

THE STUDENT UNION OF SAN JOSE STATE UNIVERSITY
FY 25-26 BUDGET MEMORANDUM

To: Dr. Cynthia Teniente-Matson, President
Mari Fuentes-Martin, Ed.D., Vice President, Student Affairs
Stan Nosek, Interim Vice President, Administration and Finance

From: Jon Tucker, Executive Director
Student Union, San Jose State University

RE: Student Union 2025-2026 Budget [Request for Attestation and Approval]

Date: May 13, 2025

The purpose of this memo is to seek your attestation and approval of the 2025-2026 Student Union (SU) Fee Funding Budget Request Proposal, as reflected in the Executive Budget Summary on the following page.

The 2025-2026 Student Union Fee Funding Budget Request Proposal was reviewed and approved by the campus officials appointed to roles on the Finance Committee on April 8, 2025 and advanced to the Student Union Board of Directors (SUBOD) and approved on April 17, 2025. Per SJSU/SU Operating Agreement Section 28, paragraph A-1, SU is requesting full disbursement of \$14,447,504 of Student Union Fee Funding. Due to forecasted year-end cash position, Student Union is requesting this distribution in July 2025.

Please complete your electronic signature via DocuSign which will automatically route a copy of this complete package to Dr. Cynthia Teniente-Matson, Mari Fuentes-Martin, Ed.D., Stan Nosek, Sarab Multani, and Jon Tucker. Please feel free to contact us with any questions.

Attesting Signature:

<div>Signed by:</div> <div><i>Sarab Multani</i></div> <div>7B5FB2C7C0444D6...</div>	<div>5/13/2025</div>
Sarab Multani, Chair, Student Union Board of Directors	Date
<div>DocuSigned by:</div> <div><i>Maria Fuentes-Martin</i></div> <div>E680BDC543524BE...</div>	<div>5/15/2025</div>
Mari Fuentes-Martin, Ed.D., Vice President for Student Affairs	Date

Approving Signatures:

<div>Signed by:</div> <div><i>Stan Nosek</i></div> <div>26314D5DD6224E5...</div>	<div>5/15/2025</div>
Stan Nosek, Interim Vice President for Administration and Finance	Date
<div>Signed by:</div> <div><i>Cynthia Teniente-Matson</i></div> <div>BA56DA146800485...</div>	<div>7/11/2025</div>
Dr. Cynthia Teniente-Matson, President	Date

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Executive Summary

A statement from Jon Tucker, Student Union Executive Director:

In conjunction with the leadership of SJSU, I am pleased to help guide the Student Union towards some exciting directions in the year ahead. As a campus auxiliary inextricably connected to SJSU, our goals are to provide educational opportunities, engagement, exceptional facilities, and outstanding service to the campus community. The next couple of years will offer us the opportunity to support these exact efforts and continue to elevate the Student Union as a source of pride and positive partnership on campus.

In order to achieve this, we have some important components that are reflected in our operating budget.

1. The proposed operating budget will keep the Student Union at the 1.10 Debt Service Coverage Ratio required.
2. Several positions in IT and maintenance were scheduled to transition to SJSU IT and FD&O. Due to the fact that neither has occurred, and given the current operating agreement, these FTE positions have moved back into the SU budget.
 - a. The resulting increase in salaries and benefits reflects these additions.
3. Student Union anticipates increases in student wages mostly due to general wage increases as well as development of an operations team in the Event Center
4. Dr. Teniente-Matson has agreed to Student Union's request for \$150,000 in programming funds from the Diaz Compean trust at the Tower Foundation for operational uses in FY26.
5. Movement of the IT cost allocation from the Operating budget to the SU Fee Trust account is reflected. However, because the new Student Affairs cost allocation is not part of the current plan, an operational charge of approximately \$150,000 for FY26 has been included.
6. We are in the beginning stages of growing the E-Sports Department for SJSU. Player awards for scholarships for varsity E-Sports athletes are reflected in the budget as a first step towards expanded services.
7. Increased outside services by approximately \$160,000, largely due to our new custodial contract. The new vendor has yielded much higher service levels to our facilities.
8. Increased internal event-related expenses for the Provident Credit Union Event Center (PCUEC) of approximately \$150,000. These expenses are mostly offset by chargebacks. This is reflective of growth in the PCUEC operation to provide a quality service level for campus and external clients.

