



Board of Directors
Student Union, Inc.
Division of Student Affairs

Student Union, Inc.
211 South Ninth Street
San Jose, CA 95192-0155

TEL: 408-924-6350

STUDENT UNION, INC. BOARD OF DIRECTORS

Meeting Agenda

April 17, 2025

1:30 PM - 3:00 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Kathryn Blackmer Reyes, Aniya Dogra, Justin Duong, Mari Fuentes-Martin, Ed.D., Ariana Lacson, Leo Lebedenko, Sarab Multani, Maureen Pasag (BOD Designee), Erik Rodriguez, Jayeesh Tarachandani, Aditya Vishwakarma

Voting Members Absent: Siya Johal, Karthika Sasikumar, Ph.D.,

Updated Attendance: Karthika Sasikumar, Ph.D., was updated to present at 1:36 PM
Aditya Vishwakarma left the meeting at 2:21 PM
Leo Lebedenko left the meeting at 2:34 PM
Mari Fuentes-Martin, Ed.D. left the meeting at 2:48 PM
Ariana Lacson left the meeting at 2:50 PM

Non-Voting Member Present: Jon Tucker

I. CALL TO ORDER

Director Multani called the meeting to order at 1:31 p.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF APRIL 17, 2025 AGENDA

Director Multani asked for any changes to the agenda.

Director Multani asked for a motion.

Director Duong motioned to approve the agenda; Director Dogra seconded the motion.

Vote on the Motion:

11-0-0

Motion Passed

IV. APPROVAL OF FEBRUARY 27, 2025 REGULAR MEETING MINUTES

Director Multani asked for any changes to the minutes.

Director Multani asked for a motion.

Director Tarachandani motioned to approve the meeting minutes; Director Duong seconded the motion.

Vote on the Motion:

11-0-0

Motion Passed

V. PUBLIC FORUM

No public comments.

VI. DISCUSSION/ACTION

A. Approve Student Board of Director Candidate Recommendations

Director Rodriguez explained that the committee reviewed 24 applications and conducted 11 interviews. The candidates recommended demonstrated preparedness, eagerness to serve, and the potential to bring valuable experience from various parts of the campus. Following the introductions of the candidates, a discussion ensued regarding the

clarification of the traineeship roles, which involve a year of learning and participation without voting rights. It was explained that for candidates also running in the Associated Students (AS) elections, the Student Union Bylaws allow up to two members of the AS board to also sit on the Student Union board.

Director Multani asked for a motion.

Director Rodriguez motioned to approve the recommendations for Aniya Dogra, Justin Duong, Glerys Gonzalez, Jayeesh Tarachandani, Aditya Vishwakarma, and Siya Johal for the board of director positions, and Seth Heller, and Surleen Randhawa for the board traineeship positions; Director Lacson seconded the motion.

Vote on the Motion:

12-0-0

Motion Passed

B. Approve a 1% Increase in Employer Discretionary Contribution

Mr. Tucker explained the proposal to 1% increase in the employer's discretionary contribution to the 403(b) retirement plan, raising it from 3% to 4%. This proposal stems from a review of current benefits contribution figures and is financially viable within the existing budget allocations. It was emphasized that this increase will have no ongoing financial impact on the organization and will be fully covered by current contribution structures. The adjustment would apply to the Student Union Incorporated and relevant participants.

Director Multani asked for a motion.

Director Lacson motioned to approve a 1% increase in employer discretionary contribution; Director Vishwakarma seconded the motion.

Vote on the Motion:

12-0-0

Motion Passed

C. Approve Transition of 403(b) Fees from Employee Cost to Employer Cost

Mr. Tucker reported that the Student Union has successfully completed the transition of its 403(b) retirement plan from Nationwide to Principal. This change created an opportunity to reevaluate the structure of portfolio management fees, which are currently paid by participating employees.

A proposal was introduced to shift the responsibility for these fees—approximately \$50 per employee per month—from the employees to the organization. This adjustment would not result in any net financial impact on the Student Union but would represent a meaningful enhancement to employee benefits.

The decision to change to Principal was driven by improvements in customer service, better integration with the payroll system, and an overall enhancement in plan features. Additionally, the move to cover management fees by the corporation was emphasized as a strategic effort to strengthen the Student Union's position in a competitive job market by offering more attractive employee benefits.

Director Multani asked for a motion.

Director Vishwakarma motioned to transition the 403(b) fees from employee cost to employer cost; Director Tarachandani seconded the motion.

