



## **EXECUTIVE COMMITTEE MEETING AGENDA**

**Aug 8, 2025 – 9:00 am – 2:00 pm**

**Virtual Meeting via Zoom**

<https://csun.zoom.us/j/81776364438?pwd=784ukDfHXZx3Sgg6IfJbJQUOHFC3Ea.1>

Meeting ID: 817 7636 4438 Passcode: 789673

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- A. CALL TO ORDER and ANNOUNCEMENTS – Cecilia Ortiz
- B. APPROVAL OF AGENDA *Action Item*
- C. REVIEW and APPROVAL OF 6/27/25 MEETING MINUTES *Action Item*
- D. OLD BUSINESS FOLLOW-UP
  - 1. Status Report on Pending Items – Kim Clark
- E. PRESIDENT’S REPORT –Cecilia Ortiz
  - 1. November EC Meeting is Virtual – January is in person prior to the conference
  - 2. Service Provider Contracts – Update
  - 3. Business Partner Service Provider Recommendation *Action Item*
  - 4. Bargaining Unit Activity in Auxiliaries
- F. SECRETARY-TREASURER’S/FINANACE MANAGER’S REPORT – Dwayne Brummett
  - 1. Budget for FY 2025-26 *Action Item*
- G. PRESIDENT-ELECT’S REPORT – Andrew Singletary
  - 1. 2026 Conference Planning Committee Report
- H. MEMBER RESOURCES
  - 1. CA Legislative Summary Update (by Robert Griffin) - Attached Separately
- I. NEW AND RETURNING BUSINESS ITEMS (May Include Consent Items)
  - 1. Assignment of Hotel Credits to AOA Email Address – Cecilia Ortiz *Action Item*
  - 2. Upcoming Call for Nominations and Awards – Heather Cairns
  - 3. Reports from Ad Hoc Committees
    - a. AOA Marketing Fact Sheet – Heather Cairns
    - b. AOA Policy/Advocacy Agenda – Annie Macias
    - c. Collaborative Technology Tools and Storage – Andrew Singletary
    - d. Education & Conference Programming 2028 & Beyond – Cecilia Ortiz

J. BUILDING RELATIONSHIPS AND PARTNERS

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

K. REPORTS

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

L. INFORMATION AND ANNOUNCEMENTS

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

M. ADJOURNMENT

**FUTURE MEETINGS**

November 21, 2025 – Virtual via Zoom

January 10, 2026 – Oakland Marriott City Center

**CONTACT INFORMATION**

Dwayne Brummett, AOA Financial Manager

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

**AUXILIARY ORGANIZATIONS ASSOCIATION OF THE CALIFORNIA STATE UNIVERSITY  
Draft Minutes of the Executive Committee Virtual Meeting**

June 27, 2025

**OFFICERS**

			<b>Present</b>
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 Doeblar	Elected Representative	CSU, Northridge	Yes
Melinda Swearingen	Elected Representative	San Diego State University	Yes
Janelle Temnick	Elected Representative	San Diego State University	Yes
Shailendra Baghel	Elected Representative	San Jose State University	Yes
Vilayat Del Rossi	Elected Representative	CSU, San Bernardino	Yes
Cyndi Farrington	Elected Representative	CSU, Long Beach	Yes
Kevin Mojaradi	Elected Representative	CSU, Northridge	No

**STANDING COMMITTEE CHAIRS**

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

**APPOINTED STAFF (Non-Voting)**

Richard Jackson	Business Manager/CFO	AOA Executive Office	Yes
Kim Clark			Yes
Dwayne Brummett			Yes

**DESIGNATED LIAISONS (Non-Voting)**

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

A. CALL TO ORDER and ANNOUNCEMENTS

Ortiz called the EC Meeting to order at 9:06 am

B. APPROVAL OF AGENDA

Motion to approve the agenda (M/Doebler , S/Baghel – motion passed unanimously).

C. REVIEW AND APPROVAL OF 4/18/25 and 5/16/25 MEETING MINUTES Action (pgs. 3-5)

Motion to approve the minutes for both meetings 041825 and 051625 (M/ Doebler, S/Burns, 1 oppose, 1 abstain, the motion passed.)

D. OLD BUSINESS FOLLOW-UP (None )

No pending items to report.

E. PRESIDENT'S REPORT

1. 2025 AOA Leadership Roster (pgs. 6-7)

The president showed the roster for the EC committee. She remained EC about her campus change, provided her new email

2. August and November EC Meetings are Virtual

Ortiz reminded EC that the rest of the meetings will be virtual to manage fiscal reserves.

3. Updated Service Provider Scope of Work Descriptions – w/Heather Cairns/Kacie Flynn Action (pgs. 8-14)

Cairns' reminded EC about the work that Flynn presented last April on service providers. Cairns presented updates for the two existing service providers to bring them back in line with the new updated position descriptions. The Business Partners position will be brought back to EC in August, and the technology position will be paused until later.

*(M/Baghel, S/ Griffith, motion carries.)*

4. Service Provider Contracts (for Dwayne Brummett, Kim Clark) – w/Heather Cairns/Kacie Flynn Action (pgs. 15-30)

Ortiz presented the updated contracts for service providers and outlined the following changes:

- Inclusion of a conflict of interest clause
- Updated insurance requirements
- Addition of an AOA officer as the authorized signatory; for this year, Annie Macias will sign the agreements in her capacity as Secretary/Treasurer
- Contracts will align with the calendar year

- Compensation details have been added, and providers will be required to submit monthly invoices to AOA

Doebler inquired about the providers' performance thus far. Ortiz explained that the service providers are currently in a transition and discovery phase.

Baghel asked about the expected number of monthly hours. Ortiz responded that service providers are being asked to track their time to help determine a realistic workload and emphasized that a good-faith effort is being made to understand the time commitment required.

Singletary cautioned against formally tracking hours, as it could resemble an employee relationship. Temnick asked whether the compensation amounts were included in the budget. Del Rosi inquired about the independent contractor status.

Bonakdar shared insights regarding the distinction between independent contractors and employees from a procurement perspective.

Cairns noted that this year's contracts are transitional, as they involve handing off responsibilities from long-standing providers within a short timeframe. She added that the process is expected to be more streamlined next year.

(M/Baghel, S/Doebler – 1 opposed, none abstained)

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

Robyn Pennington shared that all auxiliaries received clarification last Friday regarding the self-assessment process. In addition to the self-assessment itself, four supplemental elements are required and must be submitted by June 30. Bonakdar asked how the Chancellor's Office will review the assessments to ensure compliance. Pennington responded that she plans to contact the audit team and the compliance group to get further clarification.