Our budget marks the start of efforts in the next few years in support of the SJSU campus community:

- Feasibility study, aesthetic, and maintenance work to improve the operations and appearance of the PCUEC – both in the short-term and the long-term.
 - Move towards a major renovation and upgrade of the PCUEC

- Re-examine subterranean utilization away from student-serving spaces and more towards maintenance and operations
- Engage campus stakeholders to plan a more inclusive, open, welcoming, and vibrant arena and event center on campus
- Develop E-Sports into a source of student recruitment, engagement, and pride for the campus. This includes an architectural study and plan to develop new space in FY26, construction in FY27, and full program starting in Fall 2027. We are engaging with SJSU Advancement to find partnership with donors and businesses for long-term growth.
- Reworking facilities and IT internally to create better partnerships with our SJSU colleagues for responsive and high-level care of facilities in service to the campus community.
- Continued leveraging non-student fee funds through donors and outside revenue generation to support the operations and plans for the Student Union.
- Maintain a local reserve for equipment and building needs that support larger endeavors and future replacements.

This is an exciting time for the Student Union. Our team is committed to our campus partnership and working to provide students, staff, faculty, and other campus stakeholders with the best service and experiences possible. This budget will be a start for us to navigate towards that future.

The Student Union requests attestation and approval of its operating budget for Fiscal Year 2025-2026 of \$16,284,676 as follows:

Revenue Categories (See Appendix A)	FY 2025-2026
Student Union Fee Funding	\$14,447,504
Diaz-Compean Student Programming Fund	\$150,000
Self-Earned Revenue	\$1,687,172
Total Revenues	\$16,284,676
Expense Categories (See Appendix B)	FY 2025-2026
Salaries, Wages, & Benefits	\$11,167,626
Other Operating Expenses	\$5,117,050
Total Expenses	\$16,284,676

Student Union at SJSU would like to acknowledge and is appreciative of utilization of the Diaz-Compean Funding allocated for Student Programming. Student Union plans to use this funding for programs that best align with the vision of the Diaz-Compean gift.

Capital Outlay Budget Allocation Proposal (See Appendix C)

The Student Union collaborates with Facilities Development and Operations (FD&O) to evaluate on-going conditions of facilities, address deferred maintenance, and resolve new concerns. The following includes projects that are managed in conjunction with FD&O, when necessary, to make improvements to the facilities Student Union uses for our students' programs and services.

Student Union plans to offset part of the cost of these upgrades using the Diaz-Compean Student Union Operations Fund (\$500K towards A/V upgrades) as well as the PCUEC Naming Rights Fund (\$300K towards PCUEC Feasibility Study).

- Student Union
 - Ballroom, Theater, and Meeting Room A/V Technical Upgrades
 - Event and Programs Office Upgrade
- PCUEC
 - Feasibility Study
 - Arena Audio and Fiber Project
 - Video Production Project
 - Metal Detector
- Spartan Recreation and Aquatic Center
 - Esports Facility Planning
 - Turnstile Replacement Project
 - Workout Equipment Project
 - 3-court Gym Basketball Shot Clocks
 - Pool Vacuum
 - Equipment Checkout Desk Remodel

Budget Assumptions

Esports

- Esports facility development deferred to FY26-27, capital outlay plan contains planning costs for facility development
- Develop a new competitive Esports Varsity program
 - Budget to include team expenses and competition stipends (in consultation with University Advancement) to fund player awards (scholarships)
 - Consider possibility of sponsorships to aid cost burden of facility construction, equipment/furnishings
 - Program to be separate from the existing Club Sports Esports team

