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## EXECUTIVE COMMITTEE MEETNIG AGENDA

November 21, 2025 – 9:00am – 2:00pm

Virtual Meeting via Zoom

<https://csun.zoom.us/j/81776364438?pwd=784ukDfHXZx3Sgg6lfJbJQUOHFC3Ea.1>

Meeting ID: 817 7636 4438

Passcode: 789673

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- A. CALL TO ORDER and ANNOUNCEMENTS – Cecilia Ortiz
- B. APPROVAL OF AGENDA – **Action Item**
- C. REVIEW AND APPROVAL OF 8/8/25 MEETING MINUTES – **Action Item**
- D. OLD BUSINESSS FOLLOW-UP
- E. PRESIDENT'S REPORT – Cecilia Ortiz
  - 1. Financial Transition Update
  - 2. Amendments to Accounting & Administrative and Business Practices & Transparency Policies – **Action Item**
  - 3. Leadership Academy Update – **Time Certain – 11:30**
  - 4. Mailchimp integration to Website – w/Andrew Singletary – **Action Item**
  - 5. Standing Committee Transition Plans
- F. FINANCIAL REPORT – Dwayne Brummett and Annice Macias
  - 1. Transfer of \$50,000 from Vanguard to Bank of America – **Action Item**
- G. PRESIDENT-ELECT'S REPORT – Andrew Singletary
  - 1. 2026 Conference Planning Committee Report
- H. MEMBER RESOURCES
  - 1. Legislative Summary Update (by Robert Griffin)
- I. NEW AND RETURNING BUSINESS ITEMS
  - 1. Reports from Ad Hoc Committees
    - a. AOA Marketing Fact Sheet – Heather Cairns
    - b. AOA Policy/Advocacy Agenda – Annie Macias
    - c. Collaborative Technology Tools and Storage – Andrew Singletary
    - d. Education & Conference Programming 2028 & Beyond – Cecilia Ortiz

2. CSU Audit Timeline Discussion – Shailendra Baghel
3. PBCO Updates – Shailendra Baghel

#### J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – Colin Donahue – **Time Certain – 1:00**
2. CSU Business & Finance Liaison Report – Robyn Pennington
3. CSU Advancement Liaison Report – Aaron Moore
4. CSU General Counsel Liaison Report – Carrie Reith
5. CSU Human Resources Liaison Report – Dave Grant

#### K. REPORTS

1. Long Range Planning Committee – Heather Cairns
2. Nominations Committee – Heather Cairns
  - a. 2026 EC Candidates Recommended for Election – **Action Item**
  - b. Scholarship, Lifetime and Outstanding Accomplishment Awards – **Action Item**
3. Human Resources Committee – Ranjit Kaur
4. Research Administration Committee – Julie Wessel
5. AS/Student Union/Recreation Committee – Alejandro Rios
6. Commercial Services Committee – Michael Lennon
7. Business and Financial Services Committee – Jaime Leal
8. Information Technology Committee – Calvin Yun
9. Philanthropy Committee – Nicole Forrest Boggs
10. Past Presidents Committee – Kacie Flynn (no update)
11. Risk Management Committee/AORMA Update – Chuck Kissel

#### L. INFORMATION AND ANNOUNCEMENTS

1. Next Meeting – January 10, 2026 – 3:00pm – 5:00pm – Oakland Marriott

#### M. ADJOURNMENT

<p><b>Future Meetings</b></p> <p>January 10, 2026 – Oakland Marriott, 3-5pm          April 17, 2026 – in person, location TBD          June 12, 2026 – virtual, 9am – 2pm          August 14, 2026 – virtual, 9am – 2pm          November 20, 2026 – virtual, 9am – 2pm</p>	<p><b>Contact Information</b></p> <p>Kim Clark, Operations Manager  <a href="mailto:Kdclark.csuaoa@gmail.com">Kdclark.csuaoa@gmail.com</a></p> <p>Dwayne Brummett, Business Manager  <a href="mailto:dbrummet@calpoly.edu">dbrummet@calpoly.edu</a></p>
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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 Virtual Meeting**

August 8, 2025

**OFFICERS**

**Present**

Cecilia Ortiz	President	CSU, Northridge	Yes
Heather Cairns	Past President,	CSU, Northridge	Yes
Andrew Singletary	President-Elect	CSU, Sacramento	Yes
Annie Macias	Secretary/Treasurer	CSU, San Marcos	No

**ELECTED REPRESENTATIVES**

Andrea Burns	Elected Representative	Cal Poly, San Luis Obispo	Yes
John Doeblor	Elected Representative	CSU, Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego State University	Yes
Janelle Temnick	Elected Representative	San Diego State University	Yes
Shailendra Baghel	Elected Representative	San Jose State University	Yes
Vilayat Del Rossi	Elected Representative	CSU, San Bernardino	Yes
Cyndi Farrington	Elected Representative	CSU, Long Beach	Yes
Kevin Mojaradi	Elected Representative	CSU, Northridge	No

**STANDING COMMITTEE CHAIRS**

Alejandro Rios	Chair - AS/Student Union/Rec	San Francisco State	Yes
Michael Lennon	Chair - Commercial Services	CSU, Northridge	Yes
Jaime Leal	Chair - Business & Financial	CSU, Dominguez Hills	Yes
Ranjit Kaur	Chair - Human Resources	San Jose State	Yes
Calvin Yun	Chair - Information Technology	CSU, Northridge	Yes
Heather Cairns	Chair - LR Planning/Nominations	CSU, Northridge	Yes
Julie Wessel,	Chair - Research Administration	CSU, San Bernardino	Yes
Nicole Forrest Boggs	Chair - Philanthropy Committee	CSU, Long Beach	Yes
Chuck Kissel	Chair - Risk Mgmt & Ins Programs	CSU, Fullerton	No
Kacie Flynn	Chair - Past Presidents	Cal Poly Humboldt	Yes
Patrice Griffith	Chair – Property Mgmt & RE Dev	CSU, Sacramento	Yes

**APPOINTED STAFF (Non-Voting)**

Kim Clark	Operations Manager	Yes
Dwayne Brummett	Financial Services Manager	Yes

**DESIGNATED LIAISONS (Non-Voting)**

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

A. CALL TO ORDER and ANNOUNCEMENTS

Ortiz called the meeting to order at 9:00am.

B. APPROVAL OF AGENDA

Motion to approve the agenda (M/Doebler, S/Flynn – *motion passed Unanimous*)

C. REVIEW AND APPROVAL OF 6/27/25 MEETING MINUTES Action Item

Motion to approve the minutes with the following changes. *Calvin Yun was listed as present but was not. Kacie Flynn is listed as not present but was. Patrice Griffith's name (Chair Property Mgmt and RE Dev) is missing from roster. (M/Flynn, S/Doebler – motion passed unanimously)*

D. OLD BUSINESS FOLLOW-UP

1. Status Report on Pending Items – Kim Clark  
Nothing to report at this time.

E. PRESIDENT'S REPORT –Cecilia Ortiz

1. November EC Meeting is Virtual – January is in person prior to the conference
2. Service Provider Contracts – Update
3. Business Partner Service Provider Recommendation Action Item – *m – Shailendra, s-Kacie - Unanimous*
4. Bargaining Unit Activity in Auxiliaries

F. SECRETARY-TREASURER'S/FINANACE MANAGER'S REPORT – Dwayne Brummett

1. Budget for FY 2025-26 Action Item – *m – John Doeblor, s-Shailendra – recorded 2 opposed, 1 abstension*

G. PRESIDENT-ELECT'S REPORT – Andrew Singletary

1. 2026 Conference Planning Committee Report

H. MEMBER RESOURCES

1. CA Legislative Summary Update (by Robert Griffin) - Attached Separately

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

1. Assignment of Hotel Credits to AOA Email Address – Cecilia Ortiz Action Item – *m- John Doeblor, s- Andrew Singletary, Unanimous*
2. Upcoming Call for Nominations and Awards – Heather Cairns
3. Reports from Ad Hoc Committees
  - a. AOA Marketing Fact Sheet – Heather Cairns
  - b. AOA Policy/Advocacy Agenda – Annie Macias

- c. Collaborative Technology Tools and Storage – Andrew Singletary – report included with CPC Report
- d. Education & Conference Programming 2028 & Beyond – Cecilia Ortiz – report in packet

J. BUILDING RELATIONSHIPS AND PARTNERS

- 1. CABO/BFS Update – Robyn Pennington
- 2. The Chair will ask if there are any matters of timely import to be reported to the Board.

