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

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
    a. April 17, 2025
4. Open Forum
5. Adoption of Agenda

OLD BUSINESS:

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

NEW BUSINESS:

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

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

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

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

Announcements

Adjournment

California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Finance and Contracts Committee
April 17 2025 – 2:30pm
Student Union North, Room 3317
Zoom: https://csusb.zoom.us/j/85152415905

MINUTES

Members Present: Vilayat Del Rossi, Karyme DeLaRosa, Sophia Garcia, Natalya Marsh, Maria Elena Najera-Neri, Ashley Recio

Members Absent: Kesha Bates

Staff Present: Elizabeth Junker

Guests Present: None

Call to Order: The meeting was called to order at 2:37p.m.

Roll Call: A verbal roll call was conducted. Quorum was met.

Approval of Minutes: M/S Marsh/Del Rossi motion to approve Finance and Contracts meeting minutes from March 27, 2025.
Motion passed.

Open Forum: No public comments.

Adoption of Agenda: M/S Marsh/Najera-Neri motion to approve April 17, 2025 agenda as presented.
Motion passed.

OLD BUSINESS:

There is no old business at this time.

NEW BUSINESS:

FC 12/25 Accounts Receivables Write-Offs Proposal (Action, Najera-Neri)

M/S Najera-Neri/Del Rossi; motion to open FC 12/25 Accounts Receivables Write-Offs Proposal.

Ms. Najera-Neri provided an overview of accounts with outstanding balances, noting that several are from both on-campus and off-campus customers, including student clubs and organizations. Some of the delinquent accounts are more than 365 days old, with certain clubs debts inherited from former officers who have since graduated. The committee discussed potential steps to address these overdue balances, including notifying faculty and staff advisors of delinquent accounts to prevent further issues. Members also considered the possibility of writing off debts owed by on-campus student organizations that are more than 365 days past due.

M/S Najera-Neri/Marsh; motion to amend item to read FC 12/25 Approval to write-off on campus student organization debts exceeding more than 365 days overdue.

Roll Call Vote: 6 – In Favor 0 – Opposed 1-Abstention
Motion passed.

M/S Najera-Neri/Marsh; motion to approve item as amended.

Roll Call Vote: 6 – In Favor 0 – Opposed 1-Abstention
Motion passed.

FC 13/25 Transfer of Special Projects Reserve Funds to the Capital Improvement Construction Reserve Fund (Action, Najera-Neri)

M/S Najera/Neri; motion to open FC 13/25 Transfer of Special Projects Reserve Funds to the Capital Improvement Construction Reserve Fund.

Ms. Najera-Neri provided an overview of the proposed transfer of expenses, explaining that the remaining funds in the Special Projects Reserve Fund need to be reallocated to the Capital Improvement Construction Reserve Fund. She noted that this is the final reserve transfer to be completed, as the Special Projects Reserve Fund category no longer exists as we are aligning with the Chancellor's Office Reserve Policy categories.

M/S Najera-Neri/Recio; motion to amend FC 13/25 to read Transfer $22,514.00 from the Special Projects Reserve Funds, Chartfield String: 303803-RO001-S6010 to the Capital Improvement Construction Reserve Fund, Chartfield Sting: 303808-RO001-S6010.
Motion passed.

M/S Najera-Neri/Recio; motion to approve item as amended.

Roll Call Vote: 6 – In Favor 0 – Opposed 0-Abstention
Motion passed.

M/S Marsh/Recio; motion to extend meeting end time to 3:40pm.
Motion passed.

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

M/S Najera-Neri/Recio; motion to table FC 14/25.
Motion passed.

Announcements

- There are no announcements from committee members to share at this time.

Adjournment

M/S Najera-Neri/Recio motion to adjourn meeting at 3:45p.m.

Reviewed and respectfully submitted by:

________________________________ ___________________________

Sophia Garcia, Committee Chair Date

SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
Finance and Contracts Committee
Tasks and Assignments for 2025-2026

BY-LAWS. ARTICLE IX. STANDING COMMITTEES, SECTION 3.

This committee will draft a budget for the following fiscal year and present its proposed budget to the Board of Directors for consideration and approval. This committee will meet annually with the auditors to discuss the annual financial audit as well as consider any other financial matters that may arise and recommend its position on such matters to the Board of Directors.

Fall Semester

October Meeting
- Review of Tasks & Assignments
- Meeting Schedule for 2024-2025
- Review of 5 Year Budget Assumption
- Quarterly Budget Reports
- Other Committee Business

November Meeting

- Review of Investments and Investments Income
- Review and Allocate Reserves

December Meeting
- As needed

Spring Semester

January Meeting
- Negotiate/Renegotiate subleases
- Review Mid-Year Projections

February Meeting
- Review 1st draft of the Santos Manuel Student Union and Recreation & Wellness Center budgets. Prepare budget to send to board for approval.

March Meeting

- Review of investments and investments income
- Prepare Leases for Approval

April Meeting

- As needed

Meeting Schedule for the 25-26 Academic Year

Fall Semester	**Spring Semester**
October 30th November 25th December 18th	January 29th February 24th * *(date updated)* March 19th April 16th