



**EXECUTIVE COMMITTEE  
MEETING AGENDA**  
**April 18, 2025 – 8:30 am – 2:00 pm**  
**Harbor Room, Hyatt Regency Hotel, Long Beach**

**Virtual Zoom Connection:**

<https://csun.zoom.us/j/81776364438?pwd=784ukDfHXZx3Sgg6lfJbJQUOHFC3Ea.1>  
Passcode: 789673

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- A. CALL TO ORDER and ANNOUNCEMENTS – *Cecilia Ortiz*
  - 1. Welcome and Introduction of Guests
- B. APPROVAL OF AGENDA **Action Item**
- C. REVIEW and APPROVAL OF 1/11/25 MEETING MINUTES (pgs. 3-7) **Action Item**
- D. OLD BUSINESS FOLLOW-UP
  - 1. Status Report on Pending Items – *Richard Jackson* (pg. 8)
- E. PRESIDENT’S REPORT – *Cecilia Ortiz*
  - 1. 2025 AOA Leadership Roster and Welcome to New Members (pgs. 9-10)
    - a. 2025 Orientation Handbook for New EC Members (emailed attachment)
  - 2. EC Meetings in June, August and November Are Virtual
  - 3. AOA Credit Card Update – *with Heather Cairns*
  - 4. Available New Technologies (OnBoard, Slack, ChatGPT) – *with Andrew Singletary*
  - 5. Conference Ad Hoc Committee Update – *Cecilia Ortiz*
- F. SECRETARY-TREASURER’S/BUSINESS MANAGER’S REPORT – *Annie Macias/Richard Jackson*
  - 1. Financial Update
  - 2. YTD AOA Financial Report (emailed attachment)
    - a. Transactions Report: 1/1/25 – 4/10/25 (pgs. 11-13)
  - 3. Preliminary Budget for FY 2025-26 (emailed attachment)
- G. PRESIDENT-ELECT’S REPORT – *Andrew Singletary*
  - 1. 2025-2026 Conference Planning Committee Report (pgs. 14-15).
    - a. Draft 2026 Budget (emailed attachment)
  - 2. **Activity:** Small Discussion Groups on Pending Topics
    - a. AOA Marketing Fact Sheet – *with Heather Cairns*
    - b. AOA Policy/Advocacy Agenda – *with Annie Macias*
    - c. Collaborative Technology Tools and Storage – *with Andrew Singletary*
    - d. Education and Conference Programming 2028 & Beyond – *with Cecilia Ortiz*

H. MEMBER RESOURCES

1. AOA HR Legal Counsel – *Ranjit Kaur* (pgs. 16-17) **Action**
2. CA Legislative Summary Update (*by Robert Griffin*) – *Cecilia Ortiz* (pgs. 18-23)

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

1. Proposal for Covering the Tasks of Retiring Service Providers – *with Heather Cairns* **Action**
2. Robert Griffin's Service Provider Contract for 2025-2026 – *Richard Jackson* (pgs. 24-29) **Action**
3. Reactivate Property Development & Management Committee – *Cecilia Ortiz* (pg. 30) **Action**
4. Review of AOA Membership Dues Policy – *Robert Griffin/Richard Jackson* (pgs. 31-33) **Action**
5. Ratify Approval of Management's Representation Letter to Auditors FYE 6/30/24 (pgs. 34-37) **Action**
6. Ratify Bella Newberg's revised Service Contract's Ending Date (pgs. 38-45) **Action**
7. Criteria for Candidates for AOA Presidents – *Heather Cairns* (pgs. 46-47) **Action**

J. BUILDING RELATIONSHIPS AND PARTNERS

1. CABO Liaison Report – *Colin Donahue*
2. CSU Business & Finance Liaison Report – *Robyn Pennington* (pgs. 48-50)
  - a. Revised CSU Auxiliary Organizations Policy – *with Mellinda Latas and Eric Andersson* (*emailed attachment*) **TIME CERTAIN: 9:00 AM**
  - b. CABO Meeting Summary (*emailed attachment*)
3. CSU Advancement Liaison Report – *Aaron Moore* (pgs. 51-53)
4. CSU General Counsel Liaison Report – *Carrie Rieth* (pg. 54)
5. CSU Human Resources Liaison Report – *Beth Ryan* (pgs. 55-56)

K. REPORTS

1. Long Range Planning Committee/Nominations Committee – *Heather Cairns* (No report)
2. Human Resources Committee – *Ranjit Kaur* (pg. 57)
3. Research Administration Committee – *Julie Wessel* (pg. 58)
4. AS/Student Union/Recreation Committee – *Alejandro Rios* (pg. 59)
5. Commercial Services Committee – *Michael Lennon* (pg. 60)
6. Business and Financial Services Committee – *Jaime Leal* (pg. 61)
7. Information Technology Committee – *Calvin Yun* (pgs. 62-64)
8. Philanthropy Committee – *Nichole Forrest Boggs*
9. Past Presidents Committee – *Kacie Flynn* (pg. 65)
10. Risk Management Committee/AORMA Update – *Chuck Kissel* (No report)

L. INFORMATION AND ANNOUNCEMENTS

NEXT MEETING: June 20: Virtual meeting

M. ADJOURNMENT

**FUTURE MEETINGS**

June 20, 2025 – Virtual Meeting via zoom  
August 8, 2025 – Virtual Meeting via zoom  
November 21, 2025– Virtual Meeting via zoom  
January 10, 2026– Oakland Marriott

**SECRETARY-TREASURER:**

Richard Jackson  
Auxiliary Organizations Association  
P.O. Box 2177  
Chico, CA 95927-2177  
Phone: (530) 345-2009

**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  
Sheraton San Diego Resort**

January 11, 2025

**Officers & Representatives**

			<b><u>Present</u></b>
Heather Cairns	President	Northridge	Yes
Rasheedah Shakoor	Past President	Dominguez Hills	Yes
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	No

Liz Roosa Millar	Elected Representative	Cal Poly Pomona	Yes
Michelle Crawford	Elected Representative	Cal Poly SLO	Yes

Andrea Burns	Elected Representative	Cal Poly SLO	Yes
John Doeblar	Elected Representative	Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego	Yes
Janelle Temnick	Elected Representative	San Diego	Yes

**Designated Members**

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

**Appointed Staff (Non-Voting)**

Richard Jackson	Business Manager/CFO	AOA Executive Committee	Yes
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**Board Liaisons (Non-Voting)**

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

Agenda Item	Follow-Up Action
<p><b><u>President's Convening Welcome</u></b> Heather Cairns welcomed everyone at the table.</p> <p><b>A. CALL TO ORDER AND OPENING REMARKS</b> Cairns called the EC meeting to order at 3:02PM.</p>	
<p><b>B. APPROVAL OF AGENDA</b></p> <p><i>Action Taken: The meeting's agenda was approved as presented (m/John Doeblers/Yvonne Bermudez).</i></p>	
<p><b>C. APPROVAL OF 11/15/24 MEETING MINUTES</b></p> <p><i>Action Taken: The minutes were approved with amendments the following amendments: (1) no reserves policy draft attached, only talking points. The committee only approved the talking points, (2) page 5, it should be "CSU Buy" rather than "CSU by", and (2) page 22, "Kissel agreed, pointing out that a major driver of the increase is due to large claims". (m/Cecilia Ortiz, s/Liz Roosa Millar).</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></p> <p>Richard Jackson presented a status update on the unfinished business items and board tasks carried forward from the prior meeting. Three items were brought up: (1) pending credit card status, (2) AOA Recognition awards pending, specifically gift to the outgoing President, and (3) add revised reserve policy draft to be presented to the EC.</p>	

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

### Voting Results on AOA Election Ballot

2025 AOA EC Leadership Roster was included in the agenda packet on pages 24 and 25. Cairns will notify the newly elected officers.

### Service Provider Succession Planning

The discussion on service provider succession planning will be an ongoing topic into next year. This topic will be included in discussion with Long Range Planning and Past Presidents.

### AOA Annual Business Meeting with AOA Member Organizations

An email was sent to all committee members with details about the meeting. The AOA Annual Business Meeting is scheduled for Monday, January 13, 2025, at 5:15 PM. Standing Committee Chairs have been requested to prepare a report for the meeting, with a presentation time of 2 to 3 minutes each.

### Criteria for Candidates for AOA President

The committee discussed the criteria for candidates for AOA President, initially intended as an action item but tabled until the April meeting. Key points included the importance of experience in conference planning or completing the leadership academy, as well as the potential requirement of at least one year of Executive Committee experience. The group also addressed concerns about the roles of President and President-Elect, and emphasized the need to consider all strong candidates.

*Action Taken: The committee decided to move to table the discussion until April meeting (m/John Doeblor, s/Cecilia Ortiz).*

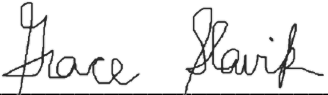
### Recognition of Outgoing EC Members

Outgoing EC Members were recognized and Cairns handed out the certificates to the EC members.

### Current Issues Affecting Auxiliaries (with CO Liaisons)

Pennington and Moore noted that the January Board of Trustees meeting will include discussions on strategic planning (including engagement of auxiliary employees), Graduation Initiative 2025, updates on AI, and Multi-University Collaboration.