Vote on the Motion:

12-0-0

Motion Passed

D. Approve Student Affairs Cost Recovery Request of \$110,201

Vice President Fuentes-Martin explained that due to state-level budget reductions, Student Affairs was facing significant cuts and proposed a cost recovery allocation from auxiliary accounts within the division to mitigate these detrimental effects on state-funded student support services like career services, accessibility services, and cultural centers. The requested amount of \$110,201 was calculated proportionally based on the revenues generated by various auxiliaries such as housing, the Student Wellness Center, and the Student Union. Concerns were raised regarding the calculation method and whether this would be a recurring annual request. It was clarified that the allocation was based on revenue proportion and that this was a new cost allocation being introduced, intended to provide support to the Student Affairs division amidst shrinking state resources. The request was for the current fiscal year, with future year allocations to be discussed annually as part of the Student Union budgetary process and reviewed by the finance committee and the board. The discussion also touched upon the broader university cost allocation plan and ongoing efforts to ensure transparency and comprehensive recovery for various services. It was noted that cost recovery for Student Affairs was a common practice at other university campuses.

Director Multani asked for a motion.

Director Blackmer Reyes motioned to approve Student Affairs' cost recovery request of \$110,201; Director Vishwakarma seconded the motion.

Vote on the Motion:

11-0-1

Motion Passed

Abstain: Director Fuentes-Martin,

E. Approve Fiscal Year 25-26 Budget Assumptions and Request

Mr. Alves presented updates and additions to the budget assumptions originally shared in the fall. Key highlights included:

Funding Sources and Requests

- Three new funding sources totaling \$150,000 will support operations.
- A \$500,000 request was submitted to the foundation for AV upgrades in the Student Union conference rooms.
- A \$300,000 request was made from the Naming Rights Fund for upgrades to the Event Center.

Compensation Assumptions

- An 18% staff turnover rate and a four-month rehire timeline were adopted.
- This results in a projected 6% decrease in compensation expenses.

Operational Updates

- A new custodial agreement was signed, increasing costs but expanding services to include the Event Center.
- A new revenue source was identified from renting out tables, chairs, and broilers.

Program Adjustments

- Increased staffing for intramural sports.



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- Higher costs for long-term gear replacement at the Student Recreation and Aquatic Center (SRAC).
- Event budgets were shifted to SRAC.
- The esports lounge project was adjusted, with planning funds allocated for FY 25-26 and construction planned for FY 26-27.

Revenue Projections

- Total revenue is expected to grow by \$1.2 million (7–8%).
- Includes a \$970,000 increase in the Student Union funding request.
- A \$250,000 increase in self-generated revenue, such as:
 - \$150,000 from the student programming fund
 - New income from equipment rentals and the bowling center
- Reimbursed expenses will increase, primarily due to more high school graduations at the Event Center.

Expense Highlights

- Full-time headcount will increase by eight (replacements and new roles in IT, maintenance, and AV).
- Full-time salary expenses will rise by \$526,000, reflecting:
 - A 5% general salary increase
 - 3% step increases
 - A 6% reduction from the turnover assumption
- Benefits will be calculated with a reduced burden rate of 46%.
- Student wages will increase by \$277,000 to support:
 - Intramural supervisors
 - Event Center operations
 - A minimum wage increase
- Workers' compensation insurance for students is expected to decrease.
- Part-time wages will increase to add more fitness instructors.

Cost Allocations & Other Expenses

- \$149,000 for Student Affairs will be included in the budget.
- A request was made to charge IT allocations directly to the fee trust, not through operations.
- Communication expenses will increase slightly to fund radio replacements.
- Insurance will rise by 15%.
- Repairs and maintenance will remain relatively flat.
- The board also discussed esports player awards to support competitive student teams, with further planning on funding and policy development.

Director Multani asked for a motion.

Director Tarachandani, motioned to approve fiscal year 25-26 budget assumptions and request; Director Dogra seconded the motion.

Vote on the Motion:

10-0-0

Motion Passed

F. Approve SRAC Suspension Policy

Mr. Fetzer explained that the updated policy outlines procedures for addressing misconduct within the Spartan Recreation and Aquatics Center (SRAC) facilities and

programs, aiming to ensure a safe and welcoming environment. It details that on-site supervisors can issue interim suspensions and ask individuals to leave, followed by an incident report submitted to administration. Reports for students would then be shared with Student Conduct for potential disciplinary action. The board discussed the policy's applicability to non-students, including faculty, consultants, and guests, and the need for consistent procedures and potential considerations for refunds in cases of revoked privileges for paying members. It was clarified that the current language applies broadly to "individuals," not just students, and that a degree of discretion exists in determining which incidents warrant referral to student conduct, depending on the severity and policy violated.

Director Multani asked for a motion.

Director Duong motioned to approve the SRAC Suspension Policy; Director Rodriguez seconded the motion.

Vote on the Motion:

9-0-0

Motion Passed.

VII. DISCUSSION

A. Student Union Reserve Policy Revisions: First Read

Mr. Tucker explained that revision to the Student Union Resource Policy focused on the creation of an auxiliary operating reserve. This reserve, intended to supplement the existing trust account, would serve as a dedicated fund for significant, non-routine expenses, allowing for better long-term financial planning. The goal is to build the reserve to a minimum of 10% of the operating budget, primarily through year-end budget surpluses. The board and the finance committee would oversee the allocation of these funds. The potential for mid-year requests from the university's trust reserve in case of unexpected financial challenges was also discussed. While this was a first reading at the board level due to scheduling, future discussions and approvals will proceed through the Finance Committee first and then to the board for final approval.

