



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

March 14, 2024

3:00 PM - 4:30 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: 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, Aditya Vishwakarma

Voting Members Absent: Emran Azimi, Ishan Sikka, Jayeesh Tarachandani

Updated Attendance: Emran Azimi updated to present at 3:14 PM
Mari Fuentes-Martin Ed.D. left the meeting at 4:22 PM

Guests: Timothy J. Banks

I. CALL TO ORDER

Director Cabrera-Sanchez called the meeting to order at 3:05 p.m.

II. ROLL CALL

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

III. APPROVAL OF MARCH 14, 2024 AGENDA

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

A request was made to remove Item IX.E. Approve Education Support Expense Policy Revision to Include Allowable Fees for College Level Examination Program (CLEP)

Director Cabrera-Sanchez asked for a motion to approve the agenda with the recommended change. **Director Duong motioned to approve the agenda the recommended change; Director Fuentes-Martin seconded the motion.**

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

IV. APPROVAL OF FEBRUARY 8, 2024 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 Fuentes-Martin motioned to approve the minutes; Director Sasikumar seconded the motion.

Vote on the Motion: 10-0-0 Motion Passed
Abstain: Director Fuentes-Martin

V. APPROVAL OF FEBRUARY 27 & MARCH 5, 2024 SPECIAL MEETING MINUTES

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

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

Director Fuentes-Martin motioned to approve the minutes; Ms. Bonakdar seconded the motion.
Vote on the Motion: 10-0-0 Motion Passed



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

VI. PUBLIC FORUM

No public comments.

Director Cabrera-Sanchez moved to Closed Session

VII. CLOSED SESSION

A. Personnel Matters

VIII. REPORTING OUT OF CLOSED SESSION

Director Cabrera-Sanchez reported that no action was taken in Closed Session.

IX. DISCUSSION/ACTION

A. Approve Personnel Recommendation

Director Fuentes-Martin presented to the board for their consideration Vicki Allen to be Interim Executive Director of the Student Union. Ms. Allen is currently the Executive Director of Associated Students at SJSU. Ms. Allen has agreed to serve in both roles for 2 months. Ms. Allen introduced herself and provided a brief history of her career. She also expressed her excitement to help and support the Student Union and Board during this transitional period. Director Cabrera-Sanchez expressed her gratitude for Ms. Allen's willingness to support the Student Union.

Director Cabrera-Sanchez asked for a motion.

**Director Dogra motioned to approve Vicki Allen as Interim Executive Director;
Director Multani seconded the motion.**

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

B. Approve Student Assistant Employment Classification & Wage Schedule Revisions

Mr. Banks presented the Student Assistant Employment Classifications & Wage Schedule revisions which were approved by the Personnel Committee during the February 14th meeting. The structure for student wages had been reviewed in light of the minimum wage increase. No changes were made to the breakdown of the positions, only the hourly wages were changed. There was originally a 96-cent increase between steps. The decision was made to round off the numbers to make it a more direct number. The step increases are related to how long the employee has worked in the positions. The current minimum wage is \$17.55 for the City of San Jose. Director Johal explained that when this was discussed by the Personnel Committee, it was decided that the number will be rounded off allowing for the Student Union to be ahead every year with minimum wage. Mr. Banks explained that Student Assistant 4 positions are specialized positions under recreation and provide training sessions for a minimal number of hours per week. These positions can be either students or non-student part-time employees.

Director Cabrera-Sanchez asked for a motion.

Director Duong motioned to approve Student Assistant Employment Classification &

Wage Schedule Revisions; Director Vishwakarma seconded the motion.



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

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

C. Approve Catastrophic Leave Donation Program

Mr. Banks reviewed the Catastrophic Leave Donation Program which was approved by the Personnel Committee during the February 14th meeting. The program would allow full-time employees to donate their sick or vacation leave credits to other Student Union employees who may need it due to a personal serious illness or injury. Any donated time that is not used by the employee would not benefit them in any way such as a monetary benefit. It was explained to the Committee that sick time does not carry over and expires on an yearly basis. Director Sasikumar had concerns about sick time resetting at the beginning of the year and that the willingness to donate sick time may be dependent on what time of the year it is. She asked if there was a way to make an exception to the zeroing out of sick time in the case of donation. Mr. Banks explained that there would need to be a policy change in order for this to occur. If a recipient employee returns to work earlier than expected, any remaining balance of donated time shall be returned to the donating employee on a prorated basis.

Director Sasikumar requested the structure of sick leave be discussed at a future meeting.

Director Cabrera-Sanchez asked for a motion.

Director Bonakdar motioned to approve Catastrophic Leave Donation Program; Director Multani seconded the motion.