K. REPORTS

- 1. IT Committee Report – Calvin Yun
- 2. AS/SU/REC Committee Report – Alejandro Rios
- 3. Research Administration Report – Julie Wessel

Upcoming Committee Meetings (from Zoom chat)

IT – 8/29 – 10am	HR – 8/29 – 2:30pm
B&F – 8/27 – 3pm	AS/SU/REC – 8/222 – 9am
Philanthropy – 9/17 – 8:30am	Commer Serv – October – date TBD
Prop Mgmt/RE Dev – TBD	RAC - TBD

L. INFORMATION AND ANNOUNCEMENTS

- 1. Next EC Meeting: November 21, 2025 - 9:00 a.m. to 2:00 p.m. (Virtual)

M. ADJOURMENT

By acclamation, the Executive Committee was adjourned at

Respectfully Submitted,

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Secretary/Treasurer

## **ITEM E.2 AMENDMENTS TO ACCOUNTING & ADMINISTRATIVE AND BUSINESS PRACTICES & TRANSPARENCY POLICIES**

*Action: Approve the proposed amendments to the AOA Policy and Practices Manual.*

*This document shows the modified sections of the AOA Policy and Practices Manual (202~~43~~) with strikethroughs for deletions and underlined red text for new or amended language. Contextual notes before each change are included for guidance.*

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### **ACCOUNTING AND ADMINISTRATIVE POLICY (p. 40~~-42~~)**

*Context (from preceding section): Limited Delegated Authority to Officers Group Policy outlines interim decision-making authority.*

#### **Management and Oversight**

- D. The President will review, on a monthly basis, a printout of all Association financial transactions. Quarterly, the Executive Committee will be provided with a YTD listing of financial transactions: including balance sheets, income and expense statements, and significant activity reports.

### **BUSINESS PRACTICES AND TRANSPARENCY POLICY (AdditionalNew)**

*To be inserted after Corporate Transparency and Privacy Policy (p. ~~4333~~ – ~~434~~)*

#### **Background and Purpose**

AOA recognizes its fiduciary duty to ensure sound business practices, transparent reporting, and effective internal controls. This section consolidates and strengthens related provisions and ensures compliance with applicable California ~~Corporations~~Education Code provisions and nonprofit standards.

#### **Audit Reports and Executive Committee Presentation**

Auditors conducting any audit shall present their findings directly to the Executive Committee.

#### **Annual Review of Authorized Signers**

The Executive Committee shall annually review and approve authorized signers for all AOA accounts holding assets, including bank and investment accounts, as well as permissions to digital financial and operating systems. Digital financial or operating systems include, but are not limited to, any online platforms, applications, or accounts that store, process, or provide access to the Association's funds, financial information, or operational data.

Authorized signers must include the current President and Secretary/Treasurer.

Approved by the Executive Committee on [Date Pending Adoption].

## **BYLAWS – ARTICLE X, SECTION 4 (p. 99)**

*Context (from preceding article): General Provisions section governs fiscal year and insurance authority.*

Section 4. The corporation shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be audited by an independent certified public accountant, in conformity with generally accepted accounting standards. The corporation shall be required to review annually the corporation's financial condition including the funds managed by the corporation and shall also review and approve the annual list of authorized signers for all AOA accounts holding assets, ensuring inclusion of the current President and Secretary/Treasurer. a report of the business affairs of this corporation, which shall include the financial statements indicating the financial condition of the corporation, the funds managed by the corporation and the results of the operations for the fiscal year then ended.

## MEMORANDUM

**TO:** AOA Executive Committee **DATE** (TBD)

**FROM:** 2025 AOA Leadership Cohort **COPIES**

**SUBJECT:** Project Proposal: Cross-Auxiliary Onboarding Toolkit

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### Project Overview

The Cross-Auxiliary Onboarding Toolkit is a strategic initiative to create a standardized resource for onboarding new employees across CSU auxiliary organizations. The toolkit will introduce employees to the Auxiliary Organizations Association (AOA), clarify auxiliary operations, and reinforce awareness of CSU system-wide goals and values.

By providing consistent and engaging materials, this project will accelerate employee acclimation, improve retention, and strengthen the shared mission of CSU auxiliaries.

### Purpose and Anticipated Benefits

The goal of this project is to create a centralized, user-friendly onboarding toolkit that reduces duplicative efforts on campuses while ensuring consistency and clarity for new employees. Designed for new auxiliary staff, new campus staff working with auxiliaries, and new auxiliary leadership, the toolkit will also serve as a continuing reference resource for existing employees seeking to refresh their understanding of AOA programs, policies, or best practices.

- **Engage** new employees early with AOA and its programs
- **Clarify** auxiliary functions and their connection to CSU's broader mission
- **Streamline** onboarding through ready-to-use resources such as slide decks, FAQs, videos, and checklists
- **Strengthen retention** by building early connections and a sense of belonging within the AOA community.

### Core Elements

The onboarding toolkit will combine digital resources with an in-person orientation opportunity:

- **Digital Resources:** A standardized orientation slide deck, glossary of common terms, concise FAQs, onboarding checklists, and introductory content explaining AOA's mission, governance, and support services.
- **Conference Orientation Session:** A live session offered at the AOA Annual Conference for new employees and first-time attendees, facilitated by Leadership Academy alumni or volunteers.



This session will complement the digital materials by providing interactivity, networking, and Q&A opportunities.

Together, these elements will create a comprehensive and consistent onboarding experience.

### **Timeline**

The project is designed to span just over one year, allowing sufficient time for thoughtful development, review, and rollout. Following presentation of this proposal to the Executive Committee in November 2025, the winter of 2026 will be devoted to identifying content contributors and collecting materials, with opportunities to film interviews and other content at the AOA Annual Conference in January, 2026. By summer 2026, the cohort will prepare a full draft of the toolkit for review. That draft will be presented to the Executive Committee in fall 2026 for feedback and refinement. The final toolkit will then be launched systemwide in January 2027.

### **Request for Executive Committee Support**

To ensure the success of this initiative, the Leadership Cohort respectfully requests the Committee's partnership in the following areas:

- Content contributions from AOA presidents and committee chairs
- Technical support for digital and video production
- Budgetary support to cover production and rollout costs

The cohort is also open to conversations with the Executive Committee to explore what types of support can be provided and how best to align available resources with project needs.

### **Conclusion**

The **Cross-Auxiliary Onboarding Toolkit** is a forward-looking investment in the CSU auxiliary workforce. By standardizing onboarding and deepening employee understanding of auxiliary operations and AOA's role, this project will foster a more connected, efficient, and resilient workforce, better positioned to advance the CSU mission.

As a Leadership Cohort initiative, this project reflects the commitment of emerging AOA leaders to strengthen collaboration across auxiliaries and to contribute lasting value to the organization.

