

STUDENT UNION, INC. BOARD OF DIRECTORS

Meeting Minutes

May 8, 2025

1:30 PM - 3:00 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Kathryn Blackmer Reyes, Aniya Dogra, Justin Duong, Mari Fuentes-Martin, Ed.D., Ariana Lacson, Leo Lebedenko, Sarab Multani, Maureen Pasag (BOD Designee), Karthika Sasikumar, Ph.D.
Voting Members Absent: Siya Johal, Erik Rodriguez, Jayeesh Tarachandani, Aditya Vishwakarma
Non-Voting Member Present: Jon Tucker

I. CALL TO ORDER

Director Multani called the meeting to order at 1:33 p.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF MAY 8, 2025 AGENDA

Director Multani asked for any changes to the agenda.

Request to correct the title of item VI.A. Approve Student Union Travel Policy, to include the word "Revisions". Revisions were made to the existing policy. This is not a new policy.

Director Multani asked for a motion.

Director Dogra motioned to approve the agenda with the change; Director Lacson seconded the motion.

Vote on the Motion: 9-0-0 **Motion Passed**

IV. APPROVAL OF APRIL 17, 2025 REGULAR MEETING MINUTES

Director Multani asked for any changes to the minutes. No questions or revisions were raised.

Director Multani asked for a motion.

Director Dogra motioned to approve the meeting minutes; Director Lacson seconded the motion.

Vote on the Motion: 9-0-0 **Motion Passed**

V. PUBLIC FORUM

No public comments.

VI. DISCUSSION/ACTION

A. Approve Student Union Travel Policy Revisions

The board reviewed proposed revisions to the organization's travel policy, which had not been updated since 2017. The purpose of the revisions is to align the policy with current institutional travel standards and updated rates.

Key changes include:

- Updated lodging rates: The maximum lodging rate was increased from \$260 to

\$333 per night, reflecting current travel costs.

- Clarification of allowances: Revisions specify that the maximum per diem and lodging rates apply to both in-state and out-of-state travel, including destinations like Hawaii and Alaska.
- Terminology clarification: The board clarified that references to "30 days" in the policy refer to calendar days, not business days.

There was a detailed discussion on the inclusion of a statement about the expectation to choose the most economical travel options. Some members questioned whether this clause was necessary, suggesting that it might be redundant, given the presence of defined maximum reimbursements. However, it was also noted that this language encourages cost-effective decision-making, particularly when selecting between travel options like airfare and lodging.

A travel request form is mentioned in the policy but not linked. It was clarified that this form is procedural, submitted via DocuSign, and is not part of the formal policy document. It was also confirmed that the policy does apply to international travel, despite only referencing "out-of-state" travel.

Director Multani asked for a motion.

Director Duong motioned to approve the revisions to the Student Union Travel Policy; Director Fuentes-Martin seconded the motion.

Vote on the Motion:

9-0-0

Motion Passed

B. Approval of the Recommendation of the Faculty Member Candidate

The Personnel Committee provided an update following last week's meeting. A search was conducted to identify new faculty candidates interested in serving on the board; however, no responses were received. As a result, the offer was extended to Director Blackmer Reyes whose term was ending and had expressed interest in a second term. The board expressed appreciation for Director Blackmer Reyes's service and commitment. It was noted that the President has the authority to appoint the second faculty position. It was mentioned that Director Sasikumar had spoken to the new Academic Senate Chair, who agreed to sit on the board pending approval from the President.

Director Multani asked for a motion.

Director Duong motioned to approve Kathryn Blackmer Reyes to one of the faculty director positions; Director Fuentes-Martin seconded the motion.

Vote on the Motion:

8-0-1

Motion Passed

Abstain: Director, Blackmer Reyes

C. Approve Board of Directors Chair and Vice-Chair for AY 2025-2026

Director Multani asked for nominations for Chair.

Director Dogra nominated Director Duong for Chair. Director Duong accepted the nomination.

Director Duong spoke briefly about their vision and leadership.

Director Multani asked for a motion.

