

**STUDENT UNION
SAN JOSE STATE UNIVERSITY
MEMORANDUM**

To: Dr. Cynthia Teniente-Matson, President
Patrick Day, Vice President, Student Affairs
Charlie Faas, Vice President, Administration and Finance

From: Student Union, Inc., San Jose State University
Tamsen K. Burke, Executive Director

RE: Student Union, Inc., 2023-2024 Budget [Request for Approval]

Date: October 18, 2023

The purpose of this memo is to seek your approval of the 2023-2024 Student Union (SU) Fee Funding Budget Request Proposal, as reflected in the Executive Budget Summary on the following page.

The 2023-2024 Student Union Fee Funding Budget Request Proposal was reviewed and approved by the campus officials appointed to roles on the Finance Committee and the Student Union Board of Directors (SUBOD).

Please indicate your approval with your electronic signature via DocuSign which will automatically route a copy of this complete package to Dr. Cynthia Teniente-Matson, Patrick Day, Charlie Faas, Jeet Parekh, and Tamsen K. Burke.

Please feel free to contact me at extension 4-6371 or David Alves, Director of Finance and Accounting, at extension 4-6315 if you have any questions.

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Dr. Cynthia Teniente-Matson, President

11/7/2023

Date

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Patrick Day, Vice President for Student Affairs

10/24/2023

Date

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Charlie Faas, Vice President for Administration and Finance

10/24/2023

Date

Executive Budget Summary

The Student Union requests approval of its operating budget for Fiscal Year 2023-2024 of \$12,335,882, as follows:

Revenue Categories	FY 2023-2024
Student Union Fee Funding	\$11,109,664
Self-Earned Revenue	\$1,226,218
Total Revenues	\$12,335,882
Expense Categories	FY 2023-2024
Salaries, Wages, & Benefits	\$8,327,661
Operating Expenses	\$4,008,221
Total Expenses	\$12,335,882

The Student Union is requesting \$11,109,664 of Student Union Fee Funding to be returned for Operations as approved by the board:

Budget Area	FY 2023-2024	Funding Source/Comment
Student Union Operating Budget (Salaries/Benefits/OE&E)	\$ 11,109,664	Student Union Fee Funding
Less: Funds received		
Rollover Funds	\$ 1,532,238	From 2022-2023 Budget
Budget Advance	\$ 2,000,000	One-time Emergency Funding received while waiting for budget approval
Remaining Budget	\$7,577,426	Transfer Oct 31st & Feb 1st, 2024

Budget Assumptions

- Revenue generated from student fees is held centrally in Campus Student Union Trust Fund
- Student Union self-generated revenue is from SRAC Memberships, Facility Rentals, Bowling, and Programs to off-set operating expenses
- Per the approved Provident Credit Union Event Center Scheduling Guidelines by CFO, VP/SA, and Director of Athletics, the academic year use priority is as follows: athletics and club sports, student organizations, campus events, followed by external groups
- Conformity to State minimum exempt salary and City of San Jose Hourly Minimum Wage guidelines
- 11% increase in benefit costs
- 3% increase for all full-time staff and SUBOD approved Student Assistant Wage Schedule increases based on years of service
- \$1.5M in rollover funds from 2022-2023 will be used towards 2023-24 operating budget
- Carry placeholders for FD&O (Maintenance and Custodial) and IT headcount pending MOU Service Agreement execution, which is expected during FY 2023-2024. Headcount cost is expected to transfer in the form of increased Cost Allocation charges
- Increase in program spend related to Campus Life (Partnership and Collaboration)
- Increase in Cost Allocation for Campus Services provided to auxiliary, to include safety and security measures by UPD. This will be revisited at midyear once Cost Allocation information becomes available.
- Student Union Projects funded from Local Reserves: projected \$672K for F&E and A/V equipment
- Review actual spend and trend analysis during mid-year forecast process to address changes in spend levels

General Overview & Summary

Mission & Vision Statement

- **Mission**

The Student Union, Inc. of San Jose State University supports the development, growth, and well-being of students and the campus community by providing diverse programs, desired services, and quality facilities that enhance the collegiate experience.
- **Values**
 - Positive role-modeling in our work
 - Creativity and risk-taking are encouraged and supported
 - Committed to the excellence of the Student Union, Inc.
 - Live up to our commitments
 - Communicate directly, consistently, open/honestly
 - Acknowledge collaborative contributions and individual achievements

