



**EXECUTIVE COMMITTEE  
MEETING AGENDA  
January 11, 2025 – 3:00 pm – 5:00 pm**

**Sheraton Hotel & Marina  
1380 Harbor Island Drive, San Diego  
Room: Tidepool 2**

**Virtual Zoom Connection: [N/A](#)**

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- A. CALL TO ORDER and ANNOUNCEMENTS – *Heather Cairns*
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 11/15/24 MEETING MINUTES **Action Item** (pgs. 3-22)
- D. OLD BUSINESS FOLLOW-UP
  - 1. Status Report on Pending Items –*Richard Jackson* (pg. 23)
- E. PRESIDENT’S REPORT –*Heather Cairns*
  - 1. Voting Results on AOA Election Ballot
    - a. 2025 AOA EC Leadership Roster (pgs. 24-25)
  - 2. Service Provider Succession Planning
  - 3. AOA Annual Business Meeting with AOA Member Organizations (*with Richard Jackson*)
    - a. Annual Report to the AOA Membership (emailed)
  - 4. Criteria for Candidates for AOA President **Action Item** (pgs. 35-36)
  - 5. Recognition of Outgoing EC Members
  - 6. AOA Leadership Academy Recognition
  - 7. Current Issues Affecting Auxiliaries (with CO Liaisons)
- F. SECRETARY-TREASURER’S/BUSINESS MANAGER’S REPORT – *Grace Slavik/ Richard Jackson*
  - 1. YTD AOA Financial Activity
    - a. Transactions Report 11/1/24 – 12/30/24 (pgs. 26-29)
  - 2. Annual Financial Report to the AOA Membership for FY 23-24 (pgs. 30-33)
- G. PRESIDENT-ELECT’S REPORT – *Cecilia Ortiz*
  - 1. 2025 AOA Conference Report
  - 2. Conference Approach Reconsideration
- H. MEMBER RESOURCES
  - 1. Robert Griffin’s Annual Legislative & Compliance Update will be posted to the AOA website.
    - a. Issue Brief: Auxiliary Organization Involvement in CSU Policy Development (emailed)
- I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)

1. Submission of Completed Conflict of Interest Documents – *Voting EC Members* (pg. 34)

J. BUILDING RELATIONSHIPS AND PARTNERS

No Reports by the CABO and Chancellor's Officer Liaisons at this abbreviated meeting.

K. REPORTS

The Standing Committee Chairs' Annual Reports on their committee's accomplishments was included in AOA's Annual Report to Member Organizations sent out on January 4th. *If time permits, Committee Chairs may share Committee updates.*

L. INFORMATION AND ANNOUNCEMENTS

M. ADJOURNMENT

**FUTURE MEETINGS next year**

April 18, 2025– Long Beach

June 20, 2025 – Virtual Meeting via Zoom

August 8, 2025– Oakland

November 21, 2025 – Oakland

January 10, 2026 – Oakland

**SECRETARY-TREASURER:**

Richard Jackson

Auxiliary Organizations Association

P.O. Box 2177

Chico, CA 95927-2177

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***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**

November 15, 2024

<b><u>Officers &amp; Representatives</u></b>			<b><u>Present</u></b>
Heather Cairns	President	Northridge	Yes
Rasheedah Shakoor	Past President	Dominguez Hills	No
Cecilia Ortiz	President-Elect	Dominguez Hills	Yes
Grace Slavik	Secretary/Treasurer	Northridge	Yes
Andrew Singletary	Elected Representative	Sacramento	Yes
Annie Macias	Elected Representative	San Marcos	Yes
Liz Roosa Millar	Elected Representative	Cal Poly Pomona	Yes
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes
Andrea Burns	Elected Representative	Cal Poly SLO	No
John Doeblor	Elected Representative	Northridge	No
Melinda Swearingen	Elected Representative	San Diego	Yes
Janelle Temnick	Elected Representative	San Diego	Yes
<b><u>Designated Members</u></b>			
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	Yes
Chantal Ebarle	Chair – Research Admin Committee	East Bay	Yes
Ian Hannah	Chair – Philanthropy Committee	Sonoma	Yes
Chuck Kissel	Chair – Risk Management/Insurance	Fullerton	Yes
Monica Kauppinen	Chair – Past Presidents	Sacramento	Yes
<b><u>Appointed Staff (Non-Voting)</u></b>			
Richard Jackson	Business Manager/CFO	AOA Executive Committee	Yes
<b><u>Board Liaisons (Non-Voting)</u></b>			
Colin Donahue	CABO Liaison	Northridge	Yes
Robyn Pennington	Business & Finance Liaison	Chancellor's Office	Yes
Aaron Moore	Advancement Liaison	Chancellor's Office	Yes
Carrie Rieth	General Counsel Liaison	Chancellor's Office	Yes
Beth Ryan	Human Resources Liaison	Chancellor's Office	Yes

Agenda Item	Follow- Up Action
<p><b><u>President’s Convening Welcome</u></b> Heather Cairns welcomed everyone participating by zoom.</p> <p><b>A. CALL TO ORDER AND OPENING REMARKS</b> Cairns called the EC meeting to order at 10:03AM.</p> <p>Cairns announced that the meeting was recorded via Zoom to assist with recording the minutes.</p>	
<p><b>B. APPROVAL OF AGENDA</b></p> <p><i>Action Taken: The meeting’s agenda was approved with amendment to add “E.5 Amendment to the EC Presidential Track as an information item (m/Kauppinen, s/Ebarle).</i></p>	
<p><b>C. APPROVAL OF 08/09/24 MEETING MINUTES</b></p> <p><i>Action Taken: The minutes were approved aspresented (m/Kauppinen, s/Ortiz, a/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> Slavik provided an update on the credit card options for AOA. Jackson had reached out to Bank of America, and Grace contacted US Bank, which has a negotiated contract with CSU. US Bank confirmed that AOA could potentially "piggyback" off the CSU contract through their Higher Education Payment Solutions (HEPS). Slavik is awaiting further details from the sales team regarding available credit card options. She will continue to follow up, and the committee may have a recommendation by the January meeting.</p>	

## **E. President's Report**

### AOA Service Provider Succession Planning

Cairns introduced the topic of staffing changes and role adjustments, noting that both the Past Presidents' Committee and the Long Range Planning Committee had been reviewing these issues due to recent retirements from the service provider team. In particular, Dixie Johnson's upcoming retirement in June 2025 has prompted a closer examination of the current positions. The committee is considering potential changes, including reshuffling responsibilities and possibly reducing one position, as a response to recent financial discussions. This review is seen as a prudent step in the current financial climate.

Kauppinen mentioned that she had previously worked on updating the position descriptions but had not yet shared them with the group. She had intended to distribute these descriptions, particularly the ones she worked on during her third year as an officer. Cairns suggested that it would be beneficial to send the descriptions to the group ahead of the January meeting, giving everyone a chance to review them in advance. Kauppinen agreed to send them out before the meeting, so the descriptions would also be included in the meeting packet.

The committee also discussed the criteria for the presidential track, which is another area of ongoing review. Cairns indicated that there might be slight changes to the criteria, but the updates are not ready for action at this meeting. Instead, the committee plans to present these updates and make a recommendation at the January meeting. The goal is to ensure that the leadership criteria are up to date and do not overlook potential leaders, keeping the process inclusive and relevant.

### "CSU Buy" Registration

A brief update was provided regarding CSU by registration. It appeared that AOA was eligible to participate in the CSU by program. Bella Newberg, AOA Business Partner Manager, had been exploring this opportunity and believes there could be financial benefits. The plan was to apply and assess the potential advantages. Any relevant findings and benefits would be shared with the group for further discussion.

### Leadership Academy Update

The Leadership Academy update was shared with enthusiasm. The current Academy worked diligently to enhance the program, and the call for applications for the upcoming year was a success. Eight candidates applied, with a diverse representation across various subcommittees, including research, purchasing, recreation, ASI operations, human resources, and finance. Each candidate brought strong credentials, positive letters of recommendation, and experience attending at least one AOA conference.

Ebarle provided an update, mentioning that all eight applications were reviewed. Although the budget was allocated for 10 to 12 candidates, the eight applicants were considered more than sufficient for the program's needs. The team was excited to move forward and planned to notify the selected candidates in the first week of December, keeping the program on track for the upcoming quarter. The group looked forward to meeting the new cohort.

Additionally, Ebarle confirmed that a meeting for the Leadership Academy was already scheduled as part of the conference agenda, just before the event started. The team was eager to meet the new candidates and continue building the program. Cairns expressed excitement about the candidates and appreciated the work done to get to this point. There were no further comments or questions on the topic.

### Current Issues Affecting Auxiliaries

Ortiz posed a question on behalf of the conference planning committee. The committee was working on finalizing the conference agenda and wanted to understand the approach to CSU's strategic planning, particularly how auxiliaries would be involved in the conversation.

Ortiz asked if anyone on the call knew how auxiliaries would be incorporated into the planning process and who they should contact to ensure their involvement.

Pennington responded, mentioning that Vice Chancellor Greg Saks co-chaired the strategic planning effort and that there were discussions within the Division of External Relations and Communication. However, she had not heard any specifics regarding the role of auxiliaries. She suggested that Aaron Moore might have more detailed information and encouraged Ortiz to reach out to him. Moore responded that he would contact Vice Chancellor Saks to inquire about auxiliaries' involvement in the process. He expressed his intent to elevate Ortiz's point to ensure the comprehensive inclusion of auxiliaries in the planning efforts. Pennington agreed that Moore's input would be the most accurate source of information.

Cairns acknowledged Ortiz's question and promised to share any updates with the group once Moore provided more details. The conversation then shifted to the next topic.

Crawford brought up a concern discussed at their last meeting regarding Title IX policies and the intersection of CSU and auxiliary policies, specifically how to ensure compliance with CSU's policies while also protecting employee data. She asked if there was a contact at the Chancellor's office who could provide guidance on the matter.

Rieth from the CSU Chancellor's office suggested Crawford start by contacting the campus Title IX coordinator for advice. She noted that the coordinator could direct Crawford to the appropriate resources at the Chancellor's Office if needed. Beth Ryan thanked Rieth for the helpful information.

Rieth added a side note about the master planning process, reminding the group that auxiliaries always had a voice through their respective vice presidents. She encouraged them to coordinate closely with their campus vice president to ensure that auxiliaries' perspectives were included in the planning efforts.

#### Amendment to the Executive Committee Presidential Track

Heather mentioned that the officers had discussed updating the criteria for the Presidential Track to allow "participation in the Leadership Academy" as an acceptable alternative to "participating in conference planning." This would make the criteria an "either/or" option. While searching for potential candidates for next year's President Elect, it was noted that some viable candidates did not meet this specific criterion, and the officers did not want to overlook strong candidates. Although this situation may not arise frequently, they believe this update is a reasonable adjustment.

