

NOTE TO MINUTES: The materials and reports briefly referenced in the following minutes are included in the meeting's Agenda Packet, available on the AOA website at the indicated page numbers.

AUXILIARY ORGANIZATIONS ASSOCIATION OF THE CALIFORNIA STATE UNIVERSITY

**Draft Minutes of the Executive Committee
Via Zoom**

June 21, 2024

Officers & Representatives

			<u>Present</u>
Heather Cairns	President	Dominguez Hills	Yes
Rasheedah Shakoor	Past President	Chico	Yes
Cecilia Ortiz	President-Elect	Northridge	Yes
Grace Slavik	Secretary/Treasurer	Northridge	Yes
Andrew Singletary	Elected Representative	Sacramento	Yes
Annie Macias	Elected Representative	San Marcos	No
Liz Roosa Millar	Elected Representative	Cal Poly Pomona	No
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Andrea Burns	Elected Representative	Cal Poly SLO	Yes
John Doebler	Elected Representative	Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego	Yes
Janelle Temnick	Elected Representative	San Diego	Yes

Designated Members

Jeffrey Rensel	Chair – AS/Student Union/Rec Comm.	Monterey Bay	Yes
Cyndi Farrington	Chair – Commercial Services Committee	Long Beach	Yes
Shailendra Baghel	Chair – Bus. & Financial Services Comm.	San Jose	Yes
Yvonne Bermudez	Chair – Human Resources Committee	Long Beach	Yes
Alexander Gonzales	Chair – Information Technology Comm.	Northridge	No
Chantal Ebarle	Chair – Research Admin Committee	East Bay	Yes
Ian Hannah	Chair – Philanthropy Committee	Sonoma	Yes
Chuck Kissel	Chair – Risk Management/Insurance	Fullerton	Yes
Monica Kauppinen	Chair – Past Presidents	Sacramento	Yes

Appointed Staff (Non-Voting)

Richard Jackson	Business Manager/CFO	AOA Executive Committee	Yes
-----------------	----------------------	-------------------------	-----

Board Liaisons (Non-Voting)

Colin Donahue	CABO Liaison	Northridge	No
Robyn Pennington	Business & Finance Liaison	Chancellor's Office	Yes
Aaron Moore	Advancement Liaison	Chancellor's Office	Yes
Carrie Rieth	General Counsel Liaison	Chancellor's Office	Yes
Beth Ryan	Human Resources Liaison	Chancellor's Office	Yes

Agenda Item	Follow- Up Action
<p><u>President’s Convening Welcome</u> Heather Cairns welcomed everyone at the table and participating by zoom.</p> <p>A. CALL TO ORDER AND OPENING REMARKS Cairns called the EC meeting to order at 12:03PM.</p> <p>Cairns announced that the meeting was recorded via Zoom to assist with recording the minutes.</p>	
<p>B. APPROVAL OF AGENDA (Agenda, pgs. 1-2)</p> <p><i>Action Taken: The meeting’s agenda was approved with amendments to change Selection of Conference Sessions Planning Manager and Revised Scholarship Policy to action items (m/Doebler, s/Kauppinen).</i></p>	
<p>C. APPROVAL OF 4/26/24 MEETING MINUTES</p> <p><i>Action Taken: The minutes were approved with minor typos noted (m/Doebler, s/Burns).</i></p>	
<p>PUBLIC COMMENT PERIOD There was no public comment period at this meeting.</p> <p>D. OLD BUSINESS FOLLOW-UP (Agenda, p.3)</p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting. There are no current issues carried over from prior meetings that need immediate attention but there are longer term items which can be found in page 3 of the agenda.</p>	

E. President's Report

2024 AOA Leadership Roster

The roster is included on page 4. No changes had been identified.

Plan for August and November meetings

In-person attendance was encouraged for the August meeting. Link to the hotel will be sent out to the group a month before the meeting.

Selection of Conference Sessions Planning Manager

Cairns introduced the agenda item regarding the selection of a conference session planning service provider. She informed the group that they had received four proposals, with positive interest shown by participants. Following discussions among the officers and subsequent conversations with three of the candidates (excluding Starr Lee who did not respond), a recommendation was put forth.

