



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

**Meeting Minutes  
November 18, 2022  
12:30 PM - 2:00 PM**

This is a hybrid meeting.

**In-person: Student Union Inc. Building, Conference Room 6  
Telecommute meeting by Zoom Video Conference.**

*This meeting is being facilitated in-person and through an online Zoom format.*

**Voting Members Present:** Isaiah Andrews, Kathryn Blackmer Reyes, Andrea Cabrera-Sanchez, Dr. Sonja G. Daniels, James Figueroa, Peter Lee, Rishabh Pandey, Jeet Parekh, Kathleen Prunty (BOD Designee), Krishna Sai Mangalarapu

**Voting Members Absent:** Nina Chuang, Logan Meline, Aarushi Sharma

**Updated Attendance:** Nina Chuang was updated to present at 12:39 PM  
Logan Meline was updated to present at 12:45 PM  
Kathryn Blackmer Reyes was updated to absent at 1:52 PM  
Nina Chuang was updated to absent at 1:56 PM  
Peter Lee was updated to absent at 1:59 PM

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

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*Tamsen Burke*  
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**I. CALL TO ORDER**

Director Andrews called the meeting to order at 12:35 p.m.

**II. ROLL CALL**

Director Andrews asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

**III. APPROVAL OF NOVEMBER 18, 2022 AGENDA**

Director Andrews asked for any changes to the agenda.

Director Andrews asked for a motion to approve the agenda.

**Director Figueroa motioned to approve the agenda; Director Parekh seconded the motion.**

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

**IV. APPROVAL OF OCTOBER 21, 2022 MEETING MINUTES**

Director Andrews asked for any changes to the minutes.

Director Andrews asked for a motion to approve the minutes as presented.

**Director Daniels motioned to approve the meeting minutes as presented; Director Parekh seconded the motion.**

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

**V. PUBLIC FORUM**

No public comments.

**VI. EXECUTIVE DIRECTOR REPORT**

Ms. Burke explained that staff are continuing to work on recruitment for the positions that were lost

last year and that 10 positions have been filled. She provided an update on service agreements that are part of the Operating Agreement. SU IT is working on the transfer of security cameras to the university. The recreation field MOU is scheduled to be completed on December 8th. Discussions are continuing regarding the transitions of maintenance to FD&O. Ms. Burke thanked Ms. Ferdolage for inviting Student Union (SU) maintenance staff to select a pair of work boots that were being provided to FD&O staff. Ms. Burke provided a brief update from the Event Center scheduling committee. The committee has come to have a better understanding of the impact, the displacement, and the amount of time required to transition the space. Work is being done to transfer the fall schedule to Event Services. She explained that the SJSU and CSU IT audit has reached completion. There are only two items that are being finalized. Ms. Burke commended staff on the outstanding semester in terms of programming and for their work to make sure that the SU events are successful. She explained that we will continue to focus on moving forward in terms of our goals and our strategic vision for the year. She is working with the Leadership Team on revisiting the five year strategic plan that was established in 2019.

## **VII. COMMITTEE REPORTS**

### **A. Audit Committee**

Vice Chair, Director Chuang, did not have a report.

### **B. Facilities & Programs Committee**

Director Parekh reported that the SU attended the Campus Life Spring Event Planning meeting on November 10, 2022. The meeting provided an opportunity for everyone to discuss their planned events and coordinate schedules to prevent overlapping events. Mr. Fetzer presented the SRAC membership philosophy recommendation to the committee and explained that they are trying to keep the focus on students first and then the campus community. Ms. Burke discussed California Bill AB 1775 - Live Events. She will be looking into the bill to get a better understanding of how it affects the SU. The committee discussed the Office of the State Fire Marshal Special Event Permits and which events require a permit. The committee also discussed the Event Center fall schedule and that staff are working on transitioning scheduling to Event Services. Ms. Burke will continue to handle the high level requests as the committee continues to work through the priorities.

### **C. Finance Committee**

Director Cabrera-Sanchez reported that the committee approved the closure of the LAIF account and added Ms. Burke and Mr. Alves as authorized signers on the account.

### **D. Personnel Committee**

Director Meline reported that the committee discussed the 2023 recruitment timeline for new student board members. The window for recruitment and applications will open around January 23rd and run through the end of February. The committee also discussed an increase to the Student Wage Schedule. The committee approved a \$0.75 increase in Step 1 and a \$0.96 increase between each step to be in line with the average minimum wage increase for San Jose. This item is on the agenda today for board approval. The committee approved the SU 2023 Holiday Calendar which is also on the agenda today for board approval.