**F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT**

The discussion began with financial activities from July to November 2024, particularly focusing on an account labeled "contracted Service secretary, treasurer." Slavik clarified that this account, which is linked to payments made to Richard Jackson, should actually be classified under business manager expenses rather than secretary/treasurer expenses. She planned to address this misclassification with Richard. Slavik also noted that the audited financial statements and board report were sent out recently and that they were action items for discussion. She pointed out that the decrease in net assets was due to the annual conference's financial performance. The conference generated \$567,000 in income, but its expenses totaled \$649,000, with the majority stemming from hotel and meal costs.

Baghel raised several questions, primarily regarding the increase in accounts receivable, which seemed to have risen compared to the previous year. He inquired whether this increase was due to delays in members paying dues. He also expressed concern about a potential issue with the accounts payable cutoff, as indicated in the audit letter, suggesting that the organization may not be accruing or estimating it correctly, possibly not adhering to Generally Accepted Accounting Principles (GAAP). Furthermore, he noted that many of the audit's adjusting entries seemed to relate to accruals, where income and expenses were recognized without following GAAP's matching principle.

Slavik acknowledged Baghel's points but mentioned that she had only recently received the audit report and had yet to fully discuss the items with Richard. She confirmed that there had been delays in collecting membership dues, which could explain the increased receivables. Slavik also planned to address the accounts payable and accrual issues with Jackson. She emphasized that a smooth transition between her role and the next Secretary-Treasurer would ensure that these financial concerns are effectively managed moving forward.

Kissel offered additional input, stating that he disagreed with the notion that GAAP was not being followed, as the auditor's opinion confirmed that the financials adhered to GAAP. He clarified that the auditor's recommendations regarding adjustments were not unusual, as they reflected differences in management and auditor perspectives. He also noted that some adjustments had negatively impacted the financials, particularly related to about \$80,000 to \$90,000 in deficits. Kissel agreed that there seemed to be a cash flow timing issue, which had been discussed previously in the Long Range Planning Committee, and that addressing this issue would be a priority in future discussions.

Cairns highlighted the importance of continuing to monitor the financial situation, especially with the uncertainty around next year's conference and potential budget adjustments. She also mentioned that this issue would be discussed further in the Long Range Planning Committee.

*Action Taken: The Audited Financial Statements & Board Report for FY 23/24 was accepted as presented (m/Kissel, s/Baghel).*

Lastly, Slavik reminded the group about the upcoming annual AOA Business Meeting with Member Auxiliaries, which would take place during the executive director's luncheon.

**G. PRESIDENT-ELECT'S REPORT**

Ortiz provided an update on conference preparations, noting slower-than-expected registration this year, with 279 members and 43 business partners registered as of the latest report. She highlighted that out of the business partners, only a few were at the higher sponsorship levels such as Premier and Diamond, and the estimated total number of business partners is expected to range from 45 to 50, a decline from the previous year's 57. The committee is still reaching out to business partners to encourage further registrations.

The conference schedule is largely unchanged, with a social gathering planned for the first night and partnerships with business partners to provide food and beverages, which will help reduce costs. Notable speakers for the event include Chancellor Garcia and Dr. Giles, with ongoing efforts to incorporate updates from various areas like human resources, audits, and risk management. A major concern regarding the venue had been resolved, with the hotel now offering an appropriate space for the expo and other events. Recent renovations at the hotel have also enhanced its appeal, with new amenities such as restaurants and bars for members to use during the conference.

Ortiz also provided an update on communications. A call for campus gifts is being sent out, and the conference agenda is nearing completion. The committee is actively working to promote registrations to meet the conference budget goals, as registration numbers directly impact the budget.

Kauppinen inquired about the reasons for the decrease in business partner registration numbers. Ortiz explained that some business partners have reported low return on investment from previous years, with little business interest generated from the conference.

Kissel sought clarification about the registration figures, asking for a comparison with last year's totals. Cecilia shared that the total registration count for the conference is 619, which includes both paid and complimentary registrations, with 234 paid AOA members and 101 campus employees. The business partner registration count is 46, though there are 96 complimentary business partner registrations, which may be for additional support personnel or ancillary activities. Ortiz acknowledged the discrepancies in the report and mentioned that some complimentary registrations might be tied to sponsorship levels.

To reduce costs, the committee has made several adjustments, such as cutting down on technology expenses and reducing the number of snack breaks. Business partners are being encouraged to provide food for the expo, which helps lower conference costs. Despite the challenges of reduced registrations, Ortiz emphasized that the committee is doing its best to balance maintaining a high-quality program while staying within budget.

Cairns added that the committee had eliminated one social event to save costs but is working on enhancing other networking opportunities for attendees. This includes making the business partner space more inviting to encourage interaction and networking.

Ebarle asked regarding the complimentary business partner registrations. Ortiz confirmed that some of these complimentary registrations are for additional personnel or those attending to support specific activities, though she was unsure of the exact allocation. Cairns suggested providing a more detailed breakdown of business partner registrations and sponsorships for a clearer picture.

Kauppinen raised a concern about the lack of early bird registration options, mentioning that she had delayed her registration as a result. Ortiz acknowledged this feedback, and Cairns noted that it's common for people to register for hotels early and delay the registration process. The committee plans to revisit this issue for future conferences.



**H. MEMBER RESOURCES**

CA Legislative Summary Update

Cairns noted that this is a standing agenda item that the organization strives to keep current and accessible to the membership.

**I. NEW AND RETURNING BUSINESS ITEMS**

Service Provider Contract Proposals for CY 2025

The committee discussed the renewal of service provider contracts for Bella Newberg (Business Partner Services Manager), Patrick Bailey (Conference Administrative Manager), and Dixie Johnson (Special Projects). Johnson’s contract is extended only through June 2025.

*Action Taken: The service contracts were approved as presented (m/Ebarle, s/Temnick).*

2025 AOA Scholarship Award Recommendation

The committee discussed the 2025 AOA Scholarship Award recommendations. Farrington, who coordinated the process, explained that there were two winners for this year, as the top two applicants were only 10 points apart. Both winners were Presidents of their respective Associated Students, Inc. (ASI) at their campuses. Despite a decrease in the number of applicants compared to last year, with 17 applications received this year compared to 19 last year, the process went smoothly. However, there was a slight decline in the number of campuses represented, with only 8 campuses participating this year, down from 9 the previous year. Additionally, the number of auxiliaries represented was also lower, with ASI student unions and commercial shops being the primary groups submitting candidates, while other groups like the Research Foundation did not contribute any applicants this year.

Farrington thanked the committee for their effort in reviewing the applications, acknowledging that it was a comprehensive process. She mentioned that some technical issues arose with a few applicants, but these were managed thanks to Dixie Johnson's efforts in ensuring all applications were handled properly. Rensel, a committee member, expressed gratitude for Farrington’s leadership and remarked on the quality of the nominations and the students who were selected. Baghel also praised the thoroughness of the process and mentioned that clarity on the academic year remaining for some applicants was a challenge.

Farrington further shared that while the process was rewarding, the lower number of applicants and campus representation was a concern. Kauppinen suggested that more targeted marketing efforts could help boost participation next year, especially through outreach by committee members to their respective campus groups. Cairns agreed, noting that this could be a helpful strategy for future committees. Farrington also clarified that the two winners would be invited to the conference to receive their awards in person.

*Action Taken: The two students recommended for the scholarship award were approved as presented (m/Singletary, s/Temnick).*

## J. BUILDING RELATIONSHIPS AND PARTNERS

### CABO Liaison Report (Donahue)

During the meeting, Donahue shared key observations and insights regarding ongoing discussions, particularly among the Chief Financial Officers (CFOs). He began by referencing Relyea's memo from October 15th, which was sent to Presidents and CFOs. This memo outlined planning guidelines for fiscal years 2025/2026, based on the assumptions outlined in the 2024/2025 state budget. It mentioned a potential 8% reduction in state appropriations, which would equate to a 5% cut in the overall operating budget when factoring in tuition fees. Campuses were instructed to plan for this potential reduction, as it was expected to appear in the Governor's budget proposal in January. The exact release date of the budget was confirmed as January 10th, with potential for change.

A common question circulating across campuses was the role of tuition increases. Donahue explained that the expected 6% tuition increase, totaling \$163 million, would essentially be absorbed by new mandatory expenses, leaving little room for other uses. Combined with the anticipated state appropriation cuts of \$397 million, campuses were preparing for difficult financial challenges in the coming years. Additionally, projections from the State Department of Finance indicated further budget gaps of 6.5% in 2026/2027 and 8% in 2027/2028, which would compound the ongoing fiscal difficulties.

Despite these challenges, Donahue emphasized the importance of continuing to move the university forward, even if that meant allocating small amounts of funding for priorities on a one-time basis. He highlighted the crucial role of auxiliary organizations in supporting campus operations and suggested that CFOs should have discussions with auxiliaries to explore ways to leverage their resources. Donahue shared an example from his campus, where auxiliaries had secured a \$250,000 deal for a five-year lease on a vacant land area to support campus projects.

Pennington, who contributed to the discussion, expressed concern over the overall budget situation, agreeing with Donahue's assessment. She also touched upon the Multi-University Collaboration initiative, which involved joint efforts between multiple campuses. Pennington encouraged participants to share examples of collaborations across auxiliaries or between auxiliaries and state-side operations, as these would be beneficial for the Chancellor's Office to understand.

Donahue also discussed efforts to enhance collaborations between campuses, especially focusing on sharing services and resources, particularly for smaller campuses. He pointed out that such collaborations were essential for addressing the challenges faced by universities. Some smaller campuses, such as Channel Islands, were even ahead in implementing certain systems, like the HR system, and were able to provide valuable insights to other campuses.

Another issue raised was the increasing turnover in personnel across the state system, which had affected the ability to rely on long-term institutional knowledge. Donahue highlighted that the frequent turnover had created challenges, particularly in financial reporting and meeting deadlines. He reminded the group that CFOs are ultimately responsible for the financial performance of auxiliaries, even if those auxiliaries are managed by different departments or student affairs.

Donahue also addressed the issue of youth programs and the importance of ensuring compliance with youth protection regulations. He urged CFOs to proactively address any findings related to oversight, background checks, and waivers, as these issues were

consistently highlighted in audits across campuses.

Lastly, Donahue touched upon the viability of campus bookstores, especially in light of rising competition from online platforms like Amazon. He pointed out that programs like equitable access, which provide students with affordable course materials, could be key to ensuring the long-term viability of campus bookstores. Despite some controversy around such programs, Donahue emphasized that they were essential to reducing student costs and ensuring the sustainability of campus bookstores. Cairns, who was involved in the implementation of such programs, shared that over three years and more than 70 meetings had been dedicated to making equitable access programs successful at her campus.

The meeting concluded with Donahue inviting questions and discussions, especially regarding any updates that could be brought back to the Chancellor's Office for further consideration.

