



**Union WELL Inc.  
Budget and Finance Committee, Union Advisory Group and WELL Advisory Group  
April 11, 2018**

**Minutes**

**1. The meeting was called to order at 7:35 am, by Kisanet Woldeyohannes**

Present: Alex Brown, Alyssa Trejo, Arjelia Rubio, Asmita Dahal, David Michel, Drajawanee Dickerson, Ethan Shaw, Jamie Hoffman, Jennifer Moran, Jonny Cervantes, Kindra Begley, Kisanet Woldeyohannes, Kyle Wakeland, Makenzie DeLaughder, Mark Anthony Sohl, Mark McGushin, Missy Anapolsky, Nneka Omekam, Stacy Hayano, Tamara Franklin, Tony Lucas

Also present: Amy Jacobsen, Bill Olmsted, Dean Sorensen, Jill Farrell, Kate Smith, Krista Knifsend, Norma Sanchez, Rebecca Dietzler, Tori Butler, Zenia LaPorte,

Absent: Beth Lessen, Jessica Swart, Elena Larson

**2. Public Comment: None**

**3. 2018-19 Budget: Action Requested**

Olmsted begins by outlining the budget process and long range plan explaining that the Budget and Finance Committee is heavily involved in the process along with staff. He encourages the group to ask questions or make requests for clarification throughout the presentation.

Olmsted shows a slide of a budget worksheet and explains that every budget account has a spreadsheet that is updated throughout the year to track spending. He adds that the worksheets are stored in a binder, which is open for review at any time. Olmsted continues to discuss the strategic plan process noting that the Board of Directors approved the plan on March 14. Next, he shows a slide showing the 17-18 year end projections (YEP) in comparison to the budget, and variances between the two, as well as a snapshot of the 17-18 and 18-19 budgets and the variance. Olmsted then shows a slide that illustrates a comparison of the 17-18 budget against the 17-18 YEP and the 18-19 budget.

Farrell discusses a list of budget complexities and variance factors and explains where the variance is coming from by reviewing list on slide.

Farrell presents the budget for 2018-2019 personnel, and campus & outside services and discusses the impacts. She then reviews general expenses by major category and shows how the general expense sheet ties to the cross spread that was included in the handout.

Olmsted reviews the capital and plant fund project list (account 70), and explains that 70 is for projects involving new equipment whereas account 80 is for the repair or replacement of existing equipment. He then reviews the repair and replacement (account 70) project list. Olmsted summarizes that the total budget for capital fund is \$199,610 and the total budget for repair & replacement is \$824,873 for a total of \$1,024,483

Olmsted discusses the TBU01 non-recurring maintenance and repair (NRMR) & TBU04 capital improvement project (CIMP) project lists. He explains that some projects may be able to be included in the expansion

fund, so the list and costs could change. Farrell notes that TBU04 is a new account as of this year. The additional budget request is a total of \$4,630,090 for both TBU01 and TBU04, and is a "not to exceed" (NTE) number since projects may move from one account to another. She adds that the Budget & Finance Committee is updated throughout year on any changes and approval is requested ahead of time when possible, but sometimes the need is urgent and the committee is updated afterwards.

Farrell discusses the long-range financial plan and reserves, which includes a slide illustrating that the corporation exceeds the Board of Directors undesignated reserve policy requirements.

- a. General Revenue
- b. General Expenses
- c. Personnel
- d. Capital
- e. Plant Fund (Repair and Replacement)
- f. Non-Recurring Maintenance and Repair & Capital Improvement (TBU01 & TBU04)
- g. Long Range Plan
- h. Reserve Levels

**Budget 2018-2019**

Events	\$232,900
Insurance	\$50,026
Supplies	\$1,199,502
Services	\$40,944
Contracts	\$1,703,701
Utilities	\$826,679
Travel	\$106,250
Wages & Benefits	\$6,600,732 (includes \$75,664 for VEBA & retirement medical benefits funding)
Capital & Repair and Replace	\$1,024,483
UEI (HR fee)	\$649,788
ASI (accounting fee)	\$125,790
Campus (services and cost allocations)	\$529,290

**Undesignated Reserves**

Revenue Fund (Projected):	\$ 9,974,925
Local Reserves (Projected):	<u>\$ 11,160,359</u>
Total Undesignated Reserves:	\$ 21,135,284

BOD Policy Requires: 1 yr. debt coverage	=	\$ 5,737,114
6 Mo. Operating	=	<u>\$ 6,545,042</u>
Total BOD Policy Requirement:		\$ 12,282,156

Available Undesignated Reserves: \$ 8,853,128

**Designated Reserves**

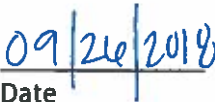
Repair and Replacement Fund (Projected, Local):	\$ 2,359,281
NRMR Fund (Projected, TBU01):	\$ 2,379,983
CIMP Fund (Projected, TBU04):	\$ 848,438

Approval Operating Budget 2018-2019: (MSP: Anapolsky, Begley)  
Approval Capital & Plant Fund Expenditures 2018-2019: (MSP: Trejo, Yang)  
Approval NRM & CIMP Expenditures 2018-2019 (TBU01 & TBU04): (MSP: Shaw, Trejo)  
Approval Long Range Financial Plan 2018-2019: (MSP: Anapolsky, Wakeland)  
Approval Reserve Levels 2018-2019: (MSP: Begley, Trejo)

4. The meeting was adjourned at 8:56am

Respectfully Submitted:

  
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Authorized Signature

  
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Date