

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

**Meeting Minutes
February 13, 2025
3:00 PM - 4:00 PM**

In-person: Student Union Building, Conference Room 6

Voting Members Present: Justin Duong, Mari Fuentes-Martin, Ed.D.,
Karthika Sasikumar, Ph.D.
Voting Members Absent: Aniya Dogra, Siya Johal
Non-Voting Member Present: Timothy Banks, Ryan Fetzer
Guest: David Alves, Director of Accounting & Finance

I. CALL TO ORDER

Director Duong called the meeting to order at 3:05 p.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF FEBRUARY 13, 2025 AGENDA

Director Duong asked for any changes to the agenda.

Director Duong 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: 3-0-0 Motion Passed

IV. APPROVAL OF NOVEMBER 14, 2024 MEETING MINUTES

Director Duong asked for any changes to the minutes.

Director Duong asked for a motion.

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

Vote on the Motion: 3-0-0 Motion Passed

V. DISCUSSION/ACTION ITEMS

A. Approval of Transitioning the 403(b) Enrollment Process for New Full-Time Employees from Opt-In to Automatic Enrollment of 4% Employee Deferral Contribution with an Opt-Out Option

Mr. Alves explained that the organization is in the process of transitioning its 403(b) plan service provider from Nationwide to Principal Financial. As part of this transition, a decision was made to automatically enroll new employees hired after April 1st at a 4% contribution rate, which matches the Student Union’s existing contribution. Employees will have the option to opt out or stop contributions at any time.

The rationale behind automatic enrollment is to support employees’ long-term financial well-being, with no additional cost to them since contributions are elective deferrals. This approach aligns with the Department of Labor’s best practices, which suggest that automatic enrollment helps individuals better prepare for retirement.

For existing employees, those who are not currently contributing are not required to adopt the 4% contribution but may choose to participate at any time without waiting for an open enrollment period.

Director Duong asked for a motion.

Director Fuentes-Martin motioned to approve transitioning the 403(b) enrollment process for new full-time employees from opt-in to automatic enrollment of 4% employee deferral contribution with an opt-out option; Director Sasikumar seconded the motion.

Vote on the Motion: 3-0-0 Motion Passed

VI. DISCUSSION ITEMS

A. Executive Director Search Process

Mr. Fetzer explained that the committee has been engaged in the recruitment process for a new Executive Director. The search officially commenced on November 15, with the position being posted and applications reviewed after an initial period. A search committee was formed, chaired by Ryan Fetzer, and included Vicky Allen (Executive Director of Associate Students), Kelly Andriese (Executive Assistant, Student Union), Charita Hill-Avent (Director of Resource Management, Student Affairs), Student Union Board of Directors, Dr. Karthika Sasikumar, and Aniya Dogra.

The search process involved an initial review of applications, followed by Zoom screening interviews with selected candidates. From this pool, three candidates were invited for on-campus interviews. The Personnel Committee will meet in closed session today to review and vote on the recommendation by the search committee.

Director Duong moved to Closed Session

VII. CLOSED SESSION

A. Personnel Matters

1. Review and Approval of Interview Committee’s Recommendation for Executive Director of the Student Union

- The Committee will review the Interview Committee’s recommendation for the Executive Director position and take action to approve or decline the recommendation.

VIII. REPORT OUT OF CLOSED SESSION

Director Duong reported that the committee reviewed the Interview Committee’s recommendation regarding the proposed hire for the Student Union Executive Director position. After a thorough discussion, the committee approved the recommendation by unanimous consensus of 3-0-0.

IX. MEETING ADJOURNMENT

Director Duong asked for a motion to adjourn the meeting.

Director Duong motioned to adjourn the meetings; Director Fuentes-Martin seconded the motion.

Vote on the Motion: 3-0-0 Motion Passed.

Meeting adjourned at 3:24 p.m.