Services to be Provided

On or before the Effective Date of this Agreement, or as soon as practicable, the CONTRACTOR shall commence the support services specified in the *Scope of Work* (SoW) Statement, **EXHIBIT A** (contents of which are incorporated herein by reference). The CONTRACTOR shall exercise the

same timeliness and due diligence customary under industry standards in carrying out the work 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,

The CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the SoW Statement under this Agreement, with or without the expectation of additional charge to AOA 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 by the Parties in accordance with Section 5. The AOA President shall recommend to the AOA governing board any budget supplements for services of the CONTRACTOR that may involve additional fees to CONTRACTOR in such circumstances.

## 2. Term of Agreement

The term of this Agreement shall be July 1, 2024, ending June 30, 2025. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

## 3. Service Fee and other Charges

In full consideration of the services satisfactorily performed by CONTRACTOR under this Agreement, AOA shall pay to CONTRACTOR in accordance with **EXHIBIT A**.

CONTRACTOR will be compensated for approved out-of-pocket expenses and related charges 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 and Officers Group*]. It is mutually understood and accepted that:

a). that the 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). that the CONTRACTOR performs the Work that is outside the usual course of AOA business;  
*and*

c). that the CONTRACTOR is engaged in an independently established trade, occupation, or business of the same nature as the Work performed under the SoW.

#### 5. Scope of Work Modification

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 SSA, or by an amended SSA.

#### 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 or by mail, registered or certified, postage prepaid with return receipt requested, or by electronic mail transmission (including PDF), to the party to whom such notice or communication is directed, to the mailing address or regularly-monitored electronic mail address of such party as follows:

##### AOA:

Attn: Richard T. Jackson  
P.O. Box 2177  
Chico CA 95927-2177  
Email: RTJackson@csuchico.edu

##### Contractor:

Attn: Robert E. Griffin  
P.O. Box 345  
San Luis Obispo CA 93406  
Email: GRIFR@aol.com

Any such notice or communication shall be deemed to have been given on (i) the day such notice or communication is personally delivered, (ii) three (3) days after such notice or communication is mailed by prepaid certified or registered mail, (iii) one (1) working day after such notice or communication is sent by overnight courier, or (iv) the day such notice or communication is sent electronically, provided that the sender has received a confirmation of such electronic transmission. A party may, for purposes of this Agreement, change his, her or its address, fax number, email address or the person to whom a notice or other communication is marked to the attention of, by giving notice of such change to the other party pursuant to this Section.

#### 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).

#### 9. 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.

#### 10. 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.

#### 11. 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 with jurisdiction 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 with jurisdiction 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 conveniens or any other defense or allegation contending that the forum is inconvenient..

12. 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.

13. 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.

14. 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 signatories to execute this Agreement to be effective as of the Effective Date.

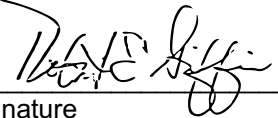
AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONTRACTOR

Richard Jackson, Business Manager

Robert E. Griffin, INDIVIDUAL

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

April 26, 2024  
Date

**EXHIBIT A**

[Scope of Work Statement appended]

**EXHIBIT A****EXHIBIT A****Scope of Work**

A. Support Services. This support element will provide the following services:

1. *Current Compliance Developments*. Keep current on relevant major compliance issues, Federal and California legislation, CSU regulations, and system-wide policy developments (including Executive Orders, *ICSUAM* and coded memoranda) affecting AOA member-organizations. Significant issues that come to the attention of Consultant or Business Manager shall be analyzed, summarized and reported, *as requested*, to the Executive Committee and member-organizations. [*Authorized Rate* (total estimated hours: 30)]

2. *AOA Leadership Consultation*. *As requested*, comment on and advise the AOA leadership and Business Manager on governance, compliance, policy development, legislative matters and business transactions. [*No Charge for meetings, email or telephone conversations; research/analysis at Authorized Hourly Rate* (total estimated hours: 10)]

3. *Member-Organization Initial Consultation*. Provide *initial consultation* with member-organization executives on legislative or oversight issues, governance, compliance, policy development and management practices, exemption status, corporate formation, restructurings and dissolution, and related matters. This service element contemplates up to a one-hour limit per matter. [*Authorized Rate* (total estimate hours: 20)]

B. Special Project Services. As assigned and authorized by the Business Manager, provide extended consultation, author, update, and/or edit professional papers, analytical reports or research on subjects relating to the oversight, governance, compliance, policy development, exemption status, corporate formation, restructuring and dissolution, and management or related matters of auxiliary organizations. [*Authorized Hourly Rate* (total estimate hours: 20)]

This service element will also be available by direct engagement with member-organizations at the *Authorized Hourly Rate* beyond any *Initial Consultation* provided under (A)(3) above.

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This Support Service-Provider Agreement ("Agreement") is made effective this 26th day of April, 2024 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and TAREN MULHAUSE, the Service-Provider ("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 and Operative 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, 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.

In January 2016, the AOA concurred as to the need to engage an additional Conference Support Provider who would coordinate and assist the various volunteer Conference Session Coordinators in planning their content tracks for the annual conference.

The CONTRACTOR, who has extensive background and experience with auxiliaries, who is a retired auxiliary Executive Director, and who has with distinction previously performed the role of Conference Session Planning Chair, was approached by AOA to present a proposal to act as the Chair of Session Planning for the 2017 conference. The proposal was fine-tuned with the 2017 Conference Chair and presented for formal approval at the March, 2016 Executive Committee meeting. The agreement was expanded and renewed in the subsequent year.

CONTRACTOR under this agreement is a member-organization executive-retiree and former AOA leader, willing and able to independently dedicate a reasonable amount of business time as

an AOA service-provider. The semi-retirement status of CONTRACTOR requires her to limit or foreclose her other customary business engagements with service-recipients.

### **Terms and Conditions**

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following terms and conditions:

#### 1. Services to be Provided

On or before the Effective Date of this Agreement, or as soon as practicable, the CONTRACTOR shall commence the support services specified in the *Scope of Work* (SoW) Statement, **EXHIBIT A** (contents of which are incorporated herein by reference). The CONTRACTOR shall exercise the same timeliness and due diligence customary under industry standards in carrying out the work 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.

The CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the SoW Statement under this Agreement, with or without the expectation of additional charge to AOA 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 by the Parties in accordance with Section 5. The AOA President shall recommend to the AOA governing board any budget supplements for services of the CONTRACTOR that may involve additional fees to CONTRACTOR in such circumstances.

#### 2. Term of Agreement

The term of this Agreement shall be twelve months ending January 31, 2025. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

#### 3. Service Fee and other Charges

In full consideration of the services satisfactorily performed by CONTRACTOR under this Agreement, AOA shall pay the CONTRACTOR as specified in **EXHIBIT B**.

CONTRACTOR will be compensated for approved out-of-pocket expenses and related charges 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. Scope of Work Modification

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 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 conveniens 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 signatories to execute this Agreement to be effective as of the Effective Date.

AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONTRACTOR

Richard Jackson, Secretary/Treasurer

Taren Mulhause  
\_\_\_\_\_, INDIVIDUAL



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

4-26-24  
Date

## **EXHIBIT A**

### **Conference Session Coordination Support**

#### **1. Provide support to the AOA Conference Planning Committee (CPC) and annual conference throughout the year**

- A. Attendance at scheduled in-person conference planning meetings
- B. Participation in a minimum of one monthly teleconference between in-person meetings with calls increasing as needed during the months prior to the conference
- C. Attendance at annual conference in January including pre-meetings and wrap-up session for a total of five days
- D. Provide on-site conference logistical support with the AOA Conference Support Team

#### **2. Coordinate Session Planning Sub-Committee**

- A. Assist in the research and recruitment of session planning coordinators for educational session tracks
  - a. AS/SU/REC
  - b. Commercial Services
  - c. Financial Services
  - d. Human Resources
  - e. Information Technology
  - f. Philanthropic
  - g. Research Administration
  - h. Risk Management
- B. Instruct session coordinators on responsibilities and timelines
- C. Develop session information production schedule and communicate with coordinators
- D. Oversee session proposal ideas and distribution to session coordinators, providing introductions and follow-up information
- E. Assist session coordinators in identifying potential session topics and presenters
- F. Prepare and distribute “follow-up duties” report to coordinators
- G. Track activities of committee timeline and provide reminders of upcoming tasks



- H. Provide assistance to session coordinators in performing follow-up duties and presenter material

### **3. Provide Administrative Support to the Session Planning Sub-Committee**

- A. Distribute and review conference evaluations for input and ideas
- B. Review and discuss historical conference program material
- C. Solicit session ideas from Executive Committee and general membership
- D. Solicit and review session proposals from business partners and connect those ideas with session coordinators.
- E. Prepare correspondence and follow-up with all who submitted proposals
- F. Develop conference session matrix to ensure well rounded educational tracks
- G. Track and assist with communications to session presenters and standing committee chairs to ensure timely and accurate session information
- H. Review and determine meeting room requirements and approximate attendee counts for session assignment
- I. Assist session coordinators with gathering needed information from session presenters
- J. Input session and presenter information into conference software
- K. Upload presentation material into conference software
- L. Track and follow up on presenter registrations in conference software
- M. Monitor and follow-up on changes/additions to session topics/speakers
- N. Track changes to sessions across multiple documents for accuracy (ie. Function agenda, online forms, mobile app)
- O. Provide session coordinators with other assistance as needed to ensure well rounded conference educational sessions
- P. Provide instruction and training on conference responsibilities and mobile app management

### **4. Provide support to the CPC Chair and AOA Conference Support Team**

- A. Assist CPC with the identification of session topics for super and general sessions

- B. Assist in the identification and notification of session proposal acceptance and provide notification for declined proposals
- C. Work with BP Chair to identify/accept additional session proposals from new/prospective business partners
- D. Assist CPC with the identification of a coordinator and development for super and general sessions
- E. Provide information to assist with the on-going update of the event software, function agenda, timelines, and follow-up duties
- F. Assist with tracking session presenter registration, hotel requirements, and AV needs
- G. Assist in the development, tracking, and proofing of conference material including the conference program, conference technical script, audio-visual requirements, on-line program information, and mobile application program content
- H. Assist, as needed, with update and implementation of conference software to include website development, presenter portal, business partner portal, on-site applications, attendee app
- I. Assist in the development of session evaluations for the mobile app and distribution of confidential session evaluations
- J. Provide for the storage and transportation of conference supplies
- K. Provide CPC Chair and Conference Support Team with other assistance as requested throughout the year and at the conference

### **Special Projects Support for Conference Planning and Executive Committee**

- A. Participate in and provide assistance with expanded scope of work, training and development, or special projects as needed or requested.

**EXHIBIT B**

**Compensation**

1. Conference Support Service

Contractor proposes to perform these services for a flat fee of \$17,000 payable upon invoice in quarterly installments (January, April, July, October). The cost will be charged to the Conference budget.

2. Special Projects Support

Contractor proposes to perform these services at the rate of \$40.00 per hour payable upon submission of progress reports and documentation of hours tracked.

**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 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 quarterly invoices.



4-26-24

\_\_\_\_\_  
Taren Mulhause

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by:

\_\_\_\_\_  
Date

## AOA Update

### Chief Administrative and Business Officers (CABO)

April 17, 2024

#### **2024/25 Operating Budget Planning**

##### State Budget:

The CSU 2024/25 Preliminary Budget Allocation Memo (Coded Memo B 2024-01) was issued April 5<sup>th</sup>. No new ongoing or one-time funding is proposed for the CSU in 2024-25. The governor's budget proposal includes a one-year delay of \$240M in compact funding to the CSU, and assumes the CSU will continue to advance the goals of the compact between the CSU and the governor utilizing one-time CSU funding during 2024-25. The governor proposes to reimburse the CSU at the beginning of 2025-26, with one-time and ongoing funding by the state.

While the governor's proposal would eventually deliver the same level of funding per fiscal year as originally outlined in the compact, there is potential risk to the CSU if the state's budget condition further erodes and the state cannot fulfill its restructured commitment.

##### Tuition:

2024/25 will be the first year of the annual six percent tuition rate approved by the Trustees.

#### **Multi-University Collaboration Initiative**

Deloitte provided their final report at the March 7<sup>th</sup> CABO meeting, subsequent to meeting with the CSU Executive Leadership Team. The goal of the report was to identify and assess opportunities for increased efficiency and effectiveness through multi-university collaboration across the system. The top opportunities presented include:

- Payroll
- Benefits
- public works procurement
- payment processing (accounts payable/travel)
- information security.

