



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Finance and Contracts Committee Meeting  
Friday, January 28, 2022  
Minutes**

**Members Present:** Angelica Agudo, Emily Alvarez-Zurita, Rosemarie Gilbert, Karan Kavaia, Racheal Lapite, Maria Najera-Neri, Nathaly Ramos, Bri Sotelo, Alexandra Thambi

**Members Absent:** Dulce Gonzalez

**Staff Present:** Vilayat Del Rossi, Jesse Felix, Jenny Puccinelli, Anthony Roberson

**Guests Present:** None

**Call to Order:** The meeting was called to order at 2:01 p.m.

**Roll Call:** A verbal roll call of attendees was conducted.

**Approval of Minutes:**

M/S Thambi/Najera-Neri to approve the minutes from December 21, 2021.

Motion passed.

**Open Forum:** None

**Adoption of Agenda:**

M/S Thambi/Ramos to open adoption of the agenda.

M/S Najera-Neri/Thambi to amend FC 04/22 to read Permission to waive bidding policy for sole source purchase and use funds not to exceed \$57,538 payable to CSU San Bernardino from account number 660061-FFD01-B0525 for SRWC Chiller #2 Compressor Replacement

Motion passed.

M/S Najera-Neri/Alvarez-Zurita to amend FC 05/22 to read Permission to waive bidding policy for sole source purchase and use funds not to exceed \$8,629 payable to CSU San Bernardino from account number 660061-FFD01-B0525 for SRWC Boiler Fan Blower Replacement

Motion passed.

M/S Najera-Neri/Ramos to amend FC 06/22 to read Permission to waive bidding policy for sole source purchase and use funds not to exceed \$50,687 payable to Bell Howell from account number 660876-RO001-S6110 for the purchase of refrigerated lockers for the Commuter Lounge

Motion passed.

M/S Agudo/Najera-Neri to approve amended agenda.  
Motion passed.

**NEW BUSINESS:**

**FC 4/22      Permission to waive bidding policy for sole source purchase and use funds not to exceed \$57,538 payable to CSU San Bernardino from account number 660061-FFD01-B0525 for SRWC Chiller #2 Compressor Replacement (Action)**

M/S Najera-Neri/Sotelo to open Permission to waive bidding policy for sole source purchase and use funds not to exceed \$57,538 payable to CSU San Bernardino from account number 660061-FFD01-B0525 for SRWC Chiller #2 Compressor Replacement

Mr. Del Rossi shared that the project will be done internally by CSUSB. The compressor in chiller #2 needs to be replaced prior to the weather getting warmer. The funds will come from state-side reserves.

Rising Count: 7 – 0 – 1.  
Motion passed.

**FC 5/22      Permission to waive bidding policy for sole source purchase and use funds not to exceed \$8,629 payable to CSU San Bernardino from account number 660061-FFD01-B0525 for SRWC Boiler Fan Blower Replacement (Action)**

M/S Thambi/Alvarez-Zurita to open Permission to waive bidding policy for sole source purchase and use funds not to exceed \$8,629 payable to CSU San Bernardino from account number 660061-FFD01-B0525 for SRWC Boiler Fan Blower Replacement

Mr. Del Rossi shared that the project is being coordinated by CSUSB who has contracted the work to an off-campus company. This is part of a redundant system and needs to be taken care of to ensure the facility is heated adequately. The funds will come from state-side reserves.

Rising Count: 7 – 0 – 1.  
Motion passed.

**FC 6/22      Permission to waive bidding policy for sole source purchase and use funds not to exceed \$50,687 payable to Bell Howell from account number 660876-RO001-S6110 for the purchase of refrigerated lockers for the Commuter Lounge (Action)**

M/S Thambi/Ramos to open Permission to waive bidding policy for sole source purchase and use funds not to exceed \$50,687 payable to Bell Howell from account number 660876-RO001-S6110 for the purchase of refrigerated lockers for the Commuter Lounge

Mr. Roberson shared that the Board has approved space in SMSU South for a commuter lounge. These refrigerated lockers will be used in this space for commuters to store meals. He shared a video highlighting the features of the equipment. CSUSB would be the first university to offer this service. The service would be free to students and accessible with a Coyote One Card.

Rising Count: 7 – 0 – 1.  
Motion passed.

**FC 7/22 Review of Annual Operating Budget (Discussion)**

M/S Ramos/Thambi to open Review of Annual Operating Budget

Ms. Najera-Neri shared the budget preparation timeline. The budget will be prepared by staff and sent to the Finance and Contracts Committee for approval. After approval, it goes to the Board of Directors for two readings. Final approval is given by the university president.

**FC 8/22 Review of 5-Year Budget Assumptions (Discussion)**

M/S Thambi/Alvarez-Zurita to open Review of 5-Year Budget Assumptions

Ms. Najera-Neri explained the 5-Year Budget Assumptions shared in the meeting packet.

**FC 9/22 Review of Investments and Investment Income (Discussion)**

M/S Thambi/Alvarez-Zurita to open Review of Investments and Investment Income

Ms. Najera-Neri reviewed the current SMSU investments and interest earned.

**FC 10/22 Review of Reserve Accumulation Policy (Action)**

M/S Thambi/Alvarez to approve Reserve Accumulation Policy

Ms. Puccinelli explained the changes requested are to list the Recreation and Wellness areas. Mr. Del Rossi said these changes provide accountability to area managers.

Ms. Najera-Neri requested that all newly developed centers also be listed.

M/S Thambi/Alvarez to approve changed to the Reserve Accumulation Policy  
Motion passed.

**FC 11/22 Review of Procurement Card Policy (Action)**

M/S Najera-Neri/Ramos to approve Procurement Card Policy

Ms. Gilbert asked if anyone has any comments or questions regarding this policy or anything that needs to be changed. There were none.

**FC 12/22 Review of Investment Policy (Action)**

M/S Thambi/Ramos to approve Investment Policy

Ms. Gilbert asked if anyone has any comments or questions regarding this policy or anything that needs to be changed. There were none.

**FC 13/22 Review of Bidding Policy (Action)**

M/S Najera-Neri/Ramos to approve Bidding Policy

Ms. Gilbert asked if anyone has any comments or questions regarding this policy or anything that needs to be changed. There were none.

**FC 10/22      Review of Financial Policy Manual (Action)**  
M/S Najera-Neri/Alvarez to approve Financial Policy Manual

Ms. Gilbert asked if anyone has any comments or questions regarding this policy or anything that needs to be changed.

M/S Najera-Neri/Alvarez to strike the phrase “When approved by accounting, in the event of a mandatory campus closure” in Section 20.

Motion passed.

**Announcements:**      None

**Adjournment:**      The meeting was adjourned at 3:18 a.m.

**Minutes approved by:**

*Rosemarie Gilbert*  
Rosemarie Gilbert (Feb 1, 2022 14:28 PST)

Rosemarie Gilbert, Chair, Finance & Contracts Committee

Feb 1, 2022

Date