**RESOLUTION AUTHORIZING INTEGRATION OF THE AOA WEBSITE  
MEMBER DIRECTORY WITH MAILCHIMP**

**WHEREAS**, integrating the AOA website member directory with Mailchimp will streamline communication workflows and enable authorized service providers to efficiently distribute mass communications to members; and

**WHEREAS**, integration between the AOA website member directory and Mailchimp will allow membership data to automatically sync—reflecting additions, deletions, and unsubscribes—thereby maintaining consistency across systems; and

**WHEREAS**, use of Mailchimp provides access to enhanced communication tools, including professional HTML email templates, audience segmentation, and engagement analytics (such as open and click-through rates); and

**WHEREAS**, all email communications distributed through Mailchimp will include unsubscribe functionality in compliance with the CAN-SPAM Act and other applicable privacy regulations; and

**WHEREAS**, the proposed integration will be completed by DENT at an estimated one-time cost of \$2,968 (estimated duration: three weeks), with an ongoing Mailchimp nonprofit subscription of approximately \$30–\$40 per month;

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Committee authorizes DENT to proceed with implementation of the Mailchimp integration with the AOA website member directory, consistent with the scope and cost outlined above; and

**BE IT FURTHER RESOLVED**, that the AOA Officers Group is authorized to execute any related agreements and take necessary administrative actions to complete the integration and ensure compliance with applicable communication and data privacy regulations.

ADOPTED this 21<sup>st</sup> day of November 2025, by the Executive Committee of the Auxiliary Organizations Association.

Signed:

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AOA President

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AOA Secretary/Treasurer

## Conference Planning Committee

### November 2025 Chair Report

#### AOA 2026 Conference Updates:

Theme: The Next Era of Auxiliaries: Shaping Tomorrow

Conference Location: Oakland Marriott City Center

Service Providers:



Name	Title
Andrew Singletary	CPC Chair
Patrick Bailey	Administrative Conference Coordinator
Dwayne Brummett	Financial Management/Accounting Support
IXLA Joe Bautista Rudy Granillo	Marketing, Conference Graphics, Social Media/Mobile Apps Manager
Bella Newberg (Until 12/31/25) Richard Chester	Business Partner Support Manager
Debra Hammond	Educational Content Coordinator

- Conference Communication:
  - Email communications regarding the conference, speakers, sessions, and business partners are being distributed to all AOA members every two weeks from October through December 12. IXLA is collaborating with the CPC team to coordinate marketing messages.
- Statistics:
  - Conference Registrations as of **11/14/2025** – 244
    - Staff Registrations – 11
    - Member Registrations – 189
    - Guest Registration – 1
    - Business Partner Registrations - 43

## REGISTRATION STATISTICS BY MONTH

### 2025 AOA ANNUAL CONFERENCE

## REGISTRATION STATISTICS BY MONTH

### 2026 AOA ANNUAL CONFERENCE

		Month Registered	Registrations
			78
		March 2024	1
		May 2024	1
		June 2024	29
		July 2024	42
		August 2024	41
		September 2024	33
		October 2024	78
		November 2024	119
		December 2024	113
		January 2025	28
<b>Month Registered</b>	<b>Registrations</b>	<b>Month Registered</b>	<b>Registrations</b>
June 2025	26		
July 2025	13		
August 2025	32		
September 2025	15		
October 2025	26		
November 2025	88		
December 2025	44		
<b>Total Number:</b>	<b>244</b>	<b>Total Number:</b>	<b>563</b>

- Concurrent Sessions Total - 44
- Registered Business Partners as of **7/30/2025** - 43
- Hotel Room Nights Booked as of **7/28/2025** - 615 of 1095:

Thursday	1
Friday	24
Saturday	85
Sunday	242
Monday	240
Tuesday	23

- Conference Schedule
  - Posted to conference website:  
<https://events.csuaoa.org/QuickEventWebsitePortal/2026-aoa-annual-conference/2026-website>
- Budget/Financial:
  - Internet pricing costly (entire conference - 3 days): 10 Megabits/sec = \$8,430, 50 Megabits/sec = \$26,385, 100 Megabits/sec = \$42,090. Bandwidth is shared across all users and/or conference attendees, not individual users.
    - Final decision to be made in November dependent upon registrations
  - Business partner revenue is estimated to be up \$139,000 (67%) per original budget of \$208,000.
- Business Partners:
  - A total of 32 Business Partners (BPs) are currently registered, with a goal of reaching 40 by the conference.

- Sponsorship levels include: 2 Premier (\$30,000 each), 1 Diamond (\$20,000), and 1 Platinum (\$15,000).
- 6 new Business Partners joined: 3 from Property Development & Management, 2 from Research, and 1 from Commercial Services.
- Sodexo has expressed interest in participating again with food offerings but has not yet registered.
- Total BP revenue stands at \$347,000.
- Speakers: Keynote, Chancellor, Super Sessions
  - Keynote Speaker: Sumun (Sumi) Pendakur – Threading the Needle: Auxiliaries as Agents of Impact. Monday, January 12<sup>th</sup> 9am.
  - Chancellor Garcia: Michael Lenz (Interim CFO and EVC) will be speaking on behalf of Chancellor Garcia. Sunday, January 11<sup>th</sup> 3pm
  - Super Sessions: Megan Duncan – Save Time with Generative AI. Tuesday, January 13<sup>th</sup> 2pm.
  - Additional information regarding speakers can be found at:  
<https://events.csuaoa.org/QuickEventWebsitePortal/2026-aoa-annual-conference/2026-website/ExtraContent/ContentPage?page=6>

### **AOA Technology Updates:**

- CSU AOA Slack: Continuing to encourage AOA members to join the CSU AOA Slack and join their committee channel. An email was sent to all members to join Slack on September 17<sup>th</sup>, 2025. The CSU AOA Slack currently has 168 members with 47 of them currently active (usage in the last 2 weeks).

## **DRAFT 2026 AOA Conference schedule 11/13/25**

### **Friday, January 9**

1:00 – 5:00 Registration Organization and Set-up **(Box Office)**  
1:00 – 3:00 Conference Planning Committee Meeting **(Uptown)**  
3:00 – 5:00 Pre-Conference meeting with Marriott Staff **(TBD)**

### **Saturday, January 10**

12:00 – 12:00 Conference Office and Storage **(Box Office)**  
9:00 – 11:00 Registration Organization and Set-up **(Grand Ballroom Lobby)**  
12:00 – 5:00 Registration Open **(Grand Ballroom Lobby)**  
1:00 – 3:00 Pre-Conference Meeting with Session Coordinators **(Uptown)**  
3:00 – 5:00 AOA Executive Committee Meeting **(Downtown)**

### **Sunday, January 11**

12:00 – 12:00 Conference Office and Storage **(Box Office)**  
8:00 – 9:30 Appreciation Reception/breakfast/event for Volunteers **(Skyline)**  
8:00 – 10:30 ED & HR meeting – invite only **(Jr. Ballroom 1)**  
9:00 – 5:00 Registration Open **(Grand Ballroom Lobby)**  
9:00 – 3:00 Business Partner Expo set-up **(East Hall)**  
10:00 – 12:00 AOA Leadership Academy **(Downtown)**  
10:30 – 1:00 Executive Directors Sunday Brunch **(Skyline)**  
11:00 – 2:00 FOA Delegates Lunch & meeting **(210-211)**  
1:00 – 3:00 Standing Committee Meetings **(nine breakouts: Jr. Ballroom 1, Jr Ballroom 2 & 3, Jr Ballroom 4, Grand Ballroom AB, Grand Ballroom C, Grand Ballroom F, Grand Ballroom GH, 208, Uptown)**  
**Philanthropy – Salon A/B**  
**AS/Student Union/Recreation – Jr. Ballroom 2/3**  
**Business and Financial Services – Jr. Ballroom 1**  
**Research Administration – Salon G/H**  
**Human Resources - Salon C**  
**Commercial Services - Jr. Ballroom 4**  
**Information Technology - Uptown**  
**Risk - 208**  
**Property Services – Salon F**  
3:00 – 4:30 Conference Opening & Keynote Mr. Patrick J. Lenz, Interim Executive Vice Chancellor & Chief Financial Officer. CSU Chancellor's Office. Introduction by Dr. J. Luke Wood, President CSU, Sacramento  
(program will also include EC-LA-CPC Intros and perhaps an AOA video) **(West Hall)**  
4:30 – 6:30 Expo Grand Opening, Sponsored by **(East Hall)**  
6:30 – 8:30 Welcome Reception/Sunday Dinner & Networking Night Sponsored by **(West Hall)**

