

**STUDENT UNION, INC. BOARD OF DIRECTORS
PERSONNEL COMMITTEE**

Meeting Minutes

November 4, 2025

11:30 AM - 12:30 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Kathryn Blackmer Reyes, Mari Fuentes-Martin, Ed.D., Siya Johal

Voting Members Absent: Aniya Dogra

Non-Voting Member Present: Jon Tucker, Mitchell Veloso-Madison

I. CALL TO ORDER

Director Johal called the meeting to order at 11:35 a.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF NOVEMBER 4, 2025 AGENDA

Director Johal asked for any changes to the agenda.

Director Johal asked for a motion to approve the agenda.

Motion: Director Fuentes-Martin motioned to approve the agenda.

Second: Director Blackmer Reyes

Vote: 3 -0-0. Motion Passed.

IV. APPROVAL OF OCTOBER 7, 2025 MEETING MINUTES

Director Johal asked for any changes to the minutes.

Director Johal asked for a motion.

Motion: Director Fuentes-Martin motioned to approve the meeting minutes.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

V. DISCUSSION AND ACTION ITEMS

A. Approve the 2026 Student Union Holiday Calendar

Mr. Tucker presented the Student Union's 2026 holiday calendar and explained that it mirrors the University's calendar

Director Johal asked for a motion.

Motion: Director Blackmer Reyes motioned to approve the 2026 Student Union holiday calendar.

Second: Director Fuentes-Martin

Vote: 3-0-0. Motion Passed.

B. Approve the 2026 Student Union Payroll Calendar

Mr. Tucker presented the 2026 Student Union payroll calendar. The calendar outlines pay periods, approval deadlines, and pay dates, with notations at the bottom identifying holidays and weekends.

Director Johal asked for a motion.

Motion: Director Fuentes-Martin motioned to approve the 2026 Student Union payroll calendar.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

C. Approve SDI Student Union Contribution

Regarding employee benefits, Mr. Tucker explained that all Student Union employees currently contribute 1.2% of their gross wages toward State Disability Insurance (SDI). The proposal would reimburse employees for SDI contributions made to date in the current fiscal year and provide automatic reimbursement for all future SDI contributions. Other campus auxiliaries already offer this benefit to their employees. The estimated fiscal impact for fiscal year 2025–26 is approximately \$60,000, which can be accommodated within the budgeted employee benefits allotment.

Director Johal asked for a motion.

Motion: Director Fuentes-Martin motioned to approve the SDI Student Union contribution.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

D. Approval to Add Voluntary Pet Insurance Benefit for Employees (No Employer Cost)

Mr. Tucker explained that, through the state-offered benefit packages, the Student Union has the opportunity to provide voluntary pet insurance at no cost to the organization. Employees who wish to participate would be responsible for paying the premiums themselves. This benefit would be entirely voluntary and would not impact the Student Union's budget.

Director Johal asked for a motion.

Motion: Director Fuentes-Martin motioned to approve the addition of the voluntary pet insurance benefit for employees.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

VI. DISCUSSION ITEMS

A. Executive Director Review

Director Johal and Director Fuentes-Martin discussed developing a process for the Executive Director's six-month evaluation. Director Fuentes-Martin presented a sample evaluation tool from San Diego State University's Human Resources

department. The committee agreed to use a version of this tool for the mid-year review and to refine it for the annual evaluation in the spring. Discussion included aligning the process with updated personnel guidelines and potentially incorporating a 360-degree review. As this was the final scheduled Personnel Committee meeting of the semester, members agreed to convene a special meeting to finalize and review the evaluation draft prior to the next Board meeting.

B. BOD Member Recruitment

Director Johal provided a brief update on board member recruitment. The recruitment form, QR code, and related marketing materials are being finalized and will be distributed across campus by the end of the week. The campaign is expected to launch before Friday.

VII. CLOSED SESSION

A. Personnel Matters

Closed session was not needed.

VIII. REPORT OUT OF CLOSED SESSION

Closed session was not needed.

IX. MEETING ADJOURNMENT

Director Johal asked for a motion to adjourn the meeting.

Motion: Director Fuentes-Martin motioned to adjourn the meeting.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

The meeting adjourned at 11:54 a.m.