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Union WELL Inc.
Budget and Finance Committee
March 7, 2019

Minutes

1. The meeting was called to order at 7:37 am by Woldeyohannes
 - a. Members present: Kisanet Woldeyohannes, Missy Anapolsky, Serena Lee, Kristen Lopez
 - b. Also present: Jill Farrell, Andrew Singletary, Tori Butler
2. Public Comment: None
3. Approval of Minutes of January 30, 2019 (MSP: Anapolsky, Lopez)
4. 2019-2020 Strategic Plan Project List: Singletary/Farrell (MSP: Anapolsky, Lee)
 - a. Farrell presents that 2019-2020 Strategic Plan and provides some background and information on the structure of the Union WELL Inc. strategic planning process. She introduces Andrew Singletary, Director of IT and Facilities, noting that he will present the goals and projects for Facilities and IT and the Corporate Administration goals will be presented by herself in Olmsted's absence. Farrell discusses Union WELL Inc.'s ten overarching corporate goals. She then reviews the Corporate Administration goals and performance measures for 2019-2020, and mentions highlights from the project list. Highlights include overseeing WELL expansion planning, project management and budgeting, as well as working with the HR director of UEI on the compression study. She adds that the Union is currently in the process of fire testing for occupancy approval of the Union expansion. If approved, furniture can begin being moved in and workspaces can be built, then people can be moved in.
 - i. Anapolsky asks if the committee will be discussing the increase in UEI fees, with regard to the increase of minimum wage. Farrell states that she would want to have Olmsted present for the discussion.
 - b. Singletary presents the Facilities & IT strategic plan, reviews departmental goals, performance measures, and project list highlights IT Administration department highlights include exploring bringing in the new intercom and lighting control systems in the Union and to the WELL, for consistency's sake.
 - i. Anapolsky asks if the two buildings can "talk to each other". Singletary says that using the same systems in both buildings would make that possible. Right now, only HVAC is on one system for both buildings.
 - c. Singletary then discusses the corporate website re-vamp project.
 - i. Anapolsky states that her business is design, but she also teaches. She encourages Singletary to consider using students on campus to design the website. It could save

money, offer invaluable experience for students on campus, and encourage collaboration. Singletary states it is good feedback, and that it can be considered.

- d. Singletary proceeds to discuss IT project highlights, including participating in the WELL info system RFP and feasibility committee, updating digital signage hardware/infrastructure in the WELL. Singletary discusses Facility Services project highlights, including moving to a paperless access request system for keys and key fobs, and reviewing the WELL key tree system in preparation for expansion. He then reviews the Maintenance & Facility Operations highlights, which include updating and refreshing the infrastructure of the Union south loading dock, and coordinating the 10-year maintenance plan on the Union chiller plant.

5. 2018-2019 Year End Projections: Farrell (Information)

- a. Farrell presents the 2018-2019 year end projections (YEP), noting that the corporation had budgeted a deficit of \$766,806, but is projecting a \$16,894 surplus. She discusses revenue variance highlights, which resulted in a total increase of \$220,093. Farrell then discusses expenditure variances, noting that hiring and expansion delays are causing for many of the variances, resulting in a \$563,607 savings variance for expenditures. The total combined revenue and expense variance is estimated to be a \$783,700 savings.

6. Cap and Plant Updates 2018-2019: Farrell (Information)

- a. Farrell explains that it was necessary to strategize project completion dates and rearrange timelines due to delays in the completion and opening of the Union expansions project. The delays were going to result in a large savings this year, causing a very high project load next year. Next year's project lists were reviewed and the Executive Committee of the Board approved bringing forward \$167,000 in projects slated for next year into this year to help balance the budget. This resulted in a net savings of \$93,000.

7. Changes to WELL Expansion Overall Project Cost: Farrell (Information)

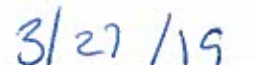
- a. Farrell states the overall WELL expansion project cost increased \$2.7 million after final project additions and the addition of the required projects of the Office of the State Fire Marshal review. This item was presented to the Board for approval, and is being presented to the Committee as an update. She refers to the revised reserve slide attached to the handout and points out that it was presented to the Board to assure that the corporation can afford the project. The Board approved increasing the down payment on the WELL expansion project. The total revised project is \$26,024,172, and instead of putting down \$6,500,000, the corporation will be putting down \$9,225,062.

8. The meeting was adjourned at 8:46am

Respectfully submitted:



Authorized Signature



Date