#### CSU Business & Finance Liaison Report (Pennington)

The report was included in the packet and provides a comprehensive update on various activities and initiatives within the California State University (CSU) system. Below is a summary of the key points covered in the report:

The Board of Trustees meeting dates and agenda items are highlighted. The agenda for the November 20-21, 2024 meeting will be posted on November 7, 2024. Key items for the September 22-25 meeting include approval of the Five-Year Capital Outlay Plan, project approvals for San Diego State University and California State University, Fullerton, and financial topics such as the operating budget request and the CSU debt overview.

A significant initiative introduced by CSU is the Multi-University Collaboration Initiative, launched in August 2023. This initiative aims to optimize resources, reduce costs, and improve efficiency while addressing the individual needs of universities. The initiative focuses on three primary areas: benefits administration, information security, and procurement. Its goal is to improve service delivery and economies of scale across the system. A website has been launched to keep stakeholders informed on the initiative's progress. For more details, visit [Multi-University Collaboration Initiative](#). If you have any questions, you can contact the initiative team at [university-collaboration@calstate.edu](mailto:university-collaboration@calstate.edu).

The CSU Policy Library is introduced as a more accessible way to navigate [CSU systemwide policies](#). This library replaces former policy repositories and provides updates on newly created or revised policies. Stakeholders can subscribe to a listserv to receive notifications on policy changes.

The Budget Update section addresses challenges facing state-side programming due to financial difficulties, with an anticipated reduction in CSU's state appropriation for the 2025-26 budget cycle. This could lead to greater financial challenges. Full details of the [CSU 2025-26 budget request are available in the Executive Summary | CSU](#).

Financial Services Updates include a review of the Auxiliary Organization's External Audit Firm Qualifications policy. Changes are expected to focus on auditor qualifications and the submission of recent audit examples from similar organizations. This review will be shared with stakeholders in January. For more information on this policy, visit the full details at [Auxiliary Organization's External Audit Firm Qualifications](#).

The Digital Accessibility section informs that CSU must comply with WCAG 2.1 AA standards for digital content by April 2026. This will apply to all digital platforms, including those

managed by auxiliary organizations. Campuses are encouraged to work with ATI resources to assess and improve their digital content to meet these standards.

In the AI Strategy Efforts Update, CSU created a Generative AI Committee that convened from December 2023 to June 2024. The committee produced a report on Generative AI within CSU, and future efforts will focus on communication and how CSU can incorporate AI into educational opportunities. CSU is also working with state leaders to secure partnerships for AI development and student preparation for the future workforce.

The report concludes with a reminder about the IT Procurement Policy. According to CSU policy, IT procurements exceeding \$1 million require a feasibility study and approval by the Systemwide Chief Information Officer and the Executive Vice Chancellor/Chief Financial Officer before finalizing the contract.

Auxiliary Organization Governance was shared to the Committee (pages 45 through 50).

#### CSU Advancement Liaison Report (Moore)

The meeting included updates on leadership appointments within the Division of External Relations and Communications. Jeff Cullen has been appointed as the Associate Vice Chancellor (AVC) of Federal Relations. He will lead the CSU Office of Federal Relations in Washington, D.C., bringing experience from his previous role at SUNY. Additionally, Samantha Cypret has been appointed as the Executive Director of Tribal Relations, where she will oversee the newly established Office of Tribal Relations. This office will share physical space with the CSU Office of Advocacy & State Relations in Sacramento. Jason Maymon has also been appointed as the Senior Director of Media Relations & Public Affairs. Lastly, Caron Laird, the Interim Senior Director of Marketing Communications, announced her retirement, effective December 31, 2024, after 25 years of service at the Chancellor's Office.

Regarding the CSU Strategic Planning process, Vice Chancellor Greg Saks, who is co-chairing the effort, provided an update. Aaron Moore inquired about the specific engagement of auxiliaries in the process, which is under discussion. In addition to the public engagement sessions, special sessions have been planned for the CSU Alumni Council and for the board members of campus philanthropic auxiliaries, ensuring their input is incorporated into the strategic planning.

The election debrief focused on internal discussions regarding the potential impact of federal changes related to DACA on some CSU employees. This issue is being closely monitored, and further discussions are underway to assess its effects.

The meeting also highlighted efforts to guide campus philanthropic auxiliaries, particularly regarding increased public and campus interest in endowment investments. Aaron Moore and Carrie Rieth presented to the chairs of the Finance & Investment Committees of campus philanthropic auxiliaries, sharing best practices and compliance requirements related to open meetings, public posting, and public comment.

Finally, the CSU is nearing the completion of its annual systemwide data collection on philanthropic productivity for the fiscal year 2023-24. The CSU Donor Support Report, which compiles this data, will be presented to the Board of Trustees in January and subsequently submitted to the legislature for further review.

#### CSU General Counsel Liaison Report (Rieth)

Rieth provided an update on the systemwide Time, Place, and Manner (TPM) policy, which was mandated by the California State Budget Act of 2024. This policy was developed to provide consistency across all CSU campuses regarding regulations for protests, rallies, leafletting, and other speech-related activities. The goal is to ensure that these activities occur without disrupting the educational and operational activities of the university system. Rieth emphasized that this policy is not entirely new, as campuses have always had TPM policies. However, the systemwide policy ensures a more consistent approach across all campuses, creating a better structure for managing and addressing these issues.

Rieth directed attendees to several key resources, including a public-facing webpage where the systemwide TPM policy, FAQs, videos, and other helpful materials can be accessed. The webpage is available at [www.calstate.edu/tpm](http://www.calstate.edu/tpm), and the full systemwide TPM policy can be found at <https://calstate.policystat.com/policy/17089632/latest/>. She recommended that attendees review these resources for more information and also highlighted a presentation by Dr. Dilsey Perez, which was presented at the last Board of Trustees meeting and will be repeated at the next one.

Rieth also shared that the much-anticipated update to the Auxiliary Compliance Guide is nearing completion. This guide will be posted as an addendum to the CSU Campus Auxiliary Organizations Policy and is intended to assist auxiliary organizations in understanding and complying with the policies. It is not a policy itself but a resource tool designed to help auxiliaries identify where specific policies and laws apply. In addition to the guide, an updated template for operating agreements will also be posted. While some minor adjustments are being made to the policy and templates, no substantial changes are expected. Rieth encouraged attendees to provide feedback on the guide via PolicyStat, noting that it is a platform that allows for continuous updates and revisions.

Regarding the timeline for posting, Rieth mentioned that the updated Auxiliary Compliance Guide is currently in draft form and should be posted by the end of the year, with final edits being made soon. She assured attendees that the guide would be posted before the upcoming conference. In response to questions about changes from the former ICSUAM (Integrated CSU Administrative Manual) policies, Rieth explained that ICSUAM references have been replaced by policies in PolicyStat. While the core content of those policies remains relevant, the reorganization into PolicyStat is intended to make the policies more user-friendly and accessible. She reassured the group that the essential principles remain intact, even though the format and references have changed.

Finally, Rieth thanked the group for their support and input in this process, acknowledging that it has been a significant undertaking. She encouraged everyone to review the available resources, provide feedback through PolicyStat, and stay engaged as updates continue. The posting of the updated Auxiliary Compliance Guide is expected to be completed soon, and Rieth expressed hope that this would be finalized by the end of the year.

Those seeking updates on this and other policies can subscribe to notifications by emailing [subscribe-csupolicylibrary@lists.calstate.edu](mailto:subscribe-csupolicylibrary@lists.calstate.edu). More information on all CSU policies is also available at <https://www.calstate.edu/policies>.

#### CSU Human Resources Liaison Report (Ryan)

Ryan discussed the executive turnover, including the appointment of Michael E. Spagna, Provost of CSU Dominguez Hills, as interim president of California State Polytechnic University, Humboldt, effective August 26, 2024. A national search is underway for a permanent president for Humboldt. Ryan also noted that Albert Liddicoat currently serves as the interim Vice Chancellor of Human Resources, with a national search underway for a

permanent appointment. The Vice Chancellor profile has been posted, and a permanent appointment is expected early in 2025. Additionally, Vernon B. Harper was appointed as the permanent president of California State University, Bakersfield, after serving as interim president since December 2023.

Regarding salary increases, Ryan shared that the Chancellor approved a 5% merit salary increase pool for Management Personnel Plan (MPP) and Confidential employees for fiscal year 2024/25, effective July 1, 2024. A similar 5% General Salary Increase (GSI) is being processed for employees in Bargaining Unit 1, Union of American Physicians and Dentists (UAPD), which was ratified by the Board of Trustees in September. Ryan also noted that negotiations are continuing with Bargaining Unit 4, Academic Professionals (APC), with the tentative agreement set to be ratified in November 2024. Bargaining with Bargaining Unit 3, the California Faculty Association, is expected to begin soon.

Ryan further discussed the ongoing modifications to the student assistant unit, as approximately 20,000 non-represented student assistants are now being represented under CSU's Unit 15. While there have been nine bargaining sessions to date, the parties remain far apart on economic issues, and no future dates for meetings have been set. Ryan noted that student groups may voice their concerns regarding the lack of progress in negotiations at the upcoming Board meeting.

On the topic of the minimum wage increase, Ryan confirmed that the California minimum wage will rise to \$16.50 per hour starting January 1, 2025. Although Proposition 32, which sought to increase the minimum wage to \$18 per hour, was narrowly defeated, the increase to \$16.50 will still proceed as planned. This change will affect a significant number of student assistant appointments across the system, as well as some counselor interns and Confidential Office Support appointments.

Ryan also provided an update on the CSU's ongoing work related to civil rights and nondiscrimination policies, specifically in relation to the "Other Conduct of Concern" initiative. Draft guidelines to address this issue, which stems from the Cozen Report and the State Auditor's findings, are currently under review. These guidelines are expected to be presented at the Board of Trustees' January meeting, though updates may be provided sooner.

Lastly, Ryan highlighted the Multi-University Collaboration Initiative, focusing on benefits administration. CSU is exploring opportunities to collaborate across its 23 campuses to streamline and improve benefits administration, reduce administrative burdens, and enhance the overall employee experience. A new benefits administration framework is in development, with further communication expected in the near future.

## **K. REPORTS**

### **1. Long Range Planning Committee/Nominations Committee (Rasheedah Shakoor)**

#### Revised Reserves Policy Draft

Keith Kompsi, Charles Kissel, and Michelle Crawford presented a revised draft of the AOA's reserves policy to the Executive Committee, as outlined in the agenda on pages 58 and 59. The proposed changes are designed to address financial exposures and better align reserves with the association's operational needs.

One key proposal is to create a separate working capital reserve for general operations, as the current Working Capital Reserve only addresses a potential loss of operating income.

Since annual conference income is treated separately, and annual dues are stable, the focus of this new reserve would be on managing the timing discrepancy between when dues are received (on a seasonal basis) and when operating expenses are incurred (year-round).