Temnick noted that she had reached out to the Chancellor's Office and confirmed that these assessments will not be submitted to the CO; instead, they will remain at the campus president level. Baghel inquired whether policies and procedures need to be submitted. Flynn clarified that most policies do not require submission, though there are a few that do.

Pennington also reminded the group that audited financial statements are due in September. Ortiz expressed an interest in inviting someone to discuss the unionization of student assistants.

Aaron Moore provided an update that the systemwide strategic plan is expected to go before the Board of Trustees in September. He noted that several departments are eager to access this information to align their goals accordingly. Moore raised questions about how student success and post-graduation outcomes will be defined under the Graduation Initiative 2025, adding that systemwide alumni directors are currently discussing these topics.

Beth Ryan reported that negotiations with Unit 15, part of CSUEU, are still ongoing and cover issues related to benefits, salaries, and compensation. There is currently no projected end date for the negotiations. She added that the reclassification of student assistants is also underway. Beth

concluded by announcing that this would be her final meeting before retirement next month. Dave Grant will be stepping into her role.

Ortiz reminded the Executive Committee that an email was sent to the association regarding the Chancellor's Office renegotiating the master agreement, which now provides a path for employees to use ChatGPT. Auxiliaries will need to work with their respective campuses to coordinate with IT.

F. SECRETARY-TREASURER'S/BUSINESS MANAGER'S REPORT – Annie Macias/Richard Jackson

1. AOA Financial Report (pg. 31)

a. Transactions Report: 4/1/25 – 6/20/25 (pgs. 32-37)

Jackson provided an overview of the financials, reporting a positive net income for the fiscal year. He noted that the realized gain on investments is a somewhat fluid figure, as it fluctuates based on investment value. Despite this, the net income remains positive and will help rebuild the organization's reserves over time.

Singletary announced a 20% reduction in the conference budget, primarily because the conference will be held in Northern California. One of the key cost-saving measures identified is reducing audio/visual (AV) expenses. There was a fluid and open discussion about identifying additional ways to reduce conference costs.

Bonakdar asked whether a breakdown exists between state-side and auxiliary employees. Singletary confirmed that such an analysis is available. Baghel inquired about variable or estimated costs, and Singletary responded that estimated costs and expected expenses are available.

Flynn requested a correction to Line 77400, noting that the year-to-date (YTD) figure for FY 2024–25 should be \$3,964.28 rather than \$1,878. Baghel also requested that unrealized income not be included in the budget.

Flynn raised a question regarding Line 77800, which includes a lump sum of \$25,000 for proposed FY 2025–26. She asked whether budget proposals will be requested from committees this year to ensure they are aware of their spending limitations. Doeblor suggested reducing the \$25,000 allocation for committees that are not expected to request funding this year as a way to close the budget gap, and Farrington agreed.

Swearingen asked for more clarity on the purpose of the \$25,000 expense. Temnick asked whether all service providers are budgeted under Line 70000. Jackson clarified that some are listed under the conference budget while others are under the 70000 line item.

Patrice Griffith revisited the \$25,000 committee allocation, asking whether those funds were spent in the past. Jackson explained that requesting budgets from committees was not effective in the past, so the Executive Committee opted to set aside a general fund to support up to 10 committees. Flynn added that some subcommittees have pre-planned meetings and may already have financial commitments, suggesting that some funds should remain earmarked. Baghel asked what expenses are typically associated with committee activities.

The committee reviewed the Transactions Report covering the period of April 1, 2025, to June 20, 2025 (pages 32–37), and the FY 2025–26 Budget on page 31.

Doebler proposed keeping the \$25,000 placeholder in the budget and adjusting it once committee commitments become clearer. Flynn and Cairns supported this approach. However, Cyndi expressed concern about maintaining a \$25,000 placeholder while trying to approve a budget with a negative bottom line and voiced strong opposition to its inclusion.

Doebler is reviewing whether the HR Committee anticipates future meetings or a mini-conference. Griffith noted that the Property Management and Development Committee plans to meet virtually due to budget limitations. Cairns added that the Executive Committee's budget and travel lines could also be reduced given the shift to virtual meetings.

Ortiz confirmed that a revised budget will be presented at the August meeting. Griffith pointed out that scholarship spending came in at \$5,000 for 2024–25, while the 2025–26 budget currently allocates \$10,000. She asked whether there are potential savings in that area. Farrington reminded the group that it was previously voted to fund two student scholarships, and the amount can be adjusted as needed.

A motion was made to postpone approval of the budget to allow time for revisions based on these discussions.

(M/ Farrington, S/ Baghel, motion carried)

## 2. Budget for FY 2025-26 (pg. 31) Action Item

Doebler proposed keeping the \$25,000 committee allocation in the budget for now, with the understanding that it can be adjusted once there is a clearer picture of actual committee commitments. Flynn and Cairns agreed with maintaining the placeholder.

Cyndi expressed concern about approving a budget with a negative bottom line while still including a \$25,000 placeholder. She strongly opposed keeping the amount in the budget under the current financial conditions.

Doebler noted that the HR Committee may have future meetings or potentially a mini-conference, which could require funding. Griffith shared that the Property Management and Development Committee will be meeting virtually due to budget constraints. Cairns added that the Executive Committee's budget and travel lines could also be reduced since many meetings are now held virtually.

Ortiz stated that a revised budget will be presented at the August meeting. Griffith mentioned that scholarships came in at \$5,000 for FY 2024–25, but \$10,000 has been budgeted for FY 2025–26. She asked whether there is potential for savings in this area. Farrington reminded the committee that a decision was made about a year ago to fund two student scholarships and confirmed that the amount can be adjusted if needed.

Motion to postpone approval of the budget to be re-worked with these adjustments

(M/ Farrington, S/Baghel, motion carries)

#### G. PRESIDENT-ELECT'S REPORT – Andrew Singletary

##### 1. 2025-2026 Conference Planning Committee Report (pgs. 38-46)

The report referenced on page 38 includes a note about internet access being sponsored. Singletary outlined several cost-reduction strategies used to balance the conference budget, including lowering AV/IT expenses, securing a sponsor for internet access, and reintroducing super session programming. Farrington expressed appreciation for the cost-saving efforts and suggested exploring a hybrid approach for the campus gift—proposing that some items be included in a silent auction while others be handed out directly. Doeblar supported this idea, recommending that monetary items be handled through a silent auction and campus-branded items be distributed. Aaron Moore cautioned that auctions can be complex from an accounting and reporting perspective and offered to assist in weighing the pros and cons. Chantal suggested collecting name tags for a final raffle option. Patrice Griffith voiced her enthusiasm for the silent auction concept and recommended establishing minimum and maximum bid limits.