B. Board Bylaws: Exploring Potential Updates for Improved Governance

Due to time constraints, this item was moved to a future meeting.

C. Event Center Facilities Update and Future Feasibility Study

Due to time constraints, this item was moved to a future meeting.

VIII. EXECUTIVE DIRECTOR REPORT

Mr. Tucker shared his initial impressions from his first board meeting, emphasizing his ongoing learning and engagement. A key aspect of his role involves strengthening campus relationships through Memorandums of Understanding and financial information, underscoring the Student Union's service to students and the wider campus community. He outlined internal priorities, including addressing staffing levels, work-life balance, morale, and policy review. Facility-related initiatives include a feasibility study for the Event Center, development of an esports space, AV upgrades, a space utilization audit of the Student Union, and the integration of campus-wide equipment rentals. Mr. Tucker encouraged board members to reach out with any questions or for further information. He also highlighted several successful and upcoming events, such as "Beats of the Bay," the success of club sports (women's rugby at nationals), the rec showcase, Spartan Fest, and the esports teams' national competition. The current fiscal year's budget is on track. Finally, Mr. Tucker mentioned upcoming outreach to recruit a community member for the board.



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At 2:59 p.m., Director Multani asked for a motion to extend the meeting by 5 minutes.

Director Sasikumar motioned to extend the meeting by 5 minutes; Director Tarachandani seconded the motion.

Vote on the Motion:

8-0-0

Motion Passed

IX. COMMITTEE REPORTS (1 minutes)

A. Audit Committee

Director Dogra had no report.

B. Facilities & Programs Committee

Director Duong explained that since the last board meeting, the committee has convened twice. Key updates include ongoing flooring work at the Event Center, where initial plans for epoxy coating were reconsidered due to insurance limitations regarding potential future leaks. Staff are working with FD&O to identify long-term solutions for water-related issues in that area. The SRAC pool heater is currently out of order, with a temporary replacement secured. Alice Chang, Senior Director of Design and Construction, is investigating the repeated failures of the existing heater. Additionally, bubbling flooring in front of the food court within the Student Union building, caused by water damage near the west patio doors, is also being addressed by FD&O. The committee is considering the bookstore space as a possible location for the new esports lounge. With the growing shift to e-books, the bookstore's space requirements have decreased, and its current lease is set to expire in June 2026. Ongoing discussions are focused on determining the bookstore's future space needs and exploring opportunities to repurpose the unused lower-level area for the esports lounge or other potential uses. AV upgrades are also in progress for the Student Union ballroom and conference rooms.

C. Finance Committee

Director Tarachandani reported that the committee approved the fiscal year 2025-2026 budget assumptions, which were already presented to the board during this meeting.

D. Personnel Committee

Director Dogra reported that two items that were approved by committee were presented to the board during this meeting: the approval of the 1% increase in employee discretionary contribution and the transition of 403b fees to employer cost. The committee also discussed the consideration of a remote work policy for full-time employees, which is still being developed. Considerations of the policy include exploring guidelines, benefits, and challenges. The committee also addressed the appropriateness of conducting an annual review for the newly hired Executive Director. It was decided that for this initial year, the discussion would focus on goals, transitioning to a more formal annual review in subsequent years. Lastly, the committee discussed the approval process for the faculty member candidate for a board position. While there's an interest in broadening this opportunity to more faculty members, past interest has been limited. If there isn't broader interest, current or past faculty members who have served well would be welcomed back.

X. BOARD OF DIRECTOR ANNOUNCEMENTS

Director Multani expressed appreciation to Mr. Tucker for his comprehensive and quickly prepared report.



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Director Duong mentioned several upcoming events were announced: Spartan Fest on Thursday, April 24th, the annual spring football game on Saturday, April 26th, and the 14th annual Student Leadership Gala will take place on May 6th at 4:30 PM.

Director Blackmer Reyes announced that next Tuesday, Wednesday, Thursday, Alebrijes artists from Monaca will be selling their art on the Pasao from 10 AM to 4 PM. The event is being supported by César Chávez Community Action and the President's Office.

Director Pasag mentioned that the university's budget town hall is scheduled for Monday at 2 PM.

XI. MEETING ADJOURNMENT

Director Multani asked for a motion to adjourn the meeting.

Director Duong motioned to adjourn the meetings; Director Rodriguez seconded the motion.

Vote on the Motion:

8-0-0

Motion Passed.

Meeting adjourned at 3:09 p.m.

Signed by:
Sarab Multani
Signature: _____ Date: 05.08.2025
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Sarab Multani, Board of Director Chair