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Union WELL Inc. Budget and Finance Committee

Minutes

January 25, 2023

7:30am, WELL Shoreline Room (2nd floor)

1. The meeting was called to order at 7:34am by Mehrotra
 - a. Present: Maanvee Mehrotra, Lauren Garrett, Briann Howard
 - b. Also Present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None
3. Approval of Minutes of October 19, 2022: **MSP: Howard, Garrett**
4. Changes to Student Wage Scale Effective January 1, 2023, Farrell: **MSP: Garrett, Howard**
 - a. Farrell presents the proposed wage scale and discusses changes. She notes that the Executive Committee approved the changes highlighted in yellow on December 9, involving separating aquatics positions into two different positions; swim instructors and lifeguards. The rate was \$16 per hour, but the new class has a range of \$16.50-\$18.59, dependent on levels of training and experience. The Grad Assistant category should not have been increased when the minimum wage increased and has been corrected from \$18.50 to \$18.00.
 - b. Farrell discusses the new changes in green, including a name change from Terminal Lounge Attendant position to Relaxation Station (RS) Attendant. Desk Manager was updated as they are now called Lead Attendants. The rate reflects \$15.75 but should be \$16.00. UNIQUE's program name is an acronym, so the name is now shown in all caps.
5. 2022-2023 TBU01 & TBU04 updates, Olmsted/Farrell: **MSP: Howard, Garrett**
 - a. Olmsted shares the 22-23 TBU01 and TBU04 project lists and discusses the addition of architectural services for the Relaxation Station in the amount of \$65,000. He explains that RS has temporarily moved from the former Terminal Lounge to a meeting room while renovations are being done to create a permanent RS space. A licensed local architect will design the room and provide construction drawings to send the project to bid. The cost includes project management throughout the construction process. This part of the process should be complete by spring, with construction hopefully in fall.
 - i. Mehrotra asks Olmsted to confirm that the \$65,000 is for architectural services and that he will return to the committee with the builder's cost. Olmsted says yes and notes that it includes design, plans, project management, and consultants throughout the process.
6. 2nd Quarter Budget to Actual Variance Review, Olmsted/Farrell:
 - a. Farrell discusses new variances beginning with revenue. Variances in facility use fees stemmed from challenges in hiring students, which impacts the ability to rent spaces. If this continues we will be under budget. Games room revenue was budgeted conservatively but has exceeded expectations. Interest income on the LAIF account has been higher than anticipated. Admissions revenue for UNIQUE programs is over budget but is offset by expenditure accounts related to events that have gone over budget. Overall, revenue is about \$80,000 over budget.

- b. Farrell discusses expenditure variances, noting that savings due to timing or that will not remain as savings are calculated at the bottom of the sheet to reflect where the budget should end up. Custodial supplies are currently under budget, but usage patterns in the buildings have increased. Dues, fees, and subscriptions is expected to have a \$19,000 savings. The other portion of the savings will be spent and is due to timing of invoices. TK Elevator invoicing is delayed, so \$22,491 was backed out of savings in repair & maintenance contracts. Electricity is usually under budget but is running over budget. Farrell explains that when COVID hit, the buildings closed for around 17 months. The UU expansion hadn't been open for an entire quarter, so management didn't have usage data. Estimates for the budget were based on historical usage and square footage, but the forecast was not accurate. Olmsted adds that it's always difficult to estimate utilities, especially electricity. Garrett states that the campus has the same challenge when budgeting utilities; rates are very volatile.
- c. Farrell explains that the variance in part-time wages was for temporary staffing in IT while they hired the full-time position. The savings, related to full-time and student wages, including the 10% UEI fee, stem from vacancies in both full-time and student positions, which was not expected. Olmsted states that two full-time positions have been filled in the last two months, and a couple of others were filled internally. Student hiring is improving but is still a challenge.
- d. Farrell explains that campus cost allocation billing for services that the campus provides is delayed. Travel for students and full-time staff expenditures are low, but savings will be spent. AOA conference expenditures have yet to hit, and the annual NIRSA conference is coming up in March. The WELL is trying to send as many people to NIRSA this year as possible since next year's location is on the State travel ban list. Excess revenue over expenditures, after adjustments for savings due to timing, shows a surplus of \$932,000. The bulk is from salaries and wages.

7. The meeting was adjourned at 8:25am

Respectfully Submitted:

Maanvee

Authorized Signature

March 8th 2023

Date