Santos Manuel Student Union
CAL STATE SAN BERNARDINO

Policies and Procedures Committee
September 8, 2026 | 12:00pm
Student Chambers (SUN-3305)
https://csusb.zoom.us/j/82643030258

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
    a. April 16, 2026
4. Open Forum
5. Adoption of Agenda

New Business

PC 01/27 Election of Policies and Procedures Committee Chair (Action, Del Rossi)

PC 02/27 Review of Policies and Procedures Committee Charge and 2026 – 2027 Priorities and Assignments (Discussion, Del Rossi)

Announcements

Adjournment

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 _________________

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Santos Manuel Student Union Board of Directors

Policies and Procedures Committee

2026-2027 Tasks and Assignments

Committee Charge

Bylaws, Article IX, Standing Committees, Section 3: The Policies and Procedures Committee prepares, reviews, and recommends policies and procedures related to the overall use of the facility to the Board of Directors for approval.

Core Responsibilities

Prepare	In consultation with the SMSU Executive Director and appropriate staff, prepare new policies and procedures as directed by the Board of Directors, CSU requirements, legal or regulatory changes, or identified organizational needs.
Review	Review existing policies and procedures for currency, clarity, consistency, operational effectiveness, and alignment with SMSU bylaws, CSU and campus requirements, and organizational practice.
Recommend	Forward recommended new or revised policies to the Board of Directors for consideration and approval.

2026-2027 Major Priorities

The Committee will begin the year by discussing the following priority areas. These initial discussions are intended to orient the Committee and establish the work ahead; formal action will be scheduled as individual policies or amendments are developed and ready for review.

1. **Modernize Fiscal and Administrative Policies**: Review and update the organization's fiscal policy framework, with particular attention to policies identified in the current policy tracker as outdated, in development, or requiring modernization.
2. **Modernize Operational and Facilities Policies**: Update the operational and facility-use policy framework so that current practices, campus requirements, and related procedures are clearly documented and aligned.
3. **Continue Updating the SMSU Bylaws**: Continue the bylaw review and revision process begun in 2025-2026, addressing additional sections and governance issues as they are identified and developed.

Proposed Work Plan

Fall Semester - First Meeting (September 8, 2026)

- Election of Committee Chair.
- Review of the Committee charge, responsibilities, and role in recommending policies to the Board of Directors.
- Review of the 2026-2027 Tasks and Assignments.
- Introduction and discussion of the three major priorities for the academic year: fiscal and administrative policy modernization; operational and facilities policy modernization; and continued bylaw updates.
- Review of the current policy inventory and anticipated sequencing of policy work for the year.

Fall Semester - Subsequent Meetings

- Begin fiscal and administrative policy modernization, with drafts or revisions brought forward as they are ready for Committee review.
- Continue review of proposed SMSU bylaw amendments as sections are developed and ready for Committee consideration.
- Begin operational and facilities policy modernization, including the Facilities Use Manual and related facility-use provisions, as drafts become available.

Spring Semester - Continuing Work

- Continue fiscal and administrative policy revisions not completed during the fall semester.
- Continue modernization of the Facilities Use Manual and related operational policies. Areas identified in the policy tracker for possible review or consolidation include Electronics/Video Wall, Lost and Found, and other facility-use provisions as applicable.
- Continue bylaw review and bring proposed amendments forward as formal action items when ready.
- Review additional governance policies as time and readiness allow, including Grade Eligibility and Conflict of Interest/Commitment.
- Consider personnel policy revisions or other policy matters when required by CSU or campus changes, legal or compliance needs, or organizational priorities.
- Complete a year-end progress review and identify unfinished or emerging priorities to carry forward into 2027-2028.

Committee Review Process

Discussion first; action when ready. Major policy areas may begin as discussion items so the Committee understands the purpose, scope, and anticipated work. Each new or revised policy should return as a properly agendized action item when the draft is ready for the Committee to consider a recommendation to the Board. The sequence may be adjusted based on staff readiness, Board direction, CSU or campus requirements, legal or regulatory changes, and emerging operational needs.