



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Finance and Contracts Committee
Zoom: <https://csusb.zoom.us/j/85152415905>
September 26, 2024 | 3:00pm

MINUTES

- Members Present:** Karyme DeLaRosa, Jesse Felix, Shardul Kulkarni, Natalya Marsh, Maria Elena Najera-Neri, Ashley Recio
- Members Absent:** None
- Staff Present:** Vilayat DelRossi, Elizabeth Junker
- Call to Order:** The meeting was called to order by Chair Kulkarni at 3:05 p.m.
- Roll Call:** A verbal roll call was conducted, and quorum was confirmed.

Approval of Minutes: M/S Felix/ Marsh motion to approve minutes from May 1, 2024.
Motion passed.

Open Forum: No comments.

Adoption of Agenda: M/S Felix/Marsh motion to adopt agenda.
Motion passed.

NEW BUSINESS:

FC 01/25 Review Finance and Contracts Committee Tasks & Assignments for 24-25 AY (Discussion, Felix)

M/S Felix/Marsh motion to open FC 01/25 Review Finance and Contracts Committee Tasks & Assignments for 24-25 AY.

ED Felix shared the importance of the committee members' roles and the unique perspective they bring to the table. ED Felix provided an overview of the committee's role and the list of goals for the academic year.



FC 02/25 Review of 5 Year Budget Assumption (Discussion, Felix)

M/S Felix/Marsh to open FC 02/25 Review of 5 Year Budget Assumption.

ED Felix presented the five-year financial outlook, highlighting projected declines in student enrollment and a potential budget shortfall if operational adjustments are not made. Salaries and benefits were noted as key expenses rising faster than revenues. To address these challenges, the Committee discussed potential revenue-generating strategies, such as expanding services to faculty and staff and increasing CPR certification offerings. The Committee agreed to make revenue generation a standing agenda item for future meetings.

FC 03/25 Negotiate/Renegotiate Subleases (Action, Najera-Neri)

M/S Najera-Neri/Recio motion to open FC 03/25 Negotiate/Renegotiate Subleases.

Ms. Najera-Neri provided an overview of the current leases, noting that three agreements—Title IX, the Undocumented Student Success Center, and the ASUA Tutoring Center—are up for renewal. The Title IX Office and Undocumented Student Success Center will renew for one year, while the ASUA Tutoring Center will renew for two years, having pre-paid through fiscal year 2025-2026. Ms. Najera-Neri will verify that the correct office locations are listed on the ASUA lease. The Committee agreed to maintain current rates and revisit potential adjustments during future lease reviews.

Roll Call Vote: 3 In-Favor 1 Abstention 0 Opposed
Motion passed.

**FC 04/25 Finance and Contracts Committee Meeting Schedule for 24-25 AY
(Discussion, Felix)**

M/S Felix/Marsh move to open FC 04/25 Finance and Contracts Committee Meeting Schedule for 24-25 AY.

ED Felix opened the discussion by asking the Committee for their preferred meeting day and time. The Committee agreed to schedule regular meetings on Thursdays from 2:30 PM to 3:30 PM, once a month.

Announcements

- None



Adjournment

M/S Felix/ Karyme motion to adjourn meeting at 3:59 p.m.

Reviewed and respectfully submitted by:

Shardul Kulkarni, Chair

Date