

STUDENT UNION, INC. BOARD OF DIRECTORS

Meeting Minutes

November 20, 2025

1:15 PM - 2:45 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Kathryn Blackmer Reyes, Aniya Dogra, Justin Duong, Mari Fuentes-Martin, Ed.D., Katelyn Gambarin, Glerys Gonzalez, Tabitha Hart, Ph.D., Leo Lebedenko, Maureen Pasag, Jayeesh Tarachandani,
Voting Members Absent: Siya Johal, Aditya Vishwakarma
Updated Attendance: Mari Fuentes-Martin, Ed.D., left the meeting at 2:41 PM
Jayeesh Tarachandani left the meeting at 2:32 PM
Non-Voting Member Present: Jon Tucker
Guests: Larry Aldama, Bowling Center Manager, David Alves, Accounting & Finance Director, Mitchell Veloso-Madison, HR Manager

I. CALL TO ORDER

Director Duong called the meeting to order at 1:18 p.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF NOVEMBER 20, 2025 AGENDA

Director Duong asked for any changes to the agenda.

Recommendation made to remove item IX.A. 2024-2025 Student Union Inc. Annual Report

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

Motion: Director Gonzalez motioned to approve the agenda with the change.

Second: Director Fuentes-Martin

Vote: 10-0-0. Motion Passed.

IV. APPROVAL OF OCTOBER 16, 2025 ANNUAL MEETING MINUTES

Director Duong asked for any changes to the minutes.

Director Duong asked for a motion to approve the minutes as presented.

Motion: Director Gonzalez motioned to approve the minutes as presented.

Second: Director Dogra

Vote: 10-0-0. Motion Passed.

V. APPROVAL OF OCTOBER 16, 2025 REGULAR MEETING MINUTES

Director Duong asked for any changes to the minutes.

Director Duong asked for a motion to approve the minutes as presented.

Motion: Director Gonzalez motioned to approve minutes as presented.

Second: Director Duong

Vote: 10-0-0. Motion Passed.

VI. PUBLIC FORUM

No public comments.

VII. DISCUSSION/ACTION

A. Approval of Ad Hoc Committee Formation and Member Selection for Review of the Board Bylaws

Duong confirmed the formation of the Ad Hoc Committee with the following members, Director Blackmer Reyes, Director Dogra, Director Fuentes-Martin, Director Gambarin, Director Gonzalez, and Director Hart.

Director Gonzalez self-nominated for Chair of the committee, and Director Dogra self-nominated for Vice Chair.

Director Duong asked for a motion to approve the committee members and Director Gonzalez as Committee Chair, and Director Dogra as Vice Chair.

Motion: Director Fuentes-Martin motioned to approve the formation of the Ad Hoc Committee with the following members, Director Blackmer Reyes, Director Dogra, Director Fuentes-Martin, Director Gambarin, Director Gonzalez, and Director Hart, and to approve Director Gonzalez as Committee Chair, and Director Dogra as Vice Chair.

Second: Director Duong

Vote: 10-0-0. Motion Passed.

B. Approve the 2026 Student Union Holiday Calendar as Recommended by the Personnel Committee

Mr. Tucker presented the 2026 Student Union Holiday Calendar. Board members inquired about its alignment with the University's holiday schedule. It was clarified that the calendars are consistent. Certain federal or state holidays not observed as university closure days are reassigned to alternate dates, such as the day after Thanksgiving or during the winter closure period. This approach allows staff to receive a continuous winter break without the use of personal or vacation time and supports campus operational needs.

Director Duong asked for a motion.

Motion: Director Hart motioned to approve 2026 Student Union Holiday Calendar.

Second: Director Dogra

Vote: 10-0-0. Motion Passed.

C. Approve the 2026 Student Union Payroll Calendar as Recommended by the Personnel Committee

Mr. Tucker presented the proposed 2026 Student Union Payroll Calendar, as recommended by the Personnel Committee. No questions or discussion were raised regarding the calendar.

Director Duong asked for a motion.

Motion: Director Fuentes-Martin motioned to approve 2026 Student Union Payroll Calendar.

Second: Director Duong

Vote: 10-0-0. Motion Passed.

D. Approval to Add Voluntary Pet Insurance Benefit for Employees (No Employer Cost) as Recommended by the Personnel Committee

Mr. Tucker shared a proposal to add voluntary pet insurance benefits for employees, as recommended by the Personnel Committee. The Student Union has the opportunity to provide voluntary pet insurance at no cost to the organization. Employees who wish to participate would be responsible for paying the premiums themselves. This benefit would be entirely voluntary and would not impact the Student Union's budget. The offering is intended to expand available choices for employees without creating additional financial obligations for the organization.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve to add a voluntary pet insurance benefit for employees.

Second: Director Dogra

Vote: 10-0-0. Motion Passed.

E. Approve SDI Student Union Contribution as Recommended by the Personnel

Mr. Tucker and Mr. Veloso-Madison explained that SDI is a state-administered short-term disability insurance program covering non-work-related illness, injury, pregnancy disability leave, caregiver leave, and paid family leave. Currently, Student Union employees pay SDI contributions through payroll deductions.