<p><b>F. SECRETARY-TREASURER/BUSINESS MANAGER REPORT</b></p> <p>The transaction report for the period of November through December 2024 was included in the agenda packet. A financial report will also be presented during the AOA Annual Business Meeting. It was noted that AOA is currently in the process of rebuilding its assets. Dues are determined based on an auxiliary's operating expenses rather than revenue, as operating expenses more accurately reflect the level of activity within each auxiliary. Additionally, Cairns mentioned that the officers will conduct a comprehensive review of conference operations in 2025, including establishing a process for reviewing major contracts before they are finalized.</p>	
<p><b>G. PRESIDENT-ELECT'S REPORT</b></p> <p>Ortiz provided the schedule of activities for the EC members.</p> <p>On Sunday, the Executive Director luncheon will take place in the Marisol Room, with Steve Relyea joining the discussion. The formal conference opening is scheduled for 1:00 PM. Standing Committee Chairs are expected to attend, followed by Standing Committee meetings. Members are encouraged to attend the ribbon-cutting ceremony at 4:00 PM and EC members should arrive by 3:55 PM. A photo of the EC will also be taken. Dinner on Sunday evening will be on your own.</p> <p>On Monday, the general session will feature Dr. Giles, and books will be distributed to participants. The AOA Annual Business Meeting will take place and include high-level updates. The Annual Banquet will be held that evening. On Tuesday, breakfast roundtables will include cards for participants to share interests or questions, and there will be updates from the Chancellor's Office.</p> <p>The committee expressed appreciation for the business partners. A total of 49 business partners have registered this year, which is fewer than in previous years. Sponsorship levels, including Gold and Diamond, can be reviewed in the conference app. Final participant registration numbers will be available at the end of the month, as registration is still in progress.</p> <p>Ortiz recommended the creation of an ad hoc committee to explore ways to provide additional networking and educational value to AOA members. Several ideas were discussed during the meeting, including making the final lunch of the conference a "lunch on your own," conducting a survey to identify what members feel is missing or what additional offerings they are looking for, and finding ways for AOA to remain relevant throughout the year—not just during the annual conference. Other suggestions included shortening the length of the conference or holding smaller, regional mini-conferences, as well as considering long-term contracts with venues to keep the conference in the same location for multiple years. The committee agreed to hold off on signing a contract for the 2028 conference location while these ideas are being explored. The following members volunteered to serve on the ad hoc committee: John Doeblor, Janelle Temnick, Shailendra Baghel, and Cyndi Farrington.</p>	

<p><b>H. MEMBER RESOURCES</b></p> <p>Robert Griffin’s Annual Legislative &amp; Compliance Update will be posted in the AOA website.</p> <p>The Issue Brief on Auxiliary Organization involvement in CSU Policy Development was emailed to the Executive Directors, but Jackson will resend it again to the Executive Directors and to the committee.</p>	
<p><b>I. NEW AND RETURNING BUSINESS ITEMS</b></p> <p><u>Submission of Completed Conflict of Interest Documents – Voting EC Members</u></p> <p>Jackson reminded the committee to complete, sign, and return the conflict of interest form to him. Hannah suggested that the form should be distributed at the beginning of the year, with a reminder sent to the group in March. Moore recommended that the form be provided and submitted at the start of each new term, and that a statement be included indicating that any changes to the information must be reported to AOA, with a specific individual designated to receive updates.</p>	
<p><b>J. BUILDING RELATIONSHIPS AND PARTNERS</b></p> <p>No formal reports from the CABO or Chancellor’s Office Liaisons at this abbreviated meeting.</p>	
<p><b>K. REPORTS</b></p> <p>No formal reports from the AOA Standing Committee Chairs at this abbreviated meeting. Standing Committee Chairs Annual Reports on committee accomplishments will be included in the Annual Report sent to the AOA Membership following the EC meeting.</p>	
<p><b>L. INFORMATION AND ANNOUNCEMENTS</b></p> <p>Next meeting: April 18, 2025 in person in Long Beach.</p>	
<p><b>N. ADJOURNMENT</b></p> <p>By acclamation, the Executive Committee was adjourned at 4:35pm.</p> <p>Respectfully Submitted,</p> <p></p> <p>Secretary/Treasurer</p>	

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

## MEMORANDUM

**To:** Executive Committee Attendees  
 Auxiliary Organizations Association

**Date:** April 10, 2025

**From:** Richard Jackson  
 Secretary/Treasurer

**File:**

**Subject:** Follow-Up Assignments from the  
January 2025 Executive Committee Meeting

**cc:**

Below is a summary of items needing follow-up action, taken from the minutes of the January 11, 2025 Executive Committee Meeting, or carried over from a prior meeting. This list is intended to aid the responsible parties in their follow-up activities and their preparation of updates or agenda items for the next Executive Committee meeting on April 18, 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
Kacie Flynn	Past Presidents	Sponsored Programs Fdn, Cal Poly Humboldt

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

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

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

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1) Elected by membership to one-year terms.

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

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

**Auxiliary Organizations Association (AOA)**  
**Custom Transaction Detail Report**  
January 1 through April 10, 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
Income											0.00
Expense											
80470 — Cnf Contract Srv-Patrick Bailey											
Check	01/17/25	3112	Patrick Bailey	PBailey 4th Qtr c...	80470 — Cnf Contract S...	January Co...		10000 — Checki...	10,000.00		10,000.00
Total 80470 — Cnf Contract Srv-Patrick Bailey									10,000.00	0.00	10,000.00
80460 — Bella Newberg											
Check	03/21/25	3117	Isabel Newberg	BNewberg 4th Q...	80460 — Bella Newberg	January Co...		10000 — Checki...	9,270.00		9,270.00
Total 80460 — Bella Newberg									9,270.00	0.00	9,270.00
77900 — Philanthropy Committee Expenses											
Check	03/21/25	3127	CSU Northridge Foundat...	5 Presenters at ...	77900 — Philanthropy ...	January Co...		10000 — Checki...	2,000.00		2,000.00
Total 77900 — Philanthropy Committee Expenses									2,000.00	0.00	2,000.00
80700 — Registration Area Support											
Check	01/17/25	3112	Patrick Bailey	PBailey Cnf Offic...	80700 — Registration A...	January Co...		10000 — Checki...	166.35		166.35
Total 80700 — Registration Area Support									166.35	0.00	166.35
78500 — Website Content/Dir Managemt DJ											
Check	04/01/25	3132	Dixie L. Johnson	April invoice per...	78500 — Website Conte...	General Op...		10000 — Checki...	4,000.00		4,000.00
Total 78500 — Website Content/Dir Managemt DJ									4,000.00	0.00	4,000.00
80500 — Service Provider Travel Expense											
Check	01/01/25	3103	Taren Mulhause	TarenM Nov CP...	80500 — Service Provid...	January Co...		10000 — Checki...	660.82		660.82
Check	01/01/25	3104	Patrick Bailey	PBailey CPC trav...	80500 — Service Provid...	January Co...		10000 — Checki...	930.50		1,591.32
Check	01/17/25	3112	Patrick Bailey	PBailey Conf tra...	80500 — Service Provid...	January Co...		10000 — Checki...	301.73		1,893.05
Check	03/21/25	3117	Isabel Newberg	BNewberg Jan 2...	80500 — Service Provid...	January Co...		10000 — Checki...	167.42		2,060.47
Total 80500 — Service Provider Travel Expense									2,060.47	0.00	2,060.47
80300 — Conf Contract Service-Taren M											
Check	01/17/25	3111	Taren Mulhause	TarenM 4th Q4 ...	80300 — Conf Contract...	January Co...		10000 — Checki...	4,250.00		4,250.00
Total 80300 — Conf Contract Service-Taren M									4,250.00	0.00	4,250.00
80100 — Conf Contract Service-R Jackson											
Check	01/17/25	3116	Richard Jackson	RJ cnf support p...	80100 — Conf Contract...	January Co...		10000 — Checki...	7,751.00		7,751.00
Total 80100 — Conf Contract Service-R Jackson									7,751.00	0.00	7,751.00
86000 — CPC Expenses											
86100 — CPC Travel Expense											
Check	03/21/25	3120	University Enterprises C...	Conf Plan meet ...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	532.67		532.67
Check	03/21/25	3120	University Enterprises C...	Conf Plan meet ...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	525.67		1,058.34
Check	03/21/25	3120	University Enterprises C...	Conf Plan meet ...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	306.90		1,365.24
Check	03/21/25	3125	CSU Northridge, Univ St...	Jeremy Hamlett ...	86100 — CPC Travel Ex...	January Co...		10000 — Checki...	483.19		1,848.43
Total 86100 — CPC Travel Expense									1,848.43	0.00	1,848.43
Total 86000 — CPC Expenses									1,848.43	0.00	1,848.43
80200 — Conf Contract Service-D Johnson											
Check	03/21/25	3118	Dixie L. Johnson	Mar invoice per ...	80200 — Conf Contract...	January Co...		10000 — Checki...	4,000.00		4,000.00
Check	03/21/25	3130	Dixie L. Johnson	Feb invoice per ...	80200 — Conf Contract...	January Co...		10000 — Checki...	4,000.00		8,000.00
Check	03/21/25	3130	Dixie L. Johnson	Conf hourly pay...	80200 — Conf Contract...	January Co...		10000 — Checki...	1,483.20		9,483.20
Check	04/01/25	3132	Dixie L. Johnson	Conf hourly pay...	80200 — Conf Contract...	January Co...		10000 — Checki...	2,010.56		11,493.76
Total 80200 — Conf Contract Service-D Johnson									11,493.76	0.00	11,493.76

