

To: ASI Board of Directors
From: Mari Ruiz, Interim Director of Finance and Administration
Subject: February 3, 2026 Board Report

Welcome back ASI Board, my report this month formally includes my resignation from my interim position and my transition back to my Associate Director role. As previously shared, I provided my formal notice on January 22.

Serving in this capacity has been a meaningful and rewarding experience. I have truly appreciated the opportunity to support the Board and our students in a different way, and I'm grateful for the trust and collaboration throughout this time.

At this point, I need to refocus my time and energy on my well-being and my family, which led to my decision to step back into my original position. That said, I remain committed to the organization and will continue to be available to support the team and answer any questions during the transition.

Thank you again for the opportunity to serve and for your continued partnership.

Finance/Accounting:

- ASI Student Shop and Peak Adventures have successfully implemented the new Point of Sale (POS) system, Citrus Lime. We are currently working through initial transition items and process improvements.
- The 403(b) audit is now underway.
- We continue to address outstanding items from the Chancellor's Office audit. The remaining three items have been submitted to the campus auditor, and we are incorporating additional language into the Executive Director evaluation process through legislation being considered today.
- ASI continues to collaborate with CSUEU regarding new union employee representation proposals.
- Accounting and Human Resources meet weekly with Voya, our retirement provider, to review participant interests and plan updates.
- We are awaiting campus guidance on the appropriate Bursar's Office cash account to use for processing cash donations.
- Quarter 2 budget forecast reports have been completed and will be reviewed with Dr. Mitchell before being shared with the campus Budget Office.

- ASI has officially begun budget season. We have met with all departments to review their base budgets. Directors will now incorporate projected revenues and expenses. The first round of submissions is due 2/10, followed by individual meetings the following week to review each department's budget in detail.

Committee/Meetings:

- Union Negotiations
- Bi-Weekly Management Work Team
- Weekly ASI & Voya Compliance Meetings
- Weekly Accounting Services Admin Meeting
- Weekly Citrus Lime Implementation Meeting
- Bi-Weekly Audit Recommendation Meeting
- Bi-Weekly 403b Audit Meetings