**Monday, January 12**

12:00 – 12:00 Conference Office and Storage (**Box Office**)

7:30 – 8:45 Breakfast, Sponsored by (**West Hall**)

8:00 – 5:00 Registration Open (**Grand Ballroom Lobby**)

8:00 – 8:45 VEBA Trustees Meeting (**Downtown**)

8:30 – 5:00 CABO (will include FOA for a joint meeting) (**Skyline**)

8:00 – 9:00 CSURMA/AORMA Breakfast Meeting (**210-211**)

9:00 – 10:15 General Session: “Threading the Needle: Auxiliaries as Agents of Impact” keynote by Dr. Suman Pendakur (**West Hall**)

10:30 – 12:00 Expo Open, Sponsored by (**East Hall**)

10:45 – 11:30 BP Spotlight/refreshment break, Sponsored by

11:00 – 12:00 **Session Block 1 (nine breakout rooms: Jr. Ballroom 1, Jr Ballroom 2 & 3, Jr Ballroom 4, Grand Ballroom AB, Grand Ballroom C, Grand Ballroom F, Grand Ballroom GH, 208, Uptown)**

**Risk**

**Commercial Services**

**HR**

**Philanthropic**

**Financial Services**

**AS/Union/Rec**

**Research**

**IT**

**Property Services**

12:00 – 1:15 Business Partner Luncheon, Sponsored by (**West Hall**)

1:30 – 2:30 **Session Block 2 (nine breakouts: Jr. Ballroom 1, Jr Ballroom 2 & 3, Jr Ballroom 4, Grand Ballroom AB, Grand Ballroom C, Grand Ballroom F, Grand Ballroom GH, 208, Uptown)**

**Risk**

**Commercial Services**

**HR**

**Philanthropic**

**Financial Services**

**AS/Union/Rec**

**Research**

**IT**

**Property Services**

2:30 – 4:00 Expo Open, Sponsored by (**East Hall**)

3:00 – 3:30 BP Spotlight/refreshment break, final closing drawing at 3:45

4:00 – 7:00 Start Expo Breakdown

4:00 – 5:00 **Session Block 3** (nine breakouts: Jr. Ballroom 1, Jr Ballroom 2 & 3, Jr Ballroom 4, Grand Ballroom AB, Grand Ballroom C, Grand Ballroom F, Grand Ballroom GH, 208, Uptown)

**Risk**

**Commercial Services**

**HR**

**Philanthropic**

**Financial Services**

**AS/Union/Rec**

**Research**

**IT**

**Property Services**

5:15- 6:00 AOA Annual Business Meeting (**Grand Ballroom C**)

6:00 – 7:00 President's Reception (**California Room**)

BP Receptions **TBD**

**Monday Night is Dinner/Night on your own.**



**Tuesday, January 13**

12:00 – 12:00 Conference Office and Storage (**Box Office**)

7:30 – 8:45 Breakfast Roundtables/Hot Topics, Sponsored by (**West Hall**)

8:00 – 11:00 Registration Open (**Grand Ballroom Lobby**)

8:00 – 9:00 Past Presidents Meeting (**West Hall/Grand Ballroom C**)

9:00 – 10:15 Tuesday General Session: Chancellor's Office Update Sponsored by \_\_\_\_

Featuring Carrie Rieth, Assistant Vice Chancellor and Chief Counsel;

Aaron Moore, Executive Director Systemwide Advancement, and;

Robert Eaton, Assistant Vice Chancellor Financing, Treasury, & Risk Management

(Dave Grant, Interim Associate Vice Chancellor, Human Resources has been invited as well)

**(West Hall)**

**9:30 - 11:15 luggage storage (TBD/East Hall)**

10:30 – 11:30 Session Block 4 (**nine breakouts: Jr. Ballroom 1, Jr Ballroom 2 & 3, Jr Ballroom 4, Grand Ballroom AB, Grand Ballroom C, Grand Ballroom F, Grand Ballroom GH, 208, Uptown**)

**Risk**

**Commercial Services**

**HR**

**Philanthropic**

**Financial Services**

**AS/Union/Rec**

**Research**

**IT**

**Property Services**

11:30 – 12:30 Session Block 5 (**nine breakouts: Jr. Ballroom 1, Jr Ballroom 2 & 3, Jr Ballroom 4, Grand Ballroom AB, Grand Ballroom C, Grand Ballroom F, Grand Ballroom GH, 208**)

**Risk**

**Commercial Services**

**HR**

**Philanthropic**

**Financial Services**

**AS/Union/Rec**

**Research**

**IT**

**Property Services**

12:30 - 2:00 AOA Annual Banquet/Awards Luncheon, Sponsored by (**West Hall**)

2:00 – 4:00 Super Session: "Save Time with Generative AI" by Megan Duncan Sponsored by (**West Hall**)

3:00 Break (served during the Super Session) Sponsored by

4:00 Conference adjourns.

## 2025-26 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

### Bills of Interest to Auxiliary Organizations November 21, 2025

**Profile:** The last day to introduce bills this calendar year of the 2025-26 California Legislative Session was February 21. “Spot bills” only hint at author’s intent. After 31 days in print, they can be substantially amended. June 6th was the last day for each house to pass bills introduced in that house. *Only tracked bills passed in the originating house appear in this update. “Gut and amended” tracked bills no longer of interest have been delisted from this Update.* September 12th was the last day to pass bills in the Session, and the Governor had until October 12 to sign or veto bills across his desk by September 30.

Bill summaries below may not reflect minor amendments late in the process.

Bill status link:

<https://leginfo.legislature.ca.gov/faces/home.xhtml>

#### Assembly:

**AB 414** (Pellerin) – Residential Tenancies: Return of Security Balance. This bill, as amended in Senate, would require a landlord who received the security deposit or rental payments from the tenant electronically shall furnish the remainder of the security deposit electronically to a bank account or other financial institution designated by the tenant, or by any electronic or virtual method available to the landlord. Alternatively, the landlord and tenant may, by written agreement, designate another method of return, including, but not limited to, by personal delivery or by a check made payable to the tenant and mailed to an address provided by tenant. **Enacted** (10/6/25).

**AB 483** (Irwin) – Fixed-Term Installment Contracts: Early Termination Fees. This bill, as amended, would, effective July 1, 2026, require at the time of entering a new or modified retail goods or services fixed term installment consumer contracts to:

- Include either a clear and conspicuous written explanation of the total cost of contract early termination; or the formula by which the fee is calculated, with sample calculation demonstrating the highest possible early termination fee under the contract.
- Prohibit an early termination or any similar fee in an amount greater than 20 percent of the total contract cost.

The above requirements would not prohibit a contract from requiring the return of a good if such a contract is terminated.

The provider of broadband internet access service under federal broadband consumer requirements, as specified, would be deemed compliant.

If enacted as amended, such contract requirements would likely have a very narrow application to any retail arrangements involving campus auxiliary organization goods or services. Auxiliary organizations would need to be alert to these requirements when entering such contracts for goods or services. Passed Assembly. **Enacted** (10/10/25).