**Auxiliary Organizations Association (AOA)**  
**Custom Transaction Detail Report**  
 January 1 through April 10, 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
88000 — Web/AV Tech/ E Air Expense											
Check	03/21/25	3129	Centium Software, Inc.	EventsAir Inv-0...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	167.75		167.75
Check	04/09/25	3133	Centium Software, Inc.	EventsAir Inv-0...	88000 — Web/AV Tech...	January Co...		10000 — Checki...	365.75		533.50
Total 88000 — Web/AV Tech/ E Air Expense									533.50	0.00	533.50
84000 — Marketing/Communication Exp											
Check	03/21/25	3121	CSU, Long Beach Associ...	25 Conf service...	84000 — Marketing/Co...	General Op...		10000 — Checki...	16,426.09		16,426.09
Total 84000 — Marketing/Communication Exp									16,426.09	0.00	16,426.09
83000 — Hotel Function & Meal Expense											
Check	01/17/25	3116	Richard Jackson	Deposit Oaklan...	83000 — Hotel Functio...	January Co...		10000 — Checki...	42,500.00		42,500.00
Check	01/17/25	3116	Richard Jackson	Deposit Oaklan...	83000 — Hotel Functio...	General Op...		10000 — Checki...	5,000.00		47,500.00
Total 83000 — Hotel Function & Meal Expense									47,500.00	0.00	47,500.00
82000 — Cnf Gifts and Awards Expense											
General Journal	01/17/25	Recode...			82000 — Cnf Gifts and ...			79000 — Gifts an...	2,397.07		2,397.07
Check	03/21/25	3119	I.D. Me Promotions	Tote bags, Myla...	82000 — Cnf Gifts and ...	January Co...		10000 — Checki...	378.86		2,775.93
Total 82000 — Cnf Gifts and Awards Expense									2,775.93	0.00	2,775.93
80900 — Other Conference Support Exp											
Check	01/17/25	3116	Richard Jackson	Ballon Guru for ...	80900 — Other Confere...	January Co...		10000 — Checki...	646.39		646.39
Check	01/17/25	3116	Richard Jackson	Ballon Guru for ...	80900 — Other Confere...	January Co...		10000 — Checki...	43.10		689.49
Total 80900 — Other Conference Support Exp									689.49	0.00	689.49
79500 — Miscellaneous Expenses											
Check	01/17/25	3116	Richard Jackson	PayPal fees Dec ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	19.95		19.95
Check	01/17/25	3116	Richard Jackson	AmazonWebSrv ...	79500 — Miscellaneous...	General Op...		10000 — Checki...	86.97		106.92
Check	03/21/25	3126	CSU, Los Angeles Assoc...	Reimb travel Ya...	79500 — Miscellaneous...	January Co...		10000 — Checki...	282.57		389.49
Check	03/21/25	3128	Cal State University Los ...	z	79500 — Miscellaneous...	General Op...		10000 — Checki...	5,000.00		5,389.49
Total 79500 — Miscellaneous Expenses									5,389.49	0.00	5,389.49
79000 — Gifts and Awards Expense											
Check	01/17/25	3113	Isabel Newberg	Eeimb BellaN for...	79000 — Gifts and Awa...	January Co...		10000 — Checki...	2,397.07		2,397.07
Check	01/17/25	3116	Richard Jackson	RC Awards plaq...	79000 — Gifts and Awa...	General Op...		10000 — Checki...	170.16		2,567.23
General Journal	01/17/25	Recode...			79000 — Gifts and Awa...			82000 — Cnf Gift...		2,397.07	170.16
Total 79000 — Gifts and Awards Expense									2,567.23	2,397.07	170.16
78000 — Web Hosting/Maintenance Exp											
Check	01/17/25	3115	Dent Agency LLC	Website maint D...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		3,096.60
Check	01/17/25	3115	Dent Agency LLC	Website maint J...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		6,193.20
Check	03/21/25	3123	Dent Agency LLC	Website maint F...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		9,289.80
Check	03/21/25	3123	Dent Agency LLC	Website maint ...	78000 — Web Hosting/...	General Op...		10000 — Checki...	3,096.60		12,386.40
Total 78000 — Web Hosting/Maintenance Exp									12,386.40	0.00	12,386.40
76500 — Executive Committee Meeting Exp											
Check	03/21/25	3124	AS Inc., Cal Poly San Lui...	MCrawford Jan ...	76500 — Executive Co...	General Op...		10000 — Checki...	291.90		291.90
Total 76500 — Executive Committee Meeting Exp									291.90	0.00	291.90
76000 — Executive Committee Travel Exp											
Check	03/21/25	3122	CSU, Sacramento Univer...	ASingletary hote...	76000 — Executive Co...	General Op...		10000 — Checki...	291.90		291.90
Check	03/21/25	3122	CSU, Sacramento Univer...	ASingletary trav...	76000 — Executive Co...			10000 — Checki...	320.40		612.30
Check	03/21/25	3124	AS Inc., Cal Poly San Lui...	MCrawford Jan ...	76000 — Executive Co...	General Op...		10000 — Checki...	189.00		801.30
Total 76000 — Executive Committee Travel Exp									801.30	0.00	801.30

**Auxiliary Organizations Association (AOA)**  
**Custom Transaction Detail Report**  
January 1 through April 10, 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Debit	Credit	Balance
73000 — Retainer– HR Counsel											
Check	01/01/25	3101	Constangy, Brooks, Smi...	Legal consult th...	73000 — Retainer– HR ...	General Op...		10000 — Checki...	2,835.00		2,835.00
Total 73000 — Retainer– HR Counsel									2,835.00	0.00	2,835.00
71000 — Retainer – Legislative Liaison											
Check	01/01/25	3102	Robert E. Griffin	RGriffin Leg/co...	71000 — Retainer – Leg...	General Op...		10000 — Checki...	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	01/01/25	3100	AT&T Mobility	1/4/25– 3/3/25	70500 — S/T Travel & A...	General Op...		10000 — Checki...	183.48		183.48
Check	01/17/25	3114	AT&T Mobility	1/4/25– 2/3/25	70500 — S/T Travel & A...	General Op...		10000 — Checki...	91.88		275.36
Total 70500 — S/T Travel & AOA Office Expense									275.36	0.00	275.36
70000 — Contacted Services–AOA Bus Mngr											
Check	01/17/25	3116	Richard Jackson	RJ Dec pay/reim...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		4,031.75
Check	03/29/25	3131	Richard Jackson	RJ Jan 2025 Con...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		8,063.50
Check	03/29/25	3131	Richard Jackson	RJ Feb 2025 Co...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		12,095.25
Check	03/29/25	3131	Richard Jackson	RJ Mar 2025 Co...	70000 — Contacted Ser...	General Op...		10000 — Checki...	4,031.75		16,127.00
Total 70000 — Contacted Services–AOA Bus Mngr									16,127.00	0.00	16,127.00
Total Expense									164,288.70	2,397.07	161,891.63
Net Income									164,288.70	2,397.07	-161,891.63

## Conference Planning Committee

### April 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	Conference Administration
Richard Jackson	Logistics Manager
<Vacant>	Marketing, Conference Graphics, Social Media/Mobile Apps Manager
Bella Newberg (Until 12/31/25)	Business Partner Support Manager
Dixie Johnson (Until 6/30/25)	Conference Website Content and Special Projects Manager
Debra Hammond	Session Planning Manager

- Conference Communication:
  - Conference announcement sent to AOA members Thursday, April 3<sup>rd</sup>, 2025.
  - Upcoming: Call for Sessions, Business Partner Communication
- 2026 Conference Participation Survey:

	2025	2026	% Chg
<b>TOTALS ATTENDEES/PARTICIPATION</b>	220	183	-17%
<b>TOTAL AUXILIARY RESPONSES</b>	37	36	

- Budget/Financial:
  - Registration Fee TBD
  - Cutting travel/hospitality costs for CPC meetings. Transitioning meetings to Zoom and exploring the option of day trips whenever feasible, instead of necessitating overnight hotel stays.
- AOA 2026 Conference Logo: Thank you to Kevin Mojaradi at CSUN for providing this year's conference logo graphics.
- AOA 2025 Conference Survey Results:
  - Banquet night ends too late in the evening
  - Mobile app technical difficulties
  - Conference length
- Chancellor Garcia – Request submitted to speak January 11<sup>th</sup> or 12<sup>th</sup>, 2026.

- Keynote Speaker: Currently looking into speakers
  - Ricardo Lara, California State Insurance Commissioner (SDSU Alumni)

### **AOA Technology Updates:**

- Created AOA organization TechSoup (<https://www.techsoup.org>) relationship for heavily discounted hardware and software for non-profit organizations.
- Established CSU AOA Slack. Currently rolled out to CPC and Officers group. Plan to rollout to EC and IT sub-committee as next phase. Possible replacement for website communication “groups” portal.
- Researching possible AOA-wide storage and collaboration solutions, Office365 vs. Google.

**MEMORANDUM OF AGREEMENT BETWEEN MAYNARD NEXSEN  
LLP AND THE AUXILIARY ORGANIZATIONS ASSOCIATION  
CALIFORNIA STATE UNIVERSITIES**

The Auxiliary Organizations Association, California State Universities, ("AOA") hereby agrees to retain the law firm of Maynard Nexsen LLP (the "Firm") as its legal counsel for human resources advice and information from Aaron M. Rutschman and, as set forth below, for the period of **March 17, 2025** through **March 16, 2026**, for an annual fee of Thirty Thousand Dollars (\$30,000.00) payable quarterly<sup>1</sup>, upon billing as a non-refundable retainer within thirty (30) days from date of billing.

The Firm and the AOA agree:

1. The Firm and its designated colleagues will stay well-informed of all matters of legal significance to the Auxiliary Organizations of the California State University system, including legislative, judicial, and administrative matters at the federal and state levels and any CSU rulings which would affect Auxiliary Organizations.
2. The Firm will participate in the annual conference of the AOA in a manner mutually agreed upon by Aaron M. Rutschman and the AOA. Expenses for travel and materials will be billed and paid separately.
3. The Firm or its designated colleagues who are acceptable to the Association will attend and participate in the Human Resources Committee meetings of the AOA. Expenses for travel and materials will be billed and paid separately by the AOA.
4. The Firm will prepare material on significant legal matters for distribution at the Human Resources Committee meetings and for inclusion in the Association's newsletter when appropriate.
5. The Firm will provide telephone consultations of one hour or less to the auxiliary members of the AOA on human resources matters affecting their organizations, such that these consultations will be paid through the above annual retainer. The Firm will name one or more colleagues, including Aaron M. Rutschman, to whom questions may be referred. Consultations exceeding the one-hour limit or multiple consultations on the same matter that exceed the one-hour limit will be billed directly to the auxiliary member entity at the capped rate of Three Hundred Fifty Dollars per hour (\$350.00/hour).
6. At the request of the AOA, the Firm will provide to the AOA Secretary Treasurer an itemization of services provided to the AOA and its member auxiliaries under this agreement.
7. If any member of the AOA requires legal services beyond advice and counsel (*e.g.* a response to a demand letter, a response to a Complaint of Discrimination filed with the Civil Rights Division, representation at a wage hearing, or formal representation in a pre-

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<sup>1</sup> Payments of \$7,500 shall be due by **April 1, 2025, July 1, 2025, October 1, 2025, and January 2, 2026.**



litigation or active litigation matter), any member of the AOA may request that the Firm represent it. In the event of representation by the Firm, the member of the AOA and the Firm will negotiate the hourly rates for each individual matter to be handled by the Firm.

8. This agreement does not pertain to litigation matters that are referred to and managed by the California State University Risk Management Authority and/or the Auxiliary Organizations Risk Management Alliance (CSURMA/AORMA) and its insurers. For such litigation matters, the Firm and CSURMA/AORMA will agree on, or come to an understanding regarding, the rates to be charged.

In WITNESS THEREOF, this agreement has been executed by the parties as of the dates indicated below.

**AUXILIARY ORGANIZATIONS ASSOCIATION  
CALIFORNIA STATE UNIVERSITIES**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

**MAYNARD NEXSEN LLP**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

# 2024 CALIFORNIA LEGISLATIVE BILL SUMMARY UPDATE

## Bills of Interest to Auxiliary Organizations

**April 18, 2025**

**Deadlines:** 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 is the last day for each house to pass bills introduced in that house. September 12th is the last day to pass bills in the Session, and the Governor has until October 12 to sign or veto bills across his desk by September 30.

Bill status link:

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

### Assembly:

**AB 246** (Bryan) – LA Co. Residential Rent Rate Freeze. This Bill, as amended, would, upon urgency enactment, impose a temporary residential property rental rate freeze until March 1, 2026, commencing on the January 25, 2025 LA County fire and windstorm emergency declaration.

