

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

			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	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			
Dwayne Brummett			

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/Swearinger, 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

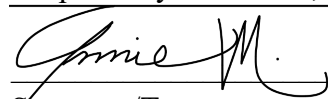
Next EC Meeting: August 8, 2025, 9:00 a.m. to 2:00 p.m. (Virtual)

Thank Richard and requested info emailed to Kim.

M. ADJOURMENT

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

Respectfully Submitted,



Secretary/Treasurer