Additionally, a new working capital reserve for the annual conference is proposed. This reserve would cover cash flow timing issues, as some conference expenses must be paid before income is received. However, this reserve is distinct from the exposure related to conference cancellations, which is addressed separately in the policy.

A major revision involves the modification of the Conference Contingency Reserve, which was updated to account for the risks associated with conference cancellations, particularly after the experience of the 2022 conference cancellation. The revised policy recognizes that such cancellations may result from unexpected events like "black swan" occurrences (e.g., the COVID-19 pandemic) or financial crises within the state or among auxiliaries. The updated reserve would be based on losses incurred during the 2022 conference cancellation, such as lost income and unrecoverable expenses, rather than being limited to a percentage of business partner support. The policy also calls for considering Event Cancellation Insurance to mitigate the reserve balance required, with preliminary estimates indicating insurance premiums may range from 10% to 15% of total conference revenue, depending on whether pandemics are included as a covered peril.

The proposal also includes eliminating the current General Contingency Reserve, as the three proposed reserves (working capital reserves for general operations, annual conference, and conference contingency) are considered sufficient to cover all potential exposures. Furthermore, it is proposed that the current reference to priorities among reserves be removed, as all reserves are considered equally important.

Lastly, the proposal includes a new requirement for the Annual Reserves Review. This would ensure a written plan is in place for fully funding any reserve that falls below its required level. To provide greater flexibility in using excess reserves, the term "will" is recommended to replace "may" regarding the use of over-funded reserves as a funding source.

Prior to vote on the reserves policy, a discussion took place regarding budgets and reserves for standing committees.

Bermudez raised the issue, noting that at the last meeting, it was mentioned that standing committees should submit budgets. She pointed out that she had submitted the Human Resources (HR) Committee's budget and inquired about the consensus or outcome regarding those budgets. She expressed interest in knowing how the HR Committee could plan for the upcoming year and suggested considering succession planning in their budget process.

Cairns responded by acknowledging the question and mentioning that Grace was to provide an update. Slavik clarified that the HR Committee was the only one to have submitted a budget so far. She noted that she had thought another committee might have submitted a budget, but could not find it. Slavik indicated that she would follow up with Jackson regarding the HR budget, which she described as needing some adjustments. The budget submitted by Yvonne had a lower amount than expected, and Slavik planned to bring the revised budget to the committee for review at the next meeting.

Bermudez thanked Slavik and reiterated her point about needing to plan for the future, particularly with regard to adjustments for the annual conference, especially considering the challenges of meeting in person. She emphasized the importance of early planning to ensure readiness for the next fiscal year.

Kauppinen added to the discussion by suggesting that committees should review historical spending, particularly from five years ago, when there were stricter budget limitations. She mentioned that HR and Rack committees had been more extravagant in recent years and advised using past spending as a guideline to avoid over-expenditure.

Action Taken: The Revised Reserve Policy draft was accepted as presented (m/Kauppinen, s/Crawford)

#### 2025 EC Candidates Recommended for Election

Cairns presented the Nominations Committee report, which included discussions from the committee's November 1st meeting. The committee reviewed all submitted nominations for four key Executive Committee positions: Secretary, Treasurer, and President-Elect.

The Officer Nominees for the 2025 terms were as follows:

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

In addition, the Representative Nominees whose terms expire on 1/27 are:

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

Before the vote was taken, Singletary, Macias, Baghel, and Farrington, who are currently serving on the Executive Committee, were requested to log off from the Zoom meeting.

Action Taken: The 2025 EC Candidates Recommended for Election were accepted as presented (m/Kissel, s/Rensel).

#### Lifetime and Outstanding Accomplishment Awards

Heather Cairns shared that the committee also discussed the Lifetime Honorary and Outstanding Accomplishment Awards. The committee recommended John Slaughter for the Lifetime Honorary Award. However, there were no submissions for the Outstanding Accomplishment Award this year.

## **2. Human Resources Committee (Yvonne Bermudez)**

Human Resources Committee continued to meet consistently, with meetings held on the last Friday of each month. During the August meeting, Bermudez shared updates from the Executive Committee, including revisions to the time, place, manner policy and updates to the nondiscrimination policy. Additionally, they discussed the 5.4% increase in medical premiums for those enrolled in the CSURMA/AORMA program.

In September, the committee focused on internal policies and resource sharing. A major topic of discussion during this meeting was the issue of cell phone stipends and reimbursements. Moving into October, the committee started looking ahead to the new year, particularly concerning changes in employment law. Bermudez highlighted some critical updates, including the increase in minimum wage to \$16.50 per hour, limitations on vacation policy usage for paid family leave, and changes regarding the requirement for a California driver's license for certain roles. Another significant change discussed was the expansion of paid sick leave to include qualifying acts of violence, which could also apply to family members. These updates were reminders for HR teams to review job descriptions, policies, handbooks, and processes to ensure compliance with new laws.

To further assist with these changes, the committee planned an ad-hoc meeting for December 6th, where Constangy would provide an employment law update. This session was intended to prepare HR teams for the upcoming year, ensuring they were well-informed before January 1st. At this same meeting, Bermudez would facilitate an election to formally transition leadership, with plans to appoint a new committee chair, vice chair, and secretary.



The goal was to ensure a smooth handoff of responsibilities to keep the HR committee running efficiently.

During the discussion, Rieth inquired about the status of the contract with Constangy, as it was nearing its end. Bermudez confirmed that the contract closed on September 30th but noted that Richard Jackson and the group were interested in issuing a formal RFP. However, the committee was very satisfied with Constangy, who became more involved in their work, taking over many responsibilities after Richard Bromley's passing. The committee's positive experience with Constangy led to increased engagement and communication, with him becoming the committee's primary point of contact moving forward.

### **3. Research Administration Committee (Chantal Ebarle)**

The Fall meeting at Maritime Academy was a notable success, with 35 attendees present in person and over 30 participating virtually. During the meeting, significant updates were shared regarding the ongoing rollout of the Sister Subaward Program, which is designed to reduce the administrative burden on the research community. This initiative aims to streamline processes and minimize the time it takes for sister campuses to collaborate on research projects. As part of this update, it was highlighted that the systemwide policies have been revised, now requiring each campus to adhere to the new procedures. Additionally, the SharePoint site has been fully updated to align with the Federal Demonstration Partnership website, providing a more user-friendly interface. These updates reflect the implementation of the new CSU RAC Clearinghouse program as part of the Sister Subaward initiative.

The long-term strategic planning group also reported on their work, particularly in relation to staff training and retention. The group successfully established priorities, objectives, and goals, with a strong emphasis on cross-campus job shadowing as a tool to train research administrators. This collaborative approach aims to build skills and improve the overall research administration network across campuses. Looking ahead, there are plans to organize regular meetings between the Chief Council of Research Officers and the RAC committee members to maintain open communication and support each other in advancing the research community. The idea of holding training sessions for new research administrators every six months, featuring contributions from experts at various campuses, was discussed as an ongoing initiative.

In another exciting development, the group celebrated the creation of a research grant/contract-specific employee classification, marking a significant milestone. This change is anticipated to improve the efficiency and clarity of job roles within the research administration space.

Finally, RAC leadership and subcommittee members expressed their gratitude to AOA for their continued support of the team and the successful execution of their meetings.

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

The AS/SU/REC Executive Directors Subcommittee continued to meet monthly, providing valuable discussions on a variety of topics. Recent meetings held on September 20, 2024, and October 21, 2024, covered important matters such as the CSU Recreation Directors meeting, the revised TPM policy, divestment of AS investments, cost recovery, fee increases, and updates to the hospitality and gift policies. Additional discussions focused on the AOA Scholarship of Excellence applications. During the October meeting, topics like the auxiliary budget process, zero-based budgeting, Election Watch, the Student Tuition and Fee Policy, retail tenant spaces, CSSA updates, and student labor unions were also covered. The subcommittee remained committed to meeting monthly, with the next meeting scheduled for November 22, 2024, from 3:00 to 4:30 PM. Interested parties were welcome to join by contacting Jeff Rensel at [jrensel@csumb.edu](mailto:jrensel@csumb.edu).

An update was also provided on the AS/SU/REC committees. The CSU Advisors Subcommittee, led by Ashley Fennell, continued to keep advisors connected and well-

informed. Recent topics included ceasefire resolutions, removing an elected president, coach/trainer recommendations, scholarships, changes in bylaws, special elections, and updates on Lobby Corps. This group continued to meet monthly via Zoom, with upcoming meetings scheduled for November 19, 2024, and December 10, 2024. For more information, Ashley Fennell could be reached at afennell@csusm.edu.

In addition, CSSA hosted a virtual plenary meeting on September 21, 2024, followed by an in-person plenary meeting on October 19-20, 2024, at Cal State Monterey Bay. These meetings were part of an ongoing series throughout the year, with the next virtual meeting scheduled for November 16-17, 2024. For further details, individuals could visit the CSSA website or contact Joe Nino at jnino@calstate.edu.

The Recreation Directors group, coordinated by Vilayat Del Rossi, held a meeting on October 7, 2024, covering topics such as the CSU Wellbeing Attendant Policy, plans for the 2025 AOA Conference, and the Summer 2025 State Workshop. The group also discussed updates from various campuses and faculty/staff programs. Recreation Directors met monthly, with the next meeting scheduled for November 18, 2024. Those interested in joining the meetings could reach out to Vilayat Del Rossi at Vilayat.DelRossi@csusb.edu.

Additionally, a recent connection was made between the AS/SU/REC committee and the CSU Recreation Directors group, which had begun meeting regularly. This connection was expected to foster greater collaboration and support for the standing committee's initiatives.

At the upcoming AOA Annual Conference in San Diego, the Associated Students/Student Union/Recreation Standing Committee would meet to select leadership for the next term. The committee would also seek volunteers to assist with various subcommittees.

It was also confirmed that the AS/SU/REC Standing Committee meeting would take place on Sunday, January 12, 2025, from 2:00 to 4:00 PM, with attendees encouraged to arrive by 1:00 PM. The conference would open with a welcome session prior to the meeting.

#### **5. Commercial Services Committee (Cyndi Farrington)**

No updates.

#### **6. Business and Financial Services Committee (Shailendra Baghel)**

The committee discussed the challenges surrounding the short Financial Audit timeline prescribed by the Chancellor's Office. Many auxiliaries are finding it difficult to close their books, prepare for the audit, and complete the process within the tight timeframe, often leading to discrepancies and findings from auditors.

Regarding the 2025 AOA Annual Conference, the committee finalized the following session topics: "Meeting Financial Challenges and Creating Opportunities," "Ahead of the Curve: Future Trends in Finance and Accounting for Higher Education," "Transforming Procurement Processes with Generative AI," and "Getting Unstuck: Moving from Surviving and Reviving to...Arriving!"