This urgency Bill would likely apply to campus faculty/staff rented housing facilities operated by or through auxiliary organizations in LA County if the specified rental rates were increased during the rate-freeze period. Practical application is doubtful given existing local rental rate control measures and relationship terms. Before Assembly Judiciary Committee (3/6/25).

**AB 326** (Kalra) – California State University: Audits. This bill, as amended, would require an external financial audit of each campus of the California State University (CSU) to be conducted at least once every three years. All CSU and campus audits, including audits conducted by the CSU’s internal audit staff, to be available to the public.

A CFA-sponsored bill. The Assembly Higher Ed Committee bill analysis (3/18/25) makes interesting reading. Passed Assembly Ed Committee; before Appropriations Committee (3/19/25).

**AB 414** (Pellerin) – Residential Tenancies: Return of Security Balance. This bill, as amended, 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. Passed Assembly; in Senate for committee assignment (3/20/25).

**AB 473** (Wilson) – Product and Packaging Recyclability. This bill, as introduced, would require producers of covered material products or packaging considered recyclable to:

- By January 1, 2027, be approved to participate in a producers-responsibility organization; and
- On or after January 1, 2027, and before January 1, 2032, comply with the Plastic Pollution Prevention and Packaging Producer Responsibility Act.

This bill, if enacted as introduced, would likely have limited application to or impact upon any campus auxiliary organizations engaged in “producer” functions, as defined. Before Assembly Natural Resources Committee (2/18/25).

**AB 483** (Irwin) – Fixed-Term Installment Contracts: Early Termination Fees. This bill, as amended, would, effective January 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. Before Assembly P&CP Committee (3/25/25).

**AB 530** (Hart) – California State University Transparency Act of 2025. This bill, as introduced, would require the CSU, on or before July 1, 2027, to include on its internet website certain information about each expenditure of CSU funds, as defined, expenditures that exceed \$10,000, in a format that allows the public to search and aggregate that information, and to also include on its internet website, among other things, the capability for a user to give input to the CSU regarding the utility of the information and to give recommendations to for improvements to the manner in which the information is provided.

Another CFA-sponsored bill, and more interesting reading in March 18, 2025, Assembly Higher Ed Committee bill analysis document.

Passed Assembly Ed Committee; before Assembly Appropriations Committee (3/19/25).

**AB 541** (DeMaio) – Open Government Accountability Act – Ombudsperson. This bill, as amended, would, until January 1, 2029, and subject to appropriation, establish the *Office of the California Public Records Act Ombudsperson*, requiring the Governor to appoint the ombudsperson subject to certain requirements.

The bill would require the ombudsperson to receive and investigate requests for review, as defined, determine whether the denials of original requests, as defined, complied with the California Public Records Act, and issue written opinions of its determination, as provided.

The ombudsperson would be required to:

- create a request process and would allow the public to submit requests for review to the ombudsperson consistent with that process.
- within 30 days from receipt of a request for review, to decide, as provided, and would require the state agency to provide the public record if the ombudsperson determines that it was improperly denied.
- create a process through which a person whose information is contained in a record being reviewed may intervene to assert their privacy and confidentiality rights and would otherwise require the ombudsperson to maintain the privacy and confidentiality of records, as provided.
- require the ombudsperson to report to the Legislature, on or before March 31, 2027, and annually thereafter, on, among other things, the number of requests for review the ombudsperson has received in the prior year.

Before the Assembly Judicial Committee (3/28/25).

**AB 576** (Irwin) – Charitable Giving: Online Fundraising. This bill, as amended, would authorize charitable fundraising platforms to rely on *application programming interfaces*, as specified, and require the Attorney General to establish rules and regulations for the specifications for an *application programming interface*, as specified. Before P&CP Committee (3/28/25).

**AB 592** (Gabriel) – Business: Retail Food. This amended bill would make *indefinite*, with conforming changes, three temporary retail food business relief measures enacted as a COVID-19 pandemic response:

- permit ABC alcoholic beverage licensees to exercise license privileges in expanded license area, and for to-go and delivery services.
- relief from local jurisdiction parking restrictions for expanded outdoor dining areas.
- operate temporary satellite food service without obtaining a separate local permit or submitting written operating procedures.

These relaxed requirements if enacted would likely have limited application to food/ABC licensed services provided by campus commercial auxiliary organizations, and of no cost consequence. Before Assembly GO Committee (3/4/25).

**AB 720** (Rogers) – Winegrowers and Brandy Manufacturers: Privileges Off-premises.

This bill, as introduced, 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 bills, as introduced, would likely have little or no impact on campus wine production through auxiliary organizations. Application would be advantageous. In Assembly Appropriations Committee (3/19/25).

**AB 878** (Kalra) – Victims of Abuse or Violence: Landlord Reasonable Accommodations.

This bill, as introduced, would require landlords to make reasonable 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.

If enacted as introduced, 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. Before Assembly Judicial Committee (3/27/25).

**AB 885** (Solache) – Debt Free College at the UC & the CSU Fund. This bill, as amended, would establish the *Debt Free College at the UC and the CSU Fund* in the State Treasury and would require all moneys in the fund to be available, upon appropriation by the Legislature, to the University of California and the California State University for purposes of lowering the cost of undergraduate attendance, either through tuition reductions or loan repayment programs, or a combination of tuition reductions and loan repayment programs.

Before Assembly Higher Ed Committee (3/25/25).

**AB 933** (Farias) – Organized Day & Residential Camp Health Safety Minimum Standards.

This bill, as introduced, would provide specific definitions of organized day camps, and set more expansive minimum health and safety requirements and inspection responsibilities as conditions of operation.

Uncertain at this point if *organized day camps* or *organized residential camps*, as defined, are intended to be included in those operated by or through campus auxiliary organizations.

[Some campus student body organizations (as auxiliary organizations) operate “public recreation programs” that are referred to as recreation, sports or youth camps.] Before Assembly H & EM Committees (3/10/25).

**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.

Referred to Assembly Committees. on E.S & T.M. and JUD.(3/28/25)

**AB 1291** (Lee) – Ticket Sellers – Business Address Violations. This bill, as introduced, would increase the civil penalty from a not-to-exceed amount of \$2,500 to \$5,000 for each violation, and authorize a county counsel to bring civil action, as described, for failure of licensed ticket seller to comply with business address and licensure provisions – in addition to violation of present law as misdemeanor charge punishable by imprisonment in a county jail not exceeding 6 months, or by a fine not exceeding \$2,500, or by both.

This bill, if enacted as introduced, would likely have no operational effect on campus auxiliary organizations as licensed ticket sellers. Referred to AES, TP&CP, & JUD. Committees (3/28/25).

**AB 1349** (Bryan) – Consumer Protection – Ticket Seller Transaction. This bill, as introduced, would expand and recast present ticket seller requirements to include those in the transaction chain, including *original sellers*, *event presenters*, *ticket resellers*, and *ticket resale marketplaces*, as defined.

A ticket price for an event postponed, rescheduled, or replaced with another event on the same date and time, would be fully refunded or credited to consumer's account at consumer's option by the person who processed the ticket sale, as provided.

Ticket sellers would additionally be required to:

- maintain local jurisdiction license.
- keep ticket sales, deposits, and refunds for a minimum of 12 months. and
- have a permanent business address that shows on ads or solicitations --

all subject civil fine of up to \$10,000 for violations of these or other regulations, as specified.

For campus auxiliary organizations operating in the ticket selling transaction chain, the enactment of this bill, as introduced, would likely encounter additional operating costs to an unknown degree. For ticket customers: additional certainty and protection. Referred to AES, TP&CP, & JUD. Committees (3/28/25).

## **Senate:**

**SB 68** (Menjivar) – Major Food Allergen Notice Requirement Expanded to Include *Sesame*.

This Bill, as introduced, would add the ingredient herb *sesame* to the list of “major food allergens” requiring food facilities serving or selling “restaurant-type” food to the consumer to include on all of menus an expanded written notification of listed major food allergens contained as an ingredient in each menu item, as specified.

Application of the Bill, if enacted, would, commencing July 1, 2026, appear to include campus restaurant-type food facilities operated by or through auxiliary organizations. Associated compliance costs are uncertain but would likely not be significant over time. Before Senate Health Committee (3/26/25).

3/31/25 REG

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This Support Service-Provider Agreement ("Agreement") is made effective this 1st day of July, 2025 (the "Effective Date"), by and between the Service-Recipient, the AUXILIARY ORGANIZATIONS ASSOCIATION, a California nonprofit, public benefit corporation ("AOA"), and ROBERT E. GRIFFIN, the Service-Provider ("CONTRACTOR"). AOA and CONTRACTOR each are referred to herein separately as "Party" and are referred to herein collectively as the "Parties." There are no other parties to this Agreement.

### **Explanatory and Operative Statements**

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

The resource and policy constraints upon member-organizations require AOA to rely heavily upon the members to carry out its mission. AOA must seek and obtain needed internal business and program support from member-organizations, a few qualified firms, but particularly from experienced individuals on a service-provider basis. These internal functions and tasks have included providing corporate secretary and governing board support, administrative, treasury and accounting tasks, purchasing, interest group and conferencing support, and Internet AOA site development and administration.

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

### **Terms and Conditions**

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

#### **1. Services to be Provided**

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



same timeliness and due diligence customary under industry standards in carrying out the work specified in this Agreement. CONTRACTOR under this Agreement shall act as an independent contractor in close collaboration with AOA leadership, the Executive Committee, and Conference Planning Committee, and an employer-employee relationship is not implied or intended, and shall not be practiced by the Parties,

The CONTRACTOR may from time to time offer or be requested to provide support to AOA outside the SoW Statement under this Agreement, with or without the expectation of additional charge to AOA associated with that support. Any ambiguity over such circumstances shall be clarified and resolved in advance by the AOA President and the Secretary/Treasurer, and, where appropriate, documented by the Parties in accordance with Section 5. The AOA President shall recommend to the AOA governing board any budget supplements for services of the CONTRACTOR that may involve additional fees to CONTRACTOR in such circumstances.

## 2. Term of Agreement

The term of this Agreement shall be July 1, 2025, ending June 30, 2026. The Parties may extend the term for additional one-year periods by written amendments to this Agreement.

