



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 Minutes**  
**February 8, 2024**  
**3:00 PM - 4:30 PM**

### **In-person: Student Union Building, Conference Room 6**

**Voting Members Present:** Emran Azimi, Kathryn Blackmer Reyes, Sara Bonakdar (BOD Designee), Andrea Cabrera-Sanchez, Aniya Dogra, Justin Duong, Mari Fuentes-Martin, Ed.D., Siya Johal, Sarab Multani, Karthika Sasikumar, Jayeesh Tarachandani, Aditya Vishwakarma

**Voting Members Absent:** Ishan Sikka

**Non-Voting Member Present:** Tamsen Burke

#### **I. CALL TO ORDER**

Director Cabrera-Sanchez called the meeting to order at 3:03 p.m

#### **II. ROLL CALL**

Director Cabrera-Sanchez asked Kelly Andriese to take roll. Kelly Andriese completed a verbal roll call.

#### **III. APPROVAL OF FEBRUARY 8, 2024 AGENDA**

Director Cabrera-Sanchez asked for any changes to the agenda.

Director Cabrera-Sanchez asked for a motion to approve the agenda.

**Director Azimi motioned to approve the agenda as presented; Director Multani seconded the motion.**

**Vote on the Motion: 12-0-0 Motion Passed**

#### **IV. APPROVAL OF DECEMBER 7, 2023 REGULAR MEETING MINUTES**

Director Cabrera-Sanchez asked for any changes to the minutes.

Director Cabrera-Sanchez asked for a motion to approve the minutes.

**Director Duong motioned to approve the minutes; Director Azimi seconded the motion.**

**Vote on the Motion: 11-0-1 Motion Passed**

**Abstain: Director Fuentes-Martin**

#### **V. PUBLIC FORUM (2 Minutes/Person)**

No public comments.

#### **VI. DISCUSSION**

##### **A. Ex-Officio Director: Vice-President of Student Affairs**

Ms. Burke welcomed the Interim VP of Student Affairs, Mari Fuentes-Martin, Ed.D., to the board. Director Fuentes-Martin replaced Dr. Sonja Daniels.

##### **B. Fiscal Year 23-24 MidYear Budget (15 Minutes)**

Mr. Alves presented the Fiscal Year 23-24 midyear budget which included projections for the remainder of the year with both anticipated revenues and expenses. Revenues are expected to

be about \$10.75 million dollars and total payroll is anticipated to be about \$8.4 million dollars. The Student Union is anticipating to spend about \$350 thousand dollars above budget to compensate for the number of new full-time employees being hired. There is a belief that the year actuals will end up being close to what was budgeted for. There is a net change of \$362 thousand dollars between budgeting and forecast. Mr. Alves and Ms. Burke explained that NVIDIA will not be holding their conference on campus anymore resulting in a loss of \$150 thousand dollars in revenue. The event and program costs were also highlighted and included the cost of security. The number of events and programs held was higher than in the past as the Student Union looks to enhance events and programs. A memo will be forwarded to Director Fuentes-Martin and the CFO requesting the reminding funds for Q3.

**C. Final Cost Allocation Update (15 Minutes)**

Ms. Burke explained that the Student Union fees that students pay are collected by the university and held by the university in a trust account. The Student Union fees fund the Student Union's operating budget and the remaining funds are held in a trust account and will go towards bonds, capital, and cost allocation. The MOU for I.T. is still being finalized. The cost for I.T. will continue to sit in the operating budget until it is transferred over to cost allocation at a later time. FD&O is being used as a placeholder until the MOU is finalized. Ms. Bonakdar explained that all rents taken by auxiliary services and SJSU departments in the Student Union building go into the trust account. A significant change was noted in business and finance as well as UPD. Ms. Bonakdar clarified that the budgeted amount of \$3 million dollars from FD&O does not get funded to anyone, it sits in the trust account and only gets used as needed. Ms. Bonakdar and Mr. Alves will connect outside the meeting regarding issues of change in methodology with handling the student fees for the Student Union. Ms. Burke expressed concerns about Student Union fees paying the cost for all phone calls made to UPD by centers that sit in the Student Union building. Ms. Bonakdar will send the UPD-related questions to the Chief.

