



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors**

Finance and Contracts Committee

Zoom: <https://csusb.zoom.us/j/85152415905>

February 20, 2025 | 2:30pm

**MINUTES**

**Members Present:** Karyme DeLaRosa, Jesse Felix, Natalya Marsh, Maria Elena Najera-Neri, Ashley Recio

**Members Absent:** None

**Staff Present:** Vilayat DelRossi, Elizabeth Junker

**Call to Order:** The meeting was called to order by Controller Garcia at 2:34 p.m.

**Roll Call:** A verbal roll call was conducted, and quorum was confirmed.

**Approval of Minutes:** M/S Najera-Neri/Felix motion to approve minutes from November 21, 2024.  
*Motion passed.*

**Open Forum:** No comments.

**Adoption of Agenda:** M/S Najera-Neri/Felix motion to strike FC 06/25 and FC 08/25 from the agenda.  
*Motion passed.*  
M/S Felix/Marsh motion to adopt agenda as amended.  
*Motion passed.*

**OLD BUSINESS:**

**FC 05/25 Review and Recommend Revisions to the Reserve Accumulation Policy (Discussion, Najera-Neri)**

M/S Najera-Neri/Marsh motion to open FC 05/25 Review and Recommend Revisions to the Reserve Accumulation Policy.

The Finance and Contracts Sub-Committee reviewed proposed modifications to the Reserve Accumulation Policy to align with Chancellor's Office guidelines and improve clarity and categorization. The key updates included renaming and restructuring reserve categories to mirror CSU reserve classifications, ensuring compliance and consistency. Changes involved adding economic uncertainty,

catastrophic events, and future expansions while questioning whether to retain the special projects category. The committee also reviewed the classification of working capital, capital improvements, and outstanding commitments, ensuring that OPEB liability was broadened to cover all outstanding commitments. Additionally, event operations and scheduling reserves were merged into the maintenance and minor equipment repair category, and program reserves were renamed program development for greater clarity.

Further refinements included setting a 25% reserve requirement based on annual operating budgets and explicitly stating that reserve funds do not cover equipment needs for tenants (e.g., dining services). Specific discussions addressed the distinction between central local reserves and facilities maintenance reserves, ultimately deciding to retain central local reserves to manage benefits, utilities, and unanticipated costs. The committee also clarified naming conventions for the Palm Desert Campus and student activity spaces. After reviewing all amendments, the committee voted to approve the revised policy, ensuring that reserve funds are strategically allocated for financial stability and future needs.

M/S Felix/Najera-Neri motion to approve amendments made to the Reserve Policy during the meeting.  
*Motion passed.*

M/S Felix/Najera-Neri motion to approve item as amended.  
*Motion passed.*

#### **FC 07/25      Review and Recommend Revisions to the Procurement Card Policy (Discussion, Najera-Neri)**

M/S Felix/Najera-Neri motion to open FC 07/25 Review and Recommend Revisions to the Procurement Card Policy.

The committee began making changes to the Procurement Card Policy, but due to time constraints the committee opted to continue reviewing the policy at the next meeting.

M/S Najera-Neri/Felix motion to table this discussion for the next meeting.  
*Motion passed.*

#### **NEW BUSINESS:**

#### **FC 09/25      Accounts Receivables Write-Offs Proposal (Action, Najera-Neri)**

M/S Najera-Neri/Felix motion to open FC 09/25 Accounts Receivables Write-Offs Proposal

At the Finance and Contracts Committee Meeting, the committee reviewed a proposal for writing off uncollectible items in accordance with the organization's financial policy, which requires the write-off of outstanding debts over 365 days old. The report presented aged outstanding balances, many of which were student clubs and organizations that may no longer be active. Additionally, some off-campus clients, such as local school districts and external organizations, had outstanding balances, raising concerns about whether payments had been received but not recorded properly. The committee agreed to verify outstanding payments, particularly for off-campus clients referring to Mark Oswood at the LCC Program,

before moving forward with any write-offs. In addition, Maria Elena will ask for Kesha's assistance to make another round of collection efforts through Office of Student Leadership and Engagement (OSLE) to determine if active student organizations have available funds to settle their balances. Staff will also work on confirming whether payments for off-campus entities were received but not reflected in the records. The item was tabled until further efforts to collect outstanding amounts have been made, ensuring that due diligence is conducted before pursuing formal write-offs.

M/S Najera-Neri/ Marsh motion to table FC 09/25 Accounts Receivables Write-Offs Proposal  
*Motion passed.*

**FC 10/25 Project Rebound Lease Agreement (Action, Najera-Neri)**

M/S Felix/Najera-Neri motion to open FC 10/25 Project Rebound Lease Agreement

The committee reviewed the lease agreement for Project Rebound's proposed space in the Student Union South (Room 116). It was noted that Project Rebound is listed as the client, though clarification is needed on the source of funding for lease payments.

During the discussion, committee members confirmed the lease details, including the square footage and financial breakdown. The committee agreed to move forward with finalizing the lease and ensuring all necessary updates are made before submission to the Board for a vote.

**Roll Call Vote:**            4 In-Favor                    0 Opposed                    0 Abstention  
*Motion passed.*

**Announcements**

- None

**Adjournment**

M/S Najera-Neri/Marsh motion to adjourn meeting at 4:00 p.m.

Reviewed and respectfully submitted by:

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Sophia Garcia, Committee Chair

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Date