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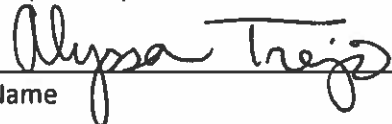
**Union WELL Inc.  
Budget and Finance Committee  
January 31, 2018**

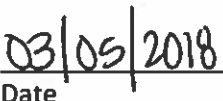
**Minutes**

1. The meeting was called to order by Kisanet Woldeyohannes at 7:33 am
  - a. Members present: Kisanet Woldeyohannes, Missy Anapolsky, Stacy Hayano, Alyssa Trejo, Emily Yang, Asmita Dahal
  - b. Also present: Jill Farrell, Bill Olmsted, Amy Jacobsen
2. Public Comment: None
3. Approval of Minutes of October 18, 2017 (MSP: Anapolsky, Hayano)
4. TBU01 Updates Olmsted/Farrell
  - a. Farrell refers to the full list of TBU01 projects included in the handout and discusses the projects with changes. She begins with the projects that increased in cost which were the Union's boiler project and south walkway repair. Farrell then states that the Union Air Wall Replacement Project is being postponed until next fiscal year; therefore, it is not true savings, just a delayed expense. Additionally, the Union kitchen-plumbing project was transferred from TBU01 to Operating budget. By doing so, the corporation was able to save \$20,000 as well as expedite the project. The project was completed over winter break. The grand total of TBU01 reflects a total an additional savings of \$109,400 since October.
  - b. Olmsted provided an update on the Union Ballroom AV project, which is in progress. He explains that there were miscommunications on specific equipment needed in the early bid documents. He explains that changes need to be made and the cost will go up, but he was not able to get an updated total in time for today's meeting. The project is already underway with an eight-week timeline. Olmsted informs the committee that the request will go through the Board of Directors for approval so that the project can stay on schedule, noting that it is possibly a difference of tens of thousands of dollars.
    - i. Anapolsky asks if the change is due to the cost of technology. Olmsted states that the original plan for the screens included replacing only the fabric within the screen housing. However, the existing screens are 4:3 ratio, not wide format screens, so now the entire housing needs to be replaced not just the screen materials. The current project involves larger screens, which requires cutting into the drywall for installation of new screens, which was not included in the original bid.
    - ii. Hayano notes that the corporation is in a good place financially, since we there is currently a savings in the budget. Olmsted agrees and adds that the additional cost for this project should not be beyond the savings in the budget at this time.
5. Cap and Plant Updates, Olmsted/Farrell

- a. Farrell discusses the local Cap and Plant expenditures, which was at \$611,502 in October. Changes include minor credits such as savings of \$1,442 on easels and stanchions. New expenses include the replacement of a hydraulic tank and starter in the Union's west elevator. Farrell explains that this was a hazard that needed to be repaired immediately and cost \$27,000. Lastly, the addition of the Union kitchen-plumbing project that was transferred from TBU01 to operating budget at \$30,000. Additional minor price adjustments result in grand total of \$667,000.
6. 2nd Quarter Budget to Actual Variance Review, Olmsted/Farrell
  - a. Farrell refers to the report included in the handout and explains that notes in blue occurred in first quarter, and notes in black occurred in second quarter. Farrell begins by discussing revenue highlights and then moves on to discuss expenditures.
    - i. Regarding the savings in account 3810, full-time staff wages, Anapolsky asks if the dollar amount is a salary. Farrell explains that the account includes all full-time staff wages and notes that there was a staff member on maternity leave so her wages were through disability. In addition, there was a vacancy in the Accounting Tech position. The vacancy is now filled and the staff member who was on disability has returned. Therefore, the corporation should end up close to budget for the final 6 months of the year since it is at full staff now.
    - ii. Regarding the savings in accounts 3830 and 3835, which are student wages and part-time employee wages such as causal employees and personal trainers, Hayano asks if it is because of over budgeting for student staff. Farrell confirms and notes that staffing needs change along with programming changes. Farrell states that it was also due to student supervisor hours not used.
    - iii. Regarding 3860, UEI payroll services, Anapolsky asks if the number has gone down since Leslie Davis, the recently retired Executive Director, is gone. Farrell states that it has increased due to being at full staff in addition to the minimum wage increase. She adds that wages for students increased by \$.50 per hour on 1/1/18, and adjustments have been made to plan for a \$1 increase, which begins in 2019 and occurs every year through 2022.
    - iv. Farrell discusses travel budget and notes that 3910 is for student travel and the budget for student board members to attend the ACUI Conference in March is included there. Olmsted adds that four BOD students are attending. Dahal asks what ACUI is. Olmsted answers that it is the Association of College Unions International.
    - v. Hayano asks, since people using social media more, if there is a savings in mail since not as many pamphlets being mailed. Farrell states that mail cost is mostly from mailing invoices since promotional mail is done through campus distribution and that cost hits account 3450. Hayano asks if emailing invoices has been considered. Farrell states that some invoices for rentals in the Union are emailed through ASI, but there is an offset in labor for the manual tasks involved. If the corporation did all invoicing by email it would be a tremendous amount of work and not cost effective.
7. The meeting was adjourned at 8:36am

Respectfully Submitted:

  
Name

  
Date