**AB 495** (C. Rodriguez) – Family Preparedness Plan Act of 2025; Child Care Center Records Effective January 1, 2026, CDSS licensed child day care facilities (including employees), would be:

- Prohibited from collecting information or documents regarding citizenship or immigration status of pupils or their family members, except as required by state or federal law or as required to administer a state or federally supported educational program.
- Required to report to CDSS and the Attorney General any requests for information or access to the facility by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information.
- Required to exhaust emergency contact information when known that pupil care is not available.
- Required adopt, maintain and publish to enrollee parents model policies developed by the Attorney General, or equivalent policies, as soon as possible, but no later than July 1, 2026, along with facility safety plans and need to keep emergency contact information current.

If enacted as amended, this bill would apply to all campus licensed childcare centers licensed to and/or operated by auxiliary organizations. Strict compliance will require unknown but likely significant administrative cost. **Enacted** (10/12/25).

**AB 720** (Rogers) – Winegrowers and Brandy Manufacturers: Privileges Off-premises. This bill would permit specified ABC licensed winegrower and brandy manufacturer off-premises to use wine storage and barrel tipping-off as exercise of license privileges, not as a part of production or manufacture.

Enactment of this bill would likely have little or no impact on campus wine production through auxiliary organizations. Application would be advantageous. **Enacted** (10/10/25).

**AB 878** (Kalra) – Victims of Abuse or Violence: Landlord Reasonable Accommodations. This bill, as amended, would require landlords or their agents to make best efforts accommodations at the request of a tenant who is a victim or whose family member is a victim of abuse or violence.

A formal notice and response process is specified. A landlord would be prohibited from retaliating or otherwise discriminating against a tenant for requesting a reasonable accommodation, as specified, and would provide that a landlord is liable to the tenant in a civil action for the same above-described damages, as provided.

The bill would also specify that it does not require a landlord to undertake an action that constitutes an undue hardship on the landlord, as defined, but engage in a thorough evaluation process.

If enacted, this bill would likely have little financial or administrative impact upon campus faculty/staff housing operations by or through an auxiliary organization as landlord, except to further prescribe a more detailed landlord-tenant relationship under the law. Passed Assembly. Held under submission in Senate Approp Committee (8/29/25).

**AB 1148** (Sharp-Collins) – Food Packaging – Hazardous Materials Product Safety. This bill, as amended, would enact the *Safer Food Packing Act of 2025* by expanding product safety precautions to authorize the Department of Toxic Substances Control to adopt regulations to restrict or prohibit the distribution, sale, or offering for sale in the state any of food packaging that contains intentionally added *antimony trioxide* or *specified ortho-phthalates* or *bisphenols*. *trioxide*, *bisphenols*, or *ortho-phthalates*, as specified. The department and the Attorney General, a city attorney, county counsel, or district attorney General would be authorized to enforce the restrictions or prohibition and would subject a person to stated administrative or civil penalties.

The likely impact of this prohibition upon food packaging used by campus auxiliary organizations – as manufacturers, food service providers, or as retailers – is difficult to assess. A reformulation of materials will be needed, along with compliance through the marketing chain when regulations are adopted.

Passed Assembly. In Senate Committees EQ & Health (6/27/25).

## Senate:

**SB 98** (Perez) – Elementary, secondary, and postsecondary education: immigration enforcement: notification. This bill, an urgency measure, requires the governing boards of local educational agencies (LEA), the California State University (CSU), each California Community College District (CCD), and each Cal Grant qualifying independent institution of higher education, and requests the University of California (UC) Regents, and each campus therein, to issue a notification to specified individuals when the presence of immigration enforcement is confirmed on their respective campuses or school sites. **Enacted as Urgency Matter effective 9/20/25.**

**SB 271** (Reyes) – Public postsecondary education: students with dependent children: childcare services, resources, and programs. This bill requires each California State University (CSU) and California Community College (CCC) and requests each University of California (UC) financial aid office, childcare development center, and basic needs center to refer their respective students with dependent children to local resource and referral agencies, and each other for purposes of connecting and informing students of existing childcare services and resources. **Enacted** (9/26/25).

11/8/25 REG

## **ITEM I.1.D EDUCATION & CONFERENCE PROGRAMMING 2028 & BEYOND REPORT**

*Findings/results/trends of the focus groups:*

### **Common Themes Across Both Groups**

1. Networking and Peer Connection
  - Both groups highly value opportunities to connect with peers, exchange ideas, and strengthen professional relationships.
  - There's a consistent preference for interactive and small-group formats (roundtables, panels, breakout sessions) over lectures.
2. Role-Specific, Practical Content
  - Participants in both groups want technical, job-relevant sessions (e.g., HR, IT, finance) directly tied to daily responsibilities.
  - Professional development should be repositioned as a vehicle for *applied problem-solving* and *system alignment*, not just learning events.
  - CSU policy and compliance updates are important to both audiences — they seek clarity and actionable guidance.
3. Interactive and Applied Learning
  - Strong alignment in favoring interactive, conversational, and applied learning experiences rather than passive lectures.
  - CSU policy updates and system-wide operational guidance are high-demand areas.
  - Q&A panels and case-based discussions were cited as especially effective.
4. Motivational and Developmental Elements
  - Both value inspirational or motivational speakers and opportunities for mentorship and professional growth, particularly for newer staff.
5. Cost and Time as Barriers
  - Budget, travel, and scheduling constraints consistently limit participation.
  - Both emphasize the need for shorter or more accessible formats, including regional or hybrid options.
6. Equity and Fairness in Attendance
  - Shared concern about equitable participation, balancing newer and experienced staff in professional development opportunities.

### **Key Divergences Between the Groups**

1. Mentorship & Development
  - Executive Directors (ED) viewed this as *strategic organizational investment* — building leadership pipelines and supporting early-career staff through structure.
  - General Members (GM) viewed this as *personal growth opportunity* — desire for connections and guidance from experienced peers.
2. Networking Intent
  - ED: Networking as *peer exchange among leaders* — sharing best practices and institutional insights.
  - GM: Networking as *community building* — reinforcing belonging and cross-campus collaboration.
3. Content Focus
  - ED: Emphasis on *system-level clarity* (policy, compliance, governance).
  - GM: Emphasis on *applied skills* and *day-to-day practicality*.

## **EXECUTIVE DIRECTOR SESSIONS:**

### **1. Participation and Engagement Drivers**

These factors motivate or influence participants' interest and engagement in professional development sessions:

- **Networking and Peer Connection** – Strong desire for relationship-building, idea sharing, and informal learning through dialogue and community interaction.
- **Role- or Function-Specific Development** – Preference for technical and directly applicable content relevant to participants' daily responsibilities (HR, IT, budgeting, etc.).
- **Policy and System Updates** – Need for clarity on CSU policies, compliance, and operational expectations.
- **Interactive Learning Formats** – Engagement is highest with conversational and applied formats like Q&A, panels, and roundtables.
- **Motivational and Inspirational Content** – Value placed on inspiring speakers who energize and bring perspective to professional growth.
- **Mentoring and Developmental Connections** – Desire for structured or organic mentoring opportunities, especially for early-career professionals.

### **2. Attendance and Approval Decision Drivers**

These factors influence whether participants or supervisors approve or prioritize attendance:

- **Cost and Budget Constraints** – The most dominant limiting factor, including travel, registration, and staffing budgets.
- **Conference Duration and Timing** – Feasibility of attendance depends on event length and scheduling (multi-day sessions often limit participation).
- **Relevance and Quality of Content** – Attendance is favored when topics align with professional roles and growth objectives.
- **Equity and Staff Development Balance** – Supervisors seek fairness in selecting attendees, balancing between experienced and new staff.
- **Competing Opportunities** – Approval decisions consider other development programs and total training load over the year.