Recreation Programs

- Club Sports and Intramural IRA funding to continue as in prior years
- Intramural student staffing has increased in alignment with programming vision
- Cost increases for long-term replacement of gear and equipment
- Dedicated budget for SRAC events and programs (Pool Party, Rec Fest, Esports Showcases)

SU Programming

- Continue funding partnership with Student Affairs of \$250K, consistent with prior year
- Maintain continued high impact programs which attract a higher volume of students

Events

- SU to staff the Event Center Operations team to support ongoing events and building management
- SU to continue supporting university events and chargeback for external services and overtime hours as applicable
- SU purchased tables, chairs and umbrellas in FY24-25 to be rented out to internal campus partners beginning April 2025

Operations

- I/T and Maintenance personnel and supplies cost remains with the Student Union to ensure expected level of support for all three buildings
 - Hire Facilities and I/T Director by 7/1/25 and I/T Specialist by 1/1/26
 - Maintenance headcount and material costs to be included in budget
 - Hire new Building Engineer position beginning 7/1/25
- SU has hired students for the front desk of the Admin Office to accommodate visitors and for general office support
- New custodial agreement includes the addition of Event Center and cost increases above FY24-25

Compensation (For Org. Chart, see Appendix D)

- FTE: Use historical 18% turnover rate and assume a 4 month rehire time, resulting in a 6% factor
- 5% GSI for FTEs plus 3% step increases for eligible employees (4 months and good standing)
- FTEs in compliance with CA Exempt Minimum at 1/1/26 based on a 3.8% estimated increase
- FTE 46% burden rate aligns with FY24-25 experience
- Student hourly wage increase as of 7/1/25 in compliance with City of San Jose minimum and SUBOD approved Student Assistant Wage Schedule
- Increase in health insurance premium cost of 11% for 2026 (in line with 2025 SUBOD approved employer contribution increase)

General Assumptions

- Review and assess prior 18 months to develop budgeted self-earned revenues and operating expenses
- Cost increases of 5% above FY24-25 budget are included in operating expense categories
- Fee Funding date of July 2025
- Any necessary budget adjustments will be addressed during the mid-year forecast process
- 3 additional funding sources to be utilized to offset operating and non-operating costs (Diaz-Compean Student Programming Fund, Diaz-Compean Student Union Operations Fund, PCUEC Naming Rights Fund)

Insurance

- Liability and personal property insurance premium rate increases as provided by CSURMA

New Opportunities

- Student Professional Development Event Series: addition of events that focus on career readiness (Etiquette Dinner, Free Headshot event, etc.)
- Esports Varsity Program: Expanding esports program to create buzz around our skilled varsity teams that have excelled in the Mountain West conference

Priorities

- Managing Event Center utilization while handling necessary upgrade projects, renovations and refurbishments
- Prioritizing Student Union and Event Center for student spaces, meetings, programs and events (including internal and external events), while supporting Division 1 Athletic programs
- Upgrading Audio Visual Equipment and technology to meet increasing demand of AV Services and resources to campus departments, Athletics, and other events
- Maximize employee retention efforts
- Reworking relationship with FD&O

Student Programs, Events & Engagement Statistics

The Student Union experienced the following number of programs, events and increased services in FY24, have seen consistent increases in FY25, and expect to see further increases in FY26:

Student Union

- Over 7,500 graduating Spartans during Spring 2024 Commencement
- Over 3,000 SpartanFest attendees
- 300% increase in events supported by SU AV & Events Services
- 800% increase to external Bowling Center events
- 120 Student and Staff Bowling events, including a collegiate tournament
- Tripled quantity of events the Event Services team reserved and provided support for space utilization, event logistics, and preparation
- Over 4,200 tickets sold to students with improved ticketing speeds
- Over 12,000 total event check-ins through 40 events

