



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Finance and Contracts Committee
October 30, 2025 – 12:00pm
Student Chambers (SUN-3305)
Zoom: <https://csusb.zoom.us/j/89283580690>

MINUTES

- Members Present:** Kesha Bates, Sophia Garcia, Rachel Liu, Maria Elena Najera-Neri, Kimberly Rosas
- Members Absent:** Karyme DeLaRosa,
- Staff Present:** Vilayat Del Rossi, Elizabeth Junker
- Guests Present:** None
- Call to Order:** The meeting was called to order at 12:10p.m.
- Roll Call:** A verbal roll call was conducted. Quorum was met.
- Approval of Minutes:** M/S Bates/Najera-Neri; motion to approve Finance and Contracts meeting minutes from April 17. 2025.
Motion passed.
- Open Forum:** No public comments.
- Adoption of Agenda:** M/S Najera-Neri/Bates; motion to approve October 30, 2025 agenda as presented.
Motion passed.

OLD BUSINESS:

FC 14/25 Financial Policies Manual (Discussion, Najera-Neri)

M/S Najera-Neri/Bates; motion to open FC 14/25 Financial Policies Manual.

The committee received an update on the status of the financial policy manual, which was tabled at the previous meeting. Staff explained that, beginning this academic year, the Finance & Contracts Committee will no longer review policy documents, as all policy review and revision responsibilities now fall under the Policies and Procedures Committee. The financial policy manual is currently being reformatted to align with the updated campuswide structure and to

separate true policy from procedural content. Portions of the revised manual are scheduled to move forward to the Board of Directors for review. No further action was required from this committee.

NEW BUSINESS:

FC 01/26 Review of Tasks & Assignments (Informational, Del Rossi)

M/S Bates/Liu; motion to open FC 01/26 Review of Tasks & Assignments.

The committee reviewed its anticipated schedule and scope of work for the 2025–2026 academic year. Topics to be addressed include review of five-year budget assumptions, quarterly budget reports, investment reviews, reserve allocations, subleases, and preparation of the annual operating budget. Specific items are tentatively assigned to monthly meetings from October through March, with December and April reserved in case additional meetings are required. Members were advised to retain all scheduled meeting dates on their calendars.

FC 02/26 Review of 5 Year Budget Assumption (Informational, Najera-Neri)

M/S Najera-Neri/Liu; motion to open FC 02/26 Review of 5 Year Budget Assumption.

The committee received an overview of the updated five-year budget assumptions, which are based on the 2024–2025 budget and informed by a 30-year pro forma used for bond obligations. The assumptions include conservative enrollment projections due to anticipated generational shifts, 3% annual inflation adjustments, and established equipment replacement cycles—four years for marketing staff and five years for others. The budget also incorporates projected salary increases aligned with university policy, annual reviews of funding levels for programs and centers, and dedicated fee allocations for the Palm Desert Campus. Adjustments to personnel plans were noted, particularly due to the loss of university funding for full-time positions in the Latinx Center, APIDA Center, and First Peoples Center. These centers were initially intended to be overseen by graduate assistants; the organization may return to this model. Lastly, the committee was reminded that reserve allocations, categorized by legal obligations, policy, construction, and contingency needs, will be reviewed at the next meeting.

FC 03/26 Quarterly Budget Reports (Informational, Najera-Neri)

M/S Najera-Neri/Liu; motion to open FC 03/26 Quarterly Budget Reports.

Ms. Najera-Neri presented the first-quarter budget reports using a new visual format designed to improve clarity and accessibility for committee members. The consolidated overview showed that the organization has expended 23% of its annual budget through September, consistent with expectations for first-quarter spending. Expenditure breakdowns were provided for shared services, operations, and program areas, including explanations for variances such as early-year insurance premium payments, Summer Bridge payroll timing, and utility cost

placement across units. Several line items displayed discrepancies due to budget allocations not yet transferred, which will be corrected in the next report. Committee members asked clarifying questions regarding subcategories, reserves, and communication expenses, and staff confirmed that more detailed line-item spreadsheets could be shared upon request. The committee also offered feedback on visualization tools and suggested exploring interactive or live reporting options for future quarterly updates.

M/S Rosas/ Bates; motion to extend meeting to 1:10pm.

Motion passed.

FC 04/26 Other Committee Business (Discussion, Del Rossi)

M/S Bates/Liu; motion to open FC 04/26 Other Committee Business.

The committee held an open discussion on the evolving scope of its responsibilities, particularly the shift of policy review duties to the Policies Committee for greater consistency across operational and fiscal policies. Members were invited to reflect on whether any additional responsibilities should be added or removed from the committee's scope as part of upcoming bylaw revisions. It was noted that while the Finance and Contracts Committee had historically reviewed fiscal policies, these are now being reorganized and handled by the Policies Committee. Updates were shared on efforts to reformat the financial policy manual into individual policies for easier review and compliance tracking. Additionally, staff previewed future improvements to budget presentation materials intended to enhance clarity, narrative context, and accessibility for board and committee members. Members were encouraged to provide feedback on both committee scope and reporting formats.

Announcements

- A reminder was shared that committee members will receive an email invitation to join OnBoard, a platform for accessing meeting documents in one centralized location. Members were asked to create an account upon receiving the email, which is not spam. The platform will not be used to run meetings but will serve as a file repository. Staff and students are encouraged to provide feedback on its usability, which will help determine whether the subscription should be renewed after the initial annual payment.

Adjournment

M/S Najera-Neri/Liu motion to adjourn meeting at 1:10 p.m.

Reviewed and respectfully submitted by:

Sophia Garcia, Committee Chair

Date