### **Summary Insight**

The key drivers shaping engagement and participation are:

- Networking and relevance of content
- Interactive and applied learning styles
- Budget and time feasibility
- Motivational and mentoring opportunities
- Fair and strategic staff development decisions

## **GENERAL MEMBER SESSIONS:**

### **1. Connection and Community Building**

Key Drivers:

- Strong desire for networking and peer connection — participants value time to interact informally with colleagues, share ideas, and build community beyond sessions.
- Preference for smaller group settings and breakout discussions that allow for genuine dialogue.
- Interest in reconnecting with peers across campuses or departments, reinforcing a sense of belonging and collaboration.

Implication:

Future conferences should intentionally design networking spaces, small-group discussions, and peer roundtables to deepen professional relationships and encourage cross-functional learning.

### **2. Relevance and Practicality of Content**

Key Drivers:

- Participants emphasized a need for role-specific and functionally relevant sessions (HR, IT, accounting, operations, etc.) that apply directly to their daily responsibilities.
- Preference for technical, skill-based workshops over generalized content.
- Requests for CSU system and policy updates, particularly related to risk management, compliance, and operational expectations.

Implication:

Tailor conference programming to align with participants' professional functions, offering technical and applied sessions that support real-world implementation.

### **3. Learning Experience and Engagement**

Key Drivers:

- Strong preference for interactive and applied learning formats — including Q&A panels, roundtables, and case discussions.
- Engagement is higher when content is conversational rather than lecture-based.
- Appreciation for motivational speakers who bring energy, inspiration, and perspective to professional development.

Implication:

Adopt dynamic session designs and diversify presentation formats to enhance engagement, learning retention, and enthusiasm for participation.

#### 4. Accessibility and Resource Constraints

##### Key Drivers:

- Budget and cost limitations (travel, lodging, registration fees) are the most significant barriers to attendance.
- Conference duration and timing impact feasibility — multi-day events or those requiring extended travel reduce participation rates.
- Location rotation and convenience play a role in who can attend; accessibility is a recurring concern.

##### Implication:

Implement strategies to mitigate cost barriers, such as hybrid options, shorter event formats, or regional rotations to increase accessibility and inclusion.

#### 5. Equity, Growth, and Mentorship

##### Key Drivers:

- Recognition that attendance often serves as both a professional development opportunity and recognition of performance.
- Supervisors aim to balance sending newer and tenured staff to ensure equitable access and leadership development.
- Emerging interest in mentoring and developmental connections, especially for early-career professionals.

##### Implication:

Integrate mentorship programs, leadership pathways, and equitable selection criteria into professional development planning to promote staff growth and inclusivity.

#### **SHAPING RECOMMENDATIONS:**

The Ad Hoc Committee is presenting the following preliminary recommendations for Executive Committee feedback. These items do not represent the full list of recommendations under development but those where input is specifically requested to guide the final report.

- Proceed with securing a hotel contract for 2028 to ensure continuity of planning and cost management.
- Pilot hosting the conference at a university venue for one to three years to reduce registration costs for members and build operating reserves.
- Streamline food and beverage offerings by providing a single banquet meal with a no-host bar.
- Expand opportunities for Executive Director engagement beyond the traditional brunch/luncheon.



**November 2025 - Business and Finance Liaison Report**

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

**Recent Board of Trustees Meetings**

*Sept 7-10 key agenda items:*

Committee on Campus Planning, Buildings and Grounds

- 2026 Final Five-Year Capital Outlay Plan
- California State University, Stanislaus Stockton Campus Master Plan Approval and Environmental Impact Report Certification

Committee on Finance

- California State University, San Marcos – Financing Approval for an Auxiliary Wellness and Recreation Center Acquisition
- California State University Quarterly Investment Report
- Approval of the 2026-2027 Operating Budget Plan

*Nov 17-19 key agenda items:*

Committee on Educational Policy

- CSU On-Campus Student Housing

Committee on Finance

- California Polytechnic State University, San Luis Obispo Student Success Center Financing Approval
- California State University Annual Investment Report

Joint Committee on Finance and Campus Planning, Buildings and Grounds

- Moving the CSU's Capital Program Forward

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

**CABO**

Upcoming CABO Meeting Dates:

- December 3, 2025
- January 12, 2026 (in conjunction with AOA Conference)

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

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

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

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

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

## **CSU Policy Library**

A reminder that the CSU Auxiliary Organizations policy has been revised and posted in the CSU Policy Library. This policy makes substantive revisions to and renames the existing Campus Auxiliary Organizations policy, consolidates Auxiliary Organization's External Audit Firm Qualifications policy, adds the requirement to complete the CSU Auxiliary Control Self-Assessment annually in conjunction with the previously required annual report, includes as Appendix A the updated Auxiliary Organization Compliance Guide, modifies the Auxiliary Organization Operating Agreement template, and adds additional attachments that were previously available only on CSYou.

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

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

**CSU Cookie Consent Project**

The CSU Cookie Consent Project began in October 2025, and aims to enhance transparency and alignment with privacy best practices and regulations across all California State University digital platforms. It standardizes how campuses collect, manage, and display cookie consent notices, ensuring users are informed about data collection practices. Through a unified consent management tool, CSU provides users with clear options to manage their cookie preferences. Ultimately, the project strengthens CSU's commitment to protecting personal data and promoting user trust in its online systems. It is anticipated that nearly all CSU campuses will have banners on the campus main domains and connected sub-domains by mid-February 2026 on non-authenticated pages. If an auxiliary site is on a university subdomain connected to the main domain, the banner will appear. If you have any questions or are interested in learning more, please contact Stephanie Honda, Director of the CSU Privacy Program.

**Advancement Liaison Report**  
**AOA Executive Committee**  
**November 21, 2025**  
**Submitted by: Aaron Moore**

**Systemwide Strategic Planning**

- Thank you to AOA for all your input in the strategic planning process.
- The plan, [CSU Forward](#), was publicly released at the September Board of Trustees meeting.
- We now move to implementing on the strategic priorities.

**Economic Impact Report**

- The refreshed economic impact report was released at the November Board of Trustees meeting.
- As this data is not public at the time of writing this report, the key highlights will be shared on the Executive Committee call.

**CSU Voices E-Advocacy Network**

- Launched in October, [CSU Voices](#) is the systemwide e-advocacy network for students, employees, alumni, parents, friends, and others to learn about critical state and federal advocacy issues and take action on behalf of CSU.
- Auxiliary employees are encouraged to join.

**CSU Connect**

- CSU Connect is the new systemwide employee intranet, which will eventually replace CSYou.
- Launched on November 12 at the Chancellor's Office, campus rollouts will follow.
- It is a more user-friendly, interactive, and collaborative tool for employees.

**Systemwide Charitable Gift Annuity Program Updates**

- The CSU Foundation Board of Governors approved updates to the Systemwide Charitable Gift Annuity Program.
- 20 campuses contract with the CSU Foundation to manage their charitable gift annuities.
- The updates strengthen the program by raising minimum annuity contributions, raising the minimum donor age, increasing the maximum annuity amount, and shift

responsibility for payments of underwater annuities from individual campuses to the pool managed by the CSU Foundation.

- These changes will help campuses attract larger contributions and relieve them of financial uncertainty should the annuities go underwater.

## **AOA Long-Range Planning Committee Report**

**TO:** AOA Executive Committee

**FROM:** Heather Cairns, Immediate Past President,  
Chair of Long Range Planning

**DATE:** November 21, 2025

**SUBJECT:** AOA Long-Range Planning Update

### **AOA Long-Range Planning Committee**

The Long-Range Planning Committee is organized by the Immediate Past President and is comprised of AOA Officers and additional Executive Committee Members at the request of the Past President.