In terms of the mini-conference, the committee is working on a strategic plan for future events, seeking assistance from past organizers. However, due to the busy schedules of members and the upcoming holiday season, the committee decided that a mini-conference will not be organized this year. The committee also plans to continue monthly meetings, covering updates on Business and Financial Services, AOA conference preparations, and current topics such as Travel and Hospitality Policy and budget recovery.

The next meetings are scheduled for November 21 and December 19, 2024.

#### **7. Information Technology Committee (Alexander Gonzales)**

Between August and October 2024, the AOA IT Committee held a virtual meeting to discuss

ongoing initiatives, updates, and collaborative projects. The primary focus of the meeting was on strategic planning for IT infrastructure, training enhancements, business continuity, cybersecurity efforts, and SharePoint Intranet development.

The meeting began with a discussion on the nomination process for the 2025 Vice-Chair role. The committee reminded members that the selected Vice-Chair would transition to the Chair position in 2026, ensuring continuity in leadership and succession planning within the committee.

The committee then reviewed updates on HR training modules. It was announced that CSU-Learn would transition to United Educators, a move designed to improve employee engagement with fresh, interactive training content. This shift aims to break repetitive cycles, introduce five distinct modules over five years, and feature shorter 15–20-minute training sessions. The transition will be system-wide, with each campus’s HR department communicating the changes to their employees once approved by the Chancellor’s Office, ensuring seamless implementation across all CSU campuses.

A key topic of discussion was business continuity and the development of a Business Impact Analysis (BIA) process. The committee was informed that, following a meeting with the campus emergency manager, each department at Northridge was tasked with developing a BIA to assess potential impacts on essential functions and set recovery time objectives (RTO). The BIA process involves identifying essential functions, determining potential impacts of disruptions, establishing RTOs, and creating survey tools for data collection. This initiative aims to enhance resilience and ensure operational continuity during unforeseen events.

Regarding SharePoint Intranet development, the committee shared progress on efforts to establish a SharePoint repository to centralize documentation related to policies, job descriptions, and resources. However, challenges arose due to the exclusion of auxiliary departments from the Unified Contract, complicating access. The committee noted that demo requests for SharePoint and other Microsoft products must be approved and processed through campus M365 administrators, which could delay timelines. As a result, the committee emphasized the importance of having representation during discussions at the Chancellor's Office level, especially regarding contracts that may affect auxiliary departments. Despite these challenges, a volunteer from the IT Committee is leading development efforts, and additional resources may be required. The potential need for a vendor to support the project was also considered, although this could increase project costs.

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

The committee also finalized session topics for the AOA 2025 conference in San Diego, with a focus on addressing current challenges and sharing best practices across CSU campuses. Departmental updates were shared, with members providing updates on their respective departments and auxiliaries, highlighting new developments, ongoing projects, and challenges faced.

Looking ahead, the next meeting dates were scheduled for November 7, 2024, and December 12, 2024.

Key action items included encouraging nominations for the Vice-Chair position, preparing for the transition to United Educators, beginning work on the BIA development, and continuing efforts to advance the SharePoint Intranet project while considering the potential need for vendor support. Additionally, the committee planned to follow up on the transition timeline for CSU-Learn and work on ensuring that auxiliaries would be included in the new training platform, as discussed during the meeting.

**8. Philanthropy Committee (Ian Hannah)**

The committee completed several key tasks, including identifying a new Chair role due to an unexpected vacancy. They updated the New Member Orientation Packet and promoted committee activities to increase awareness. The revised Philanthropy Committee Operating Guidelines received approval from the Executive Committee, and guidance on committee delegation of authority was provided to both the Executive Committee and the Philanthropy Committee in April.

The committee focused on determining session topics and presenters for the AOA Conference. Likely topics included ESG and Mission-Aligned Investing, Public Records Requests for CSU Auxiliaries, Advocacy and Community Relations for Foundation Boards, and AI Applications. The committee also worked on finalizing the agenda for the in-person meeting at the beginning of the conference. They sought volunteers and nominations for the Vice Chair position for the next year, as well as additional participants for the Philanthropy Committee Planning Group.

Hannah shared that the committee met quarterly via Zoom, although no meeting occurred during the summer. The last meeting took place in October, with about 35–40 attendees, including a mix of advancement operations, board relations professionals, and finance or endowment management experts. The committee typically attracted individuals from both the finance and administration side, as well as the advancement side. During the October meeting, Aaron Moore provided updates on several items, including personnel changes at the Chancellor’s Office. A special presentation on strategic planning for boards also took place.

In terms of current efforts, Hannah highlighted the planning meetings held between committee sessions to finalize conference details. A meeting in December focused on finalizing conference sessions and determining the agenda for the in-person meeting scheduled for January. The committee also worked on identifying a new Vice Chair, as the current Vice Chair, Nicole Forrest Boggs from CC Long Beach, moved into the Chair role for the following year. Once a new Vice Chair was identified, succession planning for the committee would be completed.

The 2023 AOA Philanthropy Committee meeting schedule included a Zoom meeting on April 30, 2024, featuring a CSU Audit Team presentation and discussions on unspent distributions, accumulated balances, and treasury management. The committee did not meet during the summer of this year. A Zoom meeting was scheduled for October 23, 2024, which included a presentation on strategic planning for boards from CSUSB and SFSU, as well as updates on systemwide endowment data, CO systemwide advancement leadership changes, and public meeting protocols. The committee would meet in person on January 12, 2025, at the beginning of the conference.

**9. Past Presidents Committee (Monica Kauppinen)**

Kauppinen provided an update on the task she worked on regarding the service provider descriptions. She noted that, while she did not email a formal report, she sent out the service provider descriptions at 10:55 AM and confirmed that members received it. The work, done in 2021 and 2022 by the Long Range Planning Committees, aimed to develop draft descriptions for service providers and discuss the potential need for a full-time, paid executive director. After evaluating the costs associated with a paid executive director and comparing them to the CSU executive director pay and benefits, the committee decided that such a position was unaffordable and unnecessary at that time.

Kauppinen explained that the task then shifted to reviewing and adjusting the current service provider descriptions. The goal was to clarify the duties of each role, considering changes in conference operations and efficiency. One significant change was the separation of duties for the Treasurer and Secretary roles. This change, recommended in 2022, removed those duties from Richard Jackson, who performed them as a volunteer while also serving as the business manager. Kauppinen emphasized that the role of volunteer treasurer/secretary

would provide more transparency and separation of duties, addressing concerns raised by past presidents. While the change was made, Kauppinen noted that the bylaws still needed to be updated to reflect this separation, and action was required in January to align with the bylaws.

She then discussed some challenges regarding the evolution of certain positions, particularly Jackson's role. Jackson's expertise and experience led to an expansion of his responsibilities, which created a reliance on him that would be difficult to replicate in one individual. Kauppinen pointed out that the role of business manager evolved because of Jackson's past experience as an executive director at Chico, where his campus also performed business management functions for the auxiliary service provider. The need for clarification on roles and efficiencies in staffing led to discussions about the necessity of having separate financial roles, such as hiring an accounting firm or bookkeeper to handle tax-related tasks, creating more transparency and separation between roles.

The conversation also covered the current roles within the organization, including session planner, business partner coordinator, conference administrator, business manager, and Dixie Johnson's role, which expanded to include membership, scholarships, communication, and website duties. Kauppinen pointed out that these positions evolved over time due to the expertise of individuals like Jackson and Dixie Johnson. As part of the long-range planning, Cairns expressed the need to reevaluate the efficiency and cost-effectiveness of the service provider roles.


Kauppinen concluded by mentioning that the most immediate concern was the need to firm up some of the current roles, particularly in light of Dixie Johnson's departure at the end of June. The committee needed to make decisions about how to redistribute her duties and ensure a smooth transition. She also shared that Cairns aimed to increase transparency and involvement in the process by interviewing session planners and individuals who submitted RFPs. This initiative was expected to continue in the following year, with new officers and the executive committee taking a more proactive role in the decision-making process.

Kauppinen encouraged members to review the service provider descriptions, share their feedback, and send comments to her or Cairns. She also reminded everyone that the work from 2021 and 2022 was available for review and generated little feedback at the time, but it was important to revisit it as they moved forward. Kauppinen closed the update by asking if there were any questions.

#### **10. Risk Management Committee (Chuck Kissel)**

Kissel provided an update on the liability and insurance programs, sharing both positive and negative developments. He began with the bad news, noting that the liability program was underfunded due to claims impacting auxiliaries across the system. This was evident from the graph on page 73. The AORMA Committee approved a \$2.7 million assessment to address the underfunding, similar to the property assessment conducted earlier in the year. However, liability assessments would be distributed differently than property assessments, based on the size of the institution rather than the amount of coverage. A formal notice would be sent out in January, and members would have two payment options: one payment in 2025-2026 or spreading it out over two years (2025-2027). This would give members enough time to incorporate the assessment into their budgets for the upcoming spring.

The second negative update concerned the liability side again, with a significant increase in claims activity. Kissel explained that both the number and the value of claims increased, particularly with claims rising from hundreds of thousands to millions of dollars. Some claims reached mid-seven figures, and several others were still in discovery, litigation, or mediation. This increase in claims, along with issues like medical malpractice and extended statutes of limitations for certain claims, was driving up premiums. It was anticipated that liability premiums would increase by approximately 40% for the 2025-2026 budgeting period, further impacting the system's budgets.

