

STUDENT UNION, INC. BOARD OF DIRECTORS**Meeting Minutes****October 16, 2025, 1:15 PM - 2:45 PM****In-person: Student Union Building, Conference Room 6**

Voting Members Present: Kathryn Blackmer Reyes, Aniya Dogra, Justin Duong, Katelyn Gambarin, Glerys Gonzalez, Leo Lebedenko, Maureen Pasag, Jayeesh Tarachandani, Aditya Vishwakarma

Voting Members Absent: Mari Fuentes-Martin, Ed.D., Tabitha Hart, Ph.D., Siya Johal

Updated Attendance: Tabitha Hart, Ph.D was updated to present at 1:44 PM

Non-Voting Member Present: Jon Tucker, Seth Heller (Traineeship Position)

I. CALL TO ORDER

Director Duong called the meeting to order at 1:24 p.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF OCTOBER 16, 2025, AGENDA

Director Duong asked for any changes to the agenda.

Director Duong asked for a motion to approve the agenda as presented.

Motion: Director Gonzalez motioned to approve as presented.

Second: Director Dogra

Vote: 9-0-0. Motion Passed.

IV. APPROVAL OF AUGUST 28, 2025, REGULAR MEETING MINUTES

Correction to Approval of August 28, 2025, meeting minutes. It was noted that during the September 11, 2025, meeting, the motion to approve the August 28, 2025, regular meeting minutes was made by a non-voting member. This constituted a procedural error, rendering that approval invalid.

Director Duong asked for a motion.

Motion: Director Dogra motioned to ratify the board's action of September 11, 2025, approving the August 28, 2025, regular meeting minutes..

Second: Director Duong

Vote: 8-0-1. Motion passed.

Abstain: Director Vishwakarma

Director Duong stated that the approval of the August 28, 2025, regular meeting minutes is hereby formally ratified.

V. APPROVAL OF SEPTEMBER 11, 2025, REGULAR MEETING MINUTES

Director Duong asked for any changes to the minutes.

Director Duong asked for a motion.

Motion: Director Vishwakarma motioned to approve the meeting minutes.

Second: Director Gonzalez

Vote: 9-0-0. Motion Passed.

VI. APPROVAL OF SEPTEMBER 25, 2025, SPECIAL MEETING MINUTES

Director Duong asked for any changes to the minutes.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve the meeting minutes.

Second: Director Duong

Vote: 9-0-0. Motion Passed.

VII. PUBLIC FORUM

No public comments.

VIII. DISCUSSION/ACTION**A. Approve Fiscal Year 25-26 Additional Positions and Operating Funds as Recommended by the Personnel and Finance Committees**

Mr. Tucker explained that the proposal of additional funds from the Trust was reviewed and approved by both the Personnel and Finance Committees. The request includes support for new full-time and student positions, graduate student opportunities, and innovative staff-led initiatives designed to benefit students and promote a culture of innovation.

Additional funding is also requested for labor assistance to monitor club sports and athletic space use. One-time funding requests include computer and technology access for new staff and facility improvements in the Event Center, including waterproofing, flooring, ceiling, and wall repairs.

This request will be submitted to the CFO and the President for final approval, in alignment with the budgetary process. It was noted that the Student Union remains in a strong financial position at the end of Q1 and is well-positioned to support these initiatives.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve the Fiscal Year 25-26 additional positions and operating funds.

Second: Director Duong

Vote: 9-0-0. Motion Passed.

B. Approve the Vacation Leave Accrual Changes as Recommended by the Personnel Committee

Mr. Tucker explained the update provides a more balanced accrual schedule (including a 10-year maximum) to improve work-life balance without adding expense, and clarified student staff do not receive vacation. The Committee requested that language be added stating that this is in alignment with CSU auxiliary practices.

Director Duong asked for a motion.

Motion: Director Duong motioned to approve the vacation leave accrual changes with the addition of including language that it aligns with other auxiliaries in the CSU.

Second: Director Dogra

Vote: 8-0-1. Motion Passed.

Abstain: Director Gonzalez

C. Adoption of Relocation Policy for New Hires as Recommended by the Personnel Committee

Director Dogra and Mr. Tucker presented a reimbursement-based relocation policy. The policy provides reimbursement for moving expenses up to a specified limit, based on position level. It is intended to support new hires relocating for a position with the Student Union and is in alignment with the CSU policies regarding relocation assistance.