Cairns invited discussion before presenting the officers' recommendation of Deborah Hammond for the role. Reasons cited included her ability to effectively coach and mentor session planners and enhance conference content. Concerns about retirement plans among the candidates and alternate plans were addressed, with assurance that Hammond has plans in place to continue for the upcoming conference year.

Action Taken: The committee selected Debra Hammond and proposal approved (m/Ortiz, s/Shakoor).

Current Issues Affecting Auxiliaries (with CO Liaisons)

During the meeting, Pennington provided an update on the budgetary challenges facing Business and Finance division at the Chancellor's office. She mentioned that due to anticipated cuts in the upcoming fiscal year 2024/2025 budget, they are taking proactive measures to limit discretionary travel spending and looking into considering virtual meetings and conferences for Business and Finance division.

Regarding enrollment trends, Pennington acknowledged a national decline in college-bound demographics, though specific percentages vary by campus. She recommended reviewing recent Board of Trustee presentations (<https://youtu.be/gHO2AFR7CJY>) for detailed insights on these trends. In response to questions, she confirmed that Steve Relyea would attend conferences virtually for the next two fiscal years as part of their cost-saving measures.

Other divisions in the Chancellor's Office (HR, Advancement, and General Counsel) echoed similar concerns about budget constraints affecting their respective areas. They noted a need to prioritize spending and potentially transition some activities to virtual formats. Cairns noted the importance of monitoring these developments for future conference planning.

During the meeting, Kauppinen asked about the potential impact of budget cuts on auxiliary services and whether there were discussions about CSU Presidents tapping into reserves. Pennington responded that while there is always scrutiny over funding sources during budget constraints, the focus is currently on assessing academic programs and operational efficiencies rather than targeting auxiliaries specifically. She emphasized the need to prioritize essential expenditures and explore collaborative efforts across campuses to manage financial challenges effectively.

Swearingen inquired about upcoming salary increases and their impact on auxiliaries. Ryan explained that decisions regarding salary adjustments for FY 2024/2025 are pending budget approvals and collective bargaining agreements. She noted that certain provisions, such as

step placements for faculty, are exempt from budget contingencies. She also mentioned ongoing negotiations with various bargaining units and organizational assessments within HR.

Baghel raised concerns about declining enrollments and competition from other universities. Pennington acknowledged these issues, attributing enrollment declines to post-pandemic uncertainties and perceptions about the value of higher education. She highlighted ongoing efforts to enhance enrollment strategies and explore new revenue streams beyond cost-cutting measures.

Moore reported on ongoing discussions with campus Vice Presidents for Advancement regarding campus protests and demands related to the endowment. These conversations aim to ensure clarity on responsibilities for disclosing information under the McKee Transparency Act. He acknowledged support from CSU Chancellor's Office General Counsel in clarifying these matters. Moore noted persistent misunderstandings in this area and highlighted discussions about differences in investment policies between the university and its auxiliaries. He emphasized that while the university's statement on investment remains unchanged for the state side, it does not directly apply to auxiliaries. This topic dominated discussions throughout May and remains a key issue moving forward into the fall.

Ryan concluded with additional updates on system-wide HR initiatives, including organizational assessments and possible transition to a bi-weekly payroll system. She also alerted attendees to forthcoming audits on additional employment policies affecting auxiliary operations.

F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT

YTD AOA Financial Report and Budget for FY 2024-25 (pages 5 and 6)

Jackson reported on the financial status and upcoming budget considerations for the fiscal year. He highlighted a positive net income projection, contingent on the fluctuating unrealized gains from Vanguard investments. He noted an unexpected \$84,000 legal expense due to overdue bills from Richard Bromley, and proposed inclusion of the Leadership Academy budget. Richard also discussed efforts to rebuild reserves following a significant loss from canceling the AOA conference in Indian Wells, with plans to increase fees and dues for financial stability. Discussion ensued regarding conference attendance projections, potential budget impacts, and considerations for virtual versus in-person meetings given current circumstances. Further communication on the status of the AOA Conference was recommended to dispel rumors and clarify intentions of continuing 2025 AOA conference.

Action Taken: The FY 2024-25 budget was approved as presented (m/Doebler s/Ortiz).

Future AOA Conference Sites

Cairns noted the upcoming conference locations: San Diego for 2025 and Oakland for 2026. Jackson added that San Diego also hosts the 2027 conference due to an existing contract. Cairns acknowledged this, expressing awareness of concerns about Oakland in 2026. She emphasized the importance of effectively communicating these decisions to members, focusing on the positives and addressing financial considerations.

