



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
Meeting Minutes
May 9, 2024, 3:00 PM - 4:30 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Emran Azimi, Sara Bonakdar (BOD Designee), Aniya Dogra, Justin Duong, Siya Johal, Sarab Multani, Aditya Vishwakarma

Voting Members Absent: Kathryn Blackmer Reyes Mari Fuentes-Martin, Ed.D., Karthika Sasikumar, Jayeesh Tarachandani

Andrea Cabrera-Sanchez- attended the meeting virtually due to personal reasons. She attended as a non-voting member.

Updated Attendance: Kathryn Blackmer Reyes was updated to present at 3:15 PM

Karthika Sasikumar was updated to present at 3:04 PM

Jayeesh Tarachandani was updated to present at 3:05 PM

Non-Voting Member Present: Vicki Allen

Guests: Aaron Burgess, David Alves, Ryan Fetzer

I. CALL TO ORDER

Director Azimi called the meeting to order at 3:03 p.m

II. ROLL CALL

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

III. APPROVAL OF MARCH 9, 2024 AGENDA

Director Azimi asked for any changes to the agenda.

A request was made to pull item IX.B. Approve Revised UBS Corporate Resolution- Removing Tamsen Burke and Adding the Interim Executive Director.

Director Azimi asked for a motion to approve the agenda with the changes.

Director Duong motioned to approve the agenda with the changes; Director Multani seconded the motion.

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

IV. APPROVAL OF APRIL 11, 2024 REGULAR MEETING MINUTES

Director Azimi asked for a motion.

Director Multani motioned to approve the minutes; Director Dogra seconded the motion.

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

V. APPROVAL OF APRIL 17, 2024 SPECIAL MEETING MINUTES

Director Azimi asked for a motion.

Director Multani motioned to approve the minutes; Director Vishwakarma seconded the motion.

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



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VI. PUBLIC FORUM

No public comments.

Director Azimi moved to Closed Session

VII. CLOSED SESSION

A. Personnel Matters- Student Union Interim Executive Director Interview: Aaron Burgess

VIII. REPORTING OUT OF CLOSED SESSION

Director Azimi reported that no action was taken in Closed Session.

IX. DISCUSSION/ACTION

A. Approve the Appointment of Aaron Burgess as the Student Union’s Interim Executive Director

Director Multani briefly spoke on why he thought Mr. Burgess was a great fit for the role of Interim Executive Director.

Director Azimi asked for a motion.

Director Duong motioned to the Appointment of Aaron Burgess as the Student Union’s Interim Executive Director; Director Multani seconded the motion.

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

B. Approve Revised UBS Corporate Resolutions- Removing Tamsen Burke and Adding the Interim Executive Director

This item was pulled during the approval of the agenda.

C. Removal of Board Member Per Bylaws: Ishan Sikka Voluntary Resignation

Ms. Allen spoke on the reasoning for Director Sikka’s resignation. The rigor of Director Sikka’s academic plan conflicted with the board meetings which affected his ability to attend meetings. Director Sikka missed more meetings than what was allowable per the Bylaws. Ms. Allen explained that his resignation would not affect his ability to apply for a board position at a future date.

Director Azimi asked for a motion.

Director Multani motioned to approve Ishan Sikka’s voluntary resignation; Director Azimi seconded the motion.

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

D. Approve CohnReznick LLP Engagement Letter and Fee for Fiscal Year 23-24 Financial Audit*



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Mr. Alves reported that the Audit Committee met with CohnReznick LLP and voted to approve the Engagement Letter. The fees are anticipated to be \$34,700 which is consistent with the three-year quote that was provided to the Student Union last year. In addition to that fee is an additional 5% for technology that CohnReznick imposes. It is estimated that the audit will end up around \$37,000. The audit is scheduled for early August and the Student Union will be closing their June 30th books during July to prepare for the audit.

Director Azimi asked for a motion.

Director Dogra motioned to approve CohnReznick LLP Engagement Letter and Fee for Fiscal Year 23-24 Financial Audit; Director Vishwakarma seconded the motion.

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

E. Approve Revision to the Education Fee Payment Program: *Language added for the Executive Director to consider exceptions for classes taken during summer and winter sessions on a case-by-case basis.*

Ms. Allen explained that there was confusing and contradicting language in the Education Fee Payment Program. Clarifying language was added as well as language that supports and considers an employee's needs when pursuing educational programs that may start during the summer or winter. It was noted that the tax-free benefit up to \$5,200 fell in line with the IRS allowances.

