



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Finance and Contracts Committee
April 23, 2026 – 1:00pm
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 De La Rosa

Staff Present: Vilayat Del Rossi, Elizabeth Junker.

Guests Present: No guests present

Call to Order: The meeting was called to order at 1:04p.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 March 10th, 2026 and March 17th, 2026.
Motion passed.

Open Forum: No public comments

Adoption of Agenda: M/S Bates/Liu; motion to open approval of the agenda.
Motion passed.

NEW BUSINESS:

FC 17/26 Review and Approval of SMSU Lease Renewals (Action, Najera-Neri)

M/S Najera-Neri/ Bates; motion to open item FC 17/26 Review and Approval of SMSU Lease Renewals.

Maria Elena Najera-Neri explained that both tenants were contacted regarding potential changes to their lease terms, but because no final responses had been received, the renewals were presented using their existing lease structures, with the possibility of modifying the lease length later. The proposed renewals include an increase in rental rates to align with Chancellor's Office standards, raising costs to approximately \$1.64 per square foot, including custodial and maintenance expenses. Bates noted that SMSU has not regularly increased lease rates in recent years to support campus partners, but renewals provide an opportunity to update rates to current standards. Vilayat emphasized the need for consistency with campus pricing practices while maintaining strong partnerships with tenants and noted that additional leases will be reviewed later in the year. He also informed the committee that newly retained legal counsel will review lease agreements over the summer to ensure compliance with current Chancellor's Office, state, and federal requirements, although any revisions are expected to affect only the language of the agreements rather than the lease rates or terms. The committee supported moving the lease renewals forward to the Board for final approval.

ROLL CALL VOTE: 5 In-Favor 0 Opposed 0 Abstention
Motion passed.

FC 18/26 Review and Approval of Write-Offs for 25-26 Fiscal Year (Action, Bates)

M/S Bates/ Najera-Neri; motion to open item FC 17/26 Review and Approval of SMSU Lease Renewals.

Kesha Bates presented a request to write off \$12,687.27 in outstanding invoices that have been determined to be uncollectible after extensive collection efforts. The invoices, which range from 846 to 2,566 days old, are associated with programs that no longer exist due to expired grant funding and former employees who are no longer with the university, making it difficult to identify responsible funding sources. Although SMSU policy recommends writing off balances older than 365 days, collection efforts were extended in an attempt to recover the funds. Kesha noted that the remaining outstanding balance of \$105,481.07 will continue to be actively pursued through the next fiscal year. She highlighted the success of recent collection efforts, reporting that more than \$100,000 has been recovered within the last two weeks. Current collection practices include sending follow-up notices on overdue invoices, coordinating with the scheduling department, and restricting organizations with past-due balances from booking SMSU facilities until their accounts are resolved. Kesha explained that these measures have significantly improved collections, and that older outstanding balances will continue to be reviewed before additional write-off recommendations are brought to the Finance Committee.

ROLL CALL VOTE: 5 In-Favor 0 Opposed 0 Abstention
Motion passed

FC 19/26 3rd Quarter Financial Report (Informational, Najera-Neri)

M/S Najera-Neri/Bates; motion to open item FC 19/26 3rd Quarter Financial Report.

Maria Elena Najera-Neri presented the third-quarter financial report, noting that the organization had utilized approximately 57% of its overall budget, which is below the anticipated 75% benchmark but expected due to many spring semester expenses still being processed. She explained that Shared Services, Operations, Hospitality, and Program areas were all generally operating within budget and on track to meet year-end expectations, with salaries and wages representing the largest expense category across departments. Najera-Neri addressed budget variances, including equipment expenses that appeared over budget due to purchasing classifications within the CSU Buy system, clarifying that these costs would be reallocated through expense transfers and would not result in actual over expenditures. She also noted that Operations had exceeded its overtime budget because of increased event and facility support needs and is planning staffing adjustments and higher overtime allocations for the next fiscal year. While some departments exceeded budgets in specific line of items such as supplies, services, and hospitality expenses, overall departmental spending remained within approved limits. Najera-Neri concluded that the organization remains in a strong financial position and is expected to finish the fiscal year within budget, with some areas likely ending the year with surplus funds.

Announcements

- There were not announcements from committee members.

Adjournment

M/S Rosas/ Najera-Neri; motion to adjourn meeting at 1:31 p.m.

Reviewed and respectfully submitted by:

Sophia Garcia, Committee Chair

Date