



**Union WELL, Inc. Board of Directors Meeting**  
Wednesday, April 26, 2023, 7:30am  
Green & Gold Boardroom, University Union, 3<sup>rd</sup> Floor

**Minutes**

1. **The meeting was called to order at 7:42 a.m., by Jasmine Lopez, Chairperson**  
Present: Ed Mills, Marina De La Cruz Ramirez, Sebastian Raya, Monique Curayag, Lexa Estrella, Bill Hebert  
Also Present: Bill Olmsted, Jill Farrell, Kate Smith, Andrew Singletary, Tori Butler
2. **Public Comment:** None.
3. **Consent Calendar: (MSP: Curayag, Raya)**
  - a. Approval of Board of Directors Meeting Minutes — March 15, 2023
  - b. Board of Director Meeting Dates for 2023–24
4. **New Business:**
  - a. Election of Board Chairperson for 2023–24: **(MSP: De La Cruz Ramirez, Estrella)**
    - i. Olmsted announces Raya’s interest in the board chairperson position. Raya introduces himself and states his interest in the position. Olmsted asks for a vote, then officially appoints Raya as chairperson for 2023–24.
  - b. Delegation of authority to Executive Committee: **(MSP: Curayag, Lexa)**
    - i. Olmsted explains that the executive committee consists of three student officers; Board Chairperson, Vice-Chair, and Secretary/Treasurer. He asks that the Board delegate authority to the Executive Committee to make decisions on items that come up between the last meeting in the spring and the first meeting in the fall.
  - c. 2023–24 Budget:
    - i. 2023–24 Operating Budget, including Capital and Plant Fund Expenditures **(MSP: Raya, Estrella)**
      1. Olmsted presents the proposed operating budget for 2023-24, including a budget-to-budget comparison to 2022-23 and variances. He discusses revenue variance highlights. Contracts/lease payments decreased due to changes to food service areas in the Union and decreased square footage for Student Health and Counseling Services (SHCS). Olmsted explains that the budget is calculated and we determine how much money is needed from the revenue fund. This year, the organization is proposing a deficit budget and this strategic decision to keep funds in the revenue account on the stateside for major capital projects. This year the total was \$12.2 million, and \$9.6 million is proposed for 2023-24.
        - a. Mills asks how confident the organization is in the interest income. Olmsted is fairly confident. Farrell adds that LAIF was investigated and projected it would still hold interest rates into next year.
      2. Olmsted discusses expenditure variance highlights. Accounts that are related to events are increasing a total of \$64,000 due to inflation. Insurance is increasing due to increased rates and increased square footage. Also, the events that are historically used to mitigate insurance costs with campus, have yet to return to the same degree. Program supplies is another area increasing due to inflation and the cost of goods across the board. Wages, benefits, and utilities have a large impact on the budget. Wages and benefits are the biggest expenditure category and are increasing due to new full-time staff positions, the hiring of more student staff, additional shifts to cover in program and desk areas, and projected wage increases. Medical insurance and PERS (Public Employee Retirement System) are seeing a significant increase. In total, wages and benefits are increasing by \$890,000.
        - a. Flowers asks if UWI employees are PERS employees, including students and part-time non-student staff. Farrell says only full-time benefitted staff are PERS employees and the increase is estimated at 2% but it might be slightly more.
      3. Olmsted discusses campus cost allocation variances, which are fees paid to campus for various services such as IRT, public safety, mail, etc. IRT will increase by \$53,000 due to the cost of service increasing, but

also additional jacks, maintenance on server infrastructures that are located in the AIRC data center, and new wireless access points. Overall, campus cost allocations are increasing by about \$22,000. An itemized project list for capital and plant expenditures is included in the packet. Expenditures for the coming year are projected at \$17.8 million, which is an additional \$1.6 million over the current year of \$16.1.