Spartan Recreation and Aquatic Center

- Over 46,000 SRAC members, of which 45,400 are students
- SRAC began offering First Aid, AED and CPR training
- Over 540,000 users from 7/1/23 to 6/30/24
 - Over 18,000 unique users during that time period
 - Average of nearly 1,500 users per day
- Nearly 17,000 users of the recreation pool and 14,500 users of the competition pool
- Zero water rescues during the year
- 14 Outdoor Adventure trips with almost 200 participants
- Over 20 climbing wall users per day
- Over 25 Fitness classes per semester with an average of 10 participants per class
- 31 club teams with over 825 registered student athletes, participating in over 220 competitions
- Nearly 1,400 students on 140 Intramural teams

Provident Credit Union Event Center

- 30+ SJSU Athletics Basketball games and gymnastics meets
- 30+ Graduation Ceremonies
 - 70,000 guests and 10,000 SJSU graduates over 8 days of SJSU and local high school graduations
- Partnership with Housing and New Student and Family Programs for Move-In and New Student Convocation

Strategic Priorities

- **Business, Operational Practices, and Facilities:** Grounded in the philosophy of continuous quality improvement and guided by assessment data, Student Union units offers programs, services, and facilities that are student/client-centered, effective, efficient, sustainable, collaborative in nature, and responsive to organizational and legal constraints.
- **Enrollment Management, Retention, and Advocacy:** Guided by assessment data, Student Union creates opportunities for student success. Student Union departments offer programs, services, and facilities that build a relationship between the student and the university while enhancing student capacity for academic and personal achievement. Student Union collaborates with other campus partners to address student needs and expectations which contribute to student engagement, retention, and timely graduation.
- **Maximizing Financial Resources:** Strive to supplement student fee funding by generating self-earned program revenue and minimizing operating expenses in order to maximize value from student fee funding and other resources as may become available.
- **Staff Development and Well-being:** The capacity of the Student Union to contribute to student and University success is directly linked to the capacity of the staff to perform at a high standard. Therefore, Student Union is committed to creating a work environment based upon clear and reasonable expectations in which performance evaluation is constructive and developmental, that provides an opportunity for continuous development of skills and abilities, that recognizes and expresses appreciation for the contributions of individuals and groups, and that encourages and facilitates physical, emotional, interpersonal, career, and spiritual well-being.
- **Student Learning and Development:** Student Union departments establish learning outcomes for their programs and services in which student assistants participate. These outcomes will, when appropriate, complement the outcomes established through a combination of the Student Union, Division of Student Affairs, and the Transformation 2030 priorities. Assessment of learning outcomes will occur and the results will be used to guide program, service planning and budget decisions.
- **Technology Advancement:** Utilize technology to improve access to information, facilitate access to business processes, create opportunities for program and service delivery, and to engage students in learning opportunities.

Mission Statement & Values

- **Mission**

The Student Union of San Jose State University supports the development, growth, and well-being of students and the campus community by providing diverse programs, desired services, and quality facilities that enhance the collegiate experience.

- **Values**

- Positive role-modeling in our work
- Creativity and risk-taking are encouraged and supported
- Committed to the excellence of the Student Union
- Live up to our commitments
- Communicate directly, consistently, open/honestly
- Acknowledge collaborative contributions and individual achievements

Appendix A: Revenue Summary

Student Union Inc. Consolidated Operations Budget 2026 - Approved by SUBOD on 4/17/25

