



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Finance and Contracts Committee Meeting
Thursday, April 30, 2020
Minutes**

Members Present: Aaron Burgess, Jasmine Curtis, Maria Najera-Neri, Andy Nguyen, Julia Ruiz, Brianna Sotelo, Vilayat Del Rossi,

Members Absent: Katherine Warren

Staff Present: Francisco Alfaro, Kimberly Ann-Anacleto, Jasmine Bustillos, Jacob Chacko, Jared Fisk, Lionardo Gamino, Tamara Holder, Sean Kinnally, Jessica Madrigal, Monica McMahon, Andrea Okoh, Mario Orellana, Mark Oswood, Anthony Roberson, Richard Strawter, Michael Wong, Rosemary Zometa

Guests Present: None

Call to Order: The meeting was called to order at 11:04 a.m.

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

Approval of Minutes: M/S Del Rossi/Curtis to approve the minutes from February 14, 2020.
The minutes were approved by consensus.

Open Forum: None

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

New Business:

FC 15/20 Review 2020-2021 SMSU/SRWC Budget

M/S Curtis/Sotelo to open Review of 20-21 SMSU/SRWC Budget

Mr. Burgess provided an brief overview of the proposed budget and stated that upon further review of the budget, there are some changes that could take place between the first and second readings. Mr. Burgess asked Ms. Najera-Neri to provide an overview of the proposed 2021 budget. Ms. Najera-Neri indicated that the proposed budget did not allow for growth with the exception of 3% growth in the salary line items; however, this may be removed in the future given the economic circumstances resulting from the pandemic. Additionally, the increase is dependent upon the Governor's decision pertaining to minimum wage increases and their impact on small businesses. Ms. Najera-Neri stated that the budget is constantly changing, adding that the change from quarter to semester and Covid-19 will have different implications for the budget. Ms.

Najera-Neri reported that the Pro Forma financial statement presented by accounting indicates that the corporation did not meet the anticipated revenue projected for the year given the current circumstances. The committee discussed the lawsuits across the CSU system by students who do not perceive that they are having the same experience not being on campus. Ms. Najera-Neri discussed the impact on the proposed budget and the adjustments that will take place for each department. Mr. Burgess recommended making the revenue projection more realistic given the current circumstances. Professional staff reviewed their departmental budget with the committee and the necessary adjustments made for projected revenue given the event center will be offline and reducing programming line items as necessary. Mr. Chacko spoke to the importance of providing equity for each affinity center. PDC accounted for minimum wage increases in the budget, but otherwise reported no changes to the proposed budget. The Marketing Department's budget reflected the intent to hire two full-time staff as graphic designers and a marketing manager. The Board of Director's budget stayed the same and accounted for the growth in the travel line item as the intention was to take students to ACUI and other conferences but may move some travel funds to professional development given the current circumstances. Audio Visual did exceed revenue for the year but projected for minimal revenue in the upcoming year. Ms. Madrigal indicated allocating funds for travel that will likely be used for professional development moving forward.

Mr. Del Rossi provided an overview of the Recreation & Wellness' projected budget. Mr. Del Rossi spoke about building the staff appropriately for day-to-day operations and discussed the changes to the salary line items in varying departments. Mr. Del Rossi noted the adjustments to the budget accounting for changes to the Fusion contract with the hand-key entrance system not being ideal in the current climate. A discussion ensued about bridge student and standard student salary line items. Mr. Del Rossi provided an overview of the Fitness area's budget and the intention to drill down into part-time wages and be sure it is accurately reflecting the cost. Mr. Del Rossi discussed the intention behind keeping revenue projections down for the year. Mr. Burgess spoke to the difference in minimum wage for second half of the year and managing that increase accordingly.

Rising Count: 6 – 0 – 1. Motion passes

FC 16/20 Review of Investments and Investment Income

Ms. Najera-Neri reviewed the investments and investment income with the committee indicating that the revenue for interest has not changed and that the campus has uploaded all of the interest for the year but has not reported the interest on LAIF.

Announcements: Mr. Burgess announced Mr. Del Rossi's "Market Yourself" presentation taking place at 2:00 PM.

Adjournment: The meeting was adjourned at. 12:45a.m.

Minutes approved by:

Andy Nguyen, Chair, Finance & Contracts Committee

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