The next step will be implementation phase, beginning with establishment of governance structures and organizational models.

**Human Resources:**

In February 2024, student assistants voted overwhelmingly to be represented by the California State University Employees Union (CSUEU). The CSUEU and Chancellors office will begin bargaining on a new student assistant agreement.

**CSURMA/AORMA:**

The CSU Risk Management Authority has been challenged with significant increases in insurance premiums in all categories, particularly in property insurance. This has resulted in substantial premium increases for campuses and auxiliaries. It is recommended that campuses and auxiliaries assess deductibles and risk mitigation strategies.

**April 2024 - Business and Finance Liaison Report**

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

**Board of Trustees**

**Mar 24-27 – Key Agenda Items**

*Committee on Audit*

- Quality Assurance Review of The California State University System Internal Audit Program
- *Committee on Campus Planning, Buildings and Grounds*
- California Polytechnic State University, San Luis Obispo Football Center Capital Outlay Amendment and Schematic Design Approval

*Committee on Education Policy*

- International Education
- Academic Master Plan
- Proposed Amendments to Title 5: Implementation of the Student Achievement Reform Act of 2021

*Committee on Finance*

- EAB's 2024 Higher Education State of the Sector
- Multi-University Collaboration and Cost Reduction Initiatives

**Jan 30-31 – Key Agenda Items**

*Committee on Campus Planning, Buildings and Grounds*

- California Polytechnic State University, Humboldt Engineering and Technology Commons Schematic Design Approval
- California State University, Long Beach Master Plan Final Environmental Impact Report and Enrollment Projection Increase
- California Polytechnic State University, San Luis Obispo Wastewater Reclamation Facility Environmental Impact Report and Master Plan Revision

*Committee on Finance*

- Auxiliary Organizations
- 2024-25 Operating Budget Update
- 2023-24 Student Fee Report

*Joint Committee on Education Policy and Finance*

- Chancellor's Strategic Workgroup on Financial Aid

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

## **CABO**

Recent and Upcoming CABO Meeting Dates:

- January 9 (in conjunction with the AOA conference)
- March 7
- May 8

## **CSU Multi-University Collaboration Initiative**

Given the current higher education landscape, there is a compelling case to reduce expenses while ensuring the long-term viability of our university system. CSU has partnered with Deloitte's Higher Education Practice to initiate a project focused on comprehending potential collaborative opportunities among all 23 CSU institutions.

- Phase 1, Weeks 1-12 (Early September – mid-November 2023): Assess current state and identify initial opportunities.
- Phase 2, Weeks 13-20 (Mid-November 2023 – mid-January 2024): Further explore select set of opportunities.
- Phase 3, Weeks 20-22 (Mid-January– early February 2024): Deliver report of final opportunities.

Phase 3 has concluded and six initial opportunities were identified, which include benefits, information security, payment processing, payroll, procurement (sourcing and tactical), and public works procurement. Prioritization efforts to determine what will initially move forward are underway.

Questions? Contact: [university-collaboration@calstate.edu](mailto:university-collaboration@calstate.edu)

## **Financial Services Updates**

### **Tracey Richardson Retirement – Communication from Steve Relyea:**

Our colleague, Tracey Richardson, Assistant Vice Chancellor and Controller, has announced that she plans to retire next month. Her last day in the office will be May 23, 2024. Although Tracey will be greatly missed, I wish her well in her next chapter and hope she is able to enjoy spending time with her family and loved ones.

Tracey's nearly 30 years of higher education administration were of immense value to the University. In the years Tracey has been with the Chancellor's Office she oversaw many improvements to streamline processes, ensured accurate financial reporting, and oversaw many policy initiatives and other major changes that have moved the university forward.

Upon Tracey's departure, Jeni Kitchell will be appointed as Interim Assistant Vice Chancellor and Controller and Executive Budget Director. With Jeni's adept leadership and extensive Cal State experience, I am confident that operations will continue to run seamlessly.

Thank you, Tracey, for your dedication, service, and many contributions to the California State University. And thank you, Jeni, for stepping in to oversee this important function.

## **CSU Policy Library**

### **Travel Policy - Hote Rate Increase**

The systemwide hotel rate is anticipated to be raised to \$333 per night. The systemwide travel policy is currently being updated.

The wording will be similar to what the UC has in their policy: Lodging expense reimbursements are actual up to \$333 per night before taxes and mandatory hotel fees and must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel. When the traveler is unable to secure lodging at \$333 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location that supports the higher lodging rate incurred. The price comparisons should be performed at the time of booking.

### **CSU Emergency Operating Status**

This new policy has been drafted; request for feedback has been sent to AOA.

### **Policy Library**

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

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



## **I. Changes to OGC Assignments**

There have been recent changes to the OGC attorney roster. A list of current OGC attorneys and resource assignments is posted. <https://www.calstate.edu/csu-system/administration/general-counsel/find-an-attorney>

To highlight one change, Brian Walther joins Carrie Rieth as the OGC resource attorneys for auxiliary organizations. The OGC welcomed Brian to the CSU in November 2023. Before joining the CSU, Brian spent more than 20 years as the chief legal officer for George Mason University. He advised the Board of Visitors and senior leadership on issues of governance, ethics, employment, real estate, and complex business transactions. Brian also serves as the resource attorney on matters relating to contracts and procurement, and research and sponsored programs.

As a reminder, all auxiliary organizations are required to have their own legal counsel. OGC cannot provide legal advice to auxiliary organizations but can assist in navigating CSU policy.

## **II. Workplace Violence Prevention Plan**

As previously reported, SB 553 amended California Labor Code section 6401.7 and created section 6401.9 to address concerns about workplace violence and prevention. All employers that fall within the scope of the new laws are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (“WVPP”) no later than July 1, 2024.

Cal/OSHA created a guidance and resource page which includes a model WVPP to assist employers: <https://www.dir.ca.gov/dosh/Workplace-Violence.html>. Auxiliaries should consult with their legal counsel in developing and implementing their WVPP and determining its application to outside third-party employers such as vendors and contractors.

Training is an integral part of the new law. CSU is developing a training program that addresses the requirements. The training will be posted to CSYou. The course can be made available to interested auxiliaries through CSU Learn once it is ready. Contact: [L&D@calstate.edu](mailto:L&D@calstate.edu).

