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**Union WELL Inc.
Budget and Finance Committee**

March 28, 2018
7:30am, WELL Shoreline Room

MINUTES

1. The meeting was called to order by Woldeyohannes at 7:35 am
 - a. Members present: Kisanet Woldeyohannes, Emily Yang, Alex Brown, Missy Anapolsky, Stacy Hayano, Asmita Dahal, Alyssa Trejo
 - b. Also present: Jill Farrell, Bill Olmsted, Tori Butler
2. Public Comment: None
3. Approval of Minutes of March 5, 2018 (MSP: Trejo, Brown)
4. 2018-19 Budget: (Information)

Farrell explains that the purpose of today's meeting is to begin review of the proposed budget in detail, and conclude the review at the next meeting which will include the action items. She begins with a comparison of the 17-18 budget to 18-19, reviews changes and discusses the items that are causing the budget to increase. Farrell discusses the consumer price index (CPI) increase and presents a slide showing the approved room rental rates for next year. She then discusses personnel changes. She notes that the cost of the new positions is prorated based on the hiring timeline, so the actual cost may be lower depending on timing. Additional payroll impacts are potential salary increases, the California minimum wage increase, benefits rate increases, and the increase in employer contribution to PERS.

Farrell then moves on to discuss the full-time staff compression study, explaining that exempt employees are not paid overtime but they must make at least double the minimum wage. With the increase in minimum wage, this causes compression implications. The corporation, with UEI's assistance, will be contracting with an outside service to help assess these implications.

Farrell moves on to discuss campus and outside services expenses. She begins with campus cost allocations and shows a chart comparing the 17-18 budget, 17-18 year-end projections (YEP), and 18-19 budget, as well as the variance between the 17-18 and 18-19 budget. Farrell then reviews the utilities. Farrell also notes that Gym Doctors maintains the fitness equipment in the WELL and the service is being analyzed. She explains that, last year, service consisted of 3 hours a day, 2 days

a week. The level of service has been changed due to an incident that prompted a review of the process. The process itself was not a problem, but there needed to be improvements in the documentation of the maintenance being done. Service hours are increasing to 8 hours per day, 2 days a week, and is still under review to determine if it is a sufficient amount of support. Also being considered is service hours increasing to 4 days per week for 8 hours per day.

Farrell reviews a list of capital, and repair and replacement project lists and discusses highlights.

- a. General Revenue
- b. General Expenses
- c. Personnel
- d. Capital
- e. Plant Fund (Repair and Replacement)

5. Non-Recurring Maintenance and Repair & Capital Improvement 2018-19 (TBU01 &TBU04)
(Information)

Farrell explains that a non-recurring maintenance repair project (NRMR) is TBU01, and a capital improvement project (CIMP) is TBU04. Farrell explains that monies are being allocated to projects that may not be funded by TBU04, as some projects may come out of expansion funds. However, money is being held aside in case they do not fit into the expansion project budget. Farrell reviews the TBU01 project list which includes some projects that were delayed from 17-18. Farrell then reviews the TBU04 project list.


Questions/Comments: Farrell asks Hayano for a recommendation since the budget includes projects that may not happen or may not need to be funded through TBU01 or TBU04. Hayano states that it should be included on the budget and consider the combined total to be a "not to exceed" (NTE) between TBU01 & TBU04. Hayano states that if there is a determination to use other funding sources for a listed project, money can be used in future years or transferred to the other fund, TBU01 or TBU04. Farrell adds that she will report to the committee on any changes that are made.

6. The meeting was adjourned at 9:10am.

Respectfully Submitted:



Name



Date