Strategic Priorities

- **Business, Operational Practices, and Facilities:** grounded in the philosophy of continuous quality improvement and guided by assessment data, Student Union units will offer programs, services, and facilities that are student/client-centered, effective, and efficient, sustainable, collaborative in nature, and responsive to organizational and legal constraints.
- **Enrollment Management, Retention, and Advocacy:** create an opportunity to succeed and guided by assessment data, Student Union departments will offer programs, services, and facilities that build a relationship between the student and the university, enhance student capacity for academic and personal achievement, and assert student needs and expectations to others who contribute to student persistence to graduation.
- **Maximizing Financial Resources:** strive to supplement their general fund budgets through participation in division- based fundraising activity, solicitation of program sponsorships, implementation of fee-for-service options, grants and contracts, foundations, and other means as may become available.
- **Staff Development and Well-being:** contribute to student and University success is directly linked to the capacity of the staff to perform at a high standard. Therefore, Student Union is committed to creating a work environment based upon clear and reasonable expectations, in which performance evaluation is constructive and developmental, that provides an opportunity for continuous development of skills and abilities, that recognizes and expresses appreciation for the contributions of individuals and groups, and that encourages and facilitates physical, emotional, interpersonal, career, and spiritual well-being.
- **Student Learning and Development:** establish learning outcomes for their programs and services. These outcomes will, when appropriate, complement the outcomes established through a combination of the Student Union, Division of Student Affairs, and the Transformation 2030 priorities.
- **Technology Advancement:** utilize technology to improve access to information, facilitate access to business processes from anywhere and at any time, create opportunities for program and service delivery, and to engage students in learning opportunities.

Student Programs, Events & Engagement

The Student Union is expecting the following number of programs, events, and increased services:

Student Union

- 20,000 average daily users
- 26,700 scheduled hours of use
- Hosts over 5,900 events with over 171,000 participants
- Over 80 programs with over 21,000 participants
- Operates 16 hours daily

Spartan Recreation and Aquatic Center (SRAC)

- Over 1,500 daily users
- 1,400 fitness classes including new group fitness program; 800 intramural and club competitions, 25 Climbing Wall special events and Outdoor Adventure trips.
- Hosts 12 home Athletics matches for Water Polo and Swimming
- Operates 16 hours daily

Provident Credit Union Event Center

- Hosts 38 home Athletics competitions
- Special Events including SpartanFest concert (3,700 participants), Club Sports/Intramural Sport Championships, NVIDIA, GlobeTrotters, SJ City, Robotics, HS Graduations, SJSU Convocation and Commencements, Orientations - transfer and new students, Admitted Student Day
- 14 club sports teams and 15 student organizations practices and competitions weekly

Student Training & Development

- Fall and Spring All Student Trainings: Title IX, Diversity, Equity, and Inclusion, Customer Service, Discrimination and Harassment
- Provide learning-based student assistant work experiences that support student readiness for post-college employment.
- Discover the high-impact practices and retention that influence student achievement and success through the SU Student Assistant Employment Program.
- Collaborate with Student Affairs and DAS Assessment Integrated plan to examine student success outcomes associated with SU employment

New Opportunities

- Streamlined reservation process and expanded utilization of SU, SRAC and EC spaces for both internal and external groups
- Development and expansion of Campus Recreation programs (new Intramural sports, Outdoor Adventure trips, new small group Fitness training, establishing expanded Climbing Wall hours, Esports)
- Development of SU Event Services Box Office ticket sales and distribution for SU and Campus Life programs and events for student benefit (e.g. sporting events, theater shows, and theme parks)
- Student Success program impact on sense of belonging, engagement, skill acquisition, including graduating on schedule for SU student assistants

Potential Challenges

- Prioritizing Student Union and Event Center for student spaces, meetings, programs and events (including campus and external events), while supporting Division 1 Athletic programs
- Talent acquisition and qualified applicants
- Increase in demand of Audio Visual (AV) Services and resources to support campus departments, athletics, and other events
- Repair or Replace AV equipment and technology to meet new expectations or requirements of campus events utilizing Student Union and Event Center

Major Purchase, Repair, & Maintenance Allocation Proposal

The Student Union collaborates with Facilities Development, and Operations (FD&O) to evaluate on-going conditions of facilities, address deferred maintenance, and new concerns. The following projects listed below are managed by FD&O to make improvements to the facilities Student Union uses for our students' programs and services.

