



Board of Directors  
Student Union, Inc.  
Division of Student Affairs

Student Union, Inc.  
211 South Ninth Street  
San Jose, CA 95192-0155

TEL: 408-924-6350

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

**Special Meeting Agenda  
April 17, 2024  
12:00 PM - 1:00 PM**

**In-person: Student Union Building, Conference Room 6**

- Voting Members Present:** Emran Azimi, Kathryn Blackmer Reyes, Sara Bonakdar (BOD Designee), Andrea Cabrera-Sanchez, Justin Duong, Mari Fuentes-Martin, Ed.D., Karthika Sasikumar, Aditya Vishwakarma
- Voting Members Absent:** Aniya Dogra, Siya Johal, Sarab Multani, Ishan Sikka, Jayeesh Tarachandani
- Updated Attendance:** Jayeesh Tarachandani, updated to present at 12:04 PM
- Non-Voting Member Present:** Vicki Allen
- Guests:** David Alves, Associate Director of Accounting & Finance

**I. CALL TO ORDER**

Director Cabrera-Sanchez called the meeting to order at 12:01 p.m.

**II. ROLL CALL**

Director Cabrera-Sanchez asked Kelly Andriese to take roll. Kelly Andriese completed a verbal roll call.

**III. APPROVAL OF APRIL 17, 2024 AGENDA**

Director Cabrera-Sanchez asked for any changes to the agenda.

Director Cabrera-Sanchez asked for a motion to approve the agenda.

**Director Sasikumar motioned to approve the agenda; Director Fuentes-Martin seconded the motion.**

**Vote on the Motion: 8-0-0 Motion Passed**

**IV. DISCUSSION/ACTION**

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

The fiscal year (FY) 24-25 budget was reviewed by the Finance Committee three times and approved on 4/15. Changes were made to the budget based on feedback from the Finance Committee.

Mr. Alves explained additional changes 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 planned 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 for FY 24-25 has increased significantly from FY 23-24 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 a significant initial investment for equipment costs of \$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; and an increase to Events and Programs of \$400K to meet the increased attendance and demand for more events. 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 that the 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 during FY 24-25 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. Mr. Alves explained that without the hiring of Events & Programs staff, some events and programs will be canceled.

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.

Director Cabrera-Sanchez asked for a motion.

**Director Duong motioned to approve the fiscal year 24-25 assumptions and budget requests; Director Azimi seconded the motion.**


**Vote on the Motion:**

**9-0-0**

**Motion Passed**

**V. MEETING ADJOURNMENT**

Director Cabrera-Sanchez asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 12:52 p.m.

Signature:   
DocuSigned by:  
DD85EP41DC6848F  
 Andrea Cabrera Sanchez, Board of Director Chair

Date: 04.17.2024