



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Finance and Contracts Committee Meeting
Wednesday October 28, 2020
Minutes**

Members Present: Aaron Burgess, Bryan Chavez, Jasmine Curtis, Tina Exum, Lionardo Gamino, Erika Kelley, Jessica Salinas, Brianna Sotelo, Julia Ruiz

Members Absent: Jessica Salina

Staff Present: Jasmine Bustillos, Vilayat Del Rossi, Maria Najera-Neri, Jennifer Puccinelli, Richard Strawter, Michael Wong

Guests Present: None

Call to Order: The meeting was called to order at 11:03 a.m.

Roll Call: A written roll call of attendees was conducted.

Approval of Minutes: M/S Ruiz/Sotelo to approve the minutes from April 30, 2020.
The minutes were approved by consensus.

Open Forum: None

Adoption of Agenda: M/S Ruiz/ Sotelo to adopt the agenda. The agenda was approved by consensus.

M/S Burgess/ Curtis to add Review of Budget to the agenda. The agenda was approved as amended.

New Business:

FC 1/21 Election of Chair

M/S Burges/Sotelo to option election of chair.

Mr. Gamino nominated Julia Ruiz to serve as Chair. Ms. Ruiz accepted the nomination and was unanimously elected to serve as chair.

Rising Count: 6 – 0 – 1. Motion passes

FC 2/21 Review of Tasks and Assignments

M/S Curtis/ Sotelo to open review of tasks and assignments. Ms. Puccinelli reviewed the tasks and assignments with the committee. Ms. Puccinelli indicated that the tasks and assignment had been approved by the Board of Directors, but that there was still an opportunity to add agenda items as needed. Mr. Burgess indicated that the “Review of Subleases” agenda item slated for the fall semester second meeting will take place throughout the year given the new building coming online as leases become available for review.

FC 03/21 Review of 5 Year Budget Assumption

M/S Curtis/ Exum to review 5-year budget assumption. Ms. Najera-Neri reviewed the 5-year budget assumption, noting changes to the budget and reductions that impacted the budget assumptions. Ms. Najera-Neri highlighted the fact that with the new building and building 19 being added to the SMSU’s portfolio, the corporation was looking at the potential of increasing staffing from 28 to 40. In addition, changes to head count always impact the budget and the fee increase when the new building comes online will also determine changes to the budget. Mr. Burgess indicated that the document does not reflect the minimum wage increase because given the current economic landscape, the corporation was not anticipating that the minimum wage increase would take place; however, there has not been mention by the governor to forgo the minimum wage increase. Ms. Najera-Neri spoke to the noted changes in the assumption to accrue revenue for spring semester; however, with the campus being closed, the revenue projections are not feasible. Ms. Ruiz commended Ms. Najera-Neri for her detailed reports and explaining budget matters with clarity and transparency. Ms. Ruiz asked about the wage increase and Ms. Najera-Neri reiterated that there was discussion of temporarily delaying the minimum wage increase given the current economic landscape; however, the corporation will be prepared should it be mandated that businesses provide the minimum wage increase. Ms. Najera-Neri added that program budgets have now been reduced by 40% as it has been confirmed that classes are to be in a virtual modality for the 20/21 academic year; however, there is a plan to restore budgets to their stand operating budgets once the campus is open. Ms. Najera-Neri added that the corporation is being mindful of being good stewards of student fees during this time. Mr Burgess added that the reason for reduction is loss of revenue, but 21/22 budget will not be based on 20/21 budget. Upon further investigating the matter, Mr. Burgess indicated that the state of CA has decided to proceed with minimum wage increase which will require the corporation to increase the minimum wage to \$14.

FC 04/21 Recreation and Wellness FusionGO Proposal

M/S Curtis/Sotelo to open Recreation and Wellness FusionGo Proposal. Mr. Del Rossi indicated that the RecWell Committee has been meeting monthly and is bringing this proposal to the Finance and Contracts Committee for review prior to submitting the proposal to the Board of Directors for approval. Mr. Strawter indicated that the FusionGO software allows for contactless entry to the building with the intention of eliminating the biometric hand-scans upon returning to campus. Mr. Strawter explained that students would still be able to enter the facility using their CoyoteOne card or the traditional pin pad method to pin their ID number to grant access; however, the new system would minimize the need to use these traditional contact methods. Mr. Strawter further indicated that members entering the facility would still have their pictures taken upon entering as an added measure of security. Mr. Del Rossi added that Fusion also serves about half of the recreation programs throughout the CSU system and have been a great vendor throughout the system.

The committee voted to approve the FusionGo Proposal in the amount of \$5,500.

Rising Count: 8 – 0 – 0. Motion passes.

FC 05/21 Recreation and Wellness Shower Valves Proposal

M/S Curtis/Sotelo to open Recreation and Wellness shower valve proposal. Mr. Wong reviewed the proposal with the committee with the intent of replacing a total of 6 non-ADA shower valves and 2 ADA shower valves. Mr. Wong added that the recommended shower valves will include a local shut off which will be helpful for future maintenance because the main water will not have to be shut off when issues arise. In addition, the proposed shower valves also allow for replacement shower stems to be fitted with a lower cost Moen stem for significantly less than the current Powers replacement shower stem system. Mr. Wong indicated that the total cost of the project is not to exceed \$8,248 which includes the removal of localized tile, removal of existing shower valves, installation of new shower valves and associated parts, patching of wall, and installation and grouting of new tiles. Mr. Wong added that the total price quoted from Full Spectrum Plumbing is \$7,854.47 but due to continuing to update quotes through the approval process a 5% contingency has been put into place, so that the project does not exceed \$8,248.

Rising Count: 8 – 0 – 0. Motion passes to approve Recreation and Wellness Shower Valves proposal with full Spectrum Plumbing not to exceed \$8,248.

FC 06/21 Review of Budget

M/S Curtis/Burgess to open FC 06/21 Review of Budget. Ms. Najera-Neri reviewed the revised SMSU 2020-21 budget and outlined the reductions in the budget including the student assistant line items, staff line items, operating expenses, and revenue line items. Ms. Najera Neri indicated that the anticipated revenue is \$3.6 million and expenditures total \$3.4 million with \$165,049 to cover unexpected expenses.

Ms. Najera-Neri reviewed the changes to the Recreation and Wellness budget with total revenue at \$2.28 million and \$2.1 million in expenses with \$163,000 for unexpected expenses as well. Ms. Ruiz asked about the logistics of opening the center. Mr. Del Rossi spoke to the preliminary scenarios and added that his team has been in constant contact with other recreation and wellness centers in the system. Mr. Del Rossi added that if the initial activity has to take place outdoors, there is a plan in place, but reopening is dependent upon San Bernardino county mandates and campus leadership guidance.

Rising Count: 7 – 0 – 0. Motion Passes.

Announcements: Ms. Ruiz announced the importance of making a plan to vote. Ms. Puccinelli announced the open positions on the Board.

Adjournment: The meeting was adjourned at. 12:05 pm

Minutes approved by:



Julia Ruiz, Chair, Finance & Contracts Committee

Feb 22, 2021
Date