## 3. Service Fee and other Charges

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

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

## 4. Status of Parties

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

a). that the CONTRACTOR is free from the control and direction of the AOA in connection with the performance of the Work, both under this Agreement for the performance of the Work and in fact;  
*and*

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

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

5. Scope of Work Modification

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

6. Termination of Services

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

7. Assignment

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

8. Notices

Any notices required to be given under this Agreement by either Party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested, or by electronic mail transmission (including PDF), to the party to whom such notice or communication is directed, to the mailing address or regularly-monitored electronic mail address of such party as follows:

AOA:

Attn: Annie Macias  
333 S. Twin Oaks Valley Road  
San Marcos CA 92096  
Email: amacias@csusm.edu

Contractor:

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

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

9. Confidentiality

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

10. Tax Responsibility

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

9. Entire Agreement

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

10. Authorization

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

11. Choice of Law, Jurisdiction and Venue

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

fees and costs. Each party hereto waives any claim of forum non conveniens or any other defense or allegation contending that the forum is inconvenient..

12. Severability and Construction

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

13. Counterparts

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

14. Binding Effect

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

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

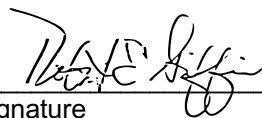
AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONTRACTOR

Annie Macias, Secretary/Treasurer

Robert E. Griffin, INDIVIDUAL

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

April 18, 2025  
Date

**EXHIBIT A**

[Scope of Work Statement appended]

## Scope of Work

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

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

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

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

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

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

## **PROPERTY DEVELOPMENT AND MANAGEMENT**

### **This Committee is currently in Inactive Status**

#### **Background**

Because of the large number of AOA organizations involved in public/private partnerships, public/public partnerships, commercial, office and residential development, sales, leases and rentals, including faculty/staff housing and student housing projects, there is a need for an AOA sponsored forum to share and discuss issues.

#### **Purpose**

The purpose of the Property Development & Management Committee is to provide a forum to share ideas and discuss issues related to real property in the areas of development, property management and partnering. The Committee will focus on property management, financing for development, public/private partnerships, public/public partnerships, and other capital projects (design and construction) for any and all functions involving auxiliaries.

#### **Meetings**

Committee meetings allow AOA and Chancellor's Office professionals involved with auxiliary organization's real estate-related activities an opportunity for information sharing and more in-depth examination of key topics of concern and interest. The Committee will typically meet twice a year, once during the annual AOA conference.

#### **Membership**

Committee membership will be open to AOA member professionals on all campuses involved in real property and capital project functions. The Committee shall have a chair and vice chair selected by the Committee.

#### **Standing Committee Status**

Committee practices shall be consistent with guidelines established for AOA Standing Committees.

***Approved by the Executive Committee on June 20, 2008, and amended on June 17,  
2016***

***Inactive Status Effective 2018***

## AOA MEMBERSHIP DUES POLICY

### I. Background and Perspective

In 2011, the Executive Committee restructured the basis for the assessment of member-organization annual dues from reported *revenues* to *operating expenditures*.<sup>1</sup> The rationale for this change was carefully developed by a task force analysis recommended by the Long Range Planning Committee:<sup>2</sup>

This revised policy reflects the authorized 2011 assessment basis change to *operating expenditures*, and in major part restates the 2009 policy.

The 2009 policy was a consolidation of the August 18, 2006, *Membership Dues Policy* and the January 11, 2003, *Membership Dues Schedule and Limited Delegation of Authority Policy*. Those statements included a summary of action by the Membership at its 2002 Business Meeting to increase the dues rate, and to delegate limited authority to the Executive Committee to adjust the annual dues rates.<sup>3</sup> A number of years had elapsed since the last membership dues rate increase. The Executive Committee explored with some success ways to keep the Association fiscally viable without an increase to the dues rate.

The Membership approved limited delegate authority to the Executive Committee to adjust the Membership Dues as set forth below. The expressed reason for this delegation was to provide a more flexible way for the Association to make modest rate adjustments from year-to-year through its governing board, while keeping the membership informed and able to budget for the dues payments.

### II. Policy Scope

The Membership Dues Policy is the framework for determining membership dues assessments upon *individuals*, *member-organizations*, *commercial organizations*, and for *recognized affiliate organizations* in accordance with the Bylaws and membership policy.

### III. Member Dues Categories & Assessment Basis

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<sup>1</sup> Executive Committee Minutes/Agenda Item: August 19, 2011/J5.

<sup>2</sup> Executive Committee Minutes/Agenda Items: August 20, 2010/J2 ; November 19, 2010/J5; January 8, 2011/J5; March 18, 2011/J6.

<sup>3</sup> At its meeting of November 30, 2001, the Executive Committee authorized a proposal for submission to the Membership at its Business Meeting to be held in connection with the 2002 Annual Conference.

A. Individuals: No dues are charged for individuals of member-organizations participating in AOA programs, or through commercial or recognized affiliate member-organizations as approved by the Executive Committee.<sup>4</sup>

B. Member-Organizations: Membership dues for CSU auxiliary organization members in good standing shall be assessed in accordance with the approved and duly published indexed Rate Schedule and shall be based primarily on prior year operating expenditures of the auxiliary reported by the CSU Chancellor's Office. The calculation shall be based on the total of the Expenditure data for the prior June 30 fiscal year is be provided to AOA by the CSU Chancellor's Office each January.

C. Commercial Organizations: These organizations support the mission of AOA by participating via partnership as described in the Annual Conference Business Partnership Policy. These organizations are not subject to membership dues.

D. Recognized Affiliate Organizations: Nonprofit organizations engaged in work pertaining to higher education and/or student affairs that support the mission and activities of AOA are not subject to membership dues, will be listed on the AOA website and may attend the annual conference at the AOA member-organization fee rate. Qualifying nonprofit organizations requesting designation as Recognized Affiliate Organizations should submit a request for approval to the AOA Executive Committee.

#### **IV. Membership Dues Rate Limited Delegated Authority**

The Executive Committee has delegated authority from the Membership to adjust the annual member-organization rate of dues a maximum of ten percent (10%) per year commencing in 2003 in order to sustain the financial stability of the Association and to maintain the level of service.

#### **V. Member-Organization Dues Rate Schedule**

The Member-Organization Dues Rate Schedule is established annually for an ensuing fiscal year based upon formal Executive Committee action and prompt notification to the Membership no later than January 31 of a previous year. Any adjustment of annual dues beyond the above delegated authority limit shall be referred to the Membership in accordance with the Bylaws.<sup>5</sup>

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<sup>4</sup> Bylaws Article III, Section 2.

<sup>5</sup> Bylaws Article III, Section 4.



## **VI. Policy Review**

This policy will be reviewed periodically as part of the Long Range Financial Planning process.

**Approved by the Executive Committee on , 2025.**

DRAFT

DATE : November 29, 2024

KCoe Isom, LLP  
2454 Builders Place, Suite 130  
Chico, CA 95928

This representation letter is provided in connection with your audit of the financial statements of Auxiliary Organizations Association, a nonprofit organization (the Association), which comprise the statement of financial position as of June 30, 2024 and 2023, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information such that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter.

### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 29, 2023, for the preparation and fair presentation of the financial statements in accordance with GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of the system of internal control to prevent and detect fraud.
- The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures, are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S.GAAP
- All related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of GAAP.
- All events subsequent to the date of the financial statements and for which GAAP requires adjustment or disclosure have been adjusted or disclosed.
- There are no known actual or possible litigation and claims that should be accounted for and disclosed in accordance with GAAP.

- We have complied with all contractual agreements, grants, and donor restrictions.
- We have maintained an appropriate composition of assets in amounts needed to comply with all donor restrictions.
- We have accurately presented the Association's position regarding taxation and tax-exempt status.
- The bases used for allocation of functional expenses are reasonable and appropriate.
- We have included in the financial statements all assets and liabilities under the Association's control.
- We have designed, implemented, and maintained adequate internal controls over the receipt and recording of contributions.
- Reclassifications between net asset classes are proper.
- The governing board's interpretations concerning whether laws place restrictions on net appreciation of donor-restricted endowments are reasonable and have been disclosed to you.
- Methods and significant assumptions used by management to determine fair values, their consistency in application, and the completeness and adequacy of fair value information for financial statement measurement and disclosure purposes are appropriate.
- With respect to drafting financial statements and preparation of tax returns, we have performed the following:
  - Made all management decisions and performed all management functions;
  - Assigned a competent individual to oversee the services;
  - Evaluated the adequacy of the services performed;
  - Evaluated and accepted responsibility for the result of the service performed; and
  - Established and maintained controls, including a process to monitor the system of internal control.

### Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
  - Additional information that you have requested from us for the purpose of the audit;
  - Unrestricted access to persons within the Association and others from whom you determined it necessary to obtain audit evidence;
  - A written acknowledgement of all the documents that we expect to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
- The financial statements and any other information included in the annual report are consistent with one another, and the other information does not contain any material misstatements.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have provided to you our evaluation of the Association's ability to continue as a going concern, including significant conditions and events present, and we believe that our use of the going concern basis of accounting is appropriate.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the Association's financial statements communicated by employees, former employees, analysts, regulators, or others.

- We have no knowledge of any noncompliance or suspected noncompliance with laws, regulations, contracts, and grant agreements whose effects should be considered when preparing financial statements.
- We have no knowledge of known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. Furthermore, we have not consulted with any attorneys related to litigation or claims.
- We have disclosed to you the identity of all the Association's related parties and the nature of all the related-party relationships and transactions of which we are aware.



Signature



Title

## **SUPPORT SERVICES AGREEMENT**

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

### **Explanatory Statements**

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

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

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

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

### **Terms and Conditions**

#### **1. Services to be Provided**

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

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

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

2. Term of Agreement

The term of this Agreement shall be eleven months ending December 31, 2025. The Parties may extend or shorten the term by written amendments to this Agreement.

3. Service Fees

In full consideration of the services performed by CONTRACTOR under this Agreement, AOA shall pay to CONTRACTOR the total sum of Thirty-three thousand nine hundred dollars (\$33,900) for fiscal year 2025/2026 payable in quarterly installments as detailed in **EXHIBIT B**.

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

4. Status of Parties

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

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

5. Extension of Service and Scope of Work Modification

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

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

6. Termination of Services

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

7. Assignment

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

8. Notices

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

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

9. Confidentiality

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



gain would be realized.