The Committee is comprised of the current Immediate Past President – Heather Cairns, President Elect – Andrew Singletary, President – Cecilia Ortiz, Secretary/Treasurer – Annie Macias, and additional members of the Executive Committee to include Chuck Kissel and Janelle Temnick.

The goal is to develop, discuss and review relevant topics and areas of interest (from the past and current) that address and support the current issues and business operations of AOA business.

#### Short Term Items:

- AOA Credit Card
- Update and fill Service Provider Positions
- Continue to have the ‘Immediate Past President’ serve as the leadership support to the Leadership Academy

#### Long Term Items:

- Conference Planning for 2028
- Review the AOA President trajectory

- Review, clarify and/or revise the qualifications criteria for the Lifetime Honorary AOA Member Award
- Develop other education and training series programs for the membership, including business partner presentations
- Consider developing an 'Elected Role Member' position that supports conference planning

Thank you to the Long-Range Planning Committee for its service.

## **Nominations Committee – AOA Awards**

**TO:** AOA Executive Committee

**FROM:** Heather Cairns, Immediate Past President,  
Chair of Nominations Committee

**DATE:** November 21, 2025

**SUBJECT:** Nominations Committee Award Recommendations

### **Nominations Committee**

The President shall organize a Nominations Committee to be chaired by the Immediate Past President – Heather Cairns.

The Committee was comprised of the President Elect – Andrew Singletary, President – Cecilia Ortiz, Secretary/Treasurer – Annie Macias, and at least one additional member of the Executive Committee appointed by the committee chair, who this year was Janelle Temnick.

### **Nominations Process**

The Nominations Committee Chair called for qualified nominees for three annual awards that are administered at the AOA conference. Formal nominations were submitted to the Chair of the Nominations Committee.

The awards included:

**AOA Outstanding Accomplishment Award** – None submitted

**AOA Scholarship of Excellence Award** – 17 nominations submitted across 8 CSU campuses.

**Lifetime Honorary AOA Member Award** – Two nominations submitted for same recipient.

The Nominations Committee recommends the following two awardees to the AOA Executive Committee for action at the November meeting.



**Lifetime Honorary AOA Member Award:**

**John Griffin**

[john.griffin@csusb.edu](mailto:john.griffin@csusb.edu), (805) 300-4506  
California State University, San Bernardino  
University Enterprises Corporation, CSUSB

**AOA Scholarship of Excellence Award:**

**Carson Fajardo**

[Cbfajardo2@gmail.com](mailto:Cbfajardo2@gmail.com)  
(909) 276-8132  
California State University, San Bernardino  
Associated Students, Inc.

Thank you to the Nominations Committee for their service and hard work in reviewing nominations and applicants.

# AOA Research Administrators Committee (RAC)

Fall 2025 Chair report to the Executive Committee

Our **2025 Subcommittee Leadership** consist of **Julie Wessel** from **San Bernardino** as **Chair**, **Trina Beckwith** from **San Marcos** as **Vice Chair** and **Dorian Davis** from **Monterey Bay** as **Secretary**.

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## Statement on Recent Impacts of Executive Orders on Sponsored Projects

While terminations of funding has slowed down considerably, we are unsure what the future will hold with the continued federal government shutdown, which may continue until after the first of the year. After 60 days, the federal government has more authority to terminate funding and lay off employees, making it extremely difficult to conduct business on Sponsored Projects.

### IDC update:

The FAIR model (Financial Accountability in Research) created by JAG, has been reported throughout the research community that it will not be accepted by Congress, and the thought currently is that the IDC rate will be updated to 15% TDC when the Uniform Guidance is updated (2CFR200). We are currently awaiting the release of the Federal Register and open comment period. All CSU campuses have been encouraged by executive management to forward letters of comment/impact regarding the new proposed rate and any additional updates that may not be acceptable.

The Workgroup #1 for Fair Model testing developed a worksheet template that was recently disbursed to campuses. This template can be used to model IDC calculations for the campus portfolio at a 15% rate or to model an individual project.

The fall RAC meeting was hosted by San Bernardino October 1&2. Some hot topics included: Subaward Management and Compliance, Terminations and getting ahead of denial of costs and audits, Security Training on new federal agencies requirements, and the CO updates on federal and CSU hot topics.

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

#### THE CALIFORNIA STATE UNIVERSITY

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

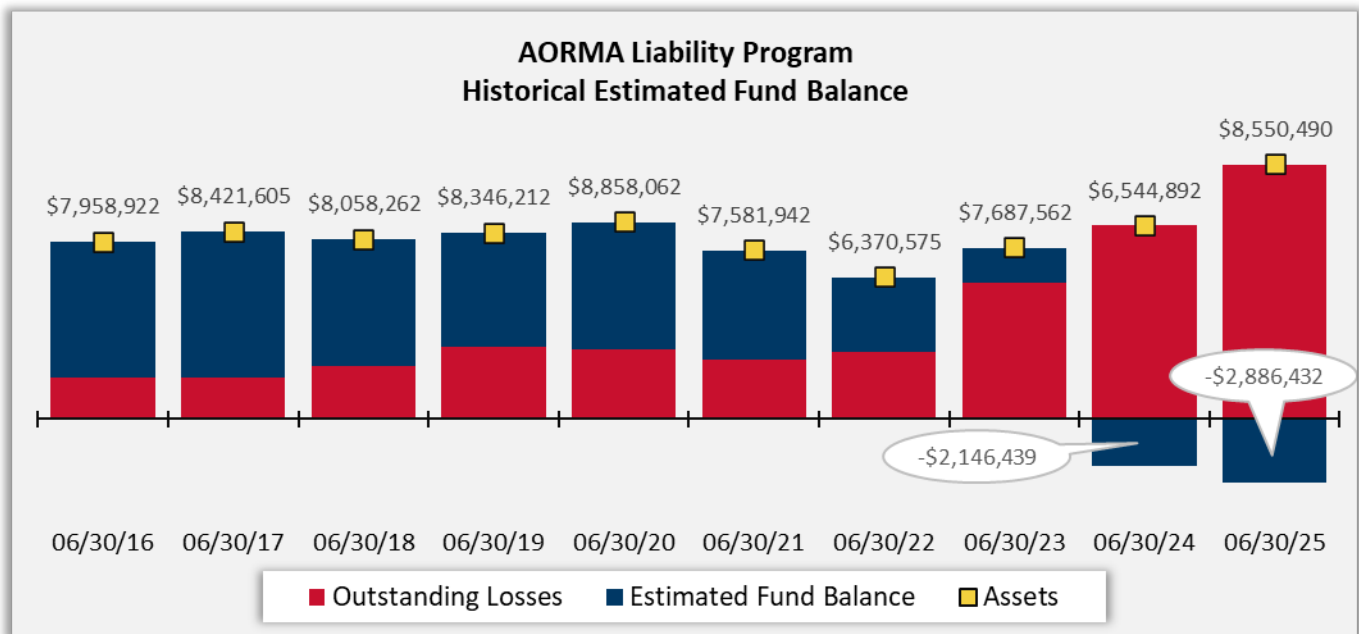
## CSURMA AORMA UPDATE FOR AOA EXECUTIVE COMMITTEE NOVEMBER 21, 2025

**Major Exposure and Operational Changes** – The Program Administrator will be meeting with the Auxiliary Organizations to conduct an in-depth review of any significant operational or programmatic changes that could materially affect AORMA’s coverage programs. These discussions are critical to identifying new or emerging exposures that may not be fully contemplated in the annual marketing process with excess insurers and reinsurers. Early identification and communication of such changes are essential to ensuring appropriate coverage, underwriting transparency, and long-term program stability.