#### H. MEMBER RESOURCES

##### 1. AOA Leadership Academy – Heather Cairns Time Certain: 10:30 am

Ortiz welcomed the Leadership Academy to present their project. Zacker requested to share her screen, and the group introduced their idea to develop a cross-auxiliary toolkit. Presenters included Zacker, Balam, Macias, Puccinelli, and Chan.

Doeblar expressed excitement about the potential of this project, particularly its ability to engage more individuals in auxiliary work. She noted that a plug-and-play onboarding tool for new employees would be very helpful. Chan shared that he was unaware of AOA for his first two years, highlighting the need for improved visibility. Flynn mentioned that she has used the Auxiliary 101 materials in the past and thanked the group for taking on this initiative. She added that one key element is helping Executive Committee members understand what they need to be successful and volunteered to assist with that effort.

Clark asked whether anyone remembers a video previously created by AOA/EC. Although she couldn't recall the exact timeframe, she suggested it may be a helpful resource if located. Patrice commented that, as a new Director, she would have greatly appreciated a resource like this bundled in one comprehensive package.

Ortiz thanked the Leadership Academy participants for their proposal, noting that it aligns well with the Executive Committee's efforts to update marketing materials. Balam asked Flynn if she could share the onboarding materials used at Cal Poly Humboldt, so the group could better understand what has been implemented previously.

Farrington asked whether a template exists to help gather information. Zacker responded that the current timeline includes information collection during the fall semester, with development beginning in the spring.



Singletary provided an update on technology tools that will support collaboration. He mentioned ongoing work with Google Workspace and the rollout of Slack to the Executive Committee, officers, and the IT Committee. Additional Slack channels will be added for other committees. He reminded the group to use the same email address associated with their AOA accounts for Slack access. Singletary also emphasized the importance of implementing a password management system to securely share login information and ensure the organization receives non-profit pricing for tools and subscriptions.

2. Updates on Website Membership Directory and Website Content – Dixie Johnson (pgs.47-58)

Ortiz reviewed the list that Dixie created to transition her roles.

3. AOA Monograph Writing & Publishing Guide –Robert Griffin/Richard Jackson (pgs. 59-66)

Jackson indicated that inquiries go to Griffin and AOA covers the cost for a general alert on an issue and on some cases, he will publish a monograph. The item documents the process that Griffin follows.

4. Review AOA Compliance & Legislative Program Guide – Robert Griffin/Richard Jackson (pgs. 67-68)

5. CA Legislative Summary Update (by Robert Griffin) – (pgs. 69-71)

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

1. Bank Accounts Authorization Resolution – Heather Cairns/Robert Griffin (pg. 72) Action Item

This is a resolution to get Kim and Dwayne access to this item.

(M/Doebler, S/Swearingen, motion carries)

2. *Resolution for AOA Credit Card Holder –Annie Macias/Heather Cairns*

Next meeting to share with the committee

3. Review of AOA Membership Dues Policy – Robert Griffin/Richard Jackson (pgs. 73-75) Action Item

Jackson provided a policy that includes the practice of assessing dues.  
(M/Baghel, S/Del Rossi, motion carries)

4. Marketing Proposal –Heather Cairns (pgs. 76-81) Action item

Cairns presented the proposal for marketing services for Intersect LA which is a center run by the Arts department at CSUN, Students work on the project and are overseen by a faculty member. Doeblor asked for clarification to see if it includes travel.

(M/Flynn, S/ Doeblor, motion carries)

## 5. Reports from Ad Hoc Committees:

- a. AOA Marketing Fact Sheet – Heather Cairns  
Held one meeting and cleaned up the existing document; the document might be a little too long, so the graphics need updating. Now hearing the leadership academy project, we can collaborate to work together. The document could be used by the leadership academy.
- b. AOA Policy/Advocacy Agenda – Annie Macias  
Develop a draft list in April 18, need to call a meeting in July.
- a. Collaborative Technology Tools and Storage – Andrew Singletary  
No additional updates
- b. Education & Conference Programming 2028 & Beyond – Cecilia Ortiz  
Ortiz indicated that Met on May 2, how to move forward, conference as an educational programs and how to initiate other educational programs. Connecting to the leadership academy. Focus groups with the association and test some concepts around pre-existing adhoc committees.

## J. BUILDING RELATIONSHIPS AND PARTNERS

No formal reports from the CABO or Chancellor's Office Liaisons at this abbreviated meeting. The Chair will ask if there are any matters of timely import to be reported to the Board.

## K. REPORTS

No formal reports from the AOA Standing Committee Chairs at this abbreviated meeting. The Chair will ask if there are any matters of timely import to be reported to the Board.

## L. INFORMATION AND ANNOUNCEMENTS

Next EC Meeting: August 8, 2025, 9:00 a.m. to 2:00 p.m. (Virtual)

Thank Richard and requested info emailed to Kim.

## M. ADJOURMENT

By acclamation, the Executive Committee was adjourned at 11:16am

Respectfully Submitted,

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Secretary/Treasurer

## **SUPPORT SERVICE-PROVIDER AGREEMENT**

This Support Service-Provider Agreement ("Agreement") is made effective this 1<sup>st</sup> 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 RICHARD CHESTER, 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.

The CONTRACTOR, who has extensive background and experience with auxiliaries, who is a retired auxiliary Executive Director, and who has with distinction previously worked with AOA in other roles, was approached by AOA to provide **Business Partner Manager** for the period of July 1, 2025 – June 30, 2026. The proposal was presented and formally approval at the August 8, 2025, Executive Committee meeting.

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.

### **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 as specified the attached agreement.

3. Service Fee and other Charges

In full consideration of the services satisfactorily performed by CONTRACTOR under this Agreement, AOA shall pay the CONTRACTOR as specified in the attached agreement.

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, 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. 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 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 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 conveniens 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.

17. Indemnification

The Contractor shall indemnify and hold AOA harmless from any loss or liability from performing the Services under this Agreement.