10. Tax Responsibility

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

11. Entire Agreement

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

12. Authorization

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

13. Choice of Law, Jurisdiction and Venue

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

14. Severability and Construction

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

15. Counterparts

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

16. Binding Effect

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

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

AUXILIARY ORGANIZATIONS  
ASSOCIATION

CONSULTANT

Richard Jackson, Business Manager

Isabel Newberg  
Independent Contractor

Richard Jackson  
Signature

03/25/25

Date

Bella Newberg  
Signature

03/24/25

Date

## EXHIBIT A

### AOA Conference Service Provider: Business Partner Manager

#### Description:

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

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

#### Deliverables:

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

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

- d. Participate as an active contributing member of the CPC.
  - e. Partner with CPC members to coordinate attendee conference orientation.
  - f. Provide additional CPC support as assigned by the Conference Chair.
4. Communication with AOA Business Partners
- a. Setup and manage promotional communications to past, prospective and current BPs in conference website software, promoting conference participation.
  - b. Respond to BP inquiries and referrals, provide timely and informative follow-up.
  - c. Review, edit and distribute BP Conference Packet.
  - d. Update, schedule and coordinate business partner follow up communications to include reminders, acknowledgements and thank you letters.
  - e. Update, schedule and coordinate pre-conference business partner communications, status updates, information requests and conference packet instructions.
  - f. Generate timely discount code emails to facilitate complimentary BP attendee registrations.
  - g. E-mail appropriate version of conference attendee list to business partners based on sponsor level benefit commitments.
  - h. Update communication plan to keep business partners engaged with AOA year-round.
  - i. Update business partner conference welcome packet to be provided at conference registration.
5. Business Partner Benefit Management
- a. Develop annual sponsorship tiers, benefits and costs for review with CPC.
  - b. Stay abreast of industry trends in conference sponsorship benefits and evaluate for fit with AOA.
  - c. Ensure BPs receive all benefits associated with their respective sponsorships.
  - d. Coordinate with AOA web support for BP logos and links on AOA website.
6. Manage Expo Set-up and Logistics
- a. Work with Hotel staff to determine set-up for Business Partner Expo (not on-site)
  - b. Assign Business Partner tables
  - c. Coordinate Marketing plan with CPC Team
7. Coordination of BP lunch for all conference attendees and BP gifts for the conference
- a. Identify BP gift amounts and quantity to be purchased, based on sponsor levels and benefits.
  - b. Track BP gifts by sponsor name.
  - c. Coordinate BP lunch program with CPC and conference support team.
  - d. Coordinate any BP table signage including printing and placement.
8. BP registration process & table assignments prior to conference
- a. Facilitate development of BP evaluation instrument prior to conference.
9. Conference follow-up and other miscellaneous services
- a. In coordination with the conference support team, identify conference materials, general supplies and pop-up banners, other equipment for the conference to be purchased.
  - b. Research and purchase conference attendee gift items (totes, pens, padfolios, lapel pens, badge holders, etc.); work with conference graphics lead on logo application and other graphics needs; arrange for shipping and delivery.
  - c. Prepare final BP sponsorships report for AOA CPC Chair and Secretary/Treasurer.
  - d. Coordinate with other AOA committees that desire BP support for committee meetings throughout the year.

**EXHIBIT B**

**Fee Schedule**

Total Amount 2025-2026 Business Partner Manager Services	<u>\$33,900.00</u>
• Payment to be made on a quarterly basis	

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

## **AOA 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 Participated in the 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 a 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 November 14, 2003 and updated in 2009.***

***Revised and approved by the Executive Committee on April 21, 2023***

## **April 2025 - Business and Finance Liaison Report**

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

### **Board of Trustees**

#### **March 23-26 – Key Agenda Items**

##### *Committee on Campus Planning, Buildings and Grounds*

- San José State University Speed City & Spirit of '68 Track Facility Grant Assignment Approval
- California State University, Bakersfield, Energy Innovation Building Schematic Design Approval

##### *Committee on Finance*

- California State University Annual Debt Report
- California State University Quarterly Investment Report

##### *Joint Committee on Finance and Campus Planning, Buildings and Grounds*

- Funding the California State University's Capital Program

#### **January 28-29 – Key Agenda Items**

##### *Joint Committee on Finance and Campus Planning, Buildings and Grounds*

- California State University, Chico Human Identification Laboratory Building Schematic Design Approval

##### *Joint Committee on Education Policy and Finance*

- CSU Artificial Intelligence (AI) Strategy

##### *Committee on Finance*

- California State Polytechnic University, Humboldt - Approval of an Auxiliary Organization Financing
- Approval of Changes to, and Reauthorization of, the California State University's Commercial Paper Program
- 2024-2025 Student Fee Report
- 2025-2026 Operating Budget Update

##### *Joint Committee on Finance and Campus Planning, Buildings and Grounds*

- Funding the California State University's Capital Program
- San Diego State University, Life Sciences Building Schematic Design and Financing Approval

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



## **CABO**

Recent and Upcoming CABO Meeting Dates:

- January 14 – in conjunction with the AOA Conference in San Diego
- March 5
- May 14

## **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**

### **Policy Library**

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:subscribe-csupolicylibrary@lists.calstate.edu) to be added to the listserv.

### **State Budget Update**

- Governor proposed in January a \$375 million ongoing cut to CSU for 25-26.
- That proposal is about 5% of CSU's operating budget.
- If enacted, all 23 campuses are preparing to make budget cuts to state-side programs. This could impact enterprise activities with less "foot traffic" by employees and students in food service, bookstores, student housing, etc.
- The proposal is now in the legislature's hands. They are considering this proposal right now (April) in budget hearings.
- The governor is required to update his January proposal in mid-May. He may or may not change the proposal for CSU.
- It is likely that the legislature will make their own proposals for the CSU in late May.
- It is likely that a budget agreement between the governor and legislature is made in June or July.
- Commentary:
  - Early information suggests the LA wildfires and an unexpected increase in Medi-Cal costs will require billions of dollars more from the state General Fund in 25-26—the same fund source that supports the CSU. Therefore, the budget situation has slipped into a more unfavorable condition with more risk that the proposed cut to CSU might not be undone.
  - On the bright side, over half of all legislators signed a letter that called for no cuts to the CSU. By early accounts, this letter represents the most significant, bipartisan budget signed by lawmakers above all other issues.

For reference, below are links to the full CSU 25-26 budget request and the executive summary.

### **[Executive Summary | CSU](#)**

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

## Division of External Relations & Communications

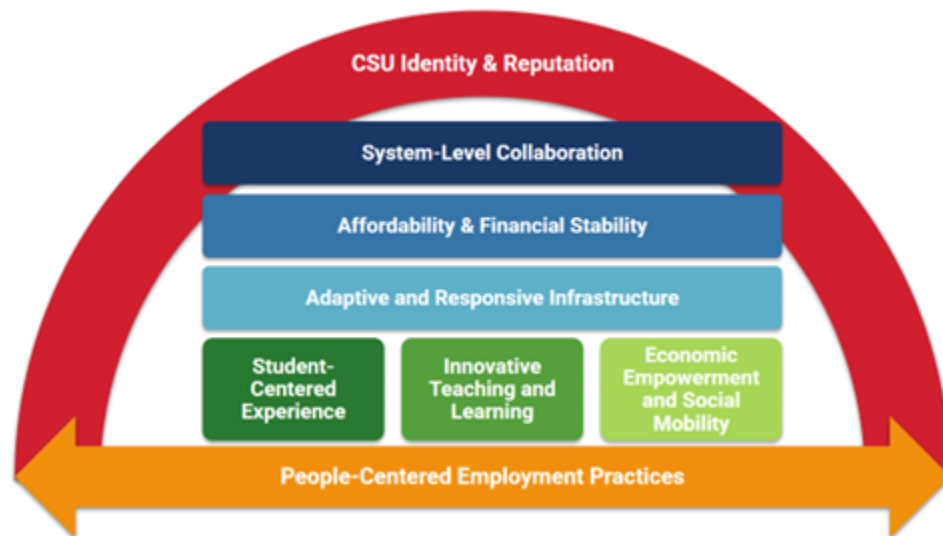
### Report to the AOA Executive Committee

April 18, 2025

Submitted by: Aaron Moore

#### **Systemwide Strategic Planning**

- Thank you to AOA for allowing time on the conference agenda for the breakout session regarding the CSU systemwide strategic planning process
- We also appreciate the partnership with AOA to host the virtual auxiliary employee engagement session
- Work on the strategic plan continues, with the final presentation to the Board of Trustees in September
- Feedback from stakeholders has identified several [emerging strategies](#):
  - System-level collaboration
  - Affordability and financial stability
  - Adaptive and responsive infrastructure
  - Student-centered experience
  - Innovating teaching and learning
  - Economic empowerment and social mobility
- This is all built upon people-centered employment practices
- And falls under the umbrella of CSU identity and reputation



## Strategic Plan Timeline



### **Economic Impact Report**

- We are in the process of refreshing the systemwide and campus-level economic impact reports
- Help communicate the impact of the investment made in the CSU by the state and donors
- Includes the incredible economic impact our auxiliary organizations make
- Demonstrates the broad impact on the state of California
- This information is updated approximately every 5 years
- We will share the results with you once complete

### **E-Advocacy Network**

- In the final stages of contracting for an easy-to-use e-advocacy system where CSU friends and champions can engage in communicating with legislators and state officials on budget and legislative priorities of the university
- Unlike the system that existed about 10 years ago, this will be an opt-in system
- Will help galvanize support from alumni, parents, friends and others

### **Assistant Vice Chancellor, Strategic Engagement**

- Currently recruiting for a new position of [Assistant Vice Chancellor, Strategic Engagement](#) to provide strategic leadership for external relations and engagement with a focus on enhancing and expanding existing partnerships and developing new partnerships with national and statewide policy organizations, non-profits of

influence, corporate organizations, organizations associated with the caucuses, third-party advocates and private sector partners.

### **State Advocacy**

- March 19 was CSU Advocacy Day in Sacramento where presidents, student leaders, faculty leaders, and alumni gathered to advocate for the CSU's budget and legislative priorities
- We hosted a well-attended alumni and capitol community reception the evening before
- The Advocacy & State Relations team, in coordination with the Systemwide Budget team, is fully engaged in advocating to prevent a 2025-26 budget cut to the CSU and for obtaining the promised compact funding

### **Federal Advocacy**

- The week of April 7 was CSU Hill Week in Washington, DC where campus and system leaders gathered for meetings with legislators, legislative staff, and government officials to emphasize the CSU's federal priorities
- These include:
  - **Pell Grant** – shore up funding for the Pell Grant which serves over 200,000 CSU students and is the foundation of federal student aid
  - **Support for Minority Serving Institutions** – fund Title V capacity building grants. 21 of our campuses are Hispanic Serving Institutions (HSIs) and 14 are Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs). The majority of CSU students are students of color.
  - **Support for Dreamers** – urge a bipartisan legislative solution which protects and supports Dreamers, including providing them a clear pathway to citizenship and access to Title IV federal student aid
  - **U.S. Department of Education** – asks Congress to ensure the competent administration of critical federal education funds to our students and institutions

I. Class Action Lawsuit: Refund of Tuition and Fees

A class action lawsuit was filed by CSU students asserting claims for refunds of tuition and fees from Spring 2020 when the pandemic forced CSU to pivot to remote instruction. CSU has been actively defending the case and successfully narrowed the claims.