<p>On a more positive note, Kissel reported good news from the workers' compensation side. A \$2.1 million dividend was approved for distribution to members who contributed to the workers' compensation component. This dividend would appear in the 2025-2026 fiscal year and would help offset the impact of the liability assessment. Additionally, Kissel shared that the property program performed well over the past couple of years, resulting in a 14% decrease in property premiums. This marked a significant improvement after several years of substantial increases in property premiums. However, changes were made to the property coverage structure. For example, if a building's insured value was \$5 million but the cost to rebuild was \$30 million, the payout would be limited to the insured amount of \$5 million, and the institution would need to cover the difference. Kissel encouraged members to review their property coverage to ensure it reflected the value of their assets.</p> <p>Kissel concluded the update by reiterating the positive developments in workers' compensation and property insurance, as well as the challenges in the liability program. The overall financial impact on the system's budgets was expected to be significant, and more details would be provided in the coming months as institutions prepared for the 2025-2026 budgeting period.</p> <p>Hannah inquired about the increase in liability claims, asking whether the increase was due to a higher number of claims, a higher dollar value of claims, or both. Kissel explained that both factors contributed to the rise. He mentioned that there was an increase in the frequency and severity of claims, with some cases reaching into the millions of dollars. He also noted that auxiliaries faced increasing litigation, with more people willing to pursue legal action. This trend was exacerbated by changes in the statute of limitations for certain types of claims, including those related to molestation, which increased the overall liability risks.</p> <p>Baghel commented on the significant difference between the 15% increase in liability premiums from 2023-2024 to 2024-2025, and the expected 40% increase for the 2025-2026 period. Kissel agreed, pointing out that a major driver of the increase was an \$8 million settlement, and there were more claims still in progress. He expressed concern that the liability insurance situation could follow a similar trajectory to property insurance, where insurance carriers were leaving California or raising coverage limits, and budgets would continue to be negatively impacted.</p> <p>Kissel ended the update by expressing hope that the situation would not escalate to the point where insurance carriers would leave California, as had been seen with property insurance. He stressed the importance of planning for the 2025-2026 budget period and preparing for potential financial impacts.</p>	
<p><b>L. INFORMATION AND ANNOUNCEMENTS</b></p> <p>Next meeting: January 11, 2025 in person in San Diego at 2PM to 5PM. Future 2025 dates of the AOA Executive Committee meetings are also posted at the bottom of second page of the agenda.</p> <p>The budgets for the standing committee chairs were discussed. If any expenditures are anticipated for the fiscal year 2024-2025, committee chairs are asked to prepare their budgets and submit them as soon as possible.</p>	
<p><b>N. ADJOURNMENT</b></p> <p>By acclamation, the Executive Committee was adjourned at 1:23pm.</p> <p>Respectfully Submitted,</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:** January 5, 2025

**From:** Richard Jackson  
 Secretary/Treasurer

**File:**

**Subject:** Follow-Up Assignments from the  
 November 15, 2024 Executive Committee  
 Meeting

**cc:**

Below is a summary of items needing follow-up action, taken from the minutes of the August 9, 2024 Executive Committee Meeting, or carried over from a prior meeting. This list is intended to aid the responsible parties in their follow-up activities and their preparation of updates or agenda items for the next Executive Committee meeting on January 11, 2025.

Action	Responsible Individual	Notes on Status
None at this time.		

### Longer-Term Parking Lot:

- Discuss if it is appropriate to use personal credit cards to pay (and get reimbursed) for AOA meeting expenses (as opposed to having AOA pay directly)
- Revise the AOA Recognition Policy: e.g., the AOA pin is the gift to the outgoing President – no gavel or plaque or other gift.
- Create a revised one-page Marketing Fact Sheet on Auxiliaries and AOA.
- Establish an Education Coordinator to oversee Leadership Academy programming (e.g, an AOA member, Service Provider, or Past Presidents Group designee.
- Consider allowing Committees to issue small Travel Awards for attendance at AOA conference (Maddison Burton; RAC Chair).
- Review, clarify and/or revise the qualifications criteria for the Lifetime Honorary AOA Member Award.
- Work with Carrie Rieth to offer a refresher Professional Development Webinar on the McKee Act for viewing by the membership.
- Develop other Education and Training Series programs for the membership, including utilizing Business Partner presentations.
- Establish a working group to propose clarifying changes to the CO's Operating Agreement template.
- Work with Carrie Rieth to arrange for an auxiliary review process of proposed changes to the Compliance Guide.



## 2025 AOA EXECUTIVE COMMITTEE ROSTER

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

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

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

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 University
Janelle Temnick	Term expires 1/26	Aztec Shops, San Diego State University
Shailendra Baghel	Term expires 1/27	Research Foundation, San Jose State University
Vilayat Del Rossi	Term expires 1/27	Santos Manuel Student Union, CSU, San Bernardino
Cyndi Farrington	Term expires 1/27	Forty-Niner Shops, CSU, Long Beach
Kevin Mojaradi	Term expires 1/27	Associated Students, CSU, Northridge

### STANDING COMMITTEE CHAIRS

Alejandro Rios	AS/Student Union/Rec	Associated Students, San Francisco State
Michael Lennon	Commercial Services	University Corporation, CSU, Northridge
Jaime Leal	Business & Financial Services	Loker Student Union, CSU, Dominguez Hills
Ranjit Kaur	Human Resources	Research Foundation, San Jose State
Calvin Yun	Information Technology	Associated Students, CSU, Northridge
Heather Cairns	LR Planning/Nominations	University Corporation, CSU, Northridge
Julie Wessel	Research Administration	Research & Sponsored Programs CSU, San Bernardino
Nicole Forrest Boggs	Philanthropy Committee	49er Foundation, CSU, Long Beach
Chuck Kissel	Risk Management & Insurance Programs	Auxiliary Services Corporation, CSU, Fullerton
TO BE NAMED	Past Presidents	

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

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

Deborah Wallace	CABO Liaison	CSU, Dominguez Hills
Robyn Pennington	Business & Finance Liaison	CSU, Chancellor's Office
Aaron Moore	Advancement Liaison	CSU, Chancellor's Office
Carrie Rieth	General Counsel Liaison	CSU, Chancellor's Office
Beth Ryan	Human Resources Liaison	CSU, Chancellor's Office

\*\*\*\*\*

- 1) Elected by membership to one-year terms.
- 2) Elected by membership to staggered two-year terms.



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

**Auxiliary Organizations Association (AOA)**  
**Custom Transaction Detail Report**  
 July 1, 2024 through January 5, 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Check	10/03/24	3074	Richard Jackson	PayPal fees 9/3...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		424.90
Check	10/03/24	3074	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	89.14		514.04
Check	11/12/24	3093	Patrick Bailey	Bank charge - r...	79500 — Miscellaneous...	General Op...		10000 — Checki...	2.00		516.04
Check	12/09/24	3096	Richard Jackson	PayPal fees 10/...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		535.99
Check	12/09/24	3096	Richard Jackson	PayPal fees 11/...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		555.94
Check	12/09/24	3096	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	86.88		642.82
Check	12/09/24	3096	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	89.26		732.08
Total 79500 — Miscellaneous Expenses									732.08	0.00	732.08
78000 — Web Hosting/Maintenance Exp											
Check	07/13/24	3053	Dent Agency LLC	Website maint J...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		3,096.60
Check	08/12/24	3055	Dent Agency LLC	Website maint A...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		6,193.20
Check	10/14/24	3079	Dent Agency LLC	Website maint S...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		9,289.80
Check	11/12/24	3085	Dent Agency LLC	Website maint N...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		12,386.40
Check	11/12/24	3092	Centium Software, Inc.	EAir Temp Prem...	78000 — Web Hosting/...	January Co...		10000 — Checki...	1,450.00		13,836.40
Total 78000 — Web Hosting/Maintenance Exp									13,836.40	0.00	13,836.40
77400 — Research Admin Com Expenses											
Check	10/14/24	3076	Bessie Strategos	B Strategos RAC...	77400 — Research Adm...	General Op...		10000 — Checki...	761.39		761.39
Check	12/21/24	3099	Chantal Ebarle	RAC Summer M...	77400 — Research Adm...	General Op...		10000 — Checki...	1,116.94		1,878.33
Total 77400 — Research Admin Com Expenses									1,878.33	0.00	1,878.33
77200 — HR Committee Expenses											
Check	07/13/24	3051	Beach Shops, CSU Long ...	HR Conf June in ...	77200 — HR Committe...	General Op...		10000 — Checki...	8,109.72		8,109.72
Check	07/13/24	3052	SJSU Research Foundation	Reimb HR Conf ...	77200 — HR Committe...	General Op...		10000 — Checki...	6,042.99		14,152.71
Check	08/18/24	3063	Ranjit Kaur	June Conference...	77200 — HR Committe...	General Op...		10000 — Checki...	114.93		14,267.64
Check	08/18/24	3064	Andrea Bozant	Reimb HR Jun C...	77200 — HR Committe...	General Op...		10000 — Checki...	205.09		14,472.73
Check	10/14/24	3078	Shaw HR Consulting, Inc.	Half of \$2500 f...	77200 — HR Committe...	General Op...		10000 — Checki...	1,250.00		15,722.73
Total 77200 — HR Committee Expenses									15,722.73	0.00	15,722.73
77000 — AS/SU Committee Expenses											
Check	08/12/24	3056	Brandon M Tsubaki	Gloria Romano t...	77000 — AS/SU Commi...	General Op...		10000 — Checki...	300.00		300.00
Total 77000 — AS/SU Committee Expenses									300.00	0.00	300.00
76500 — Executive Committee Meeting Exp											
Check	08/16/24	3057	Richard Jackson	Sheraton deposi...	76500 — Executive Co...	General Op...		10000 — Checki...	3,000.00		3,000.00
Check	09/10/24	3066	Richard Jackson	Sheraton deposi...	76500 — Executive Co...	General Op...		10000 — Checki...	6,049.53		9,049.53
Check	09/10/24	3066	Richard Jackson	Sheraton deposi...	76500 — Executive Co...	General Op...		10000 — Checki...		981.14	8,068.39
Check	09/10/24	3066	Richard Jackson	Olcers dinner ...	76500 — Executive Co...	General Op...		10000 — Checki...	52.76		8,121.15
Total 76500 — Executive Committee Meeting Exp									9,102.29	981.14	8,121.15
76000 — Executive Committee Travel Exp											
Check	07/13/24	3049	CSU Northridge Universi...	Reimb HCairns J...	76000 — Executive Co...	January Co...		10000 — Checki...	131.00		131.00
Check	08/18/24	3065	Cal Poly Partners	Andrea Burns A...	76000 — Executive Co...	General Op...		10000 — Checki...	772.25		903.25
Check	09/13/24	3070	CSU, Sacramento Univer...	ASingletary Aug...	76000 — Executive Co...	General Op...		10000 — Checki...	686.72		1,589.97
Check	09/26/24	3072	CSU Northridge Universi...	Reimb GSlavik A...	76000 — Executive Co...	General Op...		10000 — Checki...	381.67		1,971.64
Check	10/14/24	3081	CSU Northridge Universi...	Reimb HCairns ...	76000 — Executive Co...	General Op...		10000 — Checki...	789.41		2,761.05
Check	12/09/24	3095	CSU Northridge Universi...	Reimb HCairns ...	76000 — Executive Co...	General Op...		10000 — Checki...	98.00		2,859.05
Total 76000 — Executive Committee Travel Exp									2,859.05	0.00	2,859.05
75300 — Insurance Expense											
Check	08/18/24	3059	CSURMA	24-25 Liabiity/...	75300 — Insurance Exp...	General Op...		10000 — Checki...	7,835.00		7,835.00
Total 75300 — Insurance Expense									7,835.00	0.00	7,835.00