- Event Center (EC)
 - Fire Alarm Project
 - HVAC Replacement Project
 - Refresh Project
 - LED Lighting Project
 - AV Production and Technology Project
- Student Union (SU) AV Technology Project

Appendix A: Student Union Revenue Summary

Item Description	FY 22-23 Actuals	FY 23-24 Budget Request	\$ Variance Actuals FY 22-23 to Budget FY 23-24
<u>Revenue</u>			
<u>Campus Funding</u>			
Student Union Fee Funding Request	11,373,385	11,109,664	(263,721)
<u>Earned by Student Union</u>			
E.C. Arena	114,032	100,000	(14,032)
SRAC Rentals/Fitness	4,936	10,630	5,694
Aquatic Pool Rentals	1,800	7,000	5,200
S.U. Event Services Rentals	13,714	13,714	-
Audio/Visual-All Areas	3,543	-	(3,543)
<u>Program Revenue</u>			
Bowling Center	290,875	291,000	125
Campus Rec Programs	15,188	75,092	59,904
SRAC Memberships	326,860	326,860	-
SRAC Aquatic Instruction	-	12,000	12,000
SUI Reimbursed Expenses	78,813	86,922	8,109
<u>Other Revenue</u>			
Miscellaneous Income	2,179	3,000	821
Investment Income	277,690	300,000	22,310
Total Earned Revenue	1,129,630	1,226,218	96,588
Total Operating Revenues	12,503,015	12,335,882	(167,133)

Appendix B: Student Union Expense Summary

<u>Expenses</u>				
<u>HEADCOUNT DATA</u>				
	FULL-TIME	47	68	21
	PART TIME & STUDENT ASSISTANTS (20 HRS/WK)	329	360	31
<u>Payroll Expense</u>				
Student/Part Time Payroll Tax		117,034	123,969	6,935
Part Time Fitness Instructor Wages		22,636	23,315	679
Student Wages		2,448,049	2,582,692	134,643
Full-Time Tax & Benefit		1,450,174	1,939,067	488,893
Full-Time Salaries		3,552,056	3,658,618	106,562
Total Salaries & Benefits		7,589,949	8,327,661	737,712
<u>Other Operating Expenses</u>				
Supplies		330,384	346,903	16,519
Communications		376,895	376,895	0
Travel		23,776	26,154	2,378
Insurance		159,817	208,000	48,183
Repairs & Maintenance		221,533	243,686	22,153
Event/Program Costs		572,966	884,972	312,006
Small Equipment		11,920	56,667	44,747
Outside Agency Service		1,552,346	1,798,746	246,400
Staff Development		60,180	66,198	6,018
Total Payroll and Operating Expenses		10,899,767	12,335,882	1,436,115
Net Operating Income(Loss)		1,603,248	-	(1,603,248)
<u>Non-operating Expenses</u>				
Depreciation		411,024	450,000	38,976
Student Union Projects		24,342	672,000	647,658
Loss on Sale of Fixed Assets		55,241	-	(55,241)
Total Non-operating Expenses		490,607	1,122,000	631,393
Total Expenses		11,390,374	13,457,882	2,067,508
Net Income/(Loss) Excluding SSETF		1,112,641	(1,122,000)	(2,234,641)

CLUB SPORT, INTRAMURAL, & ESPORTS PROGRAM FEES

<u>Revenue</u>				
Club Sport IRA Fees - SSETF		375,030	375,000	(30)
Intramural IRA Fees - SSETF		125,000	125,000	-
E-Sports SSETF		130,000	133,900	3,900
Club Sport & Intramural Student Dues		374,554	300,000	(74,554)
Total Revenue		1,004,584	933,900	(70,684)
<u>Expenses</u>				
Club Sport Program Expenses		(364,042)	(375,000)	(10,958)
Intramural Program Expenses		(161,761)	(125,000)	36,761
E-Sports Program Expenses		(53,108)	(133,900)	(80,792)
Club Sport Student Dues Expenses		(289,097)	(300,000)	(10,903)
Total Expenses		(868,008)	(933,900)	(65,892)
Net Activity		136,576	-	(136,576)
Total Net Income/(Loss)		1,249,217	(1,122,000)	(2,371,217)