In March, the court heard the motion for class certification. The court granted the motion in part, only as to the 3 campuses where the named class representatives attended (Pomona, Sonoma, and San Bernardino). The court denied the motion as to the remaining 20 campuses. All legal holds must stay in place, although our litigation team is working to reduce the scope of the hold, especially for those campuses who may have over-preserved data that is no longer needed.

II. Grant Funding Freezes, Reductions and Terminations

OGC has been working in partnership with the California Attorney General to support lawsuits challenging actions by federal agencies to freeze, reduce, or terminate grant funding. CSU has entered into joint representation agreements with research auxiliaries to support these challenges. OGC has also provided guidance concerning administrative appeal of grant terminations.

Outcomes include:

- Preliminary Injunction and motions to enforce granted concerning OMB memorandum to pause federal financial assistance.
- Preliminary Injunction granted against NIH reduction of indirect costs rates.
- Temporary Restraining Order granted by District Court challenging termination of teacher preparation grants—REVERSED by U.S. Supreme Court.
- Preliminary Injunction hearing regarding NIH grant terminations scheduled May 9.

III. Interim Time, Place and Manner Policy

The TPM website has been improved to include additional systemwide guidance documents: <https://www.calstate.edu/tpm>

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## **Update from Beth Ryan**

### **Associate Vice Chancellor, Human Resources**

### **April 2025**

#### **Presidential Departures, Recruitments and Appointments**

On February 4, 2025, California State Polytechnic University, Pomona President Soraya Coley announced that she will retire at the end of July 2025.

On November 25, 2024, California State University, Long Beach President Jane Conoley announced that she will retire at the end of the 2024-25 academic year. The CSU has launched a national search for Conoley's successor.

At its March meeting, the Board of Trustees appointed Frank Hurtarte to serve as Vice Chancellor of Human Resources and Chief Human Resources Officer effective April 14, 2025. Hurtarte brings to the CSU more than two decades of experience in human resources. Most recently he served on the national leadership team at Kaiser Permanente as senior vice president of human resources and people strategy.

#### **2024/25 Bargaining Updates**

##### ***Academic Professionals (Unit 4)***

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

##### ***California Faculty Association (Unit 3)***

The initial proposals for a successor collective bargaining agreement between the California State University and Bargaining Unit 3, the California Faculty Association, were presented to the Board of Trustees for adoption at the November 2024 meeting. The parties have met twice. Thus far the parties are unable to agree to ground rules. The key issue is whether the parties will allow observers during negotiations. There are meetings scheduled through June.

##### ***Student Assistant (Unit 15)***

The last meeting was held in November 2024. New dates will likely be scheduled in May 2025. The most recent discussions have been around new employee orientations as required by AB 119.

\*This new agreement will cover approximately 20,000 student assistants employed by the CSU. Until a final agreement is reached, the student assistant classification will maintain current standards and requirements.\*

***New Unit 15 Modification Petition – Resident Assistants***

CSUEU has filed a request with PERB to modify the unit to include (expand) to include “resident assistants.”

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

Following a federal court decision which vacated the 2024 Title IX Regulations and subsequent "Dear Colleague Letters" issued by the U.S. Department of Education Office for Civil Rights in January and February 2025, the Chancellor's Office revised the Nondiscrimination Policy. This will ensure its compliance with the 2020 Title IX Regulations and the Department of Education guidance, while also ensuring its continued consistency with the CSU's mission and obligations under state and federal law.

**Other Conduct of Concern (OCC)**

Draft guidance prepared by SWHR in partnership with OGC and many other stakeholders was presented at the May 2024 Board of Trustees meeting. This draft was used to discuss with stakeholders across the CSU. As a result of stakeholder feedback, revised OCC guidance was finalized and submitted to the state auditor in January 2025. This guidance will be used in the future to assist in creating training for campuses.

**Immigration**

SWHR continues to support CSU's response to immigration enforcement changes at the federal level. The division has collected data, conducted outreach to campuses and partnered in the creation of several immigration websites including the Undocumented Student Resources website. SWHR recently created the Immigration Enforcement Concerns for Faculty and Staff website. Both websites can be found on [calstate.edu](http://calstate.edu).

**Employee Transitions Resource SharePoint Site**

In response to campus workforce reduction planning, SWHR created a central SharePoint site for AVPs of Human Resources and Faculty Affairs that provides resources for supporting employees affected by layoffs or non-retention. The site includes internal and external tools, career transition support, well-being resources, and guidance.

**Emergency Resources SharePoint Site**

In response to the California wildfires and other emergencies, a dedicated resource page was created on the Benefits Insider SharePoint site. It includes benefit related disaster-specific information, vendor resources, direct contact numbers, and support links. The page is regularly updated to ensure campuses have access to the most current information and resources to share with impacted employees.

This concludes my report.



## QUARTERLY SUMMARY

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The Human Resources (HR) Committee meets on the last Friday of each month, with agendas posted on the AOA website beforehand. These meetings provide updates, introduce new members, and offer opportunities for questions and networking. Attendance has been steady, with 35 to 50 members participating regularly.

The January meeting kicked off 2025 during the Annual AOA meeting, introducing a new Chair, Vice Chair, and Secretary. Discussions focused on networking and member challenges, with Madison Burton sharing details about the AOA conference.

The February 28 meeting addressed renewing the legal services contract, which lapsed in October 2024. The committee decided to work with Aaron Rutschman and his firm, Maynard Nexsen, for one year, after which an RFP will be conducted. Members were encouraged to participate in the CSU Strategic Planning Listening Session and complete the Employee Benefits Client Satisfaction Survey. The committee also discussed the Executive Order regarding ICE visits to campus.

During the March 28 meeting, the final version of the Legal Services Contract was approved. Members preferred email invitations over those sent through the AOA portal but were reminded that all AOA communication should occur via the portal. They expressed interest in faster communication methods and were reminded to update their contact information. Topics like employee unionization and stop-work orders were also discussed.

As the committee plans for the upcoming year, the goals are to build membership and strengthen the support network, ensuring all auxiliary HR representatives are included.

### **COMMITTEE LEADERSHIP, 2025**

HR Committee Officers for 2025 include the following:

- CHAIR: Ranjit Kaur, Director of Human Resources, San Jose State University Research Foundation
- VICE CHAIR: Andrea Bozant, Director of Human Resources & Payroll Services, The University Corporation at Monterey Bay
- SECRETARY: Natalie Tapia, Human Resources Generalist, Loker Student Union, CSU Dominguez Hills

Respectfully submitted by:  
Ranjit Kaur

# AOA Research Administrators Committee (RAC)

Spring 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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In collaboration with the Chancellor's Office, we have formed a long-term strategic planning focus group that will carry on, past this leadership's term, to address historical issues plaguing Sponsored Programs Administration. The Power of 23 group, set its purpose as "to reduce redundancy and share and centralize administrative effort to utilize the resources and expertise to serve our customers and protect our institutions".

In January at the AOA meeting, the RAC group met and announced the new RAC Leadership: Trina Beckwith for Vice Chair (San Marcos) and Dorian Davis for Secretary (Monterey Bay). The outgoing Chair, Chantal Ebarly and Melissa Mullen met with Julie Wessel (RAC Chair), Trina Beckwith (incoming Vice Chair), and Dorian Davis (incoming Secretary) to debrief on responsibilities for RAC Leadership.

The spring meeting will be held in Sacramento, May 5 & 6, with a joint RAC and the Chief Council of Research Officers (CCRO) meeting on day 2. One goal of the Power of 23 is to help standardize the data reports the Chancellors Office requests. This will be one of the topics at the meeting.

While collaborating on the Spring meeting, the CCRO Chair Binod Tiwari (Fullerton), invited RAC to Joint them in their next workshop **"Best Practices for Student Payments: Scholarships, Wages, and Stipends"** to be held April 18, 2025. The two groups also decided that campuses can extend the invitation to their Financial Aid and Financial Services that administer student payments.

Additionally, RAC will attend CCRO's regular meetings on the last Thursday of each month. This will open a channel of communication between the groups that will enable the Power of 23 to address and resolve complex issues.

In an effort to maintain connectivity with the larger AOA group, RAC is posting meetings and workshop information on the AOA website. CCRO and RAC are also trying to establish a communal calendar.

RAC leadership will need to finalize the dates and location of the fall meeting.

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



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

**April 2025 Report**

Submitted by Alejandro Rios, Chair  
Executive Director, Associated Students, San Francisco State University

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

The AS/SU/REC Executive Directors Subcommittee, chaired by Michelle Crawford, hosted 2 meetings on February 26, 2025, and March 28, 2025. On February 26th, the meeting discussion included the following: CSU Auxiliary Organizations Policy feedback, Department of Education Letter - Dear Colleague. We also discussed the midyear meeting to take place at CSU Fullerton in August during the CSSA's CSUnity on August 18 - 20th. We are considering both in-person and virtual models. On March 28th, discussion items included: Auxiliary student employee unionization efforts, Campus Strategies in response to budget reductions, Cost allocation funding for VPSA Office, and Student Fee Referendum Process.

The AS/SU/REC Executive Directors sub-committee continues to meet monthly. The next meeting will be held Monday, April 28th, from 1 - 2:30 pm. Contact Michelle Crawford at [mcrawf02@calpoly.edu](mailto:mcrawf02@calpoly.edu)

**CSU Advisors**

The Student Government/CSU Advisors Subcommittee, chaired by Ashley Fennell, hosted a meeting on February 10th. Topics included 1) CHERS registration, 2) New hazing law and how it affects people practices/procedures, 3) Student Club/Org funding, 4) AS/ASI Elections, 5) CSUnity working group, and 6) Raising Category II Fees. The CSU Advisors also met during the CHERS Conference on March 9th. Some topics of discussion included viewpoint neutrality, project management tools, and campus climate, among a variety of other topics. The group continues to meet monthly via Zoom. The next CSU Advisors meetings will be held Tuesday, April 15th, 9:30-11 am. Anyone can join the meetings by contacting Ashley Fennell at [afennell@csusm.edu](mailto:afennell@csusm.edu)

**CSSA**

CSSA hosted an in-person plenary meeting on January 25-26 at the San Francisco State University Campus. A virtual plenary meeting took place on February 15th. The California Higher Education Student Summit - CHERS was hosted in Sacramento on March 9 - 11th. CSSA continues to host Plenary meetings throughout the year. Plenary meeting schedule:

<https://calstatestudents.org/involvement/meetings/>. The next meetings will be held virtually on April 13th to hold elections, and on May 3 - 4th in person for plenary. Additional information regarding CSSA is available by contacting [info@calstatestudents.org](mailto:info@calstatestudents.org) or Joe Nino at [jnino@calstate.edu](mailto:jnino@calstate.edu)

**Recreation Directors**

The CSU Recreation Directors group hosted a meeting on April 7th. Topics included 1) Handling ID Misuse and Suspension Policy, 2) Communication and Documentation of Suspensions, 3) Probation Periods and Repeat Offenders, 4) Customer Service Expectations & Training, and 5) Principles of Leadership and Transferable Skills. The Recreation Directors meetings are held monthly on a Monday from 9 am – 10 am. The Rec group also plans to attend the CSU Campus Rec Summer Workshop on Monday, Jun. 16<sup>th</sup>, 9:00 a.m. - 3:00 p.m. via Zoom.

