

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 Hyatt Regency Long Beach, CA

April 18, 2025

OFFICERS

			Present
Cecilia Ortiz	President	CSU, Dominguez Hills	Yes
Heather Cairns	Past President,	CSU, Northridge	Yes
Andrew Singletary	President-Elect	CSU, Sacramento	Yes
Annie Macias	Secretary/Treasurer	CSU, San Marcos	Yes

ELECTED REPRESENTATIVES

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

STANDING COMMITTEE CHAIRS

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

APPOINTED STAFF (Non-Voting)

Richard Jackson	Business Manager/CFO	AOA Executive Office	Yes
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DESIGNATED LIAISONS (Non-Voting)

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

Agenda Item	Follow-Up Action
PRESIDENT’S CONVENING WELCOME Ortiz welcomed everyone to the table.	
A. CALL TO ORDER AND OPENING REMARKS Ortiz called the EC meeting to order at 8:33 AM.	
B. APPROVAL OF AGENDA Ortiz proposed a friendly amendment to the agenda: move CABO report to immediately follow the “time certain” item, per his request. Motion to approve the agenda (M/Kisell, S/Doebler. The motion passed unanimously)	
C. Approval OF 1/11/2025 MINUTES Motion to approve the minutes (M/Kisell, S/Cairns. The motion passed unanimously)	
D. OLD BUSINESS FOLLOW UP Richard Jackson presented on longstanding items and discussed that the marketing fact sheet and education/training series will be updated.	
E. PRESIDENT’S REPORT <i>1. 2025 AOA Leadership Roster and Welcome to New Members (pgs. 9-10)</i> <i>a. 2025 Orientation Handbook for New EC Members (emailed attachment</i> Ortiz indicated that updates on the AOA Executive Committee roster, onboarding materials, and meeting schedules are located on pages 8-9. <i>2. EC Meetings in June, August and November Are Virtual</i> Ortiz reported that to align with the Chancellor’s Office and address tight auxiliary budgets all future EC meetings in June, August, and November will be held virtually via Zoom. <i>3. AOA Credit Card Update – with Heather Cairns</i> Cairns provided a AOA Credit Card update by stating that progress is paused until a new business manager is appointed to succeed Richard Jackson. Cairns	

<p>further explained that AOA Business transactions previously handled via personal credit card of service provider</p> <p><i>4. Available New Technologies (OnBoard, Slack, ChatGPT) – with Andrew Singletary</i></p> <p>A proposed adoption of OnBoard and Slack for improved communication was discussed.</p> <p><i>5. Conference Ad Hoc Committee Update – Cecilia Ortiz</i></p> <p>The upcoming Oakland 2026 conference planning was reviewed, including logistics, declining participation trends, financial impact, and alternative planning strategies.</p>	
<p>F. SECRETARY-TREASURER’S/BUSINESS MANAGER’S REPORT</p> <p>Jackson went over the items in the Longer-Term Parking Lot outlines future topics and initiatives for consideration by AOA leadership. These include reviewing financial practices such as the use of personal credit cards for meeting expenses and revising the AOA Recognition Policy to simplify outgoing president gifts. There is also interest in updating the AOA marketing fact sheet, establishing an Education Coordinator role for the Leadership Academy, and possibly allowing committees to offer travel awards for conference attendance.</p> <p>Additional items involve reassessing the criteria for the Lifetime Honorary AOA Member Award, offering professional development such as a McKee Act refresher webinar, and developing more educational programming using both internal and business partner resources. Lastly, there is a proposal to form a working group to review and clarify the Chancellor’s Office Operating Agreement template.</p>	

G. PRESIDENT-ELECT’S REPORT

1. 2025-2026 Conference Planning Committee Report (pgs. 14-15).