## **VIII. DISCUSSION**

### **A. 2022-2023 Budget Update**

Ms. Burke explained that included as part of the budget request proposal, were some of the changes that occurred in the narrative which included some of the assumptions that were made in regards to the budget. The discussions and documents regarding these items were submitted to the Finance Committee and the board last year. She reviewed the budget document which was an accumulation of all the assumptions, goals, and narrative documents that were discussed last year. It was decided that the budget would be determined based on the 2019 operating budget, which was the last full year of operations. She briefly explained

that the Operating Agreement was signed September 8th so adjustments were made to the budget that was approved in May. This adjustment was explained in the letter that went to the CFO and President for signatures. Ms. Burke reviewed the Approval of the 2022-23 SU Budget Allocation Proposals packet that was submitted to the Vice President for signatures. Sections of the document included how the SU is evolving, financial strategies, and budget allocation proposals. Ms. Burke explained that the CFO requested that "Student Union fees" language be removed from the entire budget packet. The SU agreed to that based on the recommendation by SU's corporate attorney and in order to get the budget passed. She recognized that the terminology "Student Union fees" was removed and the packet will be sent back to the CFO for review. Once there is an agreement, it will go to the Vice President for signature, and then back to the CFO and President for approval. Ms. Burke is hoping that the budget will get signed before December but also recognized that there is a holiday next week.

Ms. Burke let the board know that currently there is about \$1.7 million in the SU long term investment account and \$1 million in the Bank of America account.

The board questioned why the university requested "Student Union fees" language be removed from the budget. Ms. Burke explained that in 2019 there were eight lawsuits in the CSU system in regards to student fees and the use of student fees. It continues to be a question as to how collected student fees are being managed on behalf of the university. Those fees are dedicated fees that are often determined based on a referendum or an alternative consultation. Student Union fees have always been a fee collected based on the referendum and the Presidential alternative consultation for additional fees to maintain the facilities as a part of the request. The university collects the fees and are the custodians of those fees.

Ms. Prunty explained that student fees are reviewed by the Student Fee Advisory Committee (SFAC) and that Associated Students (AS) is the governing body for the fee referendum process. She clarified that she was speaking as a university officer and not as a SU officer. Ms. Prunty explained that in the budget report, the university noted that the SU called out Student Union fees as a revenue source for Student Union Inc. (SUI) which is an incorrect statement and it impacts the way the university does financial accounting. **The SUI is in an operating agreement with the university to provide student programming.\*** The SUI receives their money by putting together a budget request to provide the service called student programming. The budget request goes to the CFO and President for approval. The SU fee that is charged to students is collected by the university, is held by the university, and is owned by the university. There is Education Code about what can be paid for by these fees which includes debt services for the buildings, which are university buildings, and repairs and maintenance costs. The remainder of the fees are held available for the budget request from the SU. Ms. Prunty clarified that the source of revenue for the SUI is their budget request which the board has full control over. That request is sent to the university and is funded, nothing in that has changed. The only distinction is that when the Student Union Inc. lists its source of revenue, it lists that as a budget request from the university and not directly as a student fee. She also clarified that no student voices were removed from this conversation. It is the distinction that the SUI does not charge, collect, or own a fee that is charged to the students, that is the responsibility of the university to do. Her objection to the use of the word "Student Union fees" was that it implied that the SUI was collecting and owning the fee and in fact they don't. It does not in any way take the students out of the review process for the fees. It doesn't change what the fee was established for, or the uses of the fees. It just distinguishes that the SUI is under an operating agreement and is assigned to complete a task. In order to complete that task, they need to have funding, so they put forward a budget request. That's the only reason for that change.

The board discussed the concern expressed by the university that including “Student Union fees” language in the budget implies that the SU was collecting the fees. The board asked if it would be possible to add terminology like “requesting allocation” instead of removing “Student Union fees” language? The board recognized that it was just wordsmithing but it was very important wordsmithing and expressed concerns that the word “students’ ” was being removed. The board discussed concerns about taking the student piece away. The SU is not just about programming, it is a large entity with staff and student staff. The SU is a business and the board disagreed with the term that the SU has become this programming group because they are now the campus having shared services. Concern was expressed about labeling these as university fees and what effect that would have on the SU. Would the SU board still be in the conversation about those fees in the future? What will happen when there are no SU board members or staff around to speak about the true intent between fees and alternative consultation, to direct services back to the students? The student voice is in a partnership with the University, so that all entities are part of discussions of how fees are used. The board hopes that the student voice will continue to be prioritized when it comes to the budget and narratives. Director Chuang stated that when we talk about usage of language, when we write these things, the student voice has usually been silenced first out of other communities by the university. It's important to really think about the large community that the SU serves on campus, and the duty as board of directors to ensure that student voice and identities are protected throughout the buildings and in legislation.