18. Sub-Consultant

Contractor may, at Contractor's own expense, employ assistants to perform the services required in this Agreement. AOA shall not have any authority to control, direct, or supervise Contractor's assistants or employees. Any person employed by Contractor to assist Contractor's rendition of services to the AOA shall be the employee of Contractor only and shall be advised by Contractor upon hire. Contractor agrees to indemnify AOA and hold it harmless for any and all claims against AOA arising out of Contractor's employment of employees or others. Contractor assumes full and sole responsibility for the payment of all compensation and expenses of such assistants and for all state and federal income tax, unemployment insurance, social security, workers' compensation insurance, disability insurance, or other applicable tax payments and withholdings, if any, in accordance with the California Revenue and Taxation Code. Proof of insurance coverage will be furnished by Contractor to AOA upon request.

19. Conflict of Interest

Contractor represents and warrants that, to the best of Contractor's knowledge, no facts or circumstances exist that would create a conflict of interest in Contractor's performance under this Agreement. Contractor agrees to avoid any actual or apparent conflicts of interest with the interests of AOA, including but not limited to engaging in any activities, business relationships, or employment that could interfere with or compromise the independent and objective performance of services under this Agreement. Contractor shall immediately disclose in writing to AOA any

potential or actual conflict of interest that may arise during the term of this Agreement. AOA reserves the right to determine, in its sole discretion, whether such conflict precludes further performance under this Agreement.

20. Insurance

Contactoꝛ acknowledges their obligation to obtain appropriate insurance coverage for themselves and for their employees, if any. The Contractoꝛ waives any rights to recover from AOA for any injuries that the Contractoꝛ or their employees may sustain while performing the Services under this Agreement and that are a result of the negligence of the Contractoꝛ or their employees. The Contractoꝛ will provide AOA with proof of insurance upon request.

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, 2025 AOA Secretary/Treasurer

Richard Chester, Individual

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **AOA Business Partner Manager**

Annual Costs to be Bid

1-year proposed contract

### **Business Partner facilitation, CPC and Annual Conference support**

- Maintain past, current and prospective Business Partner (BP) data
- Facilitate BP recruitment/follow up through the year
- Provide support to the AOA CPC and annual conference throughout the year.

### **Required Travel and Meeting Participation**

- Attendance at approximately four (4) one-day Conference Planning Committee (CPC) Meetings throughout the year (February, April, August and November)
- Participation in a minimum of one monthly teleconference between in-person meetings with the number of calls increasing, as needed during the weeks preceding the conference. (March, May, June, July, September, October, and December)
- Attendance at annual conference in January including pre- and wrap up meetings for total of six days
- Provide on-site conference support with the AOA Conference Support Team as requested by the CPC Chair
- Attend NACAS Annual Conference and staff AOA booth to promote AOA and recruit potential Business Partners and follow-up with current and past sponsors for AOA's annual conference.

### **NACAS Conference Support**

- Attend NACAS Annual Conference and assist with booth set up, break down and transportation of booth materials.
- Staff AOA booth during exhibitor scheduled time to promote AOA and recruit potential Business Partners for the AOA annual conference.
- Connect and engage with conference attendees and other exhibitors to provide information on the benefits of becoming an AOA Business Partner.
- Help expand the list of prospective Business Partners for inclusion into the conference contacts report.

### **Coordination Support at CPC Meetings**

- Prepare past, potential and current business partner worksheets for review and discussion
- Solicit CPC members for potential future business partners
- Provide CPC members communication tools to solicit past, potential business partners
- Participate as an active contributing member of the Conference Planning Committee
- Prepare and facilitate Newcomers and Business Partner orientation and breakfast at annual conference
- Provide additional CPC support as assigned by the current CPC Chair
- Coordinate with other AOA committees that desire Business Partner support for committee meetings throughout the year

### **Monitoring/Maintenance of BP Registration & BP Attendance**

- Collect/disseminate the required information to build/maintain/update AOA conference EventsAir Sponsorship website with the other AOA contract service providers ([4.1 Strategic Assessment and Enhancement of AOA Conference Software](#))
- Monitor Business Partner registration database; verify and confirm Business Partner sponsorships.
- Verify Business Partner attendees.
- Verify and upload Business Partner current logo(s); coordinate and monitor Business Partner website logo benefits with AOA web support
- Follow up on any delinquent business partner sponsorship payments.
- Communicate and Ensure Business Partners receive all associated benefits their respective sponsorships are entitled to

### **Coordination of BP Lunch and Gifts**

- Identify Business Partners amounts and gifts to be purchased based on sponsorship levels
- Coordinate Business Partner gift purchases
- Coordinate Business Partner lunch program with Conference Support Team and CPC liaison(s)
- Coordinate Business Partner table signage including printing and placement

- Facilitate distribution of Business Partner gifts and Business Partner Recognition during lunch program(s)

### **Coordination of BP Registration Process & Table Assignments**

- Coordinate Business Partner registration process and check-in with Conference Support Team and CPC liaison(s)
- Greet and welcome all Business Partner attendees
- Coordinate with hotel logistics and CPC liaison setup of Business Partner display area
- Attach special identifying ribbons (speakers, exhibitors, etc.) to name badges
- Facilitate the development of Business Partner evaluation instruments prior to conference; coordinate distribution and collection of evaluation forms during the conference in partnership with the Conference Support Team and a CPC liaison(s)
- Coordinate and approve Business Partner Showcase hotel floor plans with hotel staff and assign Business Partner table locations; ensure they are marked prior to arrival and mitigate any ‘day of’ placement issues.