4. Revenue is projected at \$14 million and expenditures at \$17.8 million, resulting in a \$3.8 million deficit. This is strategic as it allows the ability to leave funds on stateside to be better prepared for capital projects in the coming year and those in process.

ii. **2023–24 TBU01 and TBU04 Expenditures (MSP: Curayag, Estrella)**

1. Olmsted presents the TBU01 non-recurring maintenance and repair (NRMR) and TBU04 capital improvement project (CIMP) lists including a list of approved but not completed projects with the date approved, projected timeline, and dollar amount. The new TBU01 project for approval is a flooring replacement in the UU Lobby Suite. New TBU04 projects for approval include replacing part of the roof at The WELL, two feasibility studies at The WELL for an outdoor patio turf and a broiler enclosure on the roof, and making majors repairs on, or possibly replacing, the original skylight in the UU.

iii. **2023–24 Long Range Plan Proforma (MSP: De La Cruz Ramirez, Estrella)**

1. Olmsted provides an overview of the long-range plan, which begins with the ending fund balance from the previous year, revenue from student fees, and interest, which are projected at a total of \$41 million for 2023-24. Expenditures deducted from the revenue fund include return of surplus to the operations side, \$8 million bond/mortgage for both buildings, funds for TBU01 and TBU04 projects, Chancellor's Office fees, and the north field project totals \$24 million. The ending fund balance for the revenue fund after expenditures is \$16.9 million. Below the line is the operating budget which is reflecting a budgeted deficit of 3.8 million. Debt service calculation requirement is mandated by the Chancellor's Office and the ratio must be 1.1 or more in order for the budget to pass. The proposed budget is calculated at 2.2.

- a. Mills adds that, if he's correct, he believes it's the best debt coverage ratio on campus. Farrell says management tries to remain well reserved.

iv. **2023–24 Reserve Levels (MSP: Curayag, Raya)**

1. Olmsted recaps that the revenue fund ending balance is projected to be \$16.9 million. Union WELL Inc.'s local reserves is budgeted to have \$15.8 million, which makes up the total \$32.7 million year-end working capital. Olmsted discusses the reserve policy, which requires one year of debt coverage and six months of operating expenses, for a total of \$16.9 million for 23-24. This leaves \$15.7 million available in undesignated reserves Olmsted assures that the organization is well reserved to make good on the commitment to the university.

- a. Flowers asks if the operations side and subtotals of salaries, wages, and benefits have to meet a certain ratio of full-time staff versus part-time staff, and whether there is a formula to work within to keep stability. Olmsted says no, there are no parameters for that. It's always been about making sure there is an appropriate amount of people to do the work needing to be done and operating with what is in the best interest of the organization. Since UEI is contracted for HR and payroll, it would have to be a policy on their side but there aren't any. Farrell notes that the organization doesn't have any union employees. From a PERS standpoint, there are parameters for pay increases. Ultimately, if more staff are needed, the big picture is evaluated and maybe adjustments can be made elsewhere to balance.

## 5. Reports and Comments


### a. Board Members

- i. Mills announces that it's his last UWI board meeting before transitioning to Sonoma State. He was on the board for nine years. He has had the opportunity to see lots of proformas, and UWI's is the best, bar none in northern California. He compliments changes to the building over the years. He wants the group to know what a high-performing organization UWI is and that it's run really well.

- ii. Estrella announces that the ASI board of directors currently has around \$2,200 available in funds and they want to use the money to help students and spend it on things happening around campus. For example, they are sponsoring an opportunity drawing at today's Take Back the Night event. Olmsted asks what happens to the funds if they're not used. Estrella says it wouldn't roll out to another board, it has to be given to someone. Maybe give to clubs or add to a project someone's wanting to do.
  - iii. Estrella reminds students that any interested in participating in graduation celebration such as the Undocu-Grad Recognition dinner, Chicanx/Latinx graduation, and Lavender graduation can still sign up.
- b. Executive Director/Union: Olmsted
- i. Olmsted, thanks everyone for a fantastic year and congratulates the graduates. He appreciates the student involvement and recognizes the effort of UWI staff involved in putting the budget together. He also thanks Lopez for holding the chairperson position and her commitment to the organization.
- c. IT Services and Facilities: Singletary
- i. As distributed
- d. The WELL: Smith
- i. As distributed

6. The meeting was adjourned at 9:01am

Respectfully Submitted:

  
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Authorized Signature

9/13/23  
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Date