### III. **Department of Justice Issues Website Accessibility Final Rule**

On April 9, 2024, the U.S. Department of Justice (“DOJ”) issued a final rule which requires the websites and mobile apps of state and local governments to comply with the Web Content Accessibility Guidelines 2.1 Levels A and AA (“WCAG 2.1 AA”) in two or three years, depending on the number of people within their jurisdictions. For more information see: <https://www.laborandemploymentlawcounsel.com/2024/04/doj-issues-final-rule-under-title-ii-of-the-ada-for-state-and-local-government-websites/>.

Auxiliary websites likely are places of public accommodations falling under ADA Title III. The DOJ has not adopted a formal rule regarding website accessibility under Title III, but has advised that Title III entities should conform to current Web Content Accessibility Guidelines (WCAG 2.0 and above). Auxiliaries will be well served to review website and mobile application accessibility to ensure compliance. Auxiliaries should consult with their legal counsel to determine accessibility requirements.

### IV. **CSU Policy Updates**

The following policies that concern auxiliaries were recently updated and posted to the CSU Policy Page:

- CSU Contracts and Procurement Policy  
<https://calstate.policystat.com/policy/15202482/latest/?showchanges=true>
- CSU Environmental Health and Safety Policy  
<https://calstate.policystat.com/policy/15096056/latest/?showchanges=true>

### V. **Open Meeting Laws**

As a reminder, all auxiliary organizations are subject to open meetings laws which include the right to public comment. Auxiliaries are encouraged to review the AOA Model Governing Board Meeting Procedures for Auxiliary Organizations Governed by Education Code Sections 89920-28. See AOA Website at [G-8](#).



# SWHR Update for AOA

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## Update from Beth Ryan Associate Vice Chancellor, Human Resources April 2024

### **Presidential Recruitments**

Effective July 1, 2024, Dr. Britt Rios-Ellis will begin her appointment as president of California State University, Stanislaus. Her bio can be found [here](#). The expectation is that the presidents for Fullerton and Bakersfield will be announced at the May and September 2024 Board of Trustees meetings, respectively.

### **Collective Bargaining**

On Monday, March 4, 2024, the Collective Bargaining Committee of the Board of Trustees ratified the agreements with CFA (Unit 3), APC (Unit 4), and Teamsters (Unit 6). Five percent (5%) General Salary Increases will be/were processed on April 25, 2024, for fiscal year 2023/24 retroactive to July 1, 2023.

At the regularly scheduled March Board of Trustees meeting, initial proposals for a successor collective bargaining agreement with APC (Unit 4) and IUOE Unit 10 (Maritime only) were approved. This initiates full contract bargaining for both unions.

### **Student Assistant Unit Modification**

On March 5, 2024, the Public Employment Relations Board (PERB) certified the California State University Employees Union as the exclusive representative of the student assistants. Over 7,000 student assistants participated in the vote, with 97 percent voting in favor of joining the union. Excluded from the new unit are individuals employed by an auxiliary organization or foundation.

The parties will begin to bargain with CSUEU for a new student assistant agreement after the May Board of Trustees meeting. 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.



# SWHR Update for AOA

## **Employment Policy Governing Administrator Employees' Option to Retreat and Employment Policy Governing Employee References**

In March 2024, the Board of Trustees approved Resolutions to revise the [Employment Policy Governing Administrator Employees' Option to Retreat](#) (RUF 03-24-03) ("Retreat Policy") and the [Employment Policy Governing the Provision of Employee References](#) (RUF 03-24-04). The revised policies became effective March 27, 2024 and are accessible in the [CSU Policy Library](#).

## **Civil Rights (Title IX and other Nondiscrimination) Programs and Services**

VC Leora Freedman 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]

This concludes my report.

Auxiliary Organization Association

**Long Range & Strategic Planning Committee**

April 2024 Executive Committee Report

On March 19, the Long Range Planning Committee had our first meeting via Zoom. In attendance were Rasheedah Shakoor, Heather Cairns, Kieth Kompsi, Michelle Crawford, and Chuck Kissel.

In addition to introducing ourselves to the committee and reviewing the roles, the committee discussed AOA finances, annual dues, and conference registration fees. The topic was briefly discussed at the last Executive Committee meeting in January 2024. Long Range Planning was tasked to take more in depth look. A sub-committee was created to review AOA's financial position and make recommendations for strategic long-term planning.

Any initiatives or items left from the last administration will be discussed at the next meeting.

Meeting Dates TDB

May 2024

July 2024

October 2024

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Auxiliary Organization Association

**Nominations Committee**

April 2024 Executive Committee Report

The committee is working on identifying a meeting date to make our introductions for the 2024 administration. I anticipate we will meet and have a report for the next Executive Committee Meeting.



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## **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 January meeting kicked off 2024 and focused on planning for the new year. The committee agreed to sustain the monthly meetings and there was also interest in having a HR Committee Conference. Vice Chair, Ranjit Kaur, and Secretary, Andrea Bozant, have been instrumental in assisting with the planning of that conference, which will be held in Monterey Bay, CA in June 2024. They plan to use some of the funds allocated to the HR committee to host the conference. Conference session topics will include fostering team engagement, leaves & ADA compliance, and employment law. It will also foster networking opportunities amongst committee members and AOA partners such as Alliant and Sedgwick.

Additionally, during the January meeting, feedback was provided by the members on their interest in conducting a Request for Proposal for Legal Counsel. AOA's contract with Constangy, Brooks, Smith & Prophete, LLP has been in place for many years. With the unfortunate passing of their contract's primary attorney, Richard Bromley, the committee expressed interest in exploring other firms for employment related legal counsel.

Throughout the first quarter, a significant project for the HR Committee has been the AOA Salary Survey, conducted by Richard Lane of Human Resources Strategies, Inc. The final report was completed on April 8<sup>th</sup>, 2024 and has been shared with the HR Committee.

Additional topics discussed during the first quarter meetings included the new requirements for a Workplace Violence Prevention Program, 24/25 GSI/merit increases, onboarding plans, and attendance policies. They also encouraged the use of a master sheet of auxiliary HR contacts to ensure each auxiliary's HR has access to HR Committee related communications. Alliant will join their April meeting to discuss an upcoming AORMA benefits survey, as well as address expected rate increases, plan offering updates, and statewide considerations of a Long-Term Care Payroll Tax.