Singletary stated the Conference Planning Committee (CPC) is advancing preparations for the AOA 2026 Conference, themed “The Next Era of Auxiliaries: Shaping Tomorrow,” to be held at the Oakland Marriott City Center. Core leadership roles are in place—Andrew Singletary (CPC Chair), Patrick Bailey (Conference Administration), and Richard Jackson (Logistics)—while a critical position for marketing, graphics, and mobile app management remains vacant. Communication milestones include the April 3, 2025 announcement to AOA members, with calls for session proposals and business-partner outreach next on the calendar. Early participation data show a 17 percent drop in projected attendance (183 vs. 220 in 2025) despite steady auxiliary-organization engagement, prompting the committee to keep registration fees under review and trim travel costs by shifting CPC meetings to Zoom or single-day trips.

Feedback from the 2025 conference is already shaping 2026 plans—specifically, ending the banquet earlier, resolving mobile-app glitches, and reviewing overall conference length. Budget measures include exploring day-trip meetings to curb hospitality expenses and finalizing the registration fee once costs are clearer. A request for Chancellor Garcia to speak on January 11 or 12, 2026 is pending, and Ricardo Lara, California State Insurance Commissioner, tops the shortlist for keynote speaker. On the technology front, the CPC has secured discounted nonprofit software through TechSoup, launched a CSU AOA Slack workspace (with broader rollout planned), and is evaluating Office 365 versus Google Workspace for system-wide collaboration and storage.

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*
- d. Education and Conference Programming 2028 & Beyond – Cecilia Ortiz*

Ortiz described the four adhoc committees formed to address four long term priorities of AOA and asked the committee to breakout into to groups to coordinate time to meet and discuss the topics.

H. MEMBER RESOURCES

1. AOA Legal Counsel – Ranjit Kaur

<p>Kaur presented for approval the legal counsel contract provider for human resources and information. (M/Doebler, S/Baghel, I abstain, motion carries)</p> <p>2. CA Legislative Summary Update (By Robert Griffin)</p> <p>Jackson shared the summary sheet prepared by Griffin.</p>	
<p>I. NEW AND RETURNING BUSINESS ITEMS</p> <p>1. <i>Proposal for Covering the Tasks of Retiring Service Providers – with Heather Cairns Action</i></p> <p>Cairns presented the Bridge Contracts for service providers and after discussion; Kissel formally moved to approve the bridge plan as proposed, with the operations and finance managers responsible for updating the agreements to be submitted to the Executive Committee by June. It was also noted that the remaining service provider agreements would be reviewed after the next financial budget update. (M/Kissel, S/Doebler, motion carries.)</p> <p>2. <i>Robert Griffin’s Service Provider Contract for 2025-2026 – Richard Jackson (pgs. 24-29) Action</i></p> <p>Jackson presented that Griffin’s agreement remains largely unchanged from previous years. Robert Griffin continues to serve as a service provider, offering support on legislative matters relevant to AOA. He compiles and shares useful legislative materials and responds to individual campus requests for legislative analysis. His work includes reviewing proposed legislation and providing summaries or insights that support AOA’s needs. His compensation remains at \$150 per hour. (M/Doebler, S/Kissler, motion carries)</p> <p>3. <i>Reactivate Property Development & Management Committee – Cecilia Ortiz (pg. 30) Action</i></p> <p>Although I wasn’t able to attend, I was previously very eager to revive this committee, which had been inactive for several years. At the end of last year's session, I spent about 10 minutes engaging with attendees to gauge interest in restarting the group. Fortunately, everyone in the room expressed interest, and I collected their contact information. I’m personally interested in serving as chair, and Arnecya Bryant has volunteered to be vice chair. (M/Doebler, S/Cairns, motion carries)</p>	