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

D. Approve Vacation Accrual Schedule Revisions

Mr. Banks explained that during an audit it was discovered that there was an inconsistency in how vacation time was being accrued. Ms. Andriese explained that the vacation accrual language in the document was changed to match the language the University uses. Language was also added regarding the maximum amount of vacation accrual hours allowed for current Student Union employees in specific senior executive positions.

Director Cabrera-Sanchez asked for a motion.

Ms. Bonakdar motioned to approve the Vacation Accrual Schedule Revisions; Director Duong seconded the motion.

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

E. Approve Education Support Expense Policy Revision to Include Allowable Fees for College Level Examination Program (CLEP)

Item was removed during the adoption of the agenda.

F. Approve Audit Committee Vice-Chair for Remainder of AY 2023-2024

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

Director Johal nominated themselves for Vice Chair.

Director Cabrera-Sanchez asked for a motion to approve Director Johal as Vice Chair of the



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

Audit Committee.

Director Multani motioned to approve the nomination of Director Johal as Vice Chair of the Audit Committee; Director Azimi seconded the motion.

Vote on the Motion:

11-0-0

Motion Passed.

X. DISCUSSION

A. Presidential Memo, BAC External Review of Shared Services

Director Fuentes-Martin explained that there was a need to respond to the climate at San Jose State, CSU, and State level about commitments that have been made toward the budget and the changes towards those commitments. There is a need to look at the reduction of expenses. At the beginning of last fall there was a request to cut the budget and another ask to review budgets again. The university has been running at a deficit using its reserves. There has been an ask for the remainder of the current year for an additional 6% cut and to reduce expenses next year by \$34 million. Director Fuentes-Martin explained that several committees are looking at different divisions, including Student Affairs and Academic Affairs. These committees are serving as consults to help each department do a deeper dive into general funds money throughout SJSU. Director Fuentes-Martin brought up the idea of shared services in the auxiliaries. There have been talks of combining the Student Union and A.S. as there could be savings in shared services. There is a significant number of cuts that need to be done for this fiscal year but also for the next fiscal year to get to zero by June 30, 2024, and June 30, 2025. The University's reserves have been used up so the reserves also need to be built up to at least \$100 million to serve as a rainy-day fund. Director Sasikumar added that this is a review of all of the opportunities they have to streamline processes and possibly eliminate things that are needed. She explained that in some cases there may need to be an investment in order to help get rid of the deficit. Maureen Pasag, Senior Associate Vice President of Financial Services, will be leading the team that will be looking over auxiliaries such as the Student Union. Director Fuentes-Martin added that a 5% increase was given to all employees for the next two years which is now sitting as a liability since there will no longer be compact funds. Ms. Bonakdar explained that there is also a reallocation of resources where areas might be overfunded. Mr. Banks asked what effect would be had on areas that get funded through the trust. Ms. Bonakdar said that enrollment plays a huge factor in deciding what will happen. She also added that the board and university have to be good stewards and not overspend. Director Fuentes-Martin explained that vacant positions will be looked at first. Director Blackmer Reyes asked what would happen with positions that have not been filled that are critical or functional of the Student Union? Director Fuentes-Martin explained that the issue becomes capacity, people are vocalizing that their workload is becoming too much. Director Blackmer Reyes expressed her concerns about the impact on students due to potential budget cuts.

The Committee requested the topic be brought back to a future meeting to continue the discussion.

XI. EXECUTIVE DIRECTOR REPORT

There was no Executive Director report.

XII. COMMITTEE REPORTS

A. Audit Committee

Director Multani reported that the CSU will be conducting its audit starting on April 15th.

B. Facilities & Programs Committee

Director Duong reported that the Committee is currently discussing Capital Overlay planning. There is a potential for a Filipino farmworker mural to be put up outside of the Student Union building. The Committee also discussed having a permanent display case in the Student Union building to display the Student Union board of directors.

C. Finance Committee

Director Vishwakarma reported that he, along with David Alves and John Lawrence, met with Vice President Faas to discuss the 2024-2025 budget which brought them to the conversation of shared services. The Committee met during a special meeting to discuss the 2024-2025 draft budget assumptions and requests.

D. Personnel Committee

Director Johal reported that she and Director Blackmer Reyes met to discuss the selection of the student board of director candidates and determined which candidates would move forward for an interview. There is one vacant board of director position and two traineeship positions to be filled.

XIII. BOARD OF DIRECTOR ANNOUNCEMENTS

Director Multani announced that on Wednesday, March 27th, the inaugural Spartan Success series will be held.

Director Cabrera-Sanchez announced that Admitted Spartans Day is on April 13th, and she encourages the board members to be present and involved.

Director Duong announced that Spartan Fest voting will be ending and Sharks tickets will be going on sale for students soon.

XIV. MEETING ADJOURNMENT

Director Cabrera-Sanchez asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 4:36 p.m.

DocuSigned by:

Signature: _____
Andrea Cabrera Sanchez, Board of Director Chair

Date: 03.14.2024