**THEMES FOR THE YEAR**

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

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

**COMMITTEE LEADERSHIP, 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, Assistant Director of Human Resources, The University Corporation at Monterey Bay
- ANNUAL CONFERENCE HR SESSION PLANNER: Maddison Burton, Director of Human Resources 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)

Spring 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**.

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In the last four months we have actively advertised the need for all RAC members to sign up and become registered users of the AOA website and communication portal. This is an important task for us and leadership will continue to promote the necessity of joining the AOA website to all its users.

A huge task RAC leadership and the Chancellor's Office have been working on is simplifying the process for initiating subawards between sister CSU campuses within Research and Sponsored Programs. The current process is long and a huge burden administratively. We are replicating the Federal Demonstration Partnership and using it for systemwide proposals and subawards. We will unveil this project at our next meeting in Long Beach May 21<sup>st</sup> and 22<sup>nd</sup>.

In collaboration with the Chancellor's Office, we have formed a long-term strategic planning group that will carry on past this leadership's term to address historical issues plaguing Sponsored Programs Administration. These issues are long standing because of the complexities of the different campuses and finding solutions that can be applied 23 different ways. The same issues have repeated themselves for many years and the goal of this group is to focus and find a flexible resolution to them one at a time. It will be a huge effort brainstorming, testing and tweaking possible fixes for many nuances systemwide.

February 29<sup>th</sup> RAC and the Chief Council of Research Officers (CCRO) held a joint virtual workshop covering the topic of large multi-campus multidisciplinary grants. We discussed the successful efforts of faculty and its impact on students. In addition, we held breakout rooms to discuss hiccups and roadblocks that need to be addressed.

RAC leadership has finalized the upcoming dates and locations of our meetings. Spring meeting will take place May 21<sup>st</sup> and 22<sup>nd</sup> at Long Beach campus and the Fall meeting will be September 17th-19th at Maritime Academy.

The RAC leadership and all its active members are excited about the tasks and challenges we plan to accomplish this year.





**Auxiliary Organization Association**  
**Associated Students/Student Union/Recreation Committee**  
**April 2024 Report** Submitted by Jeff Rensel, Chair  
 Director, Otter Student Union, CSU-Monterey Bay

**April 2024 AS/SU/RE Re-cap**

The AS/SU/Rec Standing Committee held a Business meeting at the AOA Annual conference in January 2024. The conference schedule was reviewed, and updates were provided by each sub-committee. Elections were held to select 2024 Standing Committee positions.

**AS/SU/REC Leadership 2024**

Jeff Rensel - Chair  
 Alejandro Rios - Vice-Chair  
 Ashley Fennell - AS Sub-Committee representative  
 Helen Alatorre - AS/SU/RE Sub-Committee representative  
 Odalys Zamora - CSSA Liaison

The AS/SU/REC Standing Committee approved the attached changes to the AOA Standing Committee Operating Guidelines on Jan. 4, 2024 and would like to submit these amendments to the AOA Executive Committee for final approval. *Please see attached document: AOA Standing Committee Operating Guidelines - AS|SU|REC UPDATES 2024*

The AS/SU/REC Mid-Year meeting is tentatively scheduled for Sept. 12-13, 2024, at the Loker Student Union, Cal State Dominguez Hills. Additional information about the meeting will be sent out in June.

**AS Advisors/CSSA**

The Student Government Advisors hosted two meetings this spring on Feb. 12, 2024. Topics included training resources, organizational charts, job descriptions, elections resources, bylaws, ASI Board positions, accountability resources, and general structure for the meetings.

CSSA hosted the annual CHESS conference on March 9-11, 2024 at the SAFE Credit Union Convention Center in Sacramento, California. This two-day conference held in the state capitol, students participate in various training sessions on state governance, higher education and public policy, and conducting successful lobby visits in preparation for Advocacy Day at the Capitol. In addition, students are provided the unique opportunity to collaborate and network with state legislators and student leaders from all of CSU's 23 campuses.

The AS Advisors Summit was hosted at the CHESS conference on Saturday, March 9, 2024. Topics included 1) Student Conduct, 2) Annual Reports, 3) Travel/Per Diem, and general announcements/happenings from each campus.

CSSA continues to host Plenary meetings throughout the year and hopes to expand meetings to both Zoom and in-person/on-campus meetings. The first meeting was held Jan. 20-21, in-person at the Cal State San Luis Obispo campus.

CSSA Plenary meetings: <https://calstatestudents.org/involvement/meetings/>

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

The AS/SU/REC Executive Directors Subcommittee chaired by Helen Altaire hosted meetings on Feb. 9, 2024 and March 21, 2024. The committee discussed many topics including cost allocation, HR policies/manuals, student union audits, ceasefire resolution & Title IX, AS stipends, campus risk assessments, budgets, and student scholarships.

This subcommittee will continue to meet monthly.

**Agendas/Notes will be uploaded to the AOA Portal for reference.**

## Commercial Services Committee Report AOA Executive Committee Meeting

### 2024 Commercial Services Leadership Team –

-Cyndi Farrington, Chair  
Director, Bookstore Services  
California State University Long Beach

-Michael Lennon, Vice Chair  
Associate Director, Facilities and Operations  
California State University, Northridge

### 2024 Meeting Schedule-

June – exact date tbd

### Updates Membership-

The Commercial Services Committee has struggled to increase its membership. It is also struggling to get responses from its membership on important topics. Heather asked me to reach out to the membership with the following message:

I recently received an inquiry from the Assembly Appropriations Committee asking about the progress the universities have made since the [Single-Use Plastic policy](#) was adopted by the Chancellor's Office in 2018. The policy sets out a series of deadlines with the latest deadline taking effect in 2023. The Committee would like to know the following and I hope you may be able to answer their questions:

1. Are all universities in compliance or only a few?
2. Those that are not in compliance, have they experienced any challenges or barriers in being compliant?
3. Have the universities provided water refilling stations around campus to encourage less reliance on plastics?
4. If a university is still moving towards compliance, when do they anticipate being in compliance?

The questions are being raised as a result of [AB 2648](#). The Committee would like to point out that the bill should not apply to CSU but wants to verify that the policies adopted have been implemented fully by the universities. I asked the same questions of the Chancellor's Office and thought I would reach out to this group as well.

