

SJSU | STUDENT UNION

STUDENT UNION BOARD OF DIRECTORS FINANCE COMMITTEE

Special Meeting Minutes
April 15, 2024
10:30 AM - 11:30 AM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Kathryn Blackmer Reyes, Sara Bonakdar (BOD Designee),
Mari Fuentes-Martin, Ed.D., Aditya Vishwakarma
Voting Members Absent: Ishan Sikka, Jayeesh Tarachandani
Non-Voting Member Present: David Alves

I. CALL TO ORDER

Director Tarachandani called the meeting to order at 10:35 a.m.

II. ROLL CALL

Director Tarachandani asked Kelly Andriese to take roll calls. Kelly Andriese completed a verbal roll call.

III. APPROVAL OF APRIL 24, 2024 MEETING AGENDA

Director Tarachandani asked for any changes to the agenda.

Director Tarachandani asked for a motion to approve the agenda.

Director Blackmer Reyes motioned to approve the agenda; Director Fuentes-Martin seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

IV. DISCUSSION/ACTION ITEMS

A. Approve Fiscal Year 24-25 Assumptions & Budget Requests

Mr. Alves provided a brief review of what was presented to the Committee during their last committee meeting. He then explained the additional changes that were made from the second to third budget reads that include a reduction of \$754,900 due to FTE payroll changes and material costs related to the transition of SU's Maintenance group to FD&O by June 30, 2024; reduction of 2 to 6 months in other positions due to delayed expected start dates due to the campus soft hiring freeze and need for approval by the University Cabinet. In addition, certain conference attendance costs and related travel expenses were also reduced.

The Student Union Fee Funding request has increased significantly from FY23-24 due to several factors. In summary, the increase of \$2.4 million dollars is mostly due to the addition of the Esports lounge which requires significant equipment costs for the space

(\$500K); increased compensation expense of \$1.2M which includes a 5% FTE salary increase and Student Assistant rate increases in FY25 with continued recruiting efforts (\$1.2M), and an increase to Events and Programs to meet the increased attendance and demand for more events (\$400K). A 10% inflation factor has been applied to FY 24-25 operating expenses. Insurance increase of \$17K is based on the CSURMA quote for liability and personal property coverage for FY 24-25. A placeholder for maintenance labor and materials has been removed from the budget as the assumption is Student Union Maintenance department will transition to FD&O no later than 6/30/2024. Mr. Alves explained that the self-earned income is flat year over year at approximately \$1.2 million dollars. Capital Expenditures Projects are unchanged from the second read. The Student Union will continue to collaborate and partner with Campus Life and contribute \$250K to their events.

Mr. Alves also discussed the updated budget assumptions to include execution of the Maintenance Service Agreement and transition of vendor relationships from SU to FD&O no later than 6/30/24. In addition, Mr. Alves reviewed changes to the budget narrative, enhanced to provide additional detail on increases and decreases of operating expenses included in the budget and provide data on the current state of requested full-time positions and conference data, as had been requested by the committee during the previous meeting

In addition, Mr. Alves presented a summary of full-time employee headcount beginning 7/1/23 through 6/30/25 to further explain how SU's FTE headcount of 63 was determined.

Non-operating budget items include a depreciation decrease (\$162K) due to multiple assets reaching the end of their depreciable life in FY24, leading to a much-reduced depreciation budget for FY25.

Ms. Allen acknowledged David Alves and John Lawrence and thanked them for their hard work and time preparing the 24-25 budget.

Director Tarachandani asked for a motion.

Director Blackmer Reyes motioned to approve the agenda; Ms. Bonakdar seconded the motion.

Vote on the Motion:

4-0-0

Motion Passed

V. MEETING ADJOURNMENT

Director Vishwakarma asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 11:13 a.m.