**Auxiliary Organizations Association (AOA)**  
**Custom Transaction Detail Report**  
 July 1, 2024 through January 5, 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
75000 — Audit/Tax Prep Expenses											
Check	09/13/24	3069	KCoe Isom, LLP	Partial 6/30/24 ...	75000 — Audit/Tax Pre...	General Op...		10000 — Checki...	8,250.00		8,250.00
Check	09/26/24	3073	KCoe Isom, LLP	AOA Audit 23-2...	75000 — Audit/Tax Pre...	General Op...		10000 — Checki...	8,250.00		16,500.00
Check	11/12/24	3088	Pinion, LLC	FY2023-4Finan...	75000 — Audit/Tax Pre...	General Op...		10000 — Checki...	2,750.00		19,250.00
Total 75000 — Audit/Tax Prep Expenses									19,250.00	0.00	19,250.00
73000 — Retainer- HR Counsel											
Check	11/12/24	3086	Constangy, Brooks, Smi...	Legal consult 23...	73000 — Retainer- HR ...	General Op...		10000 — Checki...	29,042.74		29,042.74
Check	11/12/24	3086	Constangy, Brooks, Smi...	Legal consult 24...	73000 — Retainer- HR ...	General Op...		10000 — Checki...	595.00		29,637.74
Check	11/12/24	3091	Constangy, Brooks, Smi...	Legal consult 7/...	73000 — Retainer- HR ...	General Op...		10000 — Checki...	11,690.00		41,327.74
Check	01/01/25	3101	Constangy, Brooks, Smi...	Legal consult th...	73000 — Retainer- HR ...	General Op...		10000 — Checki...	2,835.00		44,162.74
Total 73000 — Retainer- HR Counsel									44,162.74	0.00	44,162.74
72500 — AOA General Counsel Expenses											
Check	11/12/24	3091	Constangy, Brooks, Smi...	Legal consult 7/...	72500 — AOA General ...	General Op...		10000 — Checki...	799.37		799.37
Total 72500 — AOA General Counsel Expenses									799.37	0.00	799.37
71000 — Retainer - Legislative Liaison											
Check	07/13/24	3048	Robert E. Griln	RGriln Leg/co...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	5,025.00		5,025.00
Check	10/14/24	3080	Robert E. Griln	RGriln Leg/co...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	3,975.00		9,000.00
Check	01/01/25	3102	Robert E. Griln	RGriln Leg/co...	71000 — Retainer - Leg...	General Op...		10000 — Checki...	2,850.00		11,850.00
Total 71000 — Retainer - Legislative Liaison									11,850.00	0.00	11,850.00
70500 — S/T Travel & AOA Office Expense											
Check	07/13/24	3047	AT&T Mobility	7/4/24 - 8/3/24	70500 — S/T Travel & A...	General Op...		10000 — Checki...	91.72		91.72
Check	07/13/24	3054	Richard Jackson	Reimb for Shera...	70500 — S/T Travel & A...	General Op...		10000 — Checki...			91.72
Check	08/16/24	3057	Richard Jackson	July pay and rei...	70500 — S/T Travel & A...	General Op...		10000 — Checki...			91.72
Check	08/18/24	3058	AT&T Mobility	8/4/24 - 9/3/24	70500 — S/T Travel & A...	General Op...		10000 — Checki...	98.72		190.44
Check	09/10/24	3066	Richard Jackson	RJ Travel Claim ...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	1,109.76		1,300.20
Check	09/13/24	3068	AT&T Mobility	8/4/24 - 9/3/24	70500 — S/T Travel & A...	General Op...		10000 — Checki...	98.72		1,398.92
Check	10/14/24	3077	AT&T Mobility	10/4/24 - 11/3...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	91.74		1,490.66
Check	12/09/24	3097	AT&T Mobility	11/4/24 - 1/3/...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	191.48		1,682.14
Check	12/21/24	3098	AT&T Mobility	11/4/24 - 1/3/...	70500 — S/T Travel & A...	General Op...		10000 — Checki...	199.48		1,881.62
Check	01/01/25	3100	AT&T Mobility	1/4/25- 3/3/25	70500 — S/T Travel & A...	General Op...		10000 — Checki...	183.48		2,065.10
Total 70500 — S/T Travel & AOA Office Expense									2,065.10	0.00	2,065.10
70000 — Contacted Service - Sec/Treas											
Check	08/16/24	3057	Richard Jackson	RJ July pay/reim...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		4,031.75
Check	09/10/24	3066	Richard Jackson	RJ Aug pay/reim...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		8,063.50
Check	10/03/24	3074	Richard Jackson	RJ Sept pay/rei...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		12,095.25
Check	12/09/24	3096	Richard Jackson	RJ Oct pay/reim...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		16,127.00
Check	12/09/24	3096	Richard Jackson	RJ Nov pay/reim...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		20,158.75
Total 70000 — Contacted Service - Sec/Treas									20,158.75	0.00	20,158.75
Total Expense									401,705.59	2,165.72	399,539.87
Net Income									401,705.59	48,016.18	-353,689.41

**Auxiliary Organizations Association (AOA)**  
**Custom Transaction Detail Report**  
 November 1, 2024 through January 5, 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Debit	Credit	Balance
Income										0.00
Expense										
80470 — Cnf Contract Srv-Patrick Bailey										
Check	11/12/24	3093	Patrick Bailey	PB Reimb for Au...	80470 — Cnf Contract S...	January Co...		921.76		921.76
Total 80470 — Cnf Contract Srv-Patrick Bailey								921.76	0.00	921.76
80460 — Bella Newberg										
Check	11/12/24	3090	Isabel Newberg	3rd Qtr (8/1-10...	80460 — Bella Newberg	January Co...		9,270.00		9,270.00
Total 80460 — Bella Newberg								9,270.00	0.00	9,270.00
80500 — Service Provider Travel Expense										
Check	01/01/25	3103	Taren Mulhause	TarenM Nov CP...	80500 — Service Provid...	January Co...		660.82		660.82
Check	01/01/25	3104	Patrick Bailey	PBailey CPC trav...	80500 — Service Provid...	January Co...		930.50		1,591.32
Total 80500 — Service Provider Travel Expense								1,591.32	0.00	1,591.32
80200 — Conf Contract Service-D Johnson										
Check	12/09/24	3094	Dixie L. Johnson	Dec qtr invoice ...	80200 — Conf Contract...	January Co...		3,090.00		3,090.00
Total 80200 — Conf Contract Service-D Johnson								3,090.00	0.00	3,090.00
84000 — Marketing/Communication Exp										
Check	11/12/24	3089	Bamko	Lapel pins 2024...	84000 — Marketing/Co...	January Co...		1,233.93		1,233.93
Total 84000 — Marketing/Communication Exp								1,233.93	0.00	1,233.93
83000 — Hotel Function & Meal Expense										
Check	12/09/24	3096	Richard Jackson	Reimb from She...	83000 — Hotel Functio...	January Co...			203.44	-203.44
Total 83000 — Hotel Function & Meal Expense								0.00	203.44	-203.44
82000 — Cnf Gifts and Awards Expense										
Check	11/12/24	3087	I.D. Me Promotions	Notebooks,cabl...	82000 — Cnf Gifts and ...	January Co...		5,791.30		5,791.30
Total 82000 — Cnf Gifts and Awards Expense								5,791.30	0.00	5,791.30
80900 — Other Conference Support Exp										
Check	12/09/24	3094	Dixie L. Johnson	Dixie J hourly co...	80900 — Other Confere...	January Co...		432.60		432.60
Total 80900 — Other Conference Support Exp								432.60	0.00	432.60
79500 — Miscellaneous Expenses										
Check	11/12/24	3093	Patrick Bailey	Bank charge - r...	79500 — Miscellaneous...	General Op...		2.00		2.00
Check	12/09/24	3096	Richard Jackson	PayPal fees 10/...	79500 — Miscellaneous...	General Op...		19.95		21.95
Check	12/09/24	3096	Richard Jackson	PayPal fees 11/...	79500 — Miscellaneous...	General Op...		19.95		41.90
Check	12/09/24	3096	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...		86.88		128.78
Check	12/09/24	3096	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...		89.26		218.04
Total 79500 — Miscellaneous Expenses								218.04	0.00	218.04
78000 — Web Hosting/Maintenance Exp										
Check	11/12/24	3085	Dent Agency LLC	Website maint N...	78000 — Web Hosting/...	General Op...		3,096.60		3,096.60
Check	11/12/24	3092	Centium Software, Inc.	EAir Temp Prem...	78000 — Web Hosting/...	January Co...		1,450.00		4,546.60
Total 78000 — Web Hosting/Maintenance Exp								4,546.60	0.00	4,546.60

**Auxiliary Organizations Association (AOA)**  
**Custom Transaction Detail Report**  
 November 1, 2024 through January 5, 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Debit	Credit	Balance
77400 — Research Admin Com Expenses										
Check	12/21/24	3099	Chantal Ebarle	RAC Summer M...	77400 — Research Adm...	General Op...		1,116.94		1,116.94
Total 77400 — Research Admin Com Expenses								1,116.94	0.00	1,116.94
76000 — Executive Committee Travel Exp										
Check	12/09/24	3095	CSU Northridge Universi...	Reimb HCairns ...	76000 — Executive Co...	General Op...		98.00		98.00
Total 76000 — Executive Committee Travel Exp								98.00	0.00	98.00
75000 — Audit/Tax Prep Expenses										
Check	11/12/24	3088	Pinion, LLC	FY2023-4Finan...	75000 — Audit/Tax Pre...	General Op...		2,750.00		2,750.00
Total 75000 — Audit/Tax Prep Expenses								2,750.00	0.00	2,750.00
73000 — Retainer- HR Counsel										
Check	11/12/24	3086	Constangy, Brooks, Smi...	Legal consult 23...	73000 — Retainer- HR ...	General Op...		29,042.74		29,042.74
Check	11/12/24	3086	Constangy, Brooks, Smi...	Legal consult 24...	73000 — Retainer- HR ...	General Op...		595.00		29,637.74
Check	11/12/24	3091	Constangy, Brooks, Smi...	Legal consult 7/...	73000 — Retainer- HR ...	General Op...		11,690.00		41,327.74
Check	01/01/25	3101	Constangy, Brooks, Smi...	Legal consult th...	73000 — Retainer- HR ...	General Op...		2,835.00		44,162.74
Total 73000 — Retainer- HR Counsel								44,162.74	0.00	44,162.74
72500 — AOA General Counsel Expenses										
Check	11/12/24	3091	Constangy, Brooks, Smi...	Legal consult 7/...	72500 — AOA General ...	General Op...		799.37		799.37
Total 72500 — AOA General Counsel Expenses								799.37	0.00	799.37
71000 — Retainer - Legislative Liaison										
Check	01/01/25	3102	Robert E. GriIn	RGriIn Leg/co...	71000 — Retainer - Leg...	General Op...		2,850.00		2,850.00
Total 71000 — Retainer - Legislative Liaison								2,850.00	0.00	2,850.00
70500 — S/T Travel & AOA Office Expense										
Check	12/09/24	3097	AT&T Mobility	11/4/24 - 1/3/...	70500 — S/T Travel & A...	General Op...		191.48		191.48
Check	12/21/24	3098	AT&T Mobility	11/4/24 - 1/3/...	70500 — S/T Travel & A...	General Op...		199.48		390.96
Check	01/01/25	3100	AT&T Mobility	1/4/25- 3/3/25	70500 — S/T Travel & A...	General Op...		183.48		574.44
Total 70500 — S/T Travel & AOA Office Expense								574.44	0.00	574.44
70000 — Contacted Service - Sec/Treas										
Check	12/09/24	3096	Richard Jackson	RJ Oct pay/reim...	70000 — Contacted Ser...	General Op...		4,031.75		4,031.75
Check	12/09/24	3096	Richard Jackson	RJ Nov pay/reim...	70000 — Contacted Ser...	General Op...		4,031.75		8,063.50
Total 70000 — Contacted Service - Sec/Treas								8,063.50	0.00	8,063.50
<b>Total Expense</b>								<b>87,510.54</b>	<b>203.44</b>	<b>87,307.10</b>
<b>Net Income</b>								<b>87,510.54</b>	<b>203.44</b>	<b>-87,307.10</b>

# Annual Financial Report to the AOA Membership

Dear AOA Members –

Each year, I provide a report to the membership on the organization's financial position. The short version is:

- AOA received a clean audit report for FY 2023-24, and
- There has been a significant change the last couple years in the AOA's Total Net Assets (the accumulation of net income over the years), due to the some \$450K in expenses and penalties related to the pandemic-related cancellation of the scheduled January, 2022 Conference in Indian Wells, followed by the \$97K deficit last year when Conference expenses were in excess of Conference income. The main culprit was the unforeseen leap in hotel and meal costs -- up some \$227K!