I only received responses from four campuses.

### Department of Education Update

We need stronger support from AOA as well as the Chancellor’s office regarding this topic of using federal aid funding for course materials purchases. This is not limited to Inclusive and Equitable Access. As it stands, this proposed new rule would prevent the CSU system from charging for any fees related to classroom materials outside of those related to health and safety.

The Department of Education (ED) Negotiated Rulemaking sessions around Inclusive Access (IA) and Equitable Access (EA) failed to reach consensus. In the absence of consensus, the process continues onward: the ball is now in ED's court to formally draft new proposed regulations, which will be subject to both administrative and political feedback.

**The time is NOW to inform and influence the drafting process**, which is rapidly being politicized as the White House began **lumping IA/EA programs into a general push against “junk fees.”** It is critical to share IA/EA success stories directly with federal decision makers *before* they officially introduce misguided rules that harm these successful textbook affordability programs.

Here are steps you can take to help communicate the importance of this:

1. An “Administrator Stakeholder Communication” template is located [here](#) to get you started connecting with potential advocates this week.
2. Once candidates are identified, our NACS-led industry group has partnered with a leading communications and public affairs firm to provide support, from crafting op-eds to furnishing media talking points.
3. For a bespoke campus outreach plan, email the VitalSource team at [accessprograms@vitalsource.com](mailto:accessprograms@vitalsource.com), and we’ll set up a meeting ASAP.

The new [kepttextbooksaffordable.org](http://kepttextbooksaffordable.org) site has many valuable FAQs and resources. Two are linked below or can be accessed to the complete list on the “Resources” page.

- [Access Programs Fact or Fiction](#)
- [Access Programs by the Numbers](#)

Thank you for your continued support as we navigate this challenge!

## 2023 Legislative Updates

**AB607** - This bill, commencing July 1, 2024, requires each campus of the California Community Colleges and the California State University, and request each campus of the University of California, to prominently display the estimated costs for each course of all required course materials and fees directly related to those materials, for no less than an annually increasing percentage, up to 75% by January 1, 2028, of the total number of courses on the online campus course schedule for which a faculty member or course instructor has been assigned. The bill would define, for purposes of this requirement, "course materials" to include digital or physical textbooks, devices such as calculators and remote attendance platforms, and software subscriptions. **This bill was signed into law by the Governor.** As such textbook providers should be making progress towards this goal.

**AB 1228** introduces substantial changes to the fast-food restaurant industry in California. Employers in this sector must be prepared to adapt to new minimum wage requirements, adhere to workplace health and safety standards, and avoid retaliatory actions against employees participating in council proceedings. The mandatory raise would apply to all fast-food restaurants in California that are part of a chain with at least 60 locations nationwide. The \$20 wage would start April 1 and a council would have the power to raise it each year through 2029. Although this bill does not specifically impact most of our operations, we feel the ripple effect from the community will put pressure on us to adopt. **This bill was signed into law by the Governor.** At CSULB we did not make any changes to our pay structure, but I am curious how each campus is handling this.

### **Video Camera Policy**

As discussed at the Executive Committee meeting in January the Chancellor's office recently instituted a change in the control of video camera recording and access  
<https://calstate.policystat.com/policy/8020972/latest>

As previously discussed, this is putting an undue burden on commercial operators. We are no longer able to respond quickly to potential issues and we must submit a request to the campus police department to view any footage and then wait for a response. We are requesting that AOA help provide some advocacy for us on this topic.

Respectfully Submitted by Commercial Services Chair,

Cyndi Farrington  
Director Bookstore Services  
Beach Shops, California State University Long Beach  
Cyndi.farrington@csulb.edu

## Business & Financial Services Committee

### Report to the Executive Committee

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

The above office bearers were elected at the meeting held in January 2024. 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:

<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
4/25/2024	2p.m-3p.m	9/26/2024	2p.m-3p.m
5/23/2024	2p.m-3p.m	10/24/2024	2p.m-3p.m
6/27/2024	2p.m-3p.m	11/21/2024	2p.m-3p.m
7/25/2024	2p.m-3p.m	12/19/2024	2p.m-3p.m
8/22/2024	2p.m-3p.m		

**Mini-Conference:** the committee plans to organize a mini-conference at Davis in October before Halloween. It will be a two-day conference that will cover six sessions. We are working towards finalizing the sessions.

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 latest FASB/GASB guidelines, Closing Books of Accounts, and Audit Preparation.

Sincerely,

Shailendra Baghel, CPA JD MBA

## AOA IT Committee Executive Report

This report summarizes significant updates and discussions from recent meetings, highlighting key initiatives and areas of focus for ongoing cybersecurity and compliance efforts.

1. The recent ISAC meeting covered several critical topics related to information security and compliance.
  - Discussions included updates on audit requirements, focusing on administrative aspects concerning servers such as decentralized server locations and remote access protocols. Additionally, emphasis was placed on conducting a comprehensive data inventory, including hardware assets and applications containing Level 1 (L1) or Level 2 (L2) data, with specific attention to web-accessible applications across various platforms.
  - GLBA (*Gramm-Leach-Bliley Act: Financial Modernization Act of 1999. A US Federal law that requires financial institutions to explain how they share and protect their customer's private information*) compliance was highlighted, with periodic updates recommended for procurement reviews, data retention schedules, and change control processes for data owners.
  - Measures for accessing protected data were discussed, including the implementation of Multi-Factor Authentication (MFA) for remote L1 data access, logging access activities, and utilizing secure remote access methods like RDP/SSH behind VPNs. Furthermore, strategies for centralizing authentication for cloud services and managing administrative access were emphasized to enhance security.
  - The meeting introduced Microsoft Copilot as a successor to Cortana, with cautionary notes regarding privacy configurations. Ongoing testing of Microsoft Copilot within select IT departments was noted. Microsoft Purview was also introduced as a unified data governance solution for managing on-premises, multi-cloud, and Software as a Service (SaaS) data.
  - Regarding financial aid processes, directives were issued to remove Pell eligibility data and other FAFSA information from all reports, queries, and dashboards post-March 15, 2024. Discussions addressed concerns and confusion surrounding FAFSA data configuration, emphasizing tightened security measures and compliance with relevant regulations such as the Higher Education Act, FERPA, Privacy Act, Internal Revenue Code, and additional state and local laws.  
The reasons for delays in implementation were attributed to the installation of required software at the Financial Aid side to facilitate SAIG (Student Aid Internet Gateway) software upgrades. New restrictions were imposed to ensure secure storage and limited access to designated Financial Aid staff and IT support personnel.

