SJSU SAN JOSÉ STATE UNIVERSITY
Board of Directors
Student Union, Inc.
Division of Student Affairs
Student Union, Inc.
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STUDENT UNION, INC. BOARD OF DIRECTORS
PERSONNEL COMMITTEE
Meeting Minutes

September 16, 2025
11:30 AM -12:30 PM
In-person: Student Union Building, Conference Room 6

Voting Members Present:	Aniya Dogra, Siya Johal, Kathryn Blackmer Reyes
Voting Members Absent:	Mari Fuentes-Martin, Ed.D.
Updated Attendance:	Mari Fuentes-Martin, Ed.D. was updated to present at 11:51 AM
Non-Voting Member Present:	Jon Tucker, Mitchell Veloso-Madison

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I. CALL TO ORDER
Director Johal called the meeting to order at 11:33 a.m.

II. ROLL CALL
A verbal roll call was completed. Quorum met.

III. APPROVAL OF SEPTEMBER 16, 2025 AGENDA
Director Johal asked for any changes to the agenda.

Director Johal asked for a motion to approve the agenda.
Motion: Director Blackmer Reyes motioned to approve the agenda.
Second: Director Dogra
Vote: 3-0-0. Motion Passed.

IV. APPROVAL OF MAY 1, 2025 MEETING MINUTES
Director Johal asked for any changes to the minutes.

Director Johal asked for a motion.
Motion: Director Blackmer Reyes motioned to approve the meeting minutes.
Second: Director Dogra
Vote: 3-0-0. Motion Passed.

V. DISCUSSION AND ACTION ITEMS
A. Review and Approve Additional Operating Funds and Positions
Mr. Tucker reviewed the financial status, highlighting a positive fund balance from last year and additional revenue from increased student enrollment and price index growth, totaling about $1.82 million available for new investments. Staff feedback revealed workload strains, especially in event management and facilities.

To address this, Mr. Tucker proposes creating several new positions. An assistant manager would focus on coordinating large, complex events, relieving current staff who manage client bookings, catering, parking, and room setups. An event operations supervisor role would split current combined responsibilities, allowing dedicated oversight of facility maintenance and event logistics. A new evening operations supervisor would ensure full-time staff presence during late hours for safety and supervision.

Graduate assistant roles would provide part-time support for areas like intramurals and facilities, offering professional experience to students while easing staff workload. Student staff additions would be also added in the department to allow expanded supervisory roles for better training and operational support.

A director of programs, marketing, and assessment is proposed to provide focused leadership, improve marketing, and coordinate assessments, currently handled by one overextended manager. Additionally, the department plans to add staffing support for athletics spaces on South Campus due to increased usage.

The proposed changes aim to improve service quality, operational efficiency, and student development.

Director Johal asked for a motion.
Motion: Director Fuentes-Martin motioned to approve the additional operating funds and positions.
Second: Director Blackmer Reyes
Vote: 4-0-0. Motion Passed.

B. Approve Catastrophic Leave Policy Updates

Mr. Tucker discussed changes to the Catastrophic Leave Policy, which allows staff to donate sick leave to a shared bank for employees facing hardship and out of leave time. The current policy calls for donations only when a specific request is made, which risks revealing the identity of the employee in need.

The updates would create a permanent, ongoing leave bank that employees can donate to anonymously. Requests for leave would be made privately through Human Resources (HR), without publicizing the recipient's identity. HR would review donation requests twice a year and solicit donations without tying them to any individual.

Additionally, the maximum donation limit would increase from 16 to 24 hours, and donated hours would remain in the bank rather than being returned to donors if unused, unlike in the old policy.
These changes aim to protect employee privacy and encourage more donations.

Director Johal asked for a motion.
Motion: Director Fuentes-Martin motioned to approve the updates to the Catastrophic Leave Policy.
Second: Director Blackmer Reyes
Vote: 4-0-0. Motion Passed.

VI. DISCUSSION ITEMS

A. Executive Director Annual Review – Process and Timing

Director Johal explained that due to special circumstances this past year, a proper annual review was not conducted. However, moving forward, the board plans to conduct the review in the spring. The review process will include input from the board

B. Student BOD Fall and Spring Recruitment Windows
Director Johal discussed the need for a fall recruitment to fill vacant student board of director positions and traineeship positions created by fall graduations.

Efforts are underway to increase student engagement and visibility both on social media and in person, in coordination with the Student Union Marketing Team. The goal is to recruit at least four trainees to ensure a smoother transition into the spring semester, given the number of anticipated spring graduates. While one full-time position will be available, the priority is to recruit and train several trainees, ideally more than the minimum, to strengthen continuity and involvement going forward.

C. SUI Employees Benefits and Perks
Mr. Tucker shared the staff survey data on potential employee benefits. This information is intended to help inform upcoming proposals related to compensation, given that the budget was approved without the compensation changes.

The Executive Leadership Team has been analyzing salary data and developing recommendations, with the possibility of allocating up to $400 thousand either toward compensation or benefits depending on final determinations.
Among the benefit options considered, the Executive Team identified employer-paid State Disability Insurance (SDI) contributions as the top priority. Currently, employees pay approximately 1.2% of their salaries for this coverage, and shifting that cost to the Student Union would represent an annual organizational commitment of roughly $60 - $80 thousand. Other potential benefit areas for future consideration included parking or public transit allowances and retirement enhancements, though no specific recommendations were made at this time.

Director Johal moved to Closed Session

VII. CLOSED SESSION

A. Personnel Matters

VIII. REPORT OUT OF CLOSED SESSION
Director Johal reported that there was no action taken by the Committee in Closed Session.

IX. MEETING ADJOURNMENT
Director Johal asked for a motion to adjourn the meeting.

Motion: Director Fuentes-Martin motioned to adjourn the meeting.
Second: Director Dogra
Vote: 4-0-0. Motion Passed.

The meeting adjourned at 12:16 p.m.