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## Union WELL Inc. Budget and Finance Committee

### Minutes

December 8, 2021

7:30am, Zoom Meeting

1. The meeting was called to order at 7:32 am, by Lopez
  - a. Present: Jasmine Lopez, Lauren Garrett, Maanvee Mehrotra, Sebastian Raya, Missy Anapolsky
  - b. Also present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None.
3. Approval of Minutes of October 20, 2021 (**MSP: Garrett, Mehrotra**)
4. 1<sup>st</sup> Quarter Budget to Actual Variance Payroll Update
  - a. Farrell shares an update on the payroll expense variance that was reflected in the first quarter report at the last meeting. She reminds the group that numbers for August and September wages hadn't been received yet, and reports were reflecting a variance of \$1.5 million of revenue in excess of expenditures. The variance is now \$433,024 and does include savings such as student wages, caused by the slow start in hiring students. Also, with no room reservations or events, Event Services staff has had limited work scheduled. Other impacts include full-time staff vacancies in accounting, maintenance, University Union (UU) Director, and Coordinators. The savings will continue until the positions are filled.
    - i. Garrett asks if recruitment for full-time positions are in process. Farrell explains that some positions have not been posted yet, noting that the Business Office will begin recruiting after the annual budget process is complete, and maintenance positions will be posted after job descriptions are updated. Olmsted adds that management is working with HR to focus on specialized maintenance positions since "generalist" maintenance positions, requiring a broader skill set, have proven much more difficult to recruit over the past few years. Temporary staff have been in place in the meantime, which seems to be working well. Olmsted also notes that the candidate for the UU Director position that was scheduled to start in October withdrew their candidacy at the last minute. The plan now is to re-post the position in early to mid-spring, in hopes of making an offer at the end of the semester with a start date around June 1.

## 5. 2021-22 Cap and Plant Updates

- a. Olmsted shares the capital and plant project list and discusses the one change since the last meeting, to repair the soffit for the skylight above the rock wall. The budget for this project is \$35,000. He adds that the skylight is about 11 years old and needed repairs after the last rain storm. Farrell adds that the addition is not an action item due to the urgency; the repair needed to be done to stop the leaking.
  - i. Lopez asks if the leak was caused by the storm. Farrell states that there was likely damage there prior, but the leak revealed it. Olmsted adds that the skylights are maintained regularly and internal staff does what they can. However, preventative maintenance or emergency repairs are typically done by outside professionals.

## 6. 2021-22 TBU01 & TBU04 Updates

- a. Upcoming Funding Request for North Field Project Feasibility Study Phase II
  - i. Olmsted shares a bird's eye view of campus's North Fields. He discusses an upcoming project to improve the space, which is used by Intramurals, sport clubs, ROTC, and academic programs such as kinesiology. An initial study was done by a consulting firm three years ago to convert it into a more useable space, potentially year-round, by adding lights and fencing, and replacing the grass with turf. The study now needs to move into phase two to get a clearer sense of the final cost of a completed project, which would also produce criteria documents that can be used in the bidding process. Whether it becomes a Union WELL Inc. project exclusively or a collaboration with campus will be evaluated, once cost and timeline are more firmly established.
- b. University Union West Restrooms
  - i. Olmsted shares an illustration of plans for the restrooms on the first and third floors of UU, and discusses the changes being made. Plans include reducing the size of a large janitorial closet to increase the number of fixtures in the women's restroom on the first floor. A large mechanical room and janitors' closet will be removed in order to add additional fixtures and space to the women's restroom on the third floor. No additional fixtures are added to the men's restrooms but updates will make it look modernized and resemble the other updated restrooms in the Union. Olmsted states that the second phase of the process is approved and underway, and he hopes to have an estimate in January for the cost and scope of work, as well as a timeline.
- c. University Union VAV Upgrades
  - i. Olmsted discusses the plan to modernize the UU heating and air systems, to match systems in the new part of the building and in the WELL. He explains the need to move away from pneumatic systems of air pressure and tubes, towards direct digital controls which are significantly more reliable and controllable. He adds that the new systems are easier to program, easier to inspect and maintain, and adjustments can be made remotely.
- d. Funding Increase WELL Mac Court Floor Replacement
  - i. Olmsted explains that the WELL MAC floor replacement project was part of a larger package that was approved previously and which is about to start. During the recent WELL expansion, the MAC has been closed and was being used for equipment storage, as well


as a staging and laydown area for contractors. The space should be ready for use again by students at the start of the spring semester.

e. Proposed Serna Plaza Improvements

- i. Olmsted states that the organization is working with campus on an initiative to create more outdoor space for students, and is exploring making improvements to the UU's Serna plaza. The plan would include pathways, benches and shade, and carving out terrace steps with concrete seat walls into the steep slope leading towards the stage, as well as an appropriately graded path for ADA accessibility from the upper sidewalk down to the proposed lower seating area. The new seating would be shaded with tiered structures so the stage can be seen from any level. The project is currently being priced and then funding sources and amounts will be determined. Campus is under time constraints to spend the funds, so Olmsted stated if the project can't move forward due to timing, the plan could be used if the organization wants to move forward on its own. More information is likely to come in January.
- ii. Olmsted then shares an image of the old golf green behind the WELL, as well as the plan for turning the area into useable outdoor space, which is also part of the initiative to create more outdoor spaces on campus. When complete, the space will have decomposed granite pathways, benches, lots of trees, planting mounds, and large rock and gravel areas. The hope is for the project to begin in January.
  - A. Anapolsky says it would be great to have a garden, especially if the WELL still has an instructional kitchen. Olmsted states that the person who does programming in the kitchen has a mobile herb garden to grow ingredients for cooking demos, and a collaboration has been considered. He adds that Recreational Therapy also has potential for maintaining a space as part of their program.
  - B. Lopez asks if the area will be an open space, or if it would be accessed through the WELL. Olmsted states that the fencing currently surrounding the space would come down, and the area would be open to walk right in to.
  - C. Regarding the north field project, Garrett asks if it's a Union WELL Inc. (UWI) funded project, or if campus will contribute as well. Olmsted states that the next phase of study will be UWI funded, as was the first-round. The study will provide a better idea of pricing as well as many options to discuss as far as what's possible and what resources and potential partnerships are available. He adds that Union WELL Inc. (UWI) will also consider doing the project on its own, but will need the study data to help make that determination.

7. The meeting was adjourned at 8:13 am

Respectfully Submitted:

  
Maanvee Mehrotra (Jan 28, 2022 13:21 PST)

Authorized Signature

Jan 28, 2022

Date