Under the proposed change, the Student Union would assume the employer-side cost of SDI, reimbursing employees for contributions already paid in the current fiscal year and covering the premiums going forward. This adjustment aligns the Student Union with other campus auxiliaries that already provide this benefit. The annual cost is estimated at approximately \$60,000, which can be absorbed within the existing benefits budget without increasing overall expenditures.

It was noted that the benefit has no hidden costs to employees, functions as partial wage replacement (generally up to about 40%), and allows employees to supplement with PTO as needed. The board members agreed that the change would enhance equity and improve the overall benefits package.

Director Duong asked for a motion.

Motion: Director Duong motioned to approve SDI Student Union contribution.

Second: Director Hart

Vote: 10-0-0. Motion Passed.

F. Approve Student Union Reserve Policy Updates

Mr. Tucker discussed the proposed Student Union Reserve Policy. He explained that it aligns with CSU auxiliary requirements which state that organizations must maintain reserves equal to 25–50% of their annual operating budget. With a current budget of \$14.4 million, this translates to a required reserve of \$3.6–\$7.2 million. The Student Union currently has around \$6 million in reserves. The purpose of this reserve range is to ensure that the organization could continue operating for three to six months in the event of an emergency or major disruption.

Board members discussed how the specific annual reserve percentage should be determined and suggested that the Finance Committee could evaluate financial conditions each year and recommend the appropriate percentage for board approval. There was also extensive conversation about whether reserves should be divided into separate categories, such as working capital or capital replacement. Mr. Tucker clarified that the policy was intentionally written to allow flexibility by maintaining a single reserve fund rather than rigidly allocating portions for specific purposes.

Additional questions focused on how reserve funds are held, invested, and reviewed. Mr. Tucker explained that the reserves are maintained in an independently managed investment account and invested according to the Student Union's Investment Policy, currently using a mix of equities, fixed income, and alternatives. These investments generate dividends and income that help the reserves grow. The board also discussed how the policy is reviewed, noted that it appears in annual training materials, and recommended adding language specifying who determines the reserve level and establishing a periodic review cycle.

Director Duong asked for a motion.

Motion: Director Hart motioned to refer the Student Union Reserve Policy back to the Finance Committee for review.

Second: Director Duong

Vote: 10 -0-0. Motion Passed.

G. Adoption of a Student Union Corporate Card Rewards Points Policy

Mr. Tucker and Mr. Alves explained that because the Student Union makes significant purchases using its credit cards, approximately \$1 million annually, the organization earns substantial points that can be redeemed as gift cards. These points are not student fee funds, but a type of rebate earned from the bank. Historically, the Student Union had no formal rules outlining appropriate uses for these rewards, and in the past, large amounts of points had accumulated and even expired. Staff explained that in previous years, more than \$30,000 in rewards had nearly expired because the points were not tracked or redeemed in a timely manner. With improved oversight, points are now redeemed deliberately and used for staff recognition and other morale-building activities.

The proposed policy establishes formal guidelines for redeeming and spending reward points, ensuring alignment with IRS guidelines and prohibiting uses such as alcohol, gambling, or cash advances. The policy also clarifies that gift cards themselves are used sparingly because they are difficult to track and may create tax-reporting obligations for recipients. Instead, rewards are often used to purchase branded items, small appreciation gifts, or event supplies.

Board members asked several questions about how reward points would be allocated throughout the year to avoid situations where all points are spent early. Mr. Tucker explained that the Executive Director and Finance Director jointly manage the redemption and allocation of points based on anticipated events, including end of year staff celebrations, staff development programs, and student team training. The organization typically nets around \$7,000 per year in reward value after program fees, and points accumulate gradually with each purchase. It was emphasized that part of the

policy's purpose is to ensure future consistency by documenting practices that were previously managed informally.

Board members questioned whether the policy should include additional clarifying language to guide future boards on allocation practices and the importance of planning ahead. Mr. Tucker explained that although the board has ultimate authority over the use of the points, day-to-day administration is delegated to the Executive Team, which monitors balances and ensures compliance with spending restrictions. He emphasized that points are redeemed only as needed, and physical gift cards are never stored long-term to avoid expiration or security risks.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve the Student Union Corporate Card Rewards Points Policy.

Second: Director Dogra

Vote: 10-0-0. Motion Passed.

H. Approval of Bowling Retail Rate Changes

Mr. Tucker and Mr. Aldama reviewed the proposed changes to the bowling center's community retail rates. Mr. Aldama explained that the current prices have remained unchanged since 2018, despite significant increases in supply and maintenance costs following the pandemic. Chemicals, parts, and other costs have risen sharply. The bowling machines that were installed in 2018–2019 are now entering a stage of higher maintenance needs. Because market rates at local commercial bowling centers have higher prices, around \$11.99 per game, the Student Union has increasingly become the least expensive option in the region. This has resulted in large volumes of community users who often displace student use and sometimes bring customer-service challenges not aligned with the center's capabilities.