### **Purchase Conference Attendee Gift Items (Totes, Pens, Padfolios, Lapel Pens, Badge Holders etc.)**

- Conference General Supplies and Conference Pop Up Banners
- Research items, pricing, coordinate selections with CPC
- Purchase items and coordinate shipping and delivery
- Coordinate conference tote stuffing and delivery to conference site

### **Conference follow-up and other miscellaneous services**

- In coordination with the Conference Support Team, order all conference materials, supplies and equipment for the next conference
- Prepare final report for AOA CPC Chair and Secretary/Treasurer of final Business Partner sponsorships
- Prepare and send thank you letters to Business Partners to include “Save the Date” information for next year’s conference

## **Compensation**

- \$33,900 USD annual rate, payable in monthly installments of \$2,825.00, prorated to the effective start date
- Service Provider is responsible for submitting monthly invoices to AOA to receive compensation

General Operations Profit and Loss Statement: Budget vs. Actual

Fiscal Year 2024 - 2025

(As of 4/10/2025)

General Operations			***Revised***	
			2025-2026	
			Proposed Budget	
1	Income			
2	40000	AOA Dues	\$	328,550
3	42000	Standing Committee Income		
4	43000	Scholarship Donations		
5	44000	AORMA Dividend		
6	45000	Interest Income		
7	46000	Dividend Income	\$	-
8	47000	Realized Gain on Investments	\$	-
9	48000	Unrealized Gain on Investments	\$	-
10	45000	Extraordinary Income	\$	-
11	Total Income		\$	328,550
12				
13	Expense			
14	70000	Contracted Services - Business Manager	\$	- Note: Position Split into 2
15	70500	Sec/Treas Travel & AOA Office Expense	\$	5,000
		Contracted Services - Business Manager	\$	20,249 Note: 10,751 was allocated to CPC
		Contracted Services - Operations Manager	\$	40,000
16		Compliance Consultant Analyses/Monographs	\$	12,000
17	71500	Legislative Liaison Travel Expense		
18	72000	AOA Legal Counsel (requested services)		
19	73000	Retainer - HR Legal Counsel	\$	30,000
20	73500	AOA HR Legal Counsel Expenses	\$	3,000
21	74000	Advocacy/Liaison Expenses		
22	75000	Audit/Tax Prep Expenses	\$	20,000
23	75300	Insurance Expense	\$	8,000
24	75500	COGR Dues Expense	\$	5,500
25	76000	Executive Committee Travel Expenses	\$	4,051
26	76500	Executive Committee Meeting Expenses	\$	-
27		AOA Leadership Academy	\$	18,000
28	77000	AS/SU/REC Committee Expenses		
29	77100	Financial Services Committee		
30	77200	HR Committee Expenses		
31		AOA Biennial Salary Survey		
32	77300	IT Committee Expenses		
33	77400	Research Administration Com Expenses		
34	77600	Commercial Services Committee Expenses		
35	77900	Philanthropy Committee Expenses		
36	77800	Standing Committee Meetings/Programs	\$	-
37	97000	Website Depreciation Expense		
38	78000	Web Hosting/Maintenance Expense	\$	40,000
39		Website Content/AOA Directory Updates	\$	9,000
40		AOA Scholarship Program	\$	10,000
41	79000	Gifts and Awards Expense	\$	500
42	79400	Bad Debt Expense		
43		Special Projectes (Website Implementation)		
44	79500	Miscellaneous Expenses	\$	10,000
45		Total Expense	\$	235,300
46				
47	Net Income		\$	93,250
48				
49	January Conference Summary			
50				
51	Income		\$	481,111 Note: 20% cut in anticipated revenue
52	Expense		\$	574,361
53	Net Income		\$	(93,250)
54				
55	TOTAL AOA NET INCOME		\$	-

## Conference Planning Committee August 2025 Chair Report



### AOA 2026 Conference Updates:

Theme: The Next Era of Auxiliaries: Shaping Tomorrow  
Conference Location: Oakland Marriott City Center  
Service Providers:

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

- Conference Communication:
  - Reminders: Call for Sessions Extended - Friday, August 1st
- Conference Statistics:
  - Conference Registrations as of **7/28/2025** - 58

### REGISTRATION STATISTICS BY MONTH 2025 AOA ANNUAL CONFERENCE

### REGISTRATION STATISTICS BY MONTH 2026 AOA ANNUAL CONFERENCE

Month Registered	Registrations
June 2025	17
July 2025	13
<b>Total Number:</b>	<b>58</b>

Month Registered	Registrations
March 2024	78
May 2024	1
June 2024	1
July 2024	29
August 2024	42
September 2024	41
October 2024	33
November 2024	78
December 2024	119
January 2025	113
<b>Total Number:</b>	<b>563</b>

- Concurrent Sessions Submitted as of **7/28/2025** - 30
- Hotel Room Nights Booked as of **7/28/2025** - 237 of 854:

Friday	15
Saturday	40
Sunday	88
Monday	87
Tuesday	7

- Conference Schedule (Draft attached for reference)
- Budget/Financial:
  - Reviewing A/V and Internet quotations from Encore.
  - Internet pricing costly (entire conference - 3 days): 10 Megabits/sec = \$8,430, 50 Megabits/sec = \$26,385, 100 Megabits/sec = \$42,090. Bandwidth is shared across all users and/or conference attendees, not individual users.
- Speakers: Keynote, Chancellor, Super Sessions
  - Keynote Speaker: Ricardo Lara, California State Insurance Commissioner (SDSU Alumni)
    - Mr. Lara's office will not be able to confirm his availability until September.
  - Chancellor Garcia – Request submitted to speak Sunday, January 11<sup>th</sup> 3pm – 4:30pm.
    - Awaiting Liz Horta's confirmation from CO in late August/early September.
  - Super Sessions: Currently inquiring and evaluating speakers that would fit within our financial budget.

### **AOA Technology Updates:**

- CSU AOA Slack: Committee Slack channels created, committee chairs invited to each respective channel as a "channel manager". Committee chairs are free to invite their committee members to the AOA Slack. Formal communication to membership to follow shortly inviting AOA membership to join Slack.
- Google Drive sharing has been rolled out to service providers, AOA officers, and CPC..
- Establishing 1Password team for AOA service providers and officers to share passwords and other secure information.

## RESOLUTION TO DELEGATE AUTHORITY TO HOLD HOTEL CREDITS

**WHEREAS**, the Auxiliary Organizations Association (AOA) routinely incurs hotel and lodging expenses for its Annual Conference and other meetings, and

**WHEREAS**, from time to time, unused or cancelled hotel reservations may result in refundable or creditable balances held by the hotel vendor, and

**WHEREAS**, the AOA has engaged a Financial Management/Accounting Support Service Provider to provide business and financial services on behalf of the Association, and

**WHEREAS**, it is in the best interest of the Association to centrally manage, track, and utilize such hotel credits efficiently and securely through the existing financial infrastructure,

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. **Delegated Authority:** The AOA Executive Committee hereby delegates authority to the AOA Financial Management/Accounting Support Service Provider to receive and hold hotel credit balances under the Service Provider's name, solely in trust and on behalf of the Auxiliary Organizations Association. Such credits shall be registered under an official email account within the csuaoa.org domain, to be established and maintained by the Association.

2. **Purpose of Held Credits:** These credits shall be held for the exclusive use of the AOA and applied toward future lodging or related costs incurred by the Association for official business purposes, including but not limited to the Annual Conference, committee meetings, and authorized events.