**VII. DISCUSSION/ACTION**

**A. Approve Hospitality Policy (10 Minutes)**

Waiting for meal rate information from the University so the item was tabled. The policy will be brought back to the March 14th board meeting.

**B. Approve Committee Chair and Vice-Chair for Remainder of AY 2023-2024**

**1. Personnel (10 Minutes)**

Director Cabrera-Sanchez asked for nominations for Chair of the Personnel Committee.

Director Johal nominated himself for Chair.

Director Dogra nominated himself for Chair.

Director Johal and Director Dogra spoke briefly about why they wanted to serve as Chair.

**Director Duong motioned to approve the nomination of Director Johal as Chair of the Personnel Committee; Director Sasikumar seconded the motion.**



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**Vote on the Motion: 12-0-0 Motion Passed.**

Director Cabrera-Sanchez asked for nominations for Vice Chair of the Personnel Committee.

Director Dogra nominated himself for Vice Chair.

**Ms. Bonakdar motioned to approve the nomination of Director Dogra as Vice Chair of the Personnel Committee; Director Multani seconded the motion.**

**Vote on the Motion: 12-0-0 Motion Passed.**

**2. Finance (10 Minutes)**

Director Cabrera-Sanchez asked for nominations for Chair of the Finance Committee.

Director Tarachandani nominated himself for Chair.

Director Vishwakarma nominated himself for Chair.

Director Tarachandani and Director Vishwakarma spoke briefly about why they wanted to serve as Chair.

**Director Multani motioned to approve the nomination of Director Vishwakarma as Chair of the Finance Committee; Director Azimi seconded the motion.**

**Vote on the Motion: 12-0-0 Motion Passed.**

Director Cabrera-Sanchez asked for nominations for Vice Chair of the Finance Committee.

Director Vishwakarma nominated Director Duong for Vice Chair.

Director Multani nominated Director Tarachandani for Vice Chair.

Director Tarachandani and Director Duong spoke briefly about why they wanted to serve as Vice Chair.

**Director Azimi motioned to approve the nomination of Director Tarachandani as Vice Chair of the Finance Committee; Director Vishwakarma seconded the motion.**

**Vote on the Motion: 12-0-0 Motion Passed.**

**C. Approve Audit Committee Vice-Chair for Remainder of AY 2023-2024 (5 Minutes)**

Due to time, this item was tabled and will be brought back to the next board meeting.

**VIII. EXECUTIVE DIRECTOR REPORT (2 Minutes)**

Ms. Burke reported that spring events are going on and encouraged the Board to attend. Ms. Burke commended the Student Union team for working to help reduce the position vacancy rate. She thanked those who have chaired hiring committees and the SU leadership for their support. She welcomed and commended the Board, its new members, and Interim VP of Student Affairs, Mari Fuentes-Martin, Ed.D.

**IX. COMMITTEE REPORTS (1 Minute/Committee)**



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**A. Audit Committee**

Director Multani had no report.

**B. Facilities & Programs Committee**

Director Azimi had no report.

**C. Finance Committee**

Director Cabrera-Sanchez had no report

**D. Personnel Committee**

Director Azimi reported that applications are now being accepted for the student board of directors positions for fall 2024. Applications will be accepted until February 22nd.

**X. BOARD OF DIRECTOR ANNOUNCEMENTS**

Director Multani announced an A.S. networking event with SJSU alumni, that will include SJSU alumni Ed Oates, the founder of Oracle.

Director Vishwakarma announced that an external audit will be discussed in the next meeting and asked for the board to be prepared for it.

**XI. CLOSED SESSION**

**A. Personnel Matters**

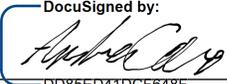
The Board did not require a closed session.

**XII. REPORTING OUT OF CLOSED SESSION**

Closed Session was not required.

**XIII. MEETING ADJOURNMENT**

Director Cabrera-Sanchez asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 4:51 p.m.

Signature:   
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Date: 03.14.2024

Andrea Cabrera-Sanchez, Board of Director Chair