<p>4. <i>Review of AOA Membership Dues Policy – Robert Griffin/Richard Jackson (pgs. 31-33) Action</i></p> <p>Jackson discussed proposed draft policy for a long stading practice of determining dues for auxiliaries. Item will come back on the agenda.</p> <p>5. <i>Ratify Approval of Management’s Representation Letter to Auditors FYE 6/30/24 (pgs. 34-37) Action</i></p> <p>This item is coming back from the last meeting. (M/ Canada, S/Farrington)</p> <p>6. <i>Ratify Bella Newberg’s revised Service Contract’s Ending Date (pgs. 38-45) Action</i></p> <p>Ortiz proposed ratifying Bella’s contract to be extended from June 30 to December 30, 2025. (M/Farrington, S/Julie)</p> <p>7. <i>Criteria for Candidates for AOA Presidents – Heather Cairns (pgs. 46-47) Action</i></p> <p>Correction were made to the criteria for candidates to AOA Presidents.(M/Stacey, S/ Doeblor, motion carries)</p>	
<p>J. BUILDING RELATIONSHIPS AND PARTNERS</p> <p>1. CABO Liaison Report</p> <p>Donahue reported that the California State University (CSU) system is preparing for significant financial challenges in response to the Governor’s proposed 2025–26 state budget, which includes a \$375 million ongoing reduction and defers \$252 million in funding. These cuts are expected to impact class sizes, course availability, student services, and staffing across campuses. CSU leadership is actively seeking campus-level budget reduction strategies while simultaneously launching a strong advocacy campaign to fight the cuts and push for continued compact funding. Legislative efforts are ramping up through organized advocacy days, alumni engagement, and coordinated communication efforts to illustrate the real impact of the budget shortfall on students, faculty, and staff.</p> <p>In tandem with financial planning, CSU is moving forward with multi-campus collaboration initiatives to improve efficiency, reduce redundancies, and modernize systems. Key projects include the development of a cyber fusion center, consolidation of HR and finance operations, and the full rollout of CSUBUY and Concur systems across campuses by the end of 2025. Change management efforts are being supported through training of campus co-leads, and campuses are encouraged to adopt best practices in governance and communication to ease transitions. At the same time, implementation of the Common Human Resource System (CHRS) continues, with current and upcoming waves of campus integrations focused on data clean-up, staffing resources, and improved data access.</p>	

Donahue stated that a systemwide Artificial Intelligence (AI) strategy is also underway, aiming to equip CSU faculty, students, and staff with tools and training to enhance teaching, learning, and operational efficiency. The CSU is creating an AI Commons Hub to support knowledge sharing and has secured a systemwide ChatGPT contract that will be available by February 2025, promoting equity and access. Additionally, CSU's labor team is engaged in negotiations with the newly formed student assistant bargaining unit, addressing wage and benefit proposals, while continuing efforts related to faculty contracts and executive searches. Despite fiscal uncertainty, the CSU remains focused on strategic initiatives that balance financial realities with forward-looking innovation and student success.

2. CSU Business & Finance Liaison Report

a. Revised CSU Auxiliary Organizations Policy – with Mellinda Latas and Eric Andersson (emailed attachment) TIME CERTAIN: 9:00 AM

3. CSU Advancement Liaison Report – Aaroon Moore

Moore reported that the CSU system continues to advance its Systemwide Strategic Planning initiative, with the final plan expected to be presented to the Board of Trustees in September. AOA has played an active role by supporting both in-person and virtual engagement sessions. Stakeholder input has highlighted key focus areas, including collaboration, financial stability, modern infrastructure, student-centered experiences, innovation in teaching, and social mobility—all grounded in people-centered employment and CSU's broader identity. Simultaneously, the Economic Impact Report is being updated to reflect the powerful role CSU and its auxiliaries play in California's economy, helping demonstrate the value of public and donor investment.

In the area of advocacy and engagement, CSU is finalizing a new opt-in e-advocacy platform to mobilize alumni, parents, and supporters in legislative outreach. Efforts are also underway to hire an Assistant Vice Chancellor for Strategic Engagement to expand partnerships with policy, nonprofit, and corporate sectors. State-level advocacy was visible during the March 19 Advocacy Day in Sacramento, where CSU leaders promoted budget protection and compact funding. On the federal front, CSU representatives participated in April's "Hill Week" in Washington, DC to advocate for Pell Grant support, funding for Minority Serving Institutions, Dreamers' legal protections, and better oversight by the Department of Education to ensure effective administration of federal student aid.