Director Duong asked for a motion.

Motion: Director Blackmer Reyes motioned to adopt the Relocation Policy for new hires. changes.

Second: Director Duong

Vote: 9-0-0. Motion Passed.

D. Approve Catastrophic Leave Policy Updates as Recommended by the Personnel Committee

Mr. Tucker reviewed the existing Catastrophic Leave Donation Program, which supports employees facing emergencies requiring extended leave beyond their available sick time. The updated proposal establishes a standing leave bank that employees may contribute to or draw from at any time, eliminating the need for case-specific callouts and ensuring participant anonymity. The maximum allowable donation increases from 16 to 24 hours. Donated hours will remain in the bank for future use rather than being returned to donors.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve the Catastrophic Leave Policy updates.

Second: Director Blackmer Reyes

Vote: 9-0-0. Motion Passed.

E. Approval of Automatic Adjustments to the Student Assistant Wage Schedule in Response to City of San José's Minimum Wage Increases as Recommended by the Personnel and Finance Committees

Mr. Tucker, Director Dogra, and Director Gonzalez discussed the proposal to automate the student assistant wage adjustment process. Under this change, wage increases will automatically align with the City of San José's minimum wage updates, rather than requiring separate board approval each time. Any additional, discretionary increases beyond those set by the city would still require board review. The automated adjustment will be presented to the board as an informational item when updates occur.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve the automatic adjustments to the Student Assistant Wage Schedule in response to the City of San Jose minimum wage increases.

Second: Director Dogra

Vote: 9-0-0. Motion Passed.

F. Approval to Advocate for Increased IRA Funding for Club Sports and Intramural

Sports as Recommended by the Finance Committee

Director Gonzalez and Mr. Tucker discussed a proposal to support a \$10 annual increase to the Student Success, Excellence and Technology Fee (SSETF) paid by students. The additional funds to be designated to support club sports and intramural programs.

It was noted that both areas have faced challenges securing adequate funding, and the proposed increase would help offset student expenses related to participation. The last fee adjustments occurred in 2018 for club sports and 2006 for intramurals.

This proposal does not require board approval but seeks Board support and advocacy as it proceeds through the student fee process. The board agreed to advocate for the increase and discussed preparing a letter of support to be signed by the board.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve to advocate for increased IRA funding for Club Sports and Intramural Sports.

Second: Director Duong

Vote: 10-0-0. Motion Passed.

G. Adoption of the Club Sports Contingency Funds Policy as Recommended by the Finance Committee

Director Gonzalez and Mr. Tucker explained that previously sports teams requested funding on an ad hoc basis without a clear process or limits. The new framework formalizes how club sports can request and access funds, including guidelines on eligible expenses (e.g., equipment, travel, events) and defined approval procedures.

Mr Tucker noted that the contingency funds within the club sports area remain available, but the new policy adds structure and transparency to its use. It was emphasized that this framework will be made public so sports teams understand how to request funding and what criteria apply. It was clarified that this structure applies specifically to club sports and is distinct from student organizations funded through Associated Student.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to adopt the Club Sports Contingency Funds Policy.

Second: Director Blackmer Reyes

Vote: 10-0-0. Motion Passed.

H. Adoption of the Procurement Policy as Recommended by the Finance Committee

Mr. Tucker explained that the proposed procurement policy formally codifies existing purchasing guidelines. The policy establishes clear dollar thresholds and approval procedures to ensure transparency, fairness, and fiscal responsibility. For purchases exceeding \$10,000, at least two informal bids are required; purchases over \$50,000 must follow a formal RFP process with a minimum of three bids. The policy aligns with existing campus policies, promoting objectivity in purchasing decisions and seeking the lowest reasonable cost for goods and services.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to adopt the Procurement Policy.

Second: Director Duong

Vote: 10-0-0. Motion Passed.

I. Approve Club Sports Handbook as Recommended by the Facilities & Programs Committee

Director Duong, and Mr. Tucker discussed the updates to the Club Sports Handbook. The revisions were primarily to clarify language and address missing wording; no new policies were introduced. These updates are part of the routine annual review and ensure the handbook reflects current expectations for club sports operations. It was clarified that while club sports follow Associated Student Organizations guidelines, the handbook establishes additional requirements specific to club sports, such as procedures for travel, credit card use, space reservations, and related financial responsibilities.

