



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
Annual Meeting & Regular Meeting**

**Meeting Minutes
October 17, 2024, 1:30 PM - 3:00 PM
In-person: Student Union Building, Conference Room 6**

ANNUAL MEETING ATTENDANCE

Voting Members Present: Sara Bonakdar (BOD Designee), Aniya Dogra, Justin Duong, Mari Fuentes-Martin, Ed.D., Siya Johal, Sarab Multani, Chima Nwokolo (BOD Designee), Erik Rodriguez, Aditya Vishwakarma
Voting Members Absent: Leo Lebedenko, Karthika Sasikumar, Ph.D., Jayeesh Tarachandani
Updated Attendance: Karthika Sasikumar, Ph.D., was updated to present at 1:33 PM
Non-Voting Member Present: Aaron Burgess
Guests: David Alves

I. CALL TO ORDER

Director Multani called the Annual Meeting to order at 1:32 p.m

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. INFORMATION ITEMS

- **Distribution of Electronic Fiscal Year 23-24 Audited Financials Statements**
The audit has been finalized and is posted on the Student Union’s website.

Mr. Alves explained that the audit has been completed and is posted on the Student Union website. The Board can contact Ms. Andriese if they would like a hard copy of the audit.

IV. MEETING ADJOURNMENT

Director Multani asked for a motion to adjourn the meeting.

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

Vote on the Motion: 10-0-0 Motion Passed.

Meeting adjourned at 1:35 p.m.

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

Date: 11.21.2024



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REGULAR MEETING ATTENDANCE

Voting Members Present: Sara Bonakdar (BOD Designee), Aniya Dogra, Justin Duong, Mari Fuentes-Martin, Ed.D., Siya Johal, Sarab Multani, Chima Nwokolo (BOD Designee), Erik Rodriguez, Karthika Sasikumar, Ph.D., Aditya Vishwakarma

Voting Members Absent: Leo Lebedenko, Jayeesh Tarachandani

Updated Attendance: Jayeesh Tarachandani was updated to present at 1:37 PM
Jayeesh Tarachandani left the meeting at 2:52 PM

Non-Voting Member Present: Aaron Burgess

Guests: David Alves, Ryan Fetzer

V. CALL TO ORDER

Director Multani called the Regular meeting to order at 1:35 p.m

VI. ROLL CALL

A verbal roll call was completed. Quorum met.

VII. APPROVAL OF OCTOBER 17, 2024 AGENDA

Director Multani asked for any changes to the agenda.

Director Multani asked for a motion to approve the agenda.

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

Vote on the Motion: 10-0-0 Motion Passed

VIII. APPROVAL OF SEPTEMBER 12, 2024 REGULAR MEETING MINUTES

Director Multani asked for any changes to the minutes.

Director Multani asked for a motion.

Director Fuentes-Martin motioned to approve the minutes; Director Nwokolo seconded the motion.

Vote on the Motion: 10-0-0 Motion Passed

IX. PUBLIC FORUM

Public Forum is intended as an opportunity for members of the public to address the Student Union Board of Directors on any matter within the legislative body's subject matter jurisdiction. Speakers will be given 2 minutes to speak. If attending in person, please sign in on the clipboard. If attending virtually, please sign in using chat for minute recording purposes.

No public comments.

X. DISCUSSION/ACTION

A. Approve Revision to the SRAC Student Assistant and Employee Certification Plan & Compensation

- *Request to increase the employee reimbursement cost for the Wilderness First Responder Certification or other outdoor leader skills-based courses/workshops.*

Director Dogra explained that Mr. Fetzer presented this item to the Personnel Committee and clarified that the average cost for the Wilderness First Responder Certification or other outdoor leader skills-based courses/workshops, can be between \$800-\$1,500. The Personnel Committee is recommending the employee reimbursement costs for the Wilderness First Responder Certification or other outdoor leader skills-based courses/workshops be increased from \$400 to \$650.

Director Bonakdar asked whether the increased reimbursement would apply uniformly across different certifications or just to the Wilderness First Responder Certification. It was clarified that the revision is specifically for the Wilderness First Responder Certification and similar outdoor leadership courses.

Director Multani asked for a motion.

Director Duong motioned to approve revision to the SRAC Student Assistant and Employee Certification Plan & Compensation; Director Nwokolo seconded the motion.

Vote on the Motion:

11-0-0

Motion Passed

B. Approve Request Funds from the Student Fee Trust Account for Maintenance of the 3-Court Gym and Studio Hardwood Floors at SRAC

- *Staff received a quote from H.Y. Floor to scrub and recoat the 3-court gym and studio hardwood floors in the SRAC.*

Mr. Fetzer reviewed a proposal to request additional funding to maintain the SRAC 3-court gym and studio hardwood floors, which have not been recoated since the facility's opening in 2019. The maintenance includes scrubbing and recoating the hardwood floors, which is scheduled to be done during winter break. The estimated cost was discussed, with staff noting the need to account for tax and potential additional expenses.

Director Sasikumar asked whether multiple quotes were obtained for the work. It was clarified that the university has previously worked with the company that provided the quote and found their services reliable. As the amount was below the \$50,000 dollar threshold, additional quotes were not required.

Director Bonakdar also suggested including a buffer in the requested amount to cover unforeseen costs. It was agreed that the motion would allow for flexibility in the final amount to ensure all related expenses could be accommodated.

Director Multani asked for a motion.

Director Nwokolo motioned to approve the additional funding request from the Student Fee Trust Account for maintenance of the 3-court gym and studio hardwood floors at SRAC; Director Duong seconded the motion.