### **3. Oversight and Reporting:**

a. The Financial Management/Accounting Support Service Provider shall maintain an itemized log of hotel credits held, including the hotel vendor, dollar amount, expiration date (if any), and intended use.

b. A quarterly summary report of any hotel credits held or used shall be provided to the AOA Secretary/Treasurer and included in the standard financial reports to the Executive Committee.

4. **Duration of Authority:** This delegation shall remain in effect until rescinded or amended by formal action of the Executive Committee.

5. **Recordkeeping:** All documentation related to hotel credit transactions shall be retained in accordance with the AOA Records Management Policy and shall be considered official financial records.

ADOPTED this 8<sup>th</sup> day of August, 2025, by the Executive Committee of the Auxiliary Organizations Association.

Signed:

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AOA President

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AOA Secretary/Treasurer



## EDUCATION & CONFERENCE PROGRAMMING 2028 & BEYOND

### AD HOC COMMITTEE REPORT

AUGUST 8, 2025

**Committee Members:** Cecilia Ortiz, John Doeblor, Shailendra Baghel, Nicole Forrest Boggs, Alejandro Rios, Cyndi Farrington, Michelle Crawford, Patrick Bailey

The Education & Conference Programming 2028 & Beyond Ad Hoc committee has held meetings on March 24, May 2, June 13, and August 1, 2025. So far, the committee has completed an initial survey of AOA members.

The next step involves holding focus groups in three tracks: Executive Directors (Eds), general members, and committees. The schedule for ED and general member sessions is as follows:

Wed. 9/24	Thu. 9/25	Tue. 9/30
8AM: Executive Directors	1PM: General Members	8AM: Executive Directors
10AM: General Members	2PM: Executive Directors	10AM: General Members

A marketing communication will be distributed by Monday, August 11<sup>th</sup>. Sessions will be advertised as 45-minute sessions. Facilitators will stay longer for participants who wish to continue the discussion.

We ask Committee Chairs to inform Cecilia of your upcoming meeting schedules and to designate 30 minutes for a focus group discussion. This information should be sent to Cecilia via **Slack**.

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

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

### **Recent Board of Trustees Meetings**

July 21-23 key agenda items:

Committee on Campus Planning, Buildings and Grounds

- Preliminary Five-Year Capital Outlay Plan
- California State Polytechnic University, Pomona Master Plan Approval and Environmental Impact Report Certification
- California Polytechnic State University, San Luis Obispo Student Success Center

Committee on Finance

- 2025-2026 Final Budget
- 2026-2027 Operating Budget Planning

Joint Committee on Educational Policy and Finance

- The CSU Artificial Intelligence Strategy: Progress Report

Joint Committee on Finance and Campus Planning, Buildings and Grounds

- California State University, Sacramento Hornet Place Student Housing Public-Private Partnership Final 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**

Upcoming CABO Meeting Dates:

- August 20, 2025
- October 8, 2025
- December 3, 2025

### **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**

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.

### **Privacy Protection Act Update**

The Children's Online Privacy Protection Act of 1998 (COPPA) regulates the online collection, use and disclosure of personal information from children under 13, requiring verifiable parental consent. The Act prohibits unfair or deceptive acts or practices in connection with the collection, use and/or disclosure of personal information from and

about children on the internet. The Act is enforced by the Federal Trade Commission with the authority to fine or request corrective action.

The Act applies to any commercial websites or online services that are directed at children under 13, including those, directed at a mixed audience of children under 13 and others.

On June 23, 2025, the updated Children's Online Privacy Protection (COPPA) Rules became effective. The updated COPPA Rules include:

- New definition for 'mixed audience website or online service,' 'online contact information' and 'personal information'
- Imposes data retention limits requiring operators to keep personal information only as long as necessary
- Opt-in consent for targeted advertising, necessitating verifiable parent consent before disclosing children's personal information to third parties

***Auxiliary organizations should review systems that the Auxiliary controls, as well as their privacy notices, to ensure compliance with COPPA.***

### **Auxiliary Organization Operating Agreements**

The CO Compliance Office is experiencing an increase in updates, expansions, and changes to auxiliary documents, including Bylaws and Operating Agreements. We believe this is evidence of more deliberate attention being given to these documents, as part of the annual review, and we are grateful for your diligence. A reminder that the policy describes the submission process, which is to attach the PDF, with all exhibits and campus signatures, to an email to [compliance@calstate.edu](mailto:compliance@calstate.edu). While you may have used DocuSign or Adobe Sign to collect the campus signatures, please do not utilize DocuSign or Adobe Sign to transmit to the Chancellor's Office. The Compliance Office will route to the EVC through the Executive Office's Adobe Sign workflow.

As a reminder, all auxiliary organizations are required to post the following documents on their websites: Articles of Incorporation, Bylaws, Operating Agreement, Annual Financial Statements, and Investment Policy. In addition, investment information—including holdings, values, and performance—must be updated at least annually. Ensuring these documents are current and accessible helps promote transparency and compliance with the CSU Auxiliary Organizations policy.

### **Annual Auxiliary Review Requirements (Due annually on June 30<sup>th</sup>)**

As a reminder, all four required elements, as outlined in [this policy section](#), should have been submitted to the university president or designee by June 30th each year).

1. **Operating agreement review** – Verify that written operating agreements are current and that auxiliary activities comply with authorized functions, with appropriate professional management in place
2. **Financial reserve evaluation** – Analysis of working capital needs, current operations, and capital replacement reserves
3. **Future operations planning** – Documentation of planned future operations and new business requirements recognized by the university and auxiliary
4. **Completed CSA** – Standardized template with all sections completed and certified by the Auxiliary Executive Director and CFO

**Documentation format:** While the CSA must use the required template, there is no prescribed format for items 1-3. Each university and auxiliary may determine the most appropriate format (such as a memo, brief report, or structured summary) as long as all required elements are addressed. These assessments do not need to be lengthy or complex – they should be practical and proportionate to your organization’s scope and activities. *Note: The annual audit and financial reporting process has been updated to require confirmation that the university received the annual review items from each auxiliary. The documents do not need to be sent to the Chancellor’s Office.*

While submissions were due June 30<sup>th</sup>, the university's review and approval process, and any necessary actions or revisions identified in the review, may extend beyond that date. All supporting documentation, including any remediation materials and written communications related to university approvals, should be retained.