Director Azimi asked for a motion.

Director Azimi motioned to approve the revision to the Education Fee Payment Program; Director Sasikumar seconded the motion.

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

F. Approve SRAC Student Assistant and Employee Certification Plan & Compensation

Mr. Fetzer stated that there are a variety of positions within the SRAC that require special certifications. There was a practice of reimbursing student assistants who received these certifications outside of the SRAC however this practice was never officially approved. The certification plan and compensation aim to officially allow the practice of reimbursing student assistants for their certifications. Director Duong asked for clarification as to why certain positions do not receive the full reimbursement for their position? Mr. Fetzer noted that there is an aim for students to be invested in their positions. It was also noted that this practice of reimbursing student assistants was in line with the approved budget.

Director Azimi asked for a motion.

Director Tarachandani motioned to approve SRAC Student Assistant and Employee Certification Plan & Compensation; Director Azimi seconded the motion.

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

G. Approve Board of Directors Chair and Vice-Chair for AY 2024-2025

Director Azimi asked for nominations for Chair.

Director Multani nominated himself for Chair.

Director Duong nominated himself for Chair.

Director Dogra nominated Director Johal for Chair. Director Johal declined the nomination.

Director Multani and Director Duong spoke briefly about why they wanted to serve as Chair.

Director Duong motioned to approve the nomination of Director Multani as Chair of the Board of Directors; Director Johal seconded the motion.

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

Director Azimi asked for nominations for Vice Chair.

Director Dogra nominated himself for Vice Chair.

Director Multani nominated Director Duong as Vice Chair. Director Duong accepted the nomination.

Director Duong and Director Dogra spoke briefly about why they wanted to serve as Chair.

Director Vishwakarma motioned to approve the nomination of Director Dogra as Vice Chair of the Board of Directors; Director Multani seconded the motion.

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

X. INFORMATION

A. 2022-2023 Student Union Annual Report

Ms. Allen stated that every year the Student Union publishes an Annual Report.

Traditionally the report is presented in October however this did not occur but has since been concluded and published.

B. Draft Tax Return for the Year Ended June 30, 2023*

The Finance Committee met with staff from the Tax Department of CohnReznick LLP.

There is a requirement that before the tax return is filed that it be provided to the Board for any questions. A copy of the return was previously emailed to the Board for review.

The Board did not have any questions or comments regarding the tax return.

XI. EXECUTIVE DIRECTOR REPORT

Ms. Allen thanked the Board for trusting her to serve as the Interim Executive Director. Ms.

Allen noted that she is excited to continue to work with Student Union through collaborations with auxiliaries. Finally, Ms. Allen concluded by once again thanking the Board and everyone



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else for their time as the Interim Executive Director.

XII. COMMITTEE REPORTS

A. Audit Committee

Director Multani reported that the Audit Committee approved the engagement letter from CohnReznick LLP. CohnReznick LLP is going to give an external opinion on supplementary information in relation to the financial statements as a whole.

B. Facilities & Programs Committee

Director Duong had no report.

C. Finance Committee

Director Vishwakarma reported that the filing date for the tax return is May 15th and to let him know if there are any questions.

D. Personnel Committee

Director Johal reported that the Personnel Committee interviewed Mr. Burgess during a special meeting. The Committee also recommended revisions to the Education Fee Payment Program.

XIII. BOARD OF DIRECTOR ANNOUNCEMENTS

Director Multani expressed his thanks to the Board for trusting him to be the Board Chair next year. He also recognized Ms. Allen for her work as the Interim Executive Director. He introduced the new A.S. President Elect, Ariana Lacson.

Ms. Bonakdar announced that the newly opened Nirvana Soul will have its grand opening on Monday at 11 AM. It was noted that there was an issue with using dining dollars at Nirvana Soul however this issue is currently being worked on. Ms. Bonakdar also noted that the University is currently working to allow students to use EBT cards.

Director Cabrera-Sanchez announced that the Board of Directors will be starting an Instagram page.

Ms. Sasikumar wished all the students the best of luck on their finals.

XIV. MEETING ADJOURNMENT

Director Azimi asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 4:15 p.m.

Signed by:

Signature: _____
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Sarab Multani, Board of Director Chair

Date: 08.29.2024