

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

Meeting Minutes

October 7, 2025

11:30 AM - 12:30 PM

In-person: Student Union Building, Conference Room 6

Voting Members Present: Aniya Dogra, Kathryn Blackmer Reyes, Mari Fuentes-Martin, Ed.D.

Voting Members Absent: Siya Johal

Non-Voting Member Present: Jon Tucker, Mitchell Veloso-Madison

I. CALL TO ORDER

Director Dogra called the meeting to order at 11:35 a.m.

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF OCTOBER 7, 2025 AGENDA

Director Dogra asked for any changes to the agenda.

Director Dogra asked for a motion to approve the agenda.

Motion: Director Fuentes-Martin motioned to approve the agenda.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

IV. APPROVAL OF SEPTEMBER 16, 2025 MEETING MINUTES

Director Dogra asked for any changes to the minutes.

Director Dogra asked for a motion.

Motion: Director Blackmer Reyes motioned to approve the meeting minutes.

Second: Director Fuentes-Martin

Vote: 3-0-0. Motion Passed.

V. APPROVAL OF SEPTEMBER 25, 2025 SPECIAL MEETING MINUTES

Director Dogra asked for any changes to the minutes.

Director Dogra asked for a motion.

Motion: Director Fuentes-Martin motioned to approve the meeting minutes.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

VI. DISCUSSION AND ACTION ITEMS

A. Approval of Automatic Adjustments to the Student Assistant Wage Schedule in Response to City of San Jose Minimum Wage Increases

Mr. Tucker reviewed the student wage scale, noting that wages are adjusted twice yearly, once in the summer based on longevity and again on January 1 to align with the City of San José's minimum wage. The city announced a new rate of \$18.45 per hour effective January 1, 2026, a \$0.50 increase that will be applied to student wages. It was proposed

that future adjustments be treated as informational items rather than requiring a vote, while maintaining the board's authority to make changes. Budget impacts will be managed through the regular budget process, with departments reviewing hours and costs annually. It was also clarified that CSU student unionization efforts do not affect the Student Union, as it is a separate 501(c)(3) auxiliary.

Director Dogra asked for a motion.

Motion: Director Blackmer Reyes motioned to approve the automatic adjustments to the student assistant wage schedule in response to City of San Jose minimum wage increases

Second: Director Fuentes-Martin

Vote: 3-0-0. Motion Passed.

B. Approve the Vacation Leave Accrual Changes

Mr. Tucker discussed revising the current vacation accrual structure to make it more competitive and supportive of employee work-life balance. Currently, new employees receive 10 vacation days per year, and it takes 25 years to reach the maximum accrual level. The proposed change would start employees at 15 days per year, with increases of about 2 days after every two years of employment, capped at 24 days after 10 years, and would take effect January 1, 2026. The proposal aims to improve recruitment, retention, and morale with minimal financial impact, with the only cost being an additional \$67,000 in accrued leave liability on the balance sheet.

Director Dogra asked for a motion.

Motion: Director Fuentes-Martin motioned to approve the vacation leave accrual change.

Second: Director Dogra

Vote: 3 -0-0. Motion Passed.

C. Adoption of Relocation Policy for New Hires

Mr. Veloso-Madison explained that the policy was developed to add clarity and structure, and it was modeled after the campus's policy. The policy outlines eligible expenses, limits, and reimbursement procedures for employees who relocate to accept a position, such as moving costs and travel expenses. It is designed to ease the financial burden of relocation without offering relocation bonuses, as the Student Union preferred a reimbursement-only model for accountability and tax purposes. The policy also includes provisions for repayment if an employee leaves within a specified period. Stakeholders provided feedback during development, and the policy aims to be clear, fair, and consistent with campus practices.

Director Dogra asked for a motion.

Motion: Director Fuentes-Martin motioned to adopt the Relocation Policy for new hires.

Second: Director Blackmer Reyes

Vote: 3-0-0. Motion Passed.

VII. DISCUSSION ITEMS

A. Executive Director Review

The Committee discussed the process for conducting the Executive Director's performance review, noting that while the six-month review had been delayed, it was now an appropriate time to assess progress. Members emphasized the need for a consistent and meaningful review process focused on measurable goals, leadership effectiveness, departmental management, financial stewardship, and overall performance. They also

recommended developing a standardized framework to guide annual and future evaluations, ensuring alignment with strategic priorities. A draft proposal will be prepared for consideration at the November meeting.

B. BOD Member Recruitment

Director Dogra discussed strategies for student board member recruitment, emphasizing the need to build a more diverse group and stagger member terms to prevent large turnover when multiple members graduate at once. Recruitment will focus on freshmen and sophomores, with possibly one junior, to maintain continuity. Members also discussed increasing visibility and engagement through social media, tabling, and participation in campus events to raise awareness about the Board of Directors. The group noted the need to fill one current vacancy and recruit at least four new members before the spring semester. Plans include creating promotional materials, such as group photos and website updates, and using the upcoming launch of the new Sammy app in November to advertise open positions and streamline recruitment.

VIII. MEETING ADJOURNMENT

Director Dogra asked for a motion to adjourn the meeting.

Motion: Director Fuentes-Martin motioned to adjourn the meeting.

Second: Director Dogra

Vote: 3-0-0. Motion Passed.

The meeting adjourned at 12:14 p.m.