## Key take-aways:

- AOA had Net Income of (\$96,739) for 2023-24, which means that
- Following the decline AOA's Net Assets from \$766,783 to \$310,396 last year, it increased to \$329,261 in 2023-2024.
- The resulting Net Assets of \$232,522 are designated, per AOA policy, to cover three safety-net reserve commitments (for Working Capital, for Conference Contingencies, and for Special Projects), which means there are no funds available this coming year for spending for discretionary spending on strategic needs.

## Attached are:

1. A listing of the year's Revenues, Expenses and Net Income (Change in Net Assets).
2. A detailed listing of the year's Expenses, grouped by functional area, compared to the prior year.

Richard Jackson  
AOA Business Manager

## Auxiliary Organizations Association

### STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

Years Ended June 30	2024	2023
<b>NET ASSETS</b>		
<b>Revenues and Other Support</b>		
Membership dues	\$ 279,205	\$ 233,255
Conference sponsorships	282,500	280,750
Annual conference fees	284,575	277,475
Interest and dividend income	5,761	11,919
Realized and unrealized gain on investments	19,229	14,608
In-kind contributions	7,500	5,500
<b>Total Revenues and Other Support</b>	<b>878,770</b>	<b>823,507</b>
<b>Expenses</b>		
Program services	889,286	722,557
Management and general	86,223	82,085
<b>Total Expenses</b>	<b>975,509</b>	<b>804,642</b>
<b>Change in Net Assets</b>	<b>(96,739)</b>	<b>18,865</b>
<b>Net Assets Without Donor Restrictions - Beginning of Year</b>	<b>329,261</b>	<b>310,396</b>
<b>Net Assets Without Donor Restrictions - End of Year</b>	<b>\$ 232,522</b>	<b>\$ 329,261</b>

*The accompanying notes are an integral part of these financial statements.*

# Auxiliary Organizations Association

## STATEMENTS OF FUNCTIONAL EXPENSES

Year Ended June 30 2024	Program Services	Management and General	Total
<b>Expenses</b>			
Annual conference:			
Hotel and meals	\$ 485,298	\$ -	\$ 485,298
Speaker fees and other expenses	160,472		160,472
Preplanning	4,165		4,165
Executive committee:			
Meetings and travel	24,116		24,116
Committee meetings	41,049		41,049
Legislative liaison	11,925		11,925
Legal services:			
Personnel counsel	23,603		23,603
Audit fees		18,500	18,500
Accounting services		46,972	46,972
Insurance		6,706	6,706
Website maintenance expense	52,227		52,227
Survey expenses	12,500		12,500
Miscellaneous		14,045	14,045
Plaques and awards	7,484		7,484
Marketing and communications	39,709		39,709
Bank fees	19,238		19,238
Donated goods and services	7,500		7,500
<b>Total Expenses</b>	<b>\$ 889,286</b>	<b>\$ 86,223</b>	<b>\$ 975,509</b>

*The accompanying notes are an integral part of these financial statements.*



## Auxiliary Organizations Association

### STATEMENTS OF FUNCTIONAL EXPENSES

(Continued)

Year Ended June 30 2023	Program Services	Management and General	Total
<b>Expenses</b>			
Annual conference:			
Hotel and meals	\$ 258,493	\$ -	\$ 258,493
Speaker fees and other expenses	270,341		270,341
Preplanning	18,531		18,531
Executive committee:			
Meetings and travel	30,474		30,474
Committee meetings	4,852		4,852
Legislative liaison	16,163		16,163
Legal services:			
Personnel counsel	27,350		27,350
Audit fees		16,700	16,700
Accounting services		45,604	45,604
Insurance		5,842	5,842
Council on Governmental Relation dues	5,500		5,500
Website maintenance expense	57,757		57,757
Miscellaneous		13,939	13,939
Plaques and awards	16,350		16,350
Marketing and communications	2,325		2,325
Bank fees	8,921		8,921
Donated goods and services	5,500		5,500
<b>Total Expenses</b>	<b>\$ 722,557</b>	<b>\$ 82,085</b>	<b>\$ 804,642</b>

*The accompanying notes are an integral part of these financial statements.*

**Auxiliary Organizations Association**

**RELATED PARTY QUESTIONNAIRE & CONFLICT OF INTEREST CERTIFICATION**

1) Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions in the period from January 2024 to January 2025 to which the organization was, or is to be, a party?

- |   | YES | NO  |
|---|-----|-----|
| • Sale, purchase, exchange, or leasing of property?   | [ ] | [ ] |
| • Receiving or furnishing of goods, services, or facilities?                                  | [ ] | [ ] |
| • Transfer or receipt of income or assets?  | [ ] | [ ] |
| • Maintenance of bank balances as compensating balances for the benefit of another?           | [ ] | [ ] |
| • Acting as a director, officer, partner, trustee, employee, or manager in a business entity? | [ ] | [ ] |
| • A direct or indirect investment in a business entity of at least \$1,000?                   | [ ] | [ ] |
| • Other transactions?   | [ ] | [ ] |

2) Do you or any related party of yours have any interest, direct or indirect, in any of the following pending or incomplete transactions to which the organization is, or is to be, a party?

- |   | YES | NO  |
|---|-----|-----|
| • Sale, purchase, exchange, or leasing of property?   | [ ] | [ ] |
| • Receiving or furnishing of goods, services, or facilities?                                  | [ ] | [ ] |
| • Transfer or receipt of income or assets?  | [ ] | [ ] |
| • Maintenance of bank balances as compensating balances for the benefit of another?           | [ ] | [ ] |
| • Acting as a director, officer, partner, trustee, employee, or manager in a business entity? | [ ] | [ ] |
| • A direct or indirect investment in a business entity of at least \$1,000?                   | [ ] | [ ] |
| • Other transactions?   | [ ] | [ ] |

3) Have you or any related party of yours been indebted to or had a receivable from the organization at any time in the period from J January 2024 to January 2025? Please exclude amounts due for ordinary travel and expense advances.

YES [ ] NO [ ]

4) Do you know of any related party that has misappropriated assets or committed other forms of fraud against the organization?

YES [ ] NO [ ]

5) Do you know of any person or organization that should be receiving this questionnaire?

YES [ ] NO [ ]

6) Have you or any related party of yours had any interest, direct or indirect, in any transactions in the period from January 2024 to January 2025 or in any pending or incomplete transactions, to which any pension, retirement, savings, or similar plan provided by the organization was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES [ ] NO [ ]

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief. **I have received, read and will comply with the organization's Standards of Conduct Policy Statement and Conflict of Interest Procedures.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **NOMINATIONS COMMITTEE COMPOSITION AND SELECTION PROCESS POLICY**

### **I. Purpose**

The purpose of this policy is to ensure that the AOA has a sound methodology to identify and recruit talented, experienced, and committed individuals to leadership positions.

### **II. Nominations Committee**

The President shall organize a Nominations Committee to be chaired by the Immediate Past President. The Committee shall consist of the President Elect, President, Secretary/Treasurer, and at least one additional member of the Executive Committee appointed by the committee chair. Additional members may be named from outside the Executive Committee as desired by the President and the Chair of the Nominations Committee.

### **III. Nomination Process**

#### **A. Executive Committee Representatives**

- An electronic call for nominations for Executive Committee Representative positions will be sent by the Chair of the Nominations Committee no later than August 1, with nominations due by September 30. The nominations call shall include qualification criteria.
- All professional members may nominate a professional member or self-nominate, based on the qualification criteria. A formal nomination shall be submitted to the Chair of the Nominations Committee. A data sheet summarizing the nominee's qualifications shall also be provided.
- The Nominations Committee will submit its recommendations to the Executive Committee for action at the November meeting.
- The proposed Leadership Roster will be submitted for election by the membership.

#### **B. Standing Committee Representatives**

- Standing Committee representatives are selected and serve in accordance with the respective Standing Committee operating guidelines approved by the Executive Committee.
- The President may appoint an interim Standing Committee representative, as needed, and inform the Executive Committee about the interim appointment.

### C. Elected Officers

- The Nominations Committee Chair shall also call for qualified nominees to officer positions standing for election. The call shall include applicable qualification criteria. Qualified nominees are recommended to the Executive Committee on the same schedule as Executive Committee Representative nominations.

## IV. Qualification Criteria

### A. President and President-Elect

- Served on the Executive Committee for at least two years.
- Served on the Conference Planning Committee or Leadership Academy for at least one year.
- Demonstrated leadership abilities in group settings.
- Proficient public speaking skills.
- Ability to serve as primary advocate and spokesperson for AOA; and
- Ability to lead the Executive Committee and AOA.

### B. Secretary/Treasurer

- Served on the Executive Committee for at least two years.
- Demonstrated professional general and fiscal administrative experience.
- Collegial oversight and supervisory experience; and
- Commitment to fiduciary role and willingness to stand for two consecutive one-year terms.

### C. Executive Committee Representative

- Participating professional member of AOA for at least two years.
- Served in a CSU auxiliary management position for at least two years.
- Demonstrated leadership abilities.
- Attended at least one AOA annual conference; and
- Ability to regularly attend meetings and contribute to the Executive Committee's work agenda.

### D. Standing Committee Representative

- Participating professional member of AOA in related capacity for at least two years.
- Regular attendee and active participant in committee meetings.
- Attended at least one AOA Annual Conference.
- Demonstrated leadership abilities; and
- Ability to represent the committee's work and needs with the AOA Executive Committee.

Approved by the Executive Committee on \_\_\_\_\_, 2024.