G. PRESIDENT-ELECT'S REPORT

2024 AOA conference Planning Report

Ortiz provided updates on preparations for the 2025 conference. She noted that registration is now open for business partners and members, alongside the call for presentations and education sessions. Current registration figures will be shared following the rescheduled Conference Planning Committee (CPC) meeting. Ortiz highlighted the committee's careful consideration of logistical details, emphasizing fiscal responsibility in their decisions. She also mentioned discussions with keynote speaker, Dr. Giles, who seeks input on the association's goals and its capacity for organizational change, encouraging responses from EC members to inform the keynote address. Ortiz is asking for input on the following questions: (1) What are your association or your auxiliary's goals? And (2) how much organizational capacity do we have to change?

Signed NACAS Agreement

Additionally, Ortiz announced the successful renewal of the partnership agreement with NACAS, focusing on mutual promotion with their vendors to enhance conference participation. Cairns added that her recent attendance with Newberg (AOA service provider) at the NACAS West Conference yielded positive connections with potential new sponsors, attributing the location in San Diego as a draw for interest. Their efforts are expected to bolster financial support for the upcoming conference.

H. MEMBER RESOURCES

AOA Leadership Academy Plan and Materials

Ebarle reported that significant progress had been made on updating documents based on feedback from the last EC meeting. She mentioned the finalization of the application process with Dixie Johnson and noted that the application was ready for posting on the website soon after some final updates. Ebarle invited the EC members to review the application once it's posted, highlighting that it largely mirrors the previous version with minor adjustments. Cairns raised a query about ensuring the Past President's involvement on the Selection Committee, clarifying whether it should be the immediate Past President or any Past President from the group. Ebarle confirmed it would be the most recent Past President, aligning with earlier discussions for continuity in Leadership Academy and its connection with the AOA Past Presidents group. Cairns also inquired about the application timeline, with Ebarle confirming that applications would be released in August and accepted back within two months to accommodate supervisor approvals and department discussions. She added that an email address would be provided for inquiries during the process. Cairns concluded by thanking Ebarle and expressing excitement about the upcoming application cycle, inviting further questions or comments from attendees.

Issue Brief on Auxiliary Board Member Fiduciary Responsibility by Robert Griffin (pages 15 to 20)

issue brief concerning Auxiliary board member fiduciary responsibilities was sent to the Executive Committee. Jackson clarified that the document, requested from Robert Griffin, was intended for informational purposes and had been shared with all Executive Directors (EDs). Cairns confirmed that the EDs had received it as well. Hannah noticed that the document was labeled as a draft and inquired about finalization and codification. Jackson acknowledged the oversight in removing the draft label and confirmed that the document is indeed final.

Update on Website Membership (pages 21 to 24)

Johnson will provide an update in the August meeting.

I. NEW AND RETURNING BUSINESS ITEMS

Updates to Revised Scholarship Policy (file name: Scholarship of Excellency Policy)

There was a misunderstanding regarding the policy draft attached to the agenda, as it was found to be outdated. Jackson will contact Johnson to obtain the current policy draft and will include this item for review by the Executive Committee in the August meeting.

Additionally, Shakoor confirmed with Farrington her willingness to chair the Scholarship Committee this year, to which Farrington enthusiastically agreed. Shakoor and Farrington will coordinate separately to discuss matters related to the Scholarship Committee.

<p>J. BUILDING RELATIONSHIPS AND PARTNERS</p> <p>No formal reports from the CABO or Chancellor’s Office Liaisons at this abbreviated meeting.</p>	
<p>K. REPORTS</p> <p>No formal reports from the AOA Standing Committee Chairs at this abbreviated meeting.</p>	
<p>L. INFORMATION AND ANNOUNCEMENTS</p> <p>Next meeting: August 9, 2024 (in person) at 8:30AM.</p>	
<p>N. ADJOURNMENT</p> <p>By acclamation, the Executive Committee was adjourned at 1:11pm.</p> <p>Respectfully submitted, Grace Slavik <small>Digitally signed by Grace Slavik Date: 2024.07.14 01:58:04 -07'00'</small> _____ Secretary/Treasurer</p>	