Item Description	Student Union	Event Center	SRAC	Budget Request FY25-26	Budget FY24-25	Actuals 1H FY24-25	Forecasted Actuals 2H FY24-25	Forecasted Total Actuals FY24-25	Difference Budget FY25-26 to Forecasted Actual FY24-25
Revenue									
Campus Funding									
Student Union Fee Funding Request	10,945,079	437,803	3,064,622	14,447,504	13,477,639	6,738,820	6,738,819	13,477,639	969,865
Diaz Compean Student Programming Funding	40,966	19,538	89,496	150,000	-	-	-	-	150,000
Rentals									
E.C. Arena	-	225,500	-	225,500	70,000	24,400	231,000	255,400	(29,900)
SRAC Rentals	-	-	10,910	10,910	10,450	6,519	5,750	12,269	(1,359)
Aquatic Pool Rentals	-	-	2,000	2,000	-	5,057	-	5,057	(3,057)
S.U. Event Services Rentals	15,000	-	-	15,000	15,000	10,490	4,510	15,000	-
Audio/Visual	2,000	-	-	2,000	-	2,320	1,800	4,120	(2,120)
E.C. Equipment Rental	-	17,500	-	17,500	-	-	-	-	17,500
Programs									
Bowling Center	410,649	-	-	410,649	300,703	208,540	177,256	385,796	24,853
Campus Rec Programs	-	-	57,565	57,565	58,280	22,935	38,042	60,977	(3,412)
SRAC Memberships	-	-	393,252	393,252	379,011	193,833	191,400	385,233	8,019
SRAC Aquatic Instruction	-	-	13,500	13,500	12,000	7,835	4,000	11,835	1,665
SUI Reimbursed Expenses	67,151	155,425	15,720	238,296	71,507	41,634	44,950	86,584	151,712
Other									
Misc Income	1,000	-	-	1,000	1,000	525	475	1,000	-
Investment Income	300,000	-	-	300,000	300,000	266,907	95,000	361,907	(61,907)
Total Operating Revenue	11,781,845	855,766	3,647,065	16,284,676	14,695,590	7,529,815	7,533,002	15,062,817	1,221,859

Appendix B: Expense Summary

Student Union Inc. Consolidated Operations Budget 2026 - Approved by SUBOD on 4/17/25

Item Description	Student Union	Event Center	SRAC	Budget Request FY25-26	Budget FY24-25	Actuals 1H FY24-25	Forecasted Actuals 2H FY24-25	Forecasted Total Actuals FY24-25	Difference Budget FY25-26 to Forecasted Actual FY24-25
PROJECTED HEADCOUNT AS OF JULY 1, 2025									
	50	2	14	66	60	55	59	59	7
PART TIME & STUDENT ASSISTANTS (20 HRS/WK)	80	60	270	410	380	358	380	380	30
TOTAL PROJECTED HEADCOUNT	130	62	284	476	440	413	439	439	37
Expenses									
Payroll									
Full-Time Wages	3,914,129	198,851	1,137,814	5,250,794	4,384,770	2,278,527	2,446,000	4,724,527	526,267
Full-Time Tax & Benefit	1,868,243	83,518	477,882	2,429,642	2,385,285	968,442	1,149,052	2,117,494	312,148
Student Wages	1,297,108	129,000	1,899,151	3,325,259	3,028,134	1,479,917	1,567,620	3,047,537	277,722
Student/Part Time WCI & Taxes	34,334	5,805	49,998	90,137	63,146	47,162	52,402	99,564	(9,427)
Part Time Wages	-	-	71,794	71,794	43,817	26,432	27,000	53,432	18,362
Total Salaries & Benefits	7,113,814	417,174	3,636,638	11,167,626	9,905,152	4,800,480	5,242,074	10,042,554	1,125,072
Other Operating Expenses									
Supplies	186,861	3,900	203,851	394,612	352,401	189,257	171,040	360,297	34,315
Student Affairs Cost Allocation (NOTE 1)	113,156	4,526	31,684	149,366	809,134	190,370	189,720	380,090	(230,724)
Communications	21,885	5,500	200	27,585	21,678	7,288	9,048	16,336	11,249
Travel	48,355	4,540	46,082	98,977	94,297	18,117	86,218	104,335	(5,358)
Insurance (NOTE 2)	126,000	57,600	75,600	259,200	224,100	112,644	112,666	225,310	33,890
Repairs & Maintenance	43,793	30,000	227,478	301,271	27,448	146,085	145,911	291,996	9,275
Event & Program Costs	1,163,047	377,975	49,970	1,590,992	1,258,810	406,587	974,952	1,381,539	209,453
Small Equipment	156,973	-	28,577	185,550	236,031	59,330	50,225	109,555	75,995
Outside Services	813,012	83,960	887,739	1,784,711	1,607,248	706,199	907,640	1,613,839	170,872
Staff Development	132,848	2,950	48,988	184,786	159,291	53,168	101,280	154,448	30,338
Esports Player Awards (NOTE 3)	-	-	140,000	140,000	-	-	-	-	140,000
Total Other Operating Expenses	2,805,930	570,951	1,740,169	5,117,050	4,790,438	1,889,045	2,748,700	4,637,745	479,305
Total Operating Expenses	9,919,744	988,125	5,376,807	16,284,676	14,695,590	6,689,525	7,990,774	14,680,299	1,604,377
Net Operating Income/(Loss) Excluding Club Sport & Intramural Programs	1,862,101	(132,359)	(1,729,742)	-	-	840,290	(457,772)	382,518	(382,518)