## **AOA Commercial Services Committee Report**

**April 2025**

### **1. Introduction**

The AOA Commercial Services Committee held a virtual meeting to discuss current topics related to Campus Commercial Services

### **Officers**

- Mike Lennon, The University Corporation (CSUN) – Committee Chair
- Brenda Hovis, CSUSM Corporation - Vice-Chair and Conference Session Planner

### **Committee Meeting**

A committee meeting was held on April 9<sup>th</sup>.

Topics discussed:

1. EA/IA Course Material Programs
  - a. A discussion of these pro
2. EBT – the CO is in the process of establishing a systemwide EBT vendor approval
  - a. Chartwells is also in the process of starting an EBT program that they manage
  - b. Sodexo already has one in place (CSUSM)
3. Legislative updates were discussed
  - a. **AB 473** - Product and Packaging Recyclability.
  - b. **AB 483** – Fixed-Term Installment Contracts: Early Termination Fees
  - c. **AB 592** – Business: Retail Food.
  - d. **AB 1148** – Food Packaging – Hazardous Materials Product Safety.
  - e. **SB 68** – Major Food Allergen Notice Requirement Expanded to Include Sesame.

### **Current Focus**

- Getting the word out about our next committee meeting to get more people involved
- Determine session topics and presenters for AOA Conference

### **Committee Meeting Schedule**

- October meeting - Date/Time TBD

# AOA Business and Financial Services Committee

## Report April 2025

Chair:	Jaime Leal, CSU Dominguez Hills
Vice Chair:	Tony Lynch, CSU Fullerton
Mini-Conference Coordinator	Lizzette Landeros, CSU Los Angeles
Committee Members:	Heather Zacker, Cal Poly SLO
	Carlos Careaga, SDSU
	Lionel Lawrence, CSU Northridge
	Shailendra Baghel, SJSU

### Report:

#### **Committee Meeting**

A committee meeting was held on March 26, 2025.

#### **Topics Discussed:**

The committee shared some of the developments and experiences on their respective campuses given the economic climate. Among the topics shared were recent audit experiences, questionnaires, and approaches. Other topics discussed included hospitality policy, budgetary challenges, and enrollment impact. The committee also looked for opportunities to bring some of these items as possible session topics.

#### **Committee Meeting Schedule:**

The committee discussed the schedule for the year. The Steering committee will meet monthly on the last Wednesday of each month. The meeting schedule has been uploaded to the AOA website. The committee will be scheduling a mini conference at a future date to be determined.

#### **Mini Conference planning**

The committee discussed hosting a mini conference sometime during the fall months. The committee asked about the process for budget/funding support from AOA. The committee also suggested a virtual experience to maximize attendance. Additionally, ideas were brought forward regarding the opportunity to engage with potential business partners to sponsor the mini-conference and asked about what opportunities/protocols would need to be considered.

# AOA IT Committee

## Executive Report

Report Date: 4/9/2025

Respectfully Submitted By:

Calvin Yun

2025 AOA IT Committee Chair

Associated Students, CSU Northridge, inc.

## Summary

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

## ISAC Meetings

The Information Security Advisory Committee (ISAC) meetings for January through March 2025 covered several critical topics related to information security and compliance.

## Group Buy of Vulnerability Scanning Application

It was discussed that there is no centralized purchase of vulnerability scanning applications. Therefore, Josh Callahan may pull a working group together to explore the possibility of a CSU system-wide purchase of a vulnerability scanning application. Tenable and Qualys are possible contenders. Cal Poly Pomona and Cal State LA use Rapid7. CSU Northridge uses Qualys. Defender XDR was also brought up, although it was also mentioned that it is not designed as a vulnerability management tool.

## CSU Duo Contract

It was mentioned that the Duo Multi Factor Authentication contract expires this year (2025) but will likely be extended. Cal State LA is looking at moving away from Duo and pursuing Microsoft MFA independently. This is due in part to the cost associated with Duo MFA's calling and texting methods of authentication. Duo does not charge for push notifications via the Duo app nor using the rolling passcode via the Duo app, but each telephone call or SMS/RMS text message incurs a direct cost. Cal State LA used significantly more telephone call and SMS/RMS message credits in the month of January 2025 than anticipated. It was also mentioned that some CSU campuses do not allow telephone calls or SMS/RMS text messages to avoid the cost, and require users to use the Duo app or issue them a hardware token if they do not want to use their smartphone or do not own a smartphone.

## Fraudulent Applicants

The vendor behind the Cal State Apply software application identified a small number of fraudulent applications for enrollment tied to multiple identities of the same person across the CSU. In a similar sense, it was mentioned that California community colleges were getting hit with applicants tied to financial aid fraud.

## HECVAT 4.0 Workshop

It was discussed that a workshop for ISOs regarding the implementation of the Higher Education Voluntary Assessment Template may be considered.

## NIST Policies and Standards

It was pointed out that the current CSU Information Security Policies & Standards document, in conformance to the National Institute of Standards and Technology (NIST), is 121 pages long. It was discussed whether to consider abbreviating the policy to have only the necessary details.

## Generative Pre-trained Transformers

### Implementation Concerns with Existing Independent Accounts

The CSU-wide implementation of ChatGPT was briefly discussed with regard to merging accounts for users that already had an independent OpenAI account registered with their campus email address. It was mentioned that implementing single-sign on (SSO) would not have an effect because users in this case would be requested to export their existing chats to a personal account the next time they log in.

### Responsible Use Policy

There was a presentation on the proposed policy regarding protection from data loss, specifically the supplier-relationship policy. The main issue is that the generative AI system training might be a risk, whether that is data exfiltration or something of the sort. Part of the PSG committee's recommendation was to highlight the statement that users are not supposed to be using generative AI systems with level 1 or level 2 data. It was also mentioned that further discussion from a governance standpoint is needed on whether GPTs can be connected to storage repositories such as Google Drive or OneDrive.

### GenAI Access Subcommittee

The GenAI Access Committee was scheduled to start March 21. Members include representatives from:

- ISAC
- System-wide Academic Senate

- Office of the General Counsel
- Faculty Senate

## IT Audit Update

Campuses did not have a consistent approach to which software applications should be reviewed, how often the reviews should be performed, what should be included in the reviews, and who should be performing the reviews and maintaining the records. It was also mentioned that few campuses did level-2 data audits within the last fiscal year.

## Privacy Policy Update

There was a discussion on a draft policy that focuses on Title 5 of the California Code of Regulations, section 42396, including honoring privacy requests from users. The Policy Standards Group has been gathering input from purchasing officers, External Relations, Academic Affairs, Student Affairs, the Data Handling Working Group, the Office of the General Counsel, CABO, VPAAAs, and VPSAs. The policy is set to be finalized and implemented by the end of April 2025.

## Ellucian Update

Ellucian Student Financial Success is being implemented at 17 CSU campuses. It was reported that, overall, the project is progressing well and they are moving onto the next part.

## AOA IT Committee Future Discussion Items

Discussion items for future AOA IT Committee meetings include:

- Potential session topics for the IT track at AOA 2026
- Increasing participation in the AOA IT Committee
- Utilizing the CSU AOA website platform for communication and continuity
- Establishing a transition process and expectations for incoming Vice Chairs and Chairs of the AOA IT Committee.



## **AOA Past Presidents' Committee Report**

### **April 2025**

The Past Presidents met during the 2025 AOA Annual Conference to discuss the evolving needs and future direction of the organization. With significant transitions on the horizon, the committee focused on identifying key priorities, raising critical questions, and reaffirming the importance of leadership continuity and strategic planning.

#### **Key Areas of Focus Identified:**

- **Organizational Structure and Leadership:**  
The committee emphasized the need to clarify the roles and responsibilities of AOA leadership and ensure stronger, more consistent engagement with the Chancellor's Office. We also discussed the importance of continuity through dedicated, possibly full-time, staff support.
- **Conference Planning and Financial Transparency:**  
Ensuring the annual conference breaks even remains a top priority. The committee also advised against committing to future conference hotel locations before completing a broader reassessment.
- **Succession Planning for Service Providers:**  
Several key service providers are transitioning out of their roles. Succession planning, updated scopes of work, and training for new appointees are needed to ensure stability and continuity—particularly in conference management, financial administration, marketing, and educational programming.

The Past Presidents convened two subsequent Zoom meetings in January and February following the conference to continue immediate engagement with current Officers and provide strategic support to the organization's most pressing priorities.

During these virtual sessions, the Past Presidents provided input on succession planning efforts, offered historical context for key decisions, and helped frame strategic considerations around staffing, budgeting, and governance. The meetings created a collaborative space to discuss evolving roles and responsibilities, particularly as several long-standing service providers prepare to transition out. The committee emphasized the urgency of finalizing position descriptions, clarifying scopes of work, and preparing for knowledge transfer to ensure continuity.

Additionally, these follow-up conversations allowed the group to reflect on organizational capacity and structure, offering recommendations on how to balance the use of external contractors with the potential for permanent staffing. The Past Presidents also offered support in drafting communications, developing tools for financial transparency, and advising on potential pathways for strengthening relationships with the Chancellor's Office.

These meetings underscored the value of maintaining an active and engaged Past Presidents' Committee throughout the year, particularly as AOA navigates complex operational and strategic changes. The group remains committed to offering experience-based insight, historical perspective, and hands-on support where needed.

In closing, the Past Presidents reaffirm their dedication to AOA's success and stand ready to support the organization's current leadership through these transitions. We are optimistic about the opportunities ahead and committed to ensuring AOA remains a strong, responsive, and sustainable organization for years to come.

Kacie Flynn, Chair  
Past President's Committee