If you have questions, please feel free to contact me or Sherry Pickering [spickering@calstate.edu](mailto:spickering@calstate.edu).

Thank you for your diligence in meeting these compliance requirements.

### **State Budget Update**

The Budget Act of 2025 includes a \$144 million reduction to the CSU’s state General Fund appropriation for 2025–26. The Legislature has characterized this as a “rolling deferral,” which has caused some confusion. In practice, the \$144 million deferral functions as a one-time cut, with legislative intent for restoration in 2026-27 but no one-time repayment funding set aside in the state’s out-year budget forecasts. In addition, the \$252 million compact funding increase originally promised for 2025–26 has been deferred until fiscal year 2028–29.

The CSU remains deeply concerned about the implications of these actions. The effective cut will negatively impact academic programs, student support services, course availability, equity initiatives, and the university’s workforce. Given the state’s

continued structural budget challenges, the CSU will advocate for restoration of funding and long-term financial stability in the years ahead.

### **Facilities Condition Assessment (FCA) Program**

The CSU Facilities Condition Assessment (FCA) Program provides a strategic, systemwide approach to evaluating the physical condition of academic and auxiliary facilities. Managed by the Chancellor's Office Capital Planning, Design and Construction (CPDC) in partnership with ISES Corporation, the program provides detailed, data-driven insights into building systems, infrastructure, and renewal needs. Each assessment results in a ten-year renewal plan for the facility, supporting long-term capital planning, budgeting, and project prioritization.

Auxiliary organizations are encouraged to participate in the FCA program to benefit from professional assessments, integration into the Asset Management System (AMS) database, and alignment with systemwide renewal strategies. Participation also strengthens strategic planning and funding requests through credible, third-party documentation of facility needs.

To learn more, visit the [CSU Facilities Condition Assessment \(FCA\) Program](#). If you have any questions, please contact Theresa Tsik in CPDC at [ttsik@calstate.edu](mailto:ttsik@calstate.edu).

### **2024-25 Auxiliary Organization Audit Process: Key Deadlines and Resources**

As we begin the 2024-25 audit cycle, we're providing key deadlines and resources to support timely, accurate financial reporting across our auxiliary organizations. Meeting the state's November 15 deadline for consolidated financial statements and maintaining compliance with SEC requirements demands strong coordination and early preparation. While we successfully completed our 2023-24 statements by December 23, 2024, achieving the accelerated timeline will require enhanced focus on reporting quality and adherence to established deadlines.

Key Deliverable	Due Date
Reporting Package: Version 1	September 5-10, 2025
Auxiliary Organization Audited Financial Statements	September 19, 2025
Reporting Package: Version 2	September 25, 2025

A review of the past four fiscal years identified opportunities for improvement with auxiliary organizations' financial reporting:

- Most auxiliary financial reports required corrections due to accuracy issues.

- Audit findings were identified at approximately 40% of universities or their auxiliaries.
- Around 50% of universities submitted consolidated data with significant errors due partly to auxiliary financial reporting issues, requiring complete reconstruction of systemwide information.

Accurate and timely financial reporting requires early planning, close coordination with affiliated university offices, regular participation in auditor status meetings, and proactive communication regarding any anticipated challenges or resource constraints. University and Chancellor's Office finance teams are available to assist with solutions and support. Any anticipated challenges must be addressed immediately.

The attached chart summarizes the financial data reported by each auxiliary organization. For questions, please contact [Sherry Pickering](#). *Reference: Education Code [§ 89900](#) and the Trustees [statutes](#), policies and procedures for auxiliary organization annual fiscal audits.*

Timely, accurate, and complete financial reporting from auxiliary organizations is critical to meeting CSU's systemwide reporting requirements and maintaining public trust and accountability. Thank you for your attention to these important deadlines and your continued commitment to quality financial reporting.

### **ChatGPT Licenses for Non-State Employees/Students**

OpenAI has provided an amendment for **'non-state' funded licenses with a per-user cost of \$2.50/month** for the remainder of the current contract through June 2026. This allows campuses to begin offering ChatGPT to non-state funded employees and students at this price.

The amendment will go into effect on 7/1/2026. However, **you are welcome to begin provisioning to those individuals now**. Charges for the non-state licensing began July 1, even if you provisioned non-state users earlier than that.

Please contact [Michael Trullinger](#) with any questions.

### **CSUBUY P2P**

CABO leadership has approved the accelerated implementation of CSUBUY P2P across all Universities by the end of this year. If you are one of the 16 remaining Universities, you should have already received instructions and guidance on steps that are needed to be taken to ensure a smooth transition.

As part of the ongoing implementation of CSUBUY P2P, **campuses currently using the Common Financial System (CFS) for supplier, requisitions, purchase orders,**

**or payments are expected to transition to CSUBUY P2P during this implementation phase.**

This transition is key to advancing our goals of improved compliance, greater consistency, and streamlined operations across the CSU. CSUBUY P2P has been designed to support both day-to-day functions and our long-term strategic objectives. Migrating now, while support and resources are actively available, will help ensure a smoother and more supported experience for your teams.

We understand this change brings challenges, and we are committed to providing guidance throughout the transition. That said, the shift to CSUBUY P2P is a necessary step forward, and participation in the current implementation is essential.

Thank you for your continued partnership and leadership. Please feel free to reach out if you have questions or would like additional information as we move through this process together.



# AOA IT Committee

## Executive Report

Report Date: 7/29/2025

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 April through July 2025 covered several critical topics related to information security and compliance.

## IT Audit Update

Dave White shared several common IT risks and audit observations from the IT Working Group. Audit observations centralized around endpoint security, including hardening, patch management, vulnerability management, data inventory, and risk assessments, including user access reviews. It was mentioned that user access reviews are performed annually for all roles with access to L1 and L2 data, and that the reviews are documented and performed by the data owner or their delegate (NOT the data steward).

## Pathlock Update

It was mentioned that the Pathlock (an identity security and access governance platform) is in the process of being Moved To Production (MTP) across all CSU campuses in the timeframe of October-November 2025. The Pathlock products that the CSU licenses systemwide as of 2023 are the PeopleSoft User Experience (PUX), Application Security Platform (ASP), and Appspan 360 (A360). This MTP will cause an anticipated service interruption to access the CS/HR, CHRS, and CFS modules in PeopleSoft for approximately a 3-hour window during the MTP date selected by each respective campus.

