



Union WELL, Inc. Board of Directors Meeting
Wednesday, April 23, 2025 7:30am
Green and Gold Boardroom, University Union, 3rd Floor

Minutes

1. This meeting was called to order at 7:37am by Nadeem.
 - a. Present: Marisol Flores, Christine Flowers, Alina Nadeem, Marina De La Cruz Ramirez, Natalie Daniel, Bill Hébert, Aniesha Mitchell, Drew Harris, Nataly Andrade-Dominguez, Rosa Colin Vasquez
 - b. Also Present: Rina Chhong, Norma Sanchez, Bill Olmsted, Jill Farrell, Zenia LaPorte, Andrew Singletary, Andrew Reddish, Samuel Jones
2. Public Comment
 - a. None
3. Consent Calendar: **MSP: Harris, Flowers**
 - a. Approval of Board of Directors Meeting Minutes – March 12, 2025
4. New Business
 - a. 2024-25 Capital, Repair and Replacement, and Art Expenditures changes
MSP: Mitchell, Daniel
 - i. Olmsted reviews changes to the 2024–25 Capital, Repair and Replacement, and Art Expenditures list, which are indicated by the highlighted 8. The new item added is the Redwood Room domestic water pump which has failed and needs to be replaced.
 - b. 2024-25 TBU01 and TBU04 Project Increase **MSP: Mitchell, Harris**
 - i. Olmsted reviews the 2024–25 TBU01 and TBU04 Project Increase. The project needing a funding increase is the East entry doors and walkway. This project has been on the TBU04 list for several years but only recently received a bids through the TOCA contract, which highlighted a significant price increase over earlier estimates. It was also discovered that the TOCA contract has reached its limit on campus, and the project may need to go out to bid through the public works process. Olmsted reviews the ability to cover this proposed \$600,000 increase. He explains that two projects will be removed from the TBU list, making those funds available for use. Additionally, he explains that when a project is delayed, the funds sit in the account and earn interest. Two projects came in under budget therefore the remaining amount as well as the accrued interest will be going back into the fund. The anticipated ending fund balance shows an adequate amount to cover the increased cost.
 - ii. Daniel asks, "I noticed that the funding level for TBU04 is going down significantly from last year, is that a concern at all?" Olmsted responds no, explaining the upcoming projects aren't expected to need as many additional funds.

- iii. Daniel asks, "Do you keep a target for the ending fund balance? Is there a minimum threshold you maintain?" Farrell responds that we calculate all costs in totality and budget according to the anticipated stage of each project.

c. 2025–26 Budget

i. 2025–26 Operating Budget, including Capital, Repair and Replacement, and Art Expenditures **MSP: Hébert, Flowers**

1. Olmsted reviews the 2025–26 Operating Budget, including Capital, Repair and Replacement, and Art Expenditures, starting with the Executive Summary. Revenue from facility use fees is earned from reservations in each facility. Return of surplus is another name for the revenue from student fees that students pay per semester. This money is held in a stateside account and is transferred to Union WELL, Inc. according to the approved operating budget. Revenue from lease payments is budgeted higher than last year due to some lease payments being realized.
2. Flowers asks, "with the return of surplus, are you pulling everything out, or is funding left (in the account)?" Olmsted responds that the revenue account is used as needed to cover bond payments, operating expenses (through return of surplus), and to fund the large capital projects for the organization, and there is always an ending fund balance at the end of the fiscal year. Farrell adds that if it is getting tapped, it would first go through the Budget and Finance Committee and the Board of Directors, and would not be used without that approval. Olmsted continues, stating the total proposed expenditures for the 2025–26 budget is \$20.5 million, an increase from last year due to overall cost increases. Projected revenue for the 2025–26 budget is \$21 million, leaving a surplus of \$467,694. This surplus will be used for any unexpected expenditures that arise but will remain in the account if not used.

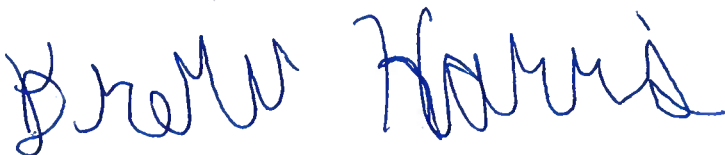
ii. 2025–26 TBU01 and TBU04 Expenditures **MSP: Flowers, Halbert**

1. Olmsted reviews the 2025–26 TBU01 and TBU04 Expenditures list. There are four projects proposed to be added to the list: three items to TBU01 and one to TBU04. The projects for TBU01 include replacing an air handler unit in the Union and two DXAC units at The WELL. The project being proposed to TBU04 is an upgrade to the 1st floor restroom in the University Union next to Round Table.
2. Daniel asks, "Can you help me understand the reserve levels? TBU04 had a fund balance of \$2.3 million, is that the ending balance for 24–25?" Farrell responds yes, there will be additional revenue coming in: \$700,000 in TBU01 and \$2 million in TBU04. Daniel asks, "This is in addition to the prior fund balance?" Farrell responds yes, it will be shown in the long-range plan.