To realign pricing with industry norms and manage community impact, staff proposed raising community rates from \$5 to \$6 per game on weekdays and from \$5 to \$7 on weekends, along with a 25% increase to shoe rental fees. This will be effective July 2026. They also recommended adjusting the timing of "prime hours" so that higher weekend pricing begins Friday at 5 p.m. and continues through Sunday at 5 p.m., bringing the schedule closer to standard industry practice. Student, faculty, and staff rates would remain unchanged for now, with the intention of re-evaluating them in the spring once the effects of the initial adjustment are measured. Staff noted that a more substantial increase potentially up to \$10 per game may eventually be necessary to remain aligned with the market, but a gradual approach would help mitigate sticker shock and avoid deterring use.

Board members raised questions about whether the proposed increases were too modest and whether a higher adjustment would more effectively rebalance student access without materially reducing revenue. They also asked for revenue and expense data, suggesting that the Finance Committee review the operation's financial model to assess long-term sustainability. Staff agreed that additional analysis would be useful and outlined operational pressures, such as outdated maintenance budgets, increased card-processing fees, and the need to consider future rate adjustments for both bowling and billiards due

to rising demand and costs.

Director Duong asked for a motion.

Motion: Director Gonzalez motioned to approve the Bowling Center retail rate changes as presented.

Second: Director Dogra

Vote: 10-0-0. Motion Passed.

VIII. DISCUSSION

A. Board of Director Compensation/Remuneration

Mr. Tucker shared the possibility of providing compensation or other benefits to student board members, acknowledging the significant time and responsibility required. Since this could create conflicts of interest, it was agreed that students should not participate in deciding their own compensation. Staff will research practices at other auxiliaries and prepare recommendations, including pros, cons, and financial aid implications. Faculty and staff board members may help review the options. The topic will be revisited in the spring after the research is completed.

B. Board of Director Recruitment

The Board is now accepting applications for new student members. The application window will remain open until December 5.

IX. INFORMATION ITEMS

A. 2024-2025 Student Union Inc. Annual Report

This item was removed from the agenda during the approval of the agenda.

B. City of San José Minimum Wage Increase for 2026 - 50¢ per hour effective 1/1/26

Director Duong informed the board that San Jose's minimum wage will increase by \$0.50 per hour, effective January 1, 2026. This wage increase will apply to all student employees. The item was moved from discussion/approval to an informational update.

X. EXECUTIVE DIRECTOR REPORT

Mr. Tucker provided an extensive update on the Event Center feasibility project, architectural work focused on space planning, access points, and potential uses for athletics, ballrooms, meeting rooms, and outdoor activation. A preliminary cost estimate is expected before winter break, with the full feasibility report anticipated by early April. Future phases will include detailed design discussions centered on sustainability, energy efficiency, stormwater systems, and flexible multi-use spaces. Updates were also shared on aesthetic improvements currently underway in the Event Center, including new flooring, painting, graphics, and refinished studios. The updates are expected to be completed over winter break. Staffing updates included the hiring of a new Director of Facilities, IT Manager, and Events & Programs Coordinator. Recent programs such as the book fair, trivia night, and guest speaker events saw high student engagement. Additional updates included the IRA fee proposals to support sports clubs and intramurals, positive feedback from the ACUI Region I Conference, progress on the five-year capital plan, and upcoming esports initiatives, including the December 1 showcase and hosting Mountain West regional tournaments. Mr. Tucker also highlighted growing partnerships and future opportunities tied to the planned esports facility.

Mr. Tucker recognized Director Lebedenko in honor of his upcoming graduation. He congratulated Director Lebedenko and presented him with a Student Union Board of Directors graduation stole in recognition of his service.

XI. COMMITTEE REPORTS (1 minutes)

A. Audit Committee

No report.

B. Facilities & Programs Committee

Director Duong reported that the chilled water leak in the Student Union has been fully repaired, and work on the remaining plumbing leak is ongoing. Installation of turnstiles at the SRAC continues to progress. Mr. Banks and Mr. Fetzer are overseeing the esports project. Approximately 15 e-scooter racks will be installed around the building, and staff are currently clarifying related building policies. Event and program offerings have been intentionally reduced to approximately 15–20 per semester to emphasize higher-quality programming.

C. Finance Committee

No report.

D. Personnel Committee

No report.

XII. BOARD OF DIRECTOR ANNOUNCEMENTS

The board wished everyone a happy Thanksgiving.

XIII. MEETING ADJOURNMENT

Director Duong asked for a motion to adjourn the meeting.

Motion: Director Dogra motioned to adjourn the meeting.

Second: Director Gonzalez

Vote: 7-0-0. Motion Passed.

Director Gambarin lost internet connection and was not able to vote.

The meeting adjourned at 2:44 p.m.

Signature: _____



Date: 01.22.2026

Justin Duong, Board of Director Chair