Director Dogra motioned to approve the nomination of Director Duong as Chair of the Board of Directors; Director Lacson seconded the motion.

Vote on the Motion: 9 -0-0 Motion Passed.

Director Multani recommended tabling the approval of the Vice Chair position until August to allow board members who were not in attendance the opportunity to be considered.

Director Multani asked for a motion to table this item

Director Duong motioned to table the approval of the Vice Chair position; Director Dogra seconded the motion.

Vote on the Motion: 9-0-0 Motion Passed.

VII. DISCUSSION

A. Establish Board Meeting Schedule for the 2025–2026 Academic Year

Director Multani initiated the discussion for establishing the board meeting schedule for the 2025-2026 academic year, asking board members to review their upcoming schedules for next semester. Personal conflicts with current meeting times were noted by several members, particularly due to overlapping lab courses. Potential options discussed included morning meetings (before noon) on Tuesdays and Thursdays. Conflicts with AS (Associated Students) board meetings on Mondays and Wednesdays were also mentioned as a scheduling consideration, as some members serve on both. It was suggested that a Doodle Poll or similar tool be sent out to find the best time that works for all board members.

VIII. EXECUTIVE DIRECTOR REPORT

Mr. Tucker explained that certificates will be sent to board members who missed the Leadership Gala, and a graduation stole will be given to Director Rodriguez in recognition of his service.

Staffing efforts continue, including the hiring of a new Aquatics Coordinator and recruitment for other full-time roles. A new scheduling coordinator position is being developed to support operations at the Providence Credit Union Event Center. Recruitment for an HR Manager is also in progress, with additional hiring to begin once the president approves the upcoming budget on Tuesday.

The Student Union budget includes a 3.4% student fee increase tied to inflation. Preliminary enrollment projections look positive, which may benefit the overall budget. Additional cost allocations, including land lease and risk management charges, are being accounted for but will not impact the approved operating budget.

Facility improvements are moving forward. New flooring is nearly complete in the Event Center, with striping next. A feasibility study for long-term upgrades is underway and interested board members may join the review committee. Immediate cosmetic repairs, such as new carpet, paint, and lighting—will be handled through a general contractor using the pre-approved JOC process.

MOUs with Athletics and FD&O are being finalized to clarify shared responsibilities related to

space use, scheduling, and maintenance.

Lastly, the employee handbook is going through an external review. Suggestions were made to improve onboarding by using modular or audiovisual tools to complement the updated manual. The final version of the handbook is expected in the fall.

IX. COMMITTEE REPORTS (1 minutes)

A. Audit Committee

No report.

B. Facilities & Programs Committee

No report.

C. Finance Committee

No report.

D. Personnel Committee

Director Dogra provided an update from the Personnel Committee, noting the prior approval of a 1% increase in the employer's discretionary contribution to the 403(b) plan, along with the transition of 403(b) fees from employee-paid to employer-paid. The committee also discussed developing a remote work policy and the potential for an early annual review of the newly hired Executive Director. Additional topics included the status of approximately ten full-time staff vacancies, with some searches underway and others pending final budget approval. Roles currently in recruitment include the Student Union Operations Manager, Event Center Operations Manager, Club Sports Coordinator, and an IT Specialist.

X. BOARD OF DIRECTOR ANNOUNCEMENTS

Dr. Heather French will start next Monday as the new Associate Vice President and Dean of Students, with Jon Tucker reporting to her. Additionally, Dr. Rachel Camacho will begin next week as the new Associate Vice President for Equity and Belonging. A proposal was raised to consider holding part of the fall board training offsite to encourage team building in a more social setting. Finally, it was announced that finals programming has successfully kicked off this week with popular student-initiated and student-led events. Board members were encouraged to share ideas for future student support during finals.

XI. MEETING ADJOURNMENT

Director Multani asked for a motion to adjourn the meeting.

Director Lacson motioned to adjourn the meetings; Director Duong seconded the motion.

Vote on the Motion:

9-0-0

Motion Passed.

Meeting adjourned at 2:14 p.m.

Signature: _____

Justin Duong, Board of Director Chair

Date: 08.28.2025