2. Discussions also explored potential session topics for the 2025 AOA Conference in San Diego, with plans to communicate these topics to Calvin Yun, the 2024 IT Committee Vice-Chair.
3. Furthermore, additional discussion was focused on establishing a data repository storage system to house CSU-wide AOA IT policy and procedures (specific from each auxiliary units), as well as an inventory of software applications available from each unit for easy reference and access.





## CSURMA AORMA UPDATE FOR AOA – Q1 2024

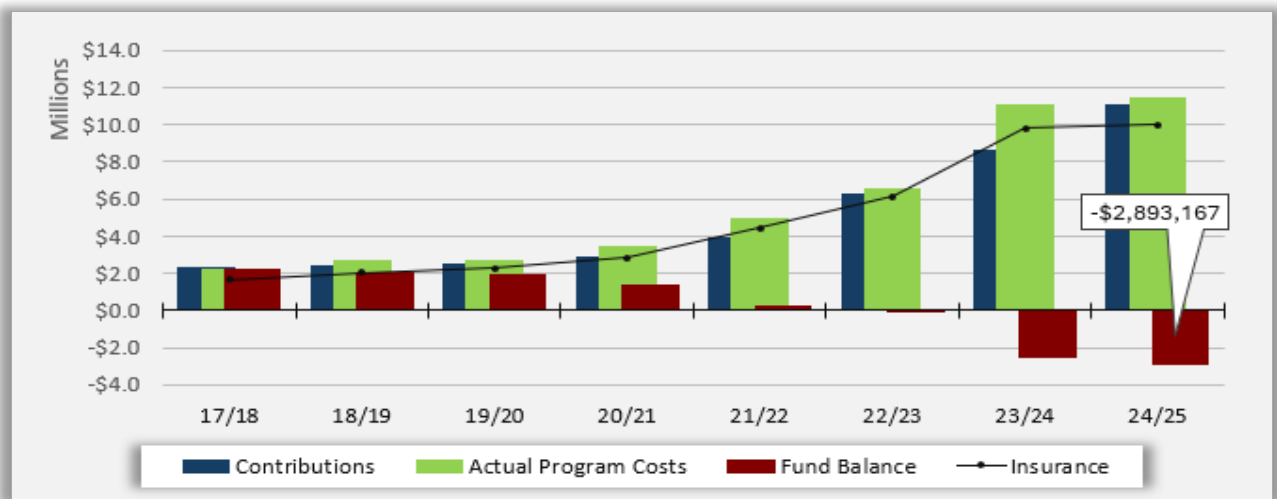
### AORMA Property Program Assessment:

On March 13, 2024, the AORMA Committee approved a \$3M assessment to the AORMA Property Program. The assessment is allocated to each Member based on its proportion of premiums paid into the program during the last five fiscal years (FY 18/19 through FY 22/23). Members will receive an invoice in July 2024 for the total assessment unless they choose to pay the assessment in one or two installments as shown in the payment options below.

#### Payment Options

1. One payment in FY 24/25 (July 2024)
2. One payment in FY 23/24
3. Two installments paid within FY 23/24 and FY 24/25
4. Two installments paid within FY 24/25 and FY 25/26

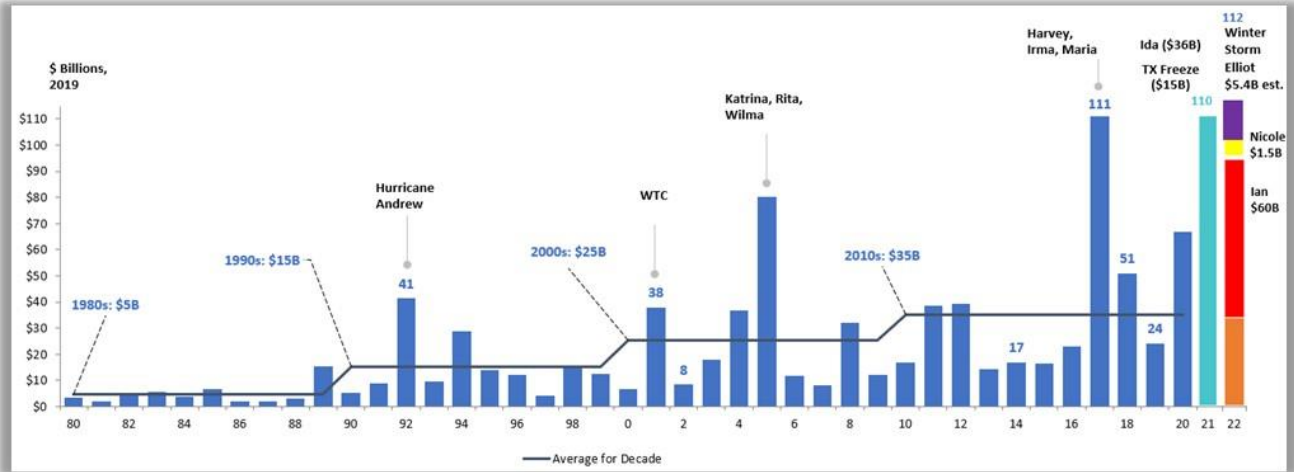
As shown in the chart below, the AORMA Property Program fund balance (shown in red) has been decreasing over the past several years. The contributions paid by the members (shown in blue) include Alliant’s estimate of the insurance costs for the upcoming fiscal year. However, the actual program costs, including insurance (shown in green) are increasing at a much higher rate than expected. The insurance costs for the current fiscal period were \$2.5M over budget. This put the AORMA Property Program’s fund balance into a negative position, and it is expected that the program’s fund balance at June 30, 2025 will be -\$2,893,167. Therefore, the AORMA Committee approved the \$3M property assessment to restore the program’s fund balance.