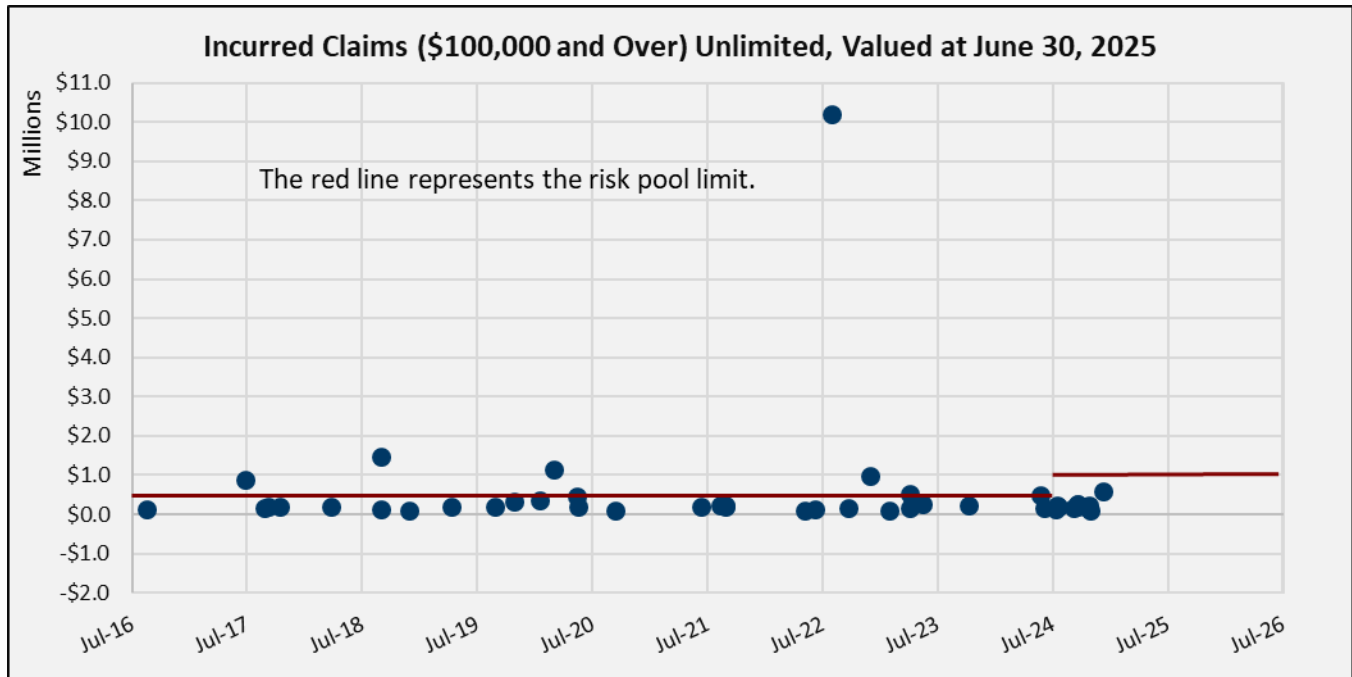
**AORMA Liability Program Assessment** – On September 3, 2025, the AORMA Committee approved a \$962,144 **assessment** to the AORMA Liability Program. This amount represents one-third of the current fund balance deficit. The assessment will be allocated among Members based on each Member’s proportionate share of premiums paid into the program over the past five (5) fiscal years (FY 2020/21 through FY 2024/25). Invoices for the total assessment will be issued to Members in July 2025.

As illustrated in the chart below, the AORMA Liability Program fund balance (depicted by the blue bar) has steadily declined over the past several years, with the balance again turning negative as of June 30, 2025. This negative fund balance is primarily the result of increased claims activity. The Program has experienced a notable rise in large claims exceeding the self-insured risk pool limit, which has significantly contributed to the current deficit.

**AORMA Liability Program - Fund Balance Exhibit on June 30, 2025**



### Liability Claims Valued Over \$100,000



**Overall FY 2026/27 Liability Funding** – Total program costs for FY 2026/27 projected to increase by approximately 14%. Please note that each Auxiliary Organization’s percentage change may vary depending on the specific rating factors applicable within each program.

**AORMA Workers’ Compensation Program Dividend** – To help offset the Liability Program assessment, the AORMA Committee approved a \$500,000 **dividend** from the Workers’ Compensation Program at its meeting on September 3, 2025. This dividend will be distributed to Members during FY 2026/27.

**AORMA Programs – Total Funding for FY 2026/27** – The AORMA Committee also approved FY 2026/27 program funding levels, as summarized below. Please note that each Auxiliary Organization’s percentage change may vary based on its individual rating factors within each program.

Program	FY 25/26	FY 26/27	Diff
Liability	\$11,836,611	\$13,551,086	14%
Workers' Compensation	\$3,588,256	\$3,984,450	11%
Property	\$10,125,811	\$9,625,296	-5%
Crime	\$498,498	\$526,202	6%
<b>Total:</b>	<b>\$26,049,176</b>	<b>\$27,687,035</b>	<b>6%</b>

**AORMA Property Program – Values Limitation Clause** – CSURMA’s Property Insurance Programs have been adversely affected by catastrophic losses occurring at remote locations, with all members sharing in the resulting costs. Rather than exclude these higher-risk properties, underwriters have agreed to continue providing coverage subject to a limitation equal to the reported property values. Although this limitation has been in effect since July 1, 2023, the AORMA Committee has now formally adopted an endorsement to the Memorandum of Coverage to clearly document the intent of the Program and its underwriters. Members subject to the limitation clause have been asked to acknowledge receipt of the endorsement.

**AORMA Committee** – On November 4, 2025, Jenny Puccinelli, Human Resources and Risk Manager at Santos Manuel Student Union of CSU, San Bernardino, and Ian Hannah, AVP for Advancement Operations at Sonoma State University Foundation were appointed to the AORMA Committee.

The following are the AORMA committee members. AORMA anticipates seat vacancies beginning in Spring 2026. Interested individuals and nominations for future seat vacancy consideration should be directed to AORMA Committee Chair, Chuck Kissel at [ckissel@fullerton.edu](mailto:ckissel@fullerton.edu).

Seat	Member	Position	Campus
Chair	Chuck Kissel	Executive Director	Fullerton
First Vice Chair	Bill Olmsted	Executive Director	Sacramento
Second Vice Chair	Leslie Levinson	Chief Financial Officer	San Diego
Seat 1	Ian Hannah	AVP for Advancement Operations	Sonoma
Seat 2	Jenny Puccinelli	Human Resources and Risk Manager	San Bernardino
Seat 3	Cecilia Ortiz	Executive Director	Dominguez Hills
Seat 4	Raven Tyson	Associate Director of Business Ops	San Diego
Seat 5	Barnaby Peake	Executive Director	Los Angeles
Seat 6	Rosa Hernandez	Associate Executive Director	Long Beach
Seat 7	Keith Crawford	Risk Manager	Chico

**A brief overview of AORMA** – AORMA (Auxiliary Organizations Risk Management Alliance) is a subcommittee of CSURMA (California State University Risk Alliance, a California joint powers authority). Together securing \$25B in coverage across liability, workers compensation, property, crime, and unemployment. AORMA committee members are appointed by the Chair as seats become vacant. Members serve two (2) year terms and must be associated with a member auxiliary in good standing. An auxiliary cannot have more than one (1) committee member. Additionally, no more than two (2) auxiliaries from the same campus should serve on the committee at the same time. Members are appointed based on their representative skillset, value add, and years of experience, Executive Director, Legal, Human Resources, etc. along with auxiliary type, size, and geographic location. AORMA strives to have a committee representative of its members. AORMA committee provides governance and direction with regards to policy, procedures, and legal matters.