Vote on the Motion:

11-0-0

Motion Passed



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C. Approve the Workplace Violence Prevention Plan

- *Per California Senate Bill 553 and California Labor Code Section 6401.9, employers in California are required to establish, implement, and maintain a written Workplace Violence Prevention Plan.*

Director Dogra explained that employers in California are required to establish, implement, and maintain a written Workplace Violence Prevention Plan. Mr. Banks provided the Personnel Committee with an overview of the Student Union's Workplace Violence Prevention Plan. The Committee is recommending the approval of the plan.

Director Bonakdar asked whether the plan was developed in partnership with the campus's Director of Environmental Health and Safety? It was confirmed that the Student Union's plan was based on the university's existing program, with adaptations for the unique environment of the Student Union.

Director Multani asked for a motion.

Director Bonakdar motioned to approve the Workplace Violence Prevention Plan; Director Sasikumar seconded the motion.

Vote on the Motion: 11-0-0 Motion Passed

D. Approve Changing the Health Care Flexible Spending Arrangement (FSA) Plan to the FSA Rollover Maximum Limit Option

- *The Student Union is currently using the FSA "grace period" option. Staff are recommending changing to the FSA "rollover" option.*

Mr. Burgess discussed changing the FSA plan from the "grace period" option to the "rollover" option, allowing employees to carry over a predetermined amount in unspent funds to the next year. This change aims to give employees more flexibility in using their FSA funds, especially for health-related expenses.

Director Multani asked for a motion.

Director Nwokolo motioned to approve changing the Health Care FSA Plan to the FSA Rollover Maximum Limit Option; Director Bonakdar seconded the motion.

Vote on the Motion: 11-0-0 Motion Passed

XI. INFORMATION

A. 2025-26 Budget Timeline

Mr. Alves presented the budget timeline for FY 2025-26, noting that the budgeting process would begin in late October 2024. A draft budget would be reviewed by the Finance Committee in March 2025, with final board approval anticipated in April 2025.

B. 2024-25 Budget Assumptions

Mr. Alves presented the 2024-25 budget assumptions, anticipating a 5% inflationary cost increase, covering materials, services, and other expenses, with funding dates set for July 25th and January 26th. Compensation plans include a 5% General Salary Increase for full-time employees, based on individual hire dates, and a potential step-based pay scale

starting July 2025, pending approval. Compliance with California's Exempt Management rules and an expected 11% increase in health insurance premiums are also factored in, alongside a student wage adjustment in January.

The budget will reintegrate costs for IT and maintenance, which were initially set to move to the state budget. Plans involve hiring an IT manager by mid-2025 and an IT specialist by early 2026. Maintenance costs will include staff and \$150,000-\$175,000 dollars for materials. Front desk staffing will expand with student workers due to high visitor volume.

Additional considerations include an RFP for cleaning services, anticipated insurance rate hikes, and expanded staffing for the Event Center to support increased programming. Long-term planning focuses on capital needs like HVAC repairs, with efforts to improve financial transparency by incorporating all expenses into the operating budget. Collaboration with university finance leaders will help align the budget. Feedback from the Finance Committee and Board will guide refinements before final submission.

XII. EXECUTIVE DIRECTOR REPORT

Mr. Burgess provided updates on ongoing efforts and future plans for the Student Union. He emphasized a commitment to student learning and development through a focus on employment opportunities, programs, and events that contribute to experiential learning. The goal is to ensure that all activities, from jobs to events, have clear outcomes that benefit students. The Assessment Team is working to evaluate these outcomes to ensure continuous growth and improvement. Mr. Burgess also highlighted the organization's program expansion, particularly in areas such as SRAC, the Event Center, and outdoor facilities like the South Fields. The focus is not only on providing high-quality programming but also on ensuring that the 400 student employees gain valuable skills and experiences. Efforts are underway to enhance program quality and to measure the impact of services on student growth, which is seen as a vital aspect of the organization's mission.

XIII. COMMITTEE REPORTS (1 minutes)

A. Audit Committee

Director Dogra had no report.

B. Facilities & Programs Committee

Director Duong reported that the Student Union is currently replacing air filters and addressing a flooring issue at the Event Center caused by water leakage, with HVAC repairs also in progress. At SRAC, maintenance is focused on repairing part of the pool area. In addition to maintenance, staff are also working on gathering statistics for events and programs to better understand student engagement and cater programming to student interests. Staff are working on scheduling challenges, as the demand for space has reached capacity. The goal is to prioritize student organizations over external entities when allocating space. Finally, the committee also reviewed the student certification programs at SRAC, focusing on improving support for student employees

C. Finance Committee

Director Vishwakarma had no report



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D. Personnel Committee

Director Dogra reported that updates had already been covered during the action items earlier in the meeting, which included the approval of the Workplace Violence Prevention Plan and the revision to the SRAC Certification Plan.

Director Multani moved to Closed Session

XIV. CLOSED SESSION

A. Personnel Matters

XV. REPORTING OUT OF CLOSED SESSION

Director Multani reported that there was no action taken by the Board in Closed Session.

XVI. BOARD OF DIRECTOR ANNOUNCEMENTS

Director Multani announced that Fire on the Fountain was later in the day and homecoming festivities were set to include activities leading up to the game against Wyoming. He encouraged the board members to attend the game. Director Multani announced that he has been speaking with Mr. Burgess to better assess the spaces in the Student Union and how they can better serve the students.

Director Bonakdar announced that Spartan Shops is beginning work on the bid for a bookstore provider to enhance services to better meet the needs of students and the campus community.

XVII. MEETING ADJOURNMENT

Director Multani asked for a motion to adjourn the meeting.

Director Fuentes-Martin motioned to adjourn the meetings; Director Johal seconded the motion.

Vote on the Motion: 10-0-0 Motion Passed.

Meeting adjourned at 2:55 p.m.

Signed by: *Sarab Multani*
Signature: _____ Date: 11.21.2024
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Sarab Multani, Board of Director Chair