The property insurance market remains challenging and continues to see rate increases. The key drivers of the current market increases are:

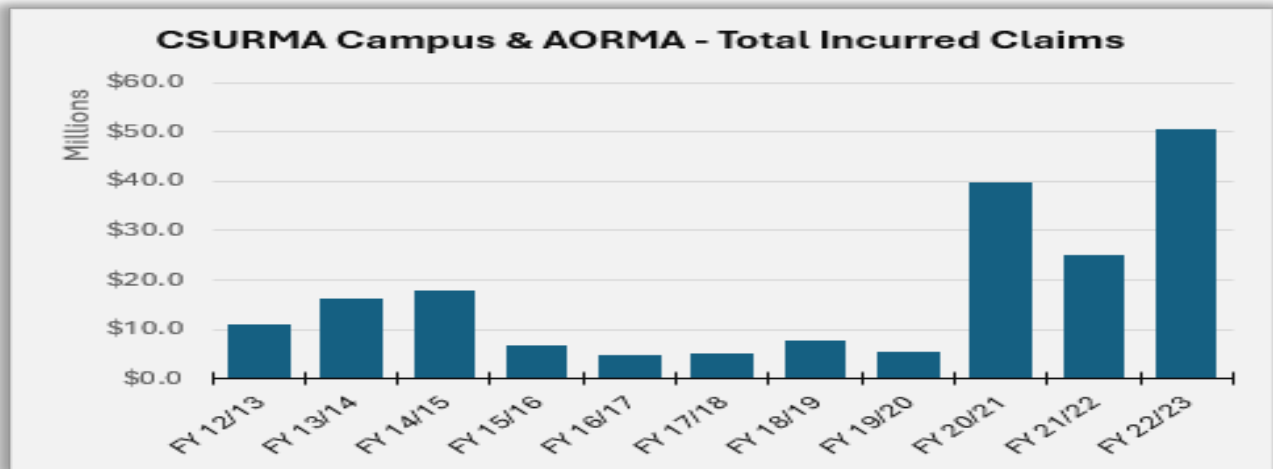
1. More frequent and severe natural catastrophes. The average insured catastrophe losses per year (inflation adjusted) have increased about 700% since the 1980’s and continues to rise. In the first eight months of 2023 there were 23 weather related loss events that were greater than

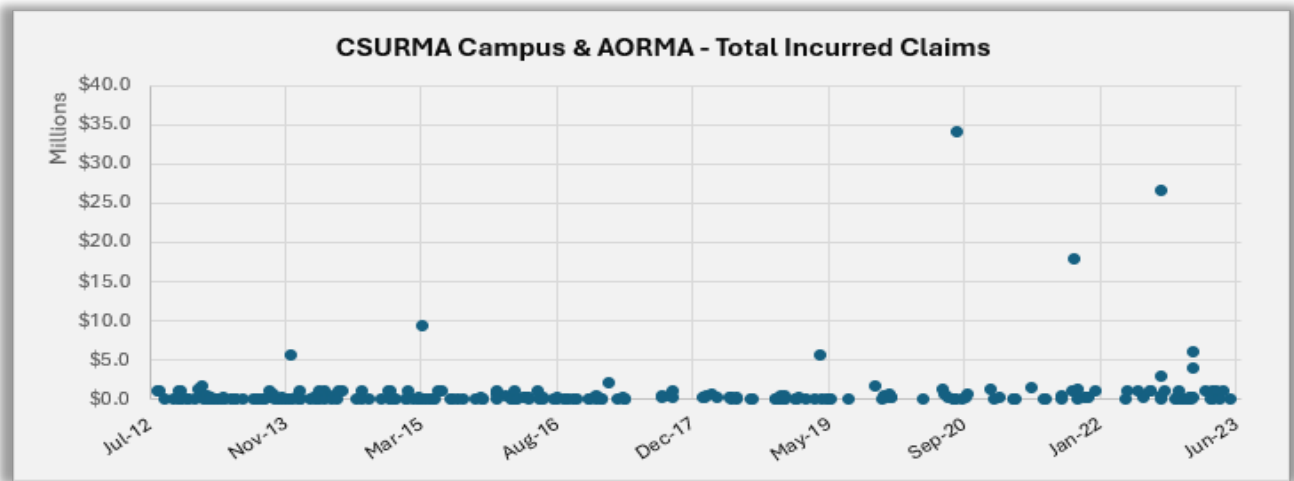
\$1 billion. This is far greater than any other year. See below for a chart showing the inflation adjusted Catastrophe losses over the decades.



- Increased cost of construction is resulting in inadequate values. Although inflation is beginning to taper off, construction costs continue to rise. Cost of building materials are high, and contractors and skilled labor continue to be in short supply. Together, those factors are leading to increased replacement cost of buildings. Even with meticulous attention to valuation, accuracy can be a challenge when considering additional coverages. Across the industry carriers are paying claims that far exceed the reported values. As a result, many markets are performing their own analysis of values adequacy and pricing based on values assumptions that are often higher than reported.

Also, for your information, shown below are the CSURMA Campus and AORMA claims exhibits. Both the Auxiliary Organizations and the Campuses have experience some very large losses in the past ten-years. In comparing the excess insurance costs to the incurred claims, AORMA’s loss ratio is 221% and the Campus loss ratio is 203%.





### Schools Excess Liability Fund (SELF) – AB 218 Pending Amount Due

In October 2019, California Assembly Bill Number 218 (AB 218) was signed which amended, effective January 1, 2020, the law pertaining to civil suits for recovery of damages from alleged childhood sexual assault/abuse. Actions may now be brought within 22 years after a plaintiff reaches the age of majority (that is, by age 40) or within five (5) years after the plaintiff discovered or should have discovered that there was psychological injury caused by the childhood assault/abuse. AB 218 also created a three-year window of time (January 1, 2020 – December 31, 2023) where claimants who were previously barred from filing a lawsuit due to the statute of limitations, could now file. The new window resulted more than 100 lawsuits filed against SELF members.

Due to the additional number of claims reported under the AB 218 extended statute of limitations, SELF increased its actuarial forecast for outstanding liabilities. This resulted in SELF charging assessments for all current and previous members in the SELF liability program. CSURMA was a member of the SELF's liability program between FY 96/97 and FY 06/07. CSURMA has received two (2) assessments.

The CSU auxiliary organizations along with the CSU were members of SELF's liability program between FY 96/97 and FY 06/07 and therefore, the auxiliary organizations are included in the levied assessment. To date, AORMA's portion of the assessments is \$1.4M.