Ms. Burke clarified that she will be putting the request through with the budget narrative indicating “budget request” and the removal of “Student Union fees” but will note to the Vice President the board's concerns.

\* This is not an accurate statement.

As per the Operating Agreement, “Auxiliary is charged with management of day-to-day program operations including programs, special events and related services as well as provides operational oversight associated with overall use of the facility with the exception of those areas designated for food service, bookstore operations, athletics and academic operation and programs”.

## IX. DISCUSSION/ACTION ITEM

### A. Approve Student Union Grade Level and Compensation Model

Ms. Burke reviewed the current grade model and discussed the issues that were discovered during the personnel compensation review, which included full-time exempt and nonexempt positions being placed in the same grade. She explained that the corrected model includes the separation of exempt and nonexempt positions, corrections to the grade compensation calculations, aligning the 7% increase, and increasing the exempt California minimum salary to the 2023 rate. The current model only listed a minimum and maximum compensation amount and no median range so a median range was added to the corrected model. Ms. Burke clarified that this document is only for correction purposes and that the Personnel Committee is continuing to work on a review of salaries for all positions as part of the salary review that was done last year.

Director Andrews asked for a motion.

**Director Meline motioned to approve Student Union grade level and compensation model; Director Chuang seconded the motion.**

**Vote on the Motion:**

**12-0-0**

**Motion Passed**

### B. Approve Updated Compensation Wage Schedule for Student Assistants

Director Meline explained that each step was increased by \$0.96 to align with the average minimum wage increase over the past seven years. Ms. Burke discussed the concerns of the students who spoke at a previous board meeting. The Personnel Committee reviewed the increases to the minimum wage for San Jose and California, since 2017 and made a

recommendation to increase the first Step by \$0.75 and increase each Step, year over year, by \$0.96.

Director Daniels explained that the Personnel Committee spent quite a bit of time over the past two years reviewing all of the student assistant position descriptions, making sure they were in the right classifications. The committee then looked at the need for increases based on how the city and wages have gone up in terms of increases.

Ms. Burke answered questions from the board including the impact the increase would have on the budget and that the increase would be effective July 1, 2022 once the budget has been approved by the university.

Director Andrews asked for a motion.

**Director Chuang motioned to approve the updated compensation wage schedule for student assistants; Director Andrews seconded the motion.**

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

**C. Approve the Student Union FY 2022 - 2023 Increase Salary and Bonus (Separated Employee)**

Ms. Burke reviewed the information from the university on whether we could pay the increased compensation to employees who separated after July 1, 2022. Based on the memo from the university, as long as all increases are fair and consistent, and non-discriminatory, the SU could make that decision.

Director Andrews asked for a motion.

**Director Andrews motioned to approve the Student Union fiscal year 2022 - 2023 increase salary and bonus for separated employees; Director Figueroa seconded the motion.**

The board asked for clarification on whether they were only approving the 7 % salary increase or the 7% salary increase and bonus? Ms. Burke explained that the bonus was already distributed and that the board is only approving whether separated employees will receive the 7% increase.

**Director Andrews amended his motion to approve the Student Union fiscal year 2022 - 2023 increase salary for separated employees; Director Figueroa seconded the motion.**

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

**D. Approve Budget Development Timeline for Fiscal Year 23/24**

Director Cabrera-Sanchez reviewed the budget timeline for fiscal year 23/24.

Director Andrews asked for a motion.

**Director Cabrera-Sanchez motioned to approve the budget development timeline for fiscal year 23/24; Director Figueroa seconded the motion.**

**Vote on the Motion: 9-0-0 Motion Passed**

**Director Lee stepped out of the meeting and was not present for the vote.**

**E. Approve the Student Union Inc., 2023 Holiday Calendar**

Ms. Burke reviewed the SU 2023 holiday calendar. She explained that the calendar was aligned with the university's calendar and that we are waiting to see if Juneteenth will be recognized as a holiday by the CSU. Director Andrews thanked Ms. Burke for recognition of this holiday.

Director Andrews asked for a motion.

**Director Sai Mangalarapu motioned to approve the Student Union Inc., 2023 Holiday**

**Calendar; Director Daniels seconded the motion.**

**Vote on the Motion:**

**9-0-0**

**Motion Passed**

**X. CLOSED SESSION**

**A. Personnel Matters**

The Board did not require a closed session.

**XI. REPORTING OUT OF CLOSED SESSION**

Closed session was not required.

**XII. BOARD OF DIRECTOR ANNOUNCEMENTS**

There were no announcements from the board.

**XIII. MEETING ADJOURNMENT**

Director Andrews asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 2:01 p.m.