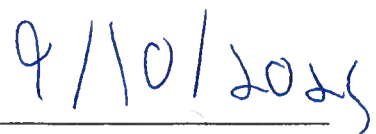
- iii. 2025–26 Long Range Plan **MSP: Harris, Daniel**
 - 1. Olmsted reviews the 2025–26 Long Range Plan. He explains that the document contains figures from the last three years that have been audited, as well as estimates for the next five years. This document also outlines how we will hold the required debt coverage ratio.
 - iv. 2025-26 Reserve and Fund Levels **MSP: Andrade-Dominguez, Mitchell**
 - 1. Olmsted reviews the 2025–26 Reserve and Fund Levels, explaining what each is for, how they are used, and how they are replenished as part of the budgeting process.
 - 2. Mitchell asks, “Does the Chancellor’s office have an executive order for reserves and are we in compliance?” Olmsted responds yes..
 - d. 2025-26 Proposed Annual Corporate Project List **MSP: Daniel, Harris**
 - i. Olmsted gives an overview of the 2025–26 Proposed Annual Corporate Project List, explaining that it represents the to-do list for all departments and programs for the upcoming year. Some items have little financial impact while others have significant financial impact. He ask the Board members if there are any questions regarding any item on the list.
 - e. Election of the 2025–26 Board of Directors Chairperson **MSP: Hébert, Mitchell**
 - i. Olmsted explains that the Board of Directors has the Chair, the Vice Chair, and the Secretary Treasurer. When the Chair is absent, duties fall to the Vice Chair or Secretary Treasurer. The Vice Chair and the Secretary Treasurer will be elected in the Fall but it is preferred to go into the Fall with the Chair in place. There are two eligible candidates: Alina Nadeem and Drew Harris. Both self-nominated. Non-voting members of the Board as well as the candidates leave the room for the Board to vote. The Board elects Drew Harris as the Union WELL, Inc. Board of Directors Chairperson for the upcoming academic year, 2025–26.
 - f. Delegation of Authority to the Executive Committee **MSP: Mitchell, Andrade-Dominguez**
 - i. Olmsted explains that as part of the bylaws, the Executive Committee has the authority to act on behalf of the Board when the Board is unable to convene. This action item will affirm this authority during the long period before the next Board meeting.
 - ii. Daniel asks, “What is the composition of the Executive Committee?” Olmsted responds that it is comprised of the student officers of the Board, the Chair, the Vice Chair, and the Secretary Treasurer. At least two of the students must comprise that group, and if the third is unavailable, the Vice President of Student Affairs will stand in.
- 5. Reports and Comments
 - a. Board Members
 - i. None
 - b. Executive Director: Olmsted

- i. Olmsted expresses gratitude and appreciation to the Board for the time spent throughout the year to assist with this process, staff for the hours spent on the budget, and Nadeem for stepping in to run the meeting.
 - c. Facilities and IT: Singletary
 - i. Singletary reviews Facilities and IT updates, including the hiring of a new building maintenance specialist as well as some ongoing searches. Project updates include the South Carpet Replacement which is on a holding pattern until campus awards the contract for a flooring vendor, the move of EMS to single sign-on, and the SHCS accreditation which passed.
 - d. University Union: Sanchez
 - i. Sanchez reviews University Union updates, including the search for a Games Room Coordinator. Departmental updates include continued high usage in the Relaxation Station and Games Room, the roll out of zoom links at the Information Desk, and 7,000 scheduled events so far.
 - e. Marketing: LaPorte
 - i. LaPorte reviews Marketing updates. The Gallery hosted the Student Purchase Awards which received 97 entries. There is a new exhibit called Female Visage, a collaboration between several artists that focuses on gender inequality. The design team won nine awards at the 2025 ACUI Steal This Idea competition. The Sac State blood drive will be held on April 29-30. The previous blood drive had a high deferral number, which means folks wanted to but were unable to donate due to iron deficiency. Since then, efforts are being made with the food pantry to highlight iron-rich foods.
 - f. The WELL: Reddish
 - i. Reddish reviews The WELL updates. Group fitness has been experiencing positive numbers with an almost 8% increase over the previous month. The Climbing Wall saw 550 climbers, a bouldering competition saw 60 participants, and Queer climbing night saw 10 participants. Last week was the 17th annual 5k that had 1,235 runners sign up. There is continued investment in student staff with Leadership Training Series (LTS) sessions, inclusivity training, and lectures from guest speakers.
6. The meeting was adjourned at 9:00am.

Respectfully Submitted,



Authorized Signature



Date