4. CSU Counsel Report – Carrie Reid

Reid reported three key legal and policy developments involving the California State University (CSU) system. First, a class action lawsuit was filed by CSU students seeking refunds for tuition and fees from Spring 2020 due to the shift to remote instruction during the pandemic. The court granted partial class certification, limiting it to students from Pomona, Sonoma, and San Bernardino campuses, while denying it for the remaining 20 campuses. Although CSU narrowed the legal claims, all campuses must maintain current legal holds on related data, with efforts underway to scale back overly broad data preservation.

The second issue involves legal action related to federal grant funding. CSU's Office of General Counsel (OGC), in collaboration with the California Attorney General, has been challenging federal agency decisions to pause, reduce, or terminate grants. This includes successful preliminary injunctions against an OMB funding freeze and NIH reductions to indirect cost rates. However, a temporary restraining order against the termination of teacher preparation grants was later reversed by the U.S. Supreme Court. A key hearing on NIH grant terminations is scheduled for May 9. Lastly, the systemwide Time, Place, and Manner (TPM) policy has been updated, with new guidance available on the CSU TPM website to help campuses manage expression-related activities.

5. CSU Human Resources Report

Ryan reported that there's a lot happening right now with presidential hiring and transitions across the CSU system. I just started reporting to a new supervisor this past Monday—Frank Butarte, who has assumed the role of Vice Chancellor of Human Resources and Chief Human Resources Officer. We're excited about his leadership. Two CSU presidents are stepping down—from Pomona and Long Beach—and a national search is already underway for President Conley's replacement at Long Beach.

In terms of labor negotiations, we've finalized salary increases for Unit 4 employees, retroactive to July, which were processed in January. Negotiations with the CFA (Unit 3 faculty) have been slow, as both sides are still discussing ground rules. CFA wants campus community members to observe sessions, which we find problematic, so we're bringing in a mediator to help move things forward. Talks are scheduled through June. On the student assistant front (Unit 15), the last meeting was in November, and the next ones are not scheduled until May. Interestingly, CSU Employees Union (CSUEU) has now asked the Public Employment Relations Board (PERB) to expand the unit to include Resident Assistants (RAs)—a shift we're questioning, since RAs receive housing and meals instead of traditional pay. We're also hiring a new Associate Vice Chancellor for Civil Rights, following Haley's departure in January, and continuing to address conduct and grievance issues, including union-filed concerns. Our HR office is also providing support around federal matters, including immigration and visa-related questions.

K. REPORTS

1. Long Range Planning Committee /Nominations Committee – Heather Cairns

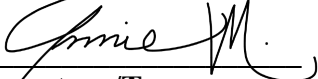
No report

2. Human Resources Committee – Ranjit Kaur (pg. 53)

No questions or further discussion.

3. Research Administration Committee – Julie Sessel (pg. 54)

4. AS/Student Union/Recreation Committee – Alejandro Rios (pg. 55)

<p>Rios reported that REC Directors met during AOA. He indicated that there is an interest for a marketing sub-committee</p> <p><i>5. Commercial Services Committee – Michael Lennon (pg. 56)</i></p> <p><i>6. Business and Financial Services Committee – Jaime Leal</i></p> <p>Tony reported on behalf of Jaime and indicated that all content was provided on the written report.</p> <p><i>7. Information Technology Committee – Calvin Yun (pgs. 57-59) written report provided.</i></p> <p><i>8. Philanthropy Committee – Nichole Forrest Boggs</i></p> <p><i>9. Property Development and Management Committee – Patrice Griffith</i></p> <p><i>10. Past Presidents Committee – Kacie Fllynn (pg. 60)</i></p> <p>Flynn stated that her report included working on the service providers agreements and bridge proposal.</p> <p><i>11. Risk Management Committee/AORMA Update – Chuck Kissel (No report)</i></p>	
<p>8. INFORMATION AND ANNOUNCEMENTS</p> <p>Next Meeting: May 16, 2025 virtual</p>	
<p>9. ADJOURMENT</p> <p>By acclamation, the Executive Committee was adjourned at</p> <p><u>Respectfully Submitted,</u></p> <p></p> <p>Secretary/Treasurer</p>	