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## Union WELL Inc. Budget and Finance Committee

### Minutes

February 18, 2021  
7:30am, Zoom Meeting

1. The meeting was called to order at 7:33 am by Kaur
  - a. Present: Arturo Ambriz, Missy Anapolsky, Shubh Kaur, Jasmine Lopez, Rose McAuliffe
  - b. Also Present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None
3. Approval of Minutes of December 9, 2020 (**MSP: Anapolsky, Ambriz**)
4. Cap and Plant Updates, Olmsted/Farrell (**MSP: Anapolsky, McAuliffe**)
  - a. Farrell presents the capital and plant project lists, noting that items with prices highlighted in yellow have changed since the last report. She explains how the projects are tracked and notes that the total year-end projection (YEP) was \$938,000 in October, and with the proposed changes approved, the new YEP will be \$931,000.
  - b. Olmsted states that the changes were presented to and approved by the Board of Directors, however approval is also requested from the Budget & Finance Committee. He discusses new items which are furniture and carpet replacement for the Union admin office, conference room monitor replacement, and flooring replacement for back of house in the Union.
5. TBU01 & TBU04 updates, Olmsted/Farrell (**MSP: Anapolsky, Ambriz**)
  - a. Farrell shares an overview of all TBU01 and TBU04 projects and explains that the funds are for capital improvement projects which are usually larger in scale and more permanent to the buildings.
  - b. Olmsted provides updates on the TBU01 and TBU04 projects beginning with the limestone tile replacement in the Union. This project required additional abatement than anticipated due to trace amounts of lead discovered, which increased the cost. The cost was negotiated but additional funds of \$17,285 were required for a total of \$441,502 for the entire project. He adds that the project needed to move forward and there was not enough time to get Board or Budget & Finance approval so it was approved on the spot. Approval is requested for the WELL locker room remodel, and Olmsted notes that the

current closure presents a good opportunity to complete the work. He explains that the original approval was for \$487,000 in 2019. The final quote is \$468,000, however after fees and contingency monies totaling \$56,000 the project is over budget by \$36,000 for a total of \$524,000. He adds that it was discussed with the Board but approval from Budget & Finance is requested as well. Olmsted also points out a flooring project for the Union's Brown Bag area, that was approved by the Executive Committee in the fall, has been completed.

6. 2<sup>nd</sup> Quarter Budget to Actual Variance Review, Olmsted/Farrell

- a. Farrell presents a year-to-date summary of all GL accounts and discusses revenue highlights and variances. Highlights include facility use fees, contract/lease payments and donations showing variances in the positive. She explains that Peak Adventures opened earlier than budgeted. Donation sponsorships for the 5K Fun Run were not budgeted for, nor were any events or reservations in the Union but it was used for orientation assembly and preparation. Membership revenue was budgeted with the expectation of opening in the fall, which did not happen. However, virtual programming continued and a space was created in PS3 to offer in-person programming which helped capture some revenue with passes for non-student users. Olmsted adds that, since outdoor recreation started in November, over 6,200 students have participated between outdoor fitness, pool passes, and in-person group fitness classes. Farrell continues with revenue variances and explains that the referendum fee reflects a shortage which is mostly timing due to payments received from campus after 12/31/20.
- b. Farrell then discusses expenditures, beginning with event accounts which are mostly for Unique programs and larger events. Due to COVID, there were less expenses in rentals and supplies since Unique went virtual, which allowed them to spend more on talent. Custodial supplies, office supplies and print/copy expenses were down since there is not as much usage with most staff working remotely. She explains that an account was created in maintenance supplies for COVID expenditures, which allows the ability to track expenses directly related to COVID, totaling \$122,000. The overage is offset by major savings in programming supplies, which are mostly rentals and purchases to support programming that is not occurring. There are true savings in dues, fees and subscriptions thanks to some vendor credits and discounts related to COVID. The custodial contract was negotiated due to a reduced scope in operations and is a true savings. She then discusses accounts related to personnel noting that the organization is understaffed with six full-time positions vacant, and while the ability to hire students increased there were fewer part-time hours. This savings is also reflected in UEI cost since it is based on a percentage of payroll. The capital and plant accounts are not a true savings, rather the variance is due to the timing of projects being completed and billed. The accounts are actually over budget by a combined total of \$55,000 which is reflected in the table on the spreadsheet. Ultimately, there is an excess of revenue over expenses resulting in a projected surplus of \$1.9 million.

7. WELL Expansion Highlights

- a. Olmsted shares photos of WELL expansion project progress. The exterior of the recreation side is complete and crews are now working on the interior. The new Engagement Center

is near completion. The exterior of the SHCS side is also near completion with roofing being finished today. The cooking cove has been remodeled and expanded to about double its original size, which will include cameras mounted over the workstation and projecting to monitors for the viewing area. Lastly, he shares a photo of the new pharmacy vending machine, which will provide common over-the-counter medications and will be accessible from the recreation side when SHCS is closed.

- b. Olmsted also shares photos of Union projects. The limestone tile in the lobby has been replaced with the same terrazzo tile that was used for expansion. The Ace Sushi area had white tile that has been replaced with polished concrete floors. The Brown Bag area had flooring that was very dated and way beyond useful life, and has been replaced with a more neutral and durable material. There are also wiring projects and chiller maintenance being done since the building is not occupied. The idea is to make upgrades and repairs now in order to avoid disruptions in the fall when students return. Lastly, the south automatic door and entire storefront are being replaced and should be completed this summer.

8. The meeting was adjourned at 8:38am

Respectfully Submitted:

*Shubhkawanpr Kaur*

Shubhkawanpr Kaur (Mar 10, 2021 11:02 PST)

Authorized Signature

Mar 10, 2021

Date