

## Union WELL Inc. Budget and Finance Committee

### Minutes

October 20, 2021

7:30am, Zoom Meeting ID: 816 3446 7932 (password required)

1. The meeting was called to order at 7:34 am, by Lopez
  - a. Present: Jasmine Lopez, Missy Anapolsky, Sebastian Raya, Lauren Garrett in lieu of Rose McAuliffe
  - b. Also present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None.
3. Review Charge of Budget and Finance Committee, Farrell, Information
  - a. Farrell reviews the committee charge, expectations and responsibilities.
4. Conflict of Interest forms, Farrell
  - a. Farrell acknowledges that a conflict of interest form was sent to all members via Adobe sign, noting that the form has been signed by everyone.
5. Approval of Minutes of March 30, 2021, **(MSP: Anapolsky, Raya)**
6. Proposed Project Lists and Budget Timeline 2022-2023, **(MSP: Raya, Garrett)**
  - a. Olmsted reviews the proposed budget and departmental project list timeline and. He explains that the timeline is typically followed as is and the committee will be informed if that needs to change.
7. Proposed Student Wage Scale Effective January 1, 2022, **(MSP: Anapolsky, Garrett)**
  - a. Farrell presents the proposed student wage scale effective 1/1/2022, which reflects a \$1 increase in every category. She explains that pay rates begin at minimum wage and the rate increases as the responsibility of the role increases. There are different classes of positions, and the classes in gray are areas of employment drawn from the outside community, such as life guards and fitness instructors, so the pay rates are based on the industry. She notes that a market study will be done for these positions and rates may be adjusted further in the future in order to stay competitive in the market.
8. Department 68 Additional Funding Request, **(MSP: Anapolsky, Garrett)**
  - a. Olmsted explains that Department 68 is for projects that were not included as part of the project budget for expansion, but are definitely expansion related. He shares the list of items and discusses

the additional funding request, which includes carryover projects from 20-21 that were not completed. Additionally, as the WELL expansion project wraps up, the need for additional items are being realized. The additional funding request of \$89,000 would take care of those items, the carryover items, and other things that are coming up. A building signage package for the WELL is the biggest project at \$30,000. He notes that some signage was part of the project but several interior changes have created the need for additional signage, all which need to match existing signs in the building. Last spring, the Board of Directors (BOD) approved \$250,000 for 21-22, and the carryover funding and signage package addition bring the total to \$339,000.

9. 2021-22 Cap and Plant Updates

- a. Olmsted shares the capital and plant fund expenditure project list and mentions highlights. Farrell explains the projects in black font were approved with the 2020-2021 Budget, the projects in purple font are carryovers from 20-21, and those in green font are new items and are additional expenditures. She notes that the University Union (UU) and WELL door counter project for \$20,000 was approved at the September 15 Board of Directors (BOD) meeting.

10. TBU01 & TBU04 updates


- a. Olmsted explains that TBU01 and TBU04 funds account for larger maintenance projects, major new purchases and significant facility projects throughout year. TBU01 is for non-recurring maintenance and repair, and TBU04 is for capital improvement projects. He reviews projects listed in each category noting that projects listed in the gray area are carryover projects from previous years which were delayed for various reasons, and include the year the BOD approved them. He adds that some projects have been completed since the BOD meeting where the list was last presented, such as UU automatic door replacement, WELL locker room remodel, flooring projects, etc. Farrell notes the BOD approved budgets are included in the long-range plan, acknowledging that some projects will occur in future years.

11. 1<sup>st</sup> Quarter Budget to Actual Variance Review

- a. Farrell shares the first-quarter budget variance report and discusses highlights. Revenue is under budget by \$135,646.17, largely due to a delayed Rec Sports payment of \$85,177, impacts of COVID guidelines and limitations such as lack of events and room rentals as well as reduced programs and services. Farrell then discusses the \$1,823,667.32 expenditure variance and mentions highlights including utilities, supplies, and maintenance, most of which were the result of the campus closure and significantly reduced building usage. Some variances are due to setbacks in hiring, purchasing, and delays in receiving payroll monthly totals for August and September from UEI. At this time, the total estimated excess of revenue over expenditures, after adjustments, is \$1,552,416.66. Farrell states that once the UEI payroll totals for August and September are received, she will report back to the committee on the updated payroll numbers.

12. The meeting was adjourned at 8:34am

Respectfully Submitted:

  
Jasmine Lopez (Jan 27, 2022 14:02 PST)

Authorized Signature

Jan 27, 2022

Date