Director Duong asked for a motion.

Motion: Director Vishwakarma motioned to approve the Club Sports Handbook updates.

Second: Director Duong

Vote: 10-0-0. Motion Passed.

IX. DISCUSSION

A. By-Laws and Executive Committee

The Board discussed next steps for reviewing and updating the Student Union bylaws. It was noted that the board previously voted to move the bylaws review to the Executive Committee; however, clarification was provided that the Executive Committee is not formally defined in the bylaws and has historically only convened during recess periods for emergency matters.

Members discussed whether to maintain the Executive Committee assignment or instead create an ad hoc committee specifically for the bylaws review. The group reviewed past practices, noting that the bylaws have not undergone a comprehensive review since approximately 2018, with the most recent update occurring two years ago to add a student board position.

Several members emphasized the importance of a structured and inclusive review process, recommending that an ad hoc committee:

- Conduct a thorough review of the bylaws, section by section.
- Solicit feedback from relevant committees on any sections that affect their work.
- Draft specific language for proposed edits or revisions.
- Present recommendations to the full board for approval.

It was agreed that the ad hoc committee would consist of approximately 3–4 members to ensure adequate representation of both students and administrators. The committee's work would be advisory in nature, with all final decisions requiring board approval.

The group also discussed the process for formally establishing an ad hoc committee. Per Section 7, Article IV of the bylaws, ad hoc committees must be approved by a majority vote of the board. Because this item was listed as a discussion item on the current agenda, no motion or vote could be taken at this meeting.

It was agreed that the creation of the Bylaws Ad Hoc Committee will be added as an action item at the next board meeting (November 20, 2025) for official approval.

X. EXECUTIVE DIRECTOR REPORT

Mr. Tucker provided a report on the following items.

Event Center Feasibility:

- Feasibility study underway; board/stakeholder sessions on Nov 19, Nov 29, and Dec 10.
- Architects are gathering input on multi-use spaces: student lounges, athletics, event spaces.
- Renovation costs estimated \$100–150M; funding may include bonds and student fees.
- Sustainability and utility upgrades (solar, HVAC, natural light) under consideration.

Facilities & Operations:

- Interior renovations (flooring, ceilings, paint, graphics) planned over winter break.
- Event Center staff now includes operations and scheduling personnel; 10 building supervisors added.
- Pool pump repaired quickly; discussion planned for maintaining critical spare equipment.
- Backup generators cover only critical systems; full-building coverage is not feasible.

Other Updates:

- Bookstore RFP process ongoing; current contract ends June 30, 2026.
- Cost allocation review underway; changes expected FY27.
- Student Union AV project on track; Spartan Fest artist voting open.

XI. COMMITTEE REPORTS (1 minutes)

A. Audit Committee

No report.

B. Facilities & Programs Committee

Director Duong reported that the committee discussed several ongoing and upcoming facility projects. The idea of creating a Board of Directors recognition wall was revisited, along with plans to refresh and update the artwork and graphics throughout the Student Union. Many of the existing framed art pieces and wall graphics are outdated, and the committee plans to inventory and replace them. The new displays may include student artwork or alumni-focused graphics to better reflect current campus life. Additional facility updates included discussions about possibly acquiring additional recreational field space on South Campus from Athletics.

Finally, the committee addressed a recent flood incident in the Student Union subbasement caused by a chilled water pipe burst, which has since been contained. The long-term water seepage issue in the building's mechanical areas is also being addressed as part of a larger facilities improvement project.

C. Finance Committee

No report.

D. Personnel Committee

Director Dogra reported that the committee is finalizing preparations for board recruitment.

XII. BOARD OF DIRECTOR ANNOUNCEMENTS

Director Gonzalez is coordinating a “meet the board”-style engagement with Student Union Events and will circulate potential dates. The members discussed tabling/volunteer-style outreach (e.g., handing out refreshments while recruiting).

XIII. MEETING ADJOURNMENT

Director Duong asked for a motion to adjourn the meeting.

Motion: Director Dogra motioned to adjourn the meeting.

Second: Director Gonzalez

Vote: 10-0-0. Motion Passed.

The meeting adjourned at 2:37 p.m.

Signature:



Date: 11.20.2025

Justin Duong, Board of Director Chair