Policies and Procedures Committee
April 16, 2026 | 12:00pm
Student Chambers (SUN-3305)
Zoom: https://csusb.zoom.us/j/82643030258

MINUTES

Members Present:	Anjali, Sukhpreet Kaur, Mark Oswood, Diego Rendon, Robinpreet Waraich
Members Absent:	Katie Wallen
Staff Present:	Vilayat Del Rossi, Elizabeth Junker
Call to Order:	The meeting was called to order at 12:06pm
Roll Call:	A verbal roll call was conducted. Quorum was met.
Approval of Minutes:	M/S Rendon/Waraich; motion to approve minutes from March 19, 2026. *Motion passed.*
Open Forum:	No guests present for open forum.
Adoption of Agenda:	M/S Rendon/Kaur; motion to open adoption of agenda for April 16, 2026. *Motion passed.*

NEW BUSINESS:

PC 19/26 **Review of Revised Bidding, Quotes, and Exceptions Policy (Informational, Del Rossi)**

M/S Oswood/Kaur; motion to open PC 19/26 SMSU Review of Revised Bidding, Quotes, and Exceptions Policy.

Vilayat Del Rossi presented an informational overview of the revised Competitive Bidding, Quotes, and Exceptions Policy, explaining that it is part of the ongoing effort to reorganize SMSU's Financial Policies Manual. Previously contained within a single, comprehensive financial policy document, the procurement and bidding provisions have been separated into individual policies to improve clarity, compliance, and long-term management. Vilayat explained that this policy serves as a companion to the broader procurement and contracting policy and provides detailed guidance on competitive sourcing requirements, quote thresholds, best-value evaluations, and exceptions such as sole-source, sole-brand, and emergency procurements. The policy also reinforces controls against splitting purchases to avoid bidding requirements. He further clarified the distinction between policy, which establishes board-approved standards and governance expectations, and procedures, which provide operational guidance and may be updated administratively as systems and processes evolve.

PC 20/26 Review and Approval of Procurement & Contracting Policy Revisions (Action, Del Rossi)

M/S Rendon/Waraich; motion to open PC 20/26 Review and Approval of Procurement & Contracting Policy Revisions.

Vilayat Del Rossi presented the new Procurement and Contracting Policy, explaining that it serves as the overarching framework governing how SMSU procures goods and services, manages approval authority, addresses conflicts of interest, and ensures appropriate documentation and internal controls. He noted that the policy works in conjunction with the Competitive Bidding, Quotes, and Exceptions Policy and future Delegation of Authority policies to create a comprehensive procurement and contracting structure. The policy reinforces that purchases may not be structured to avoid approval requirements and that only individuals with delegated authority may bind the organization. During discussion, members sought clarification on technology-related procurement terminology, including Information and Communication Technology (ICT) reviews and software-as-a-service (SAAS) purchases and suggested spelling out acronyms for clarity. Additional discussion focused on conflict-of interest provisions, with Vilayat explaining that individuals must remove themselves from purchasing decisions where personal relationships or potential personal benefit could influence the process. He noted that any violations would be addressed through existing personnel and disciplinary procedures. The committee reviewed the policy as part of SMSU's broader effort to modernize and strengthen its financial governance framework before moving the item forward for consideration.

ROLL CALL VOTE: 4 - In-Favor 0 - Opposed 0 – Abstention
Motion passed.

PC 21/26 Review and Approval of New Leadership Scholarship Policy (Action, Del Rossi)

M/S Rendon/Oswood; motion to open PC 20/26 Review and Approval of Procurement & Contracting Policy Revisions.

Vilayat Del Rossi presented a new Leadership Scholarship Policy to align SMSU practices with proposed bylaw revisions and compliance requirements. He explained that previous bylaw language referenced leadership incentives, but the benefit is administered as a scholarship through the university's financial aid process rather than as compensation or a stipend. The proposed policy formally establishes the scholarship framework, clarifies eligibility for student at-large board members, requires budgetary approval and financial aid coordination, and incorporates conflict-of-interest disclosure and recusal requirements. Vilayat noted that the policy does not create any new financial obligation, as funding for the scholarship is already included in the budget but instead provides a formal governance structure to support the existing program and ensure compliance with university and financial aid standards.

ROLL CALL VOTE: 4 - In-Favor 0 - Opposed 0 – Abstention
Motion passed.

Announcements

- Vilayat thanked the committee members for meeting on such short notice, as well as their flexibility and consideration.

Adjournment

M/S Oswood/Rendon; motion to adjourn meeting at 12:35pm.
Motion passed.

Reviewed and respectfully submitted by:

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Committee Chair Date ____________________