## Phishing Attack at SDSU

SDSU had a phishing attack where students responded to a scam email and got their financial aid direct deposit information changed. From a technical standpoint, this attack was what is referred to as an “adversary-in-the-middle” attack, where authorization tokens were captured via a bogus Microsoft app that logs into [Office.com](https://office.com). Through the app, the students went through the whole process of logging in as they usually do, and even Duo MFA worked as usual. The app then replays the authorization tokens, gains access to the student’s campus email account, and then uses that account to log in as them and change their direct deposit information. The only indicator that the app was bogus was a false (but very close) URL in the address bar.

## Planned or Potential Mitigations

There are discussions to utilize Pathlock to require students to do another MFA before accessing financial aid information. It was also mentioned that CSU Chico is considering requiring video verification for certain processes. This was because of reports in the greater Information Security industry (not necessarily at the CSU) that some organizations resorted to camera Zoom sessions with a photo ID for password changes because threat actors would call support desks to get password resets and have answers to vetting questions. San Diego State already requires camera Zoom sessions for password changes.

## High Risk ADS Survey

AB 203 requires that all state agencies report to the California Department of Technology any high-risk automated decision-making systems (ADS). This does not include identity and access management (IAM) systems, databases, or firewall or email tools. This survey is conducted by the California Department of Technology and CSU CIOs will receive it. It was mentioned that CSU campuses inherit the IT security risks of their auxiliary corporations, so there is the potential for campus IT Security departments to reach out to any auxiliary corporations as part of this survey.

## CSUBuy: Procure2Pay Rollout Update

Several campuses have gone live, and meetings will be planned to discuss their rollout of CSUBuy. Several more campuses are set to be live by the end of the calendar year.

## Cybersecurity Awareness Month (CSAM)

There is an informal working group within ISAC discussing the participation of each of the campus Information Security departments in Cybersecurity Awareness Month, which is every October. Some members of the working group attended this session:

<https://www.staysafeonline.org/events/how-to-get-involved-in-cybersecurity-awareness-month-2025>

Respective Information Security departments may be sending outreach for campuswide participation. It was mentioned that active participation from every campus would be beneficial. Cal Poly Pomona and CSU Chico have well-established CSAM programs, such as student poster competitions. San Diego State and CSU Northridge Info Sec departments are also interested in collaborating.

## PSG Subcommittee

Per the ISAC Charter, the Policy and Standards Group is an officially-designated subcommittee of ISAC. It is currently being led by Jeroen Barendse with CSU San Marcos and there was a solicitation to ISAC for additional members to join the subcommittee.

## Distance Attendance

Cody Lewis with CSU Maritime Academy was aboard a ship sailing approximately 500 nautical miles northeast of Hawaii during the May 2025 ISAC meeting. He was connected to the meeting via StarLink. Several comments were made regarding his dedication to ISAC and (jokingly) whether future meetings should be held aboard a ship.

## AOA IT Committee Future Discussion Items

Discussion items for future AOA IT Committee meetings include:

- Updates on session planning for the IT track
- Utilizing Slack for facilitating communication



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

**August 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 meeting, chaired by Michelle Crawford, will take place on August 22nd. Previous meeting topics included items such as the Auxiliary Self-Assessment, Part-time student employment, including efforts of student employees to unionize. Other topics discussed during the summer included procedures on officer academic eligibility, entertainment contracts, and campus procurement.

The AS/SU/REC Executive Directors sub-committee continues to meet monthly. The next meeting will be held on Friday, August 22nd, 9:00 - 10:00 a.m. 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 August 4th. Topics included 1) BoD qualifications check process, 2) Policy sunseting procedures, 3) Gloria Romero Act potential revisions specifically on teleconferencing, 4) How to get new University Administrators acclimated to Auxiliaries, 5) AS Board accountability policies on academic eligibility.

The group continues to meet monthly via Zoom. The next CSU Advisors meeting will be held in September, 9:30-11 am. Anyone can join the meetings by contacting Ashley Fennell at [afennell@csusm.edu](mailto:afennell@csusm.edu)

**CSSA**

CSSA will be hosting the CSUnity Conference on August 16th & 17th at CSU Fullerton. Students will have the opportunity to hear from special guests, network with other CSU student leaders, and prepare for conversations with CSU systemwide policy makers. CSSA will host the next plenary meeting in September via virtual modality. CSSA is considering a hybrid option beginning in October for their next plenaries in order to reduce travel costs. 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 the CSU Summer Workshop on June 16th that included the following items, 1) Values - Based Leadership and Service delivery, 2) Wellbeing at the Core: Strategies for Mental Health in everyday life, 3) Beyond access: Advancing Equity, Diversity & Inclusion in Campus Recreation, 4) Next Level Leadership: Growing your role in Campus Rec. meeting on August 4th. Topics included. The Recreation Directors' meetings are held monthly on a Monday from 9:00 - 10:00 a.m. Additional information regarding CSU Recreation is available by contacting Sean Kinnally at [sean.kinnally@csusb.edu](mailto:sean.kinnally@csusb.edu)

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

Over the past several months, our campus community has faced extraordinary challenges due to multiple executive orders resulting in the termination of funding for a number of sponsored projects. These abrupt funding cancellations have had a profound effect on our research and academic programs, leading to: **Program and research shutdowns**, interrupting critical work across multiple disciplines; **Termination of staff and student positions**, including the loss of experiential learning opportunities for students; **Administrative and financial strain**, including the need for urgent invoicing and reconciliations with sponsors; And most importantly, **emotional and professional tolls** on our Principal Investigators, faculty, staff, and students who have invested considerable time, effort, and hope into these endeavors.

The impact of these orders extends far beyond operational inconvenience, it threatens the core mission of research, innovation, and education that we uphold. We recognize the tremendous loss experienced by all affected and are committed to advocating for stability, supporting transitions, and preserving as many opportunities as possible under these challenging circumstances.

RAC has been highly invested in monitoring JAG (Joint Association Group), which is a group of individuals from institutes of higher education, Federal agencies, and 10 agencies that represent higher education such as COGR and NACUBO. They have been working to present a new model for collection of IDC called the FAIR model (Financial Accountability in Research) to be presented to Congress as an alternative to the current methodology. RAC and CCRO are currently working on setting up a task group to review and run the models to provide feedback to JAG and to determine what impact this would have on our campuses. RAC hosted a RAC chat on 7/16 to review the latest version of the model.

The fall RAC meeting will be hosted by San Bernardino October 1&2 and planning is well under way!

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