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## Union WELL Inc. Budget and Finance Committee

### Minutes

October 21, 2020

7:30am, Zoom Meeting

1. The Meeting was called to order at 7:31 am by Kaur
  - a. Present: Arturo Ambriz, Shubh Kaur, Missy Anapolsky, Rose McAuliffe, Jasmine Lopez
  - b. Also Present: Jill Farrell, Bill Olmsted, Tori Butler, Amy Jacobsen, Kate Smith
2. Public Comment: None
3. Review Charge of Budget and Finance Committee
  - a. Farrell provides an overview of the committee responsibilities and expectations.
4. Conflict of Interest forms
  - a. Farrell acknowledges conflict of interest forms were sent for digital signature through Adobe Sign, and notes that all forms have been signed.
5. Approval of Minutes of March 6, 2020 **(MSP: Anapolsky, Lopez)**
6. Proposed Strategic Planning and Budget Timeline 2021-2022 **(MSP: Anapolsky, Ambriz)**
  - a. Farrell presents 2021-22 strategic planning & budget timeline noting that there were no major changes from previous years, simply adjustments based on the calendar year.
7. Proposed Student Wage Scale Effective January 1, 2021 **(MSP: Lopez, Anapolsky)**
  - a. Farrell presents the student wage scale effective January 1, 2021, which reflects the minimum wage increase of \$1 per hour in most categories. She explains that IT program supervisors had to be separated from the general program supervisor category because they are in a different workers comp code and the revised agenda packet that was sent reflects the separation, although the rate is the same. She notes that areas in gray are swim instructors, personal trainers and fitness instructors whose pay rates are based on market rates due to being specialty positions, and did not receive the \$1 increase.
8. WELL and Union Programming Highlights
  - a. Smith provides an overview of WELL virtual programming highlights and encourages members to follow the WELL on Instagram (IG) and visit the WELL's website for details on virtual and in-person outdoor programs currently being offered. She also announces that lap swim will begin the week of October 26 and that a 28,400 square foot outdoor fitness

space in parking structure three is being built so that equipment that is difficult to move daily can be provided. She explains that the idea is to find a sustainable solution, and to avoid opening for indoor operations only to have to close again due to changes in county restrictions. She adds that reservations will be required in order to maintain a safe capacity and discusses other safety protocols in place, then provides a walkthrough of the WELL website to demonstrate how to find information on programming and how to make a reservation.

- b. Olmsted shares Union programming highlights and successes, including virtual programming that occurred over the summer, as well as the virtual events planned for fall. He notes that the annual holiday gift drive will still occur this year, and Sac State blood drives are being held just off campus at the Scottish Rite center. Olmsted provides an overview of Unique programs, which relies heavily on volunteers and currently has almost 30. He adds that he has been pleasantly surprised by the participation and enthusiasm from students, especially during this time and considering some of the volunteers are new to Sac State.

#### 9. WELL Expansion update

- a. Olmsted provides an overview and background of the WELL expansion project, which has been in the works for several years. Olmsted notes that after the shutdown in March it was uncertain whether the project would start on time or be postponed, or whether the project would be allowed to proceed at all. A cost assessment was completed by the campus and the Chancellor's Office. It was determined the WELL expansion would move forward as the organization would have lost a significant amount of money if the project was postponed or cancelled. He adds that postponing also could not happen because of the campus need for the services provided, and the additional space is needed badly to catch up with the booming programs and heavy building use, especially on the SHCS side. Also, with so few people on campus there is no better time to perform such disruptive work, so areas that would have impacted members and visitors most were moved up in the project timeline. He shares the expansion website where a live stream from a project camera on the parking structure can be found, as well as a video from President Nelsen discussing the project and the need to move forward with it. There is also an overview of the project including floor plans, images of the project, and FAQ's including funding questions. He extends an invitation to the weekly tours for any committee member who wants an up close look.

#### 10. TBU01 & TBU04 updates

- a. Olmsted explains repair and replacement account funds, which are kept state-side and are used for major facility upgrades. The fund has been carrying approved funding of \$400,000 for replacement of the white limestone tile in the Union lobby, which is a project that has been challenging to schedule since the facility is heavily used. The campus shutdown, although devastating, offered the opportunity to conduct such disruptive repairs. The final quote for the limestone tile project, including necessary abatement work, totals around \$385,000. It was decided to take advantage of the shutdown, in addition to already having the contractor on site, and pulled another scheduled flooring project into the current year to replace the vinyl tile in the Union's brown bag area. The same contractor that is replacing the limestone tile quoted approximately \$24,000 for that project. The BOD (Board of Directors) Executive Committee was asked to increase the flooring project

budget from \$400,000 to the full amt of \$424,000 to complete both projects. Savings is anticipated in the limestone tile project, but this way the budget is prepared if not. The committee approved and the project will begin next week. Olmsted adds that the team is trying to complete as much work as possible now in order to offer an updated facility upon the students' return, so they will not be inconvenienced by the work one they are able to be in the building again.

- b. Farrell shares the TBU01 and TBU04 budget that was approved in April, and shows where the budget was updated to reflect the approved increase.

11. 2020-21 Cap and Plant Updates

- a. Farrell presents the capital and plant fund project list that was approved in the spring. She notes that the Items listed in green were 19-20 projects that were not completed due to a variety of reasons, so BOD approved to roll those projects over to 20-21. The projects totaled \$62,000 of savings for the 19-20 budget year, and were moved to 20-21.

12. 1<sup>st</sup> Quarter Budget to Actual Variance Review

- a. Farrell explains that the budget was approved by the Budget & Finance Committee and BOD in April, but changes had to be made when it was submitted to the President's office after the campus shutdown due to COVID-19. She shares a budget spreadsheet showing the first quarter budget to actual comparison and discusses variances beginning with revenue, which ended up close to projection. Farrell then discusses expenditure variances and notes that program supply expenditures are expected to increase with the outdoor programming kicking off.
  - i. Regarding the savings due to the delay of invoicing from vendors, McAuliffe asks if the delay was due to dissatisfaction with quality of work. Farrell says no and explains that vendors are simply struggling with invoicing, some due to the transition to remote work. Farrell states, the service is ongoing, the billing is just delayed.
- b. Farrell continues to discuss expenditure variances, noting that the lines highlighted in yellow were the carryovers from 19-20 that were discussed earlier in the meeting and the lines in blue are not actual savings, just timing adjustments.
- c. Olmsted adds that a normal year is a lot to take in, and this year has added layers of complications. Although the changes themselves are uncertain, the team is aware that changes will continue. The focus is on responding well to campus plans and expectations, and being prepared to handle changes as they come.
  - i. McAuliffe comments that she appreciates the effort and work that is going into actively managing the budget, especially with all of the uncertainties.

13. The meeting was adjourned at 8:52 am

Respectfully Submitted:

*Shubhkawanpr Kaur*  
Shubhkawanpr Kaur (Dec 9, 2020 10:12 PST)

Authorized Signature

Dec 9, 2020

Date