Appendix C: Capital Outlay Project List

STUDENT UNION, INC. PROPOSED CAPITAL RELATED EXPENDITURES - FY 2025/26

Project Title	Bldg/Rm Location	Estimated Total Project Cost	Proposed Fund Source	Project Type (PW or FF&E)	Comments
1 Upgrade AV Technology in Ballroom, Theatre, and all 1 meeting/conference rooms	SU	\$ 2,250,000	\$500K from Diaz Compean SU Operations Fund balance from SU Carryforward/SUI Trust	PW - Need Engineer	Vendor provided quotes with ~5% variance for turnkey equipment costs. \$2.13M for project in entirety
2 Events & Programs - new furnishings	SU	\$ 25,000	Balance from SU Carryforward/SUI Trust	FF&E	Furniture replacement, storage cabinets - ensuring fire code compliance and workplace efficiency
3 Feasibility Study	PCUEC	\$ 300,000	\$300K from PCUEC Naming Rights Fund	Budgetary Estimate	Evaluate the viability of a major renovation and modernization of the Provident Credit Union Event Center
4 Upgrade Arena AV	PCUEC	\$ 310,000	Balance from SU Carryforward/SUI Trust	FF&E	Update amps, cores, speakers and create presets for various layouts. Utilize current infrastructure for faster video speed and better quality. No new cable penetrations
5 Replace Metal Detectors	PCUEC	\$ 60,000	Balance from SU Carryforward/SUI Trust	FF&E	Replacing failing equipment that is not detecting contraband correctly
6 Replace video production switch	PCUEC	\$ 60,000	Balance from SU Carryforward/SUI Trust	FF&E	End of life for the equipment discontinued in 2020
7 Plans for new e-sports facility	SRAC	\$ 150,000	Balance from SU Carryforward/SUI Trust/ Fundraising Options	PW	Consult with Facilities to retain project architect
8 Replace Turnstile equipment	SRAC	\$ 310,000	Balance from SU Carryforward/SUI Trust	FF&E	Replace turnstiles and biometric scanners - 25% failure rate currently and existing equipment not supported. Moving to supported equipment options and renovate desk for ADA compliance
9 Replace fitness equipment	SRAC	\$ 40,000	Balance from SU Carryforward/SUI Trust	FF&E	Cardio and strength equipment
10 New Shot Clocks for Basketball Courts	SRAC	\$ 20,000	Balance from SU Carryforward/SUI Trust	FF&E	
11 Replace pool vacuum	SRAC	\$ 10,000	Balance from SU Carryforward/SUI Trust	FF&E	
12 Equipment Check Out Desk Remodel	SRAC	\$ 7,500	Balance from SU Carryforward/SUI Trust	FF&E	Adding cleaning station for equipment disinfecting
Total Estimated Project Cost		\$ 3,542,500			
Less:					
Contributions from Diaz Compean SU Operations Fund and PCUEC Naming Rights Fund		\$ (800,000)			
Estimated SU Carryforward/Fee Trust Funding		\$ 2,742,500			

PCUEC Deferred Maintenance/Capital Repair/Replacement Priorities

- 1 HVAC Replacement/Upgrade
- 2 AV/Lighting/Fiber Upgrade
- 3 Keys, Access Control, Security Upgrades
- 4 VIP Area
- 5 Locker Rooms
- 6 Green rooms and other space upgrades
- 7 General aesthetic work, interior signage, etc