

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

Meeting Minutes

April 10, 2025

1:15 PM - 2:15 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Aniya Dogra, Justin Duong, Mari Fuentes-Martin, Ed.D.,
Siya Johal
Voting Members Absent: Karthika Sasikumar, Ph.D.
Updated Attendance: Siya Johal left the meeting at 1:26 PM
Non-Voting Member Present: Timothy Banks, Ryan Fetzer, Jon Tucker
Guest: John Lawrence

I. CALL TO ORDER

Director Dogra called the meeting to order at 1:21 p.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF APRIL 10, 2025 AGENDA

Director Dogra asked for any changes to the agenda.

Request made to remove the Travel Policy from the agenda.

Director Dogra asked for a motion to approve the agenda with the change.

Director Duong motioned to approve the agenda with the recommended change; Director Fuentes-Martin seconded the motion.

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

IV. APPROVAL OF FEBRUARY 13, 2025 REGULAR MEETING MINUTES AND MARCH 6, 2025 SPECIAL MEETING MINUTES

Director Dogra asked for any changes to the minutes.

Director Dogra asked for a motion to approve the minutes.

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

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

V. DISCUSSION AND ACTION ITEMS

A. Approve Student Union Travel Policy Updates

The topic was pulled off the agenda during the approval of the agenda.

B. Approve a 1% Increase in Employer Discretionary Contribution

Mr. Tucker explained that the proposed increase in the employer discretionary retirement contribution from 3% to 4% was financially feasible within the current budget and burden rate for retirement benefits. He clarified that this would increase the total retirement contribution possible for employees from 7% to 8% (employer discretionary plus employer matching) of their salary and contribution amount. The increase can be implemented without any negative financial impact on the current budget or operations. Mr. Lawrence confirmed that no updates to the existing budget would be necessary and no further approvals were needed for this adjustment. Forecasts also indicate that this increase can be sustained into the 2025–2026 fiscal year and beyond.

It was explained that the existing budget structure, particularly the burden rate applied to salaries, already contains sufficient flexibility to accommodate this increase. This flexibility stems from slight cost savings generated by staffing fluctuations, such as periods with vacant positions. These savings have created a cushion within the benefit rate that can support updates like this one without requiring any change to the approved budget.

The change is also expected to support employee retention and demonstrate the organization's commitment to staff well-being by enhancing long-term retirement benefits without reducing current compensation. Some comparisons were made with other institutions, such as UNLV, where combined retirement contributions can reach up to 15%.

Director Dogra asked for a motion.

Director Duong motioned to approve a 1% increase in employer discretionary contribution; Director Fuentes-Martin seconded the motion.

Vote on the Motion:

3-0-0

Motion Passed

C. Approve Transition of 403(b) Fees from Employee Cost to Employer Cost

Mr. Tucker explained that the transition of 403(b) plan fees from employees to the employer was possible due to cost savings achieved by moving to Principal as the retirement plan administrator. These savings offset the approximately \$10,000 to \$13,000 in annual fees previously paid by employees. Overall, the transition to Principal improves cost-efficiency and allows the Student Union to better support its personnel without incurring additional expenses.

Director Dogra asked for a motion.

Director Duong motioned to approve the transition of 403(b) fees from employee cost to employer cost; Director Fuentes-Martin seconded the motion.

Vote on the Motion:

3-0-0

Motion Passed

D. Approval of the Recommendation of the Faculty Member Candidate

Mr. Tucker presented the recommendation for the reappointment of Kathryn Blackmer Reyes for an additional two-year term on the Student Union Board, as per the Board Bylaws. Discussion ensued regarding the importance of faculty representation and the potential benefits of also having community members with specific expertise on the board. The committee decided to table the item to the next meeting to allow for further consideration and potentially explore other faculty candidates.

Director Dogra asked for a motion to table this item..

Director Duong motioned to table this item to the next meeting; Director Fuentes-Martin seconded the motion.

Vote on the Motion:

3-0-0

Motion Passed

VI. DISCUSSION ITEMS**A. Personnel Updates: Vacant Full-Time Positions**

Mr. Tucker provided a comprehensive overview of the various full-time positions currently vacant or in the process of recruitment. This included updates on the Event Center Operations Manager, the upcoming recruitment for the Student Union Operations Manager, Scheduling and Ticket Office Coordinator, Outdoor Adventure Supervisor, Manager of Human Resources, and Club Sports Coordinator. He also outlined anticipated recruitment for several IT and facilities roles contingent upon budget approval. The committee noted the significant number of vacancies and the critical need to fill the Manager of HR position to support recruitment efforts.

B. Discussion to Consider the Development of a Remote Work Policy for Full-Time Employees

Mr. Tucker initiated a preliminary discussion on the feasibility and potential framework for a remote work policy for full-time employees. He referenced the university's existing guidelines and highlighted the need to consider various aspects such as equity across different roles, potential benefits for recruitment and retention, challenges in supervision, and necessary controls. Director Fuentes-Martin mentioned that approximately 75% of CSU vice presidents have returned to working five days a week in person, and that student-facing units are also transitioning to this schedule. The committee acknowledged the importance of exploring this topic and looked forward to receiving a more detailed proposal at a future meeting.

C. Determine the Appropriateness of Conducting an Annual Review for the Newly Hired Executive Director

Director Dogra led a discussion on whether to conduct an annual review for the Executive Director, who had been in the role for a little over a month. While acknowledging that it might be early for a full performance evaluation, the committee

discussed the value of providing initial feedback, clarifying board expectations, and establishing priorities for the upcoming year. The consensus was to explore options for a more of a goal-setting review, with a potential for a more comprehensive review around the six-month mark.

VII. CLOSED SESSION

A. Personnel Matters

Closed session was not needed.

VIII. REPORT OUT OF CLOSED SESSION

Closed session was not needed.

IX. MEETING ADJOURNMENT

Director Dogra 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 2:03 p.m.