



Union WELL Inc. Budget and Finance Committee

**Minutes
(Revised)**

October 18, 2023

7:30am, WELL Shoreline Room

1. The meeting was called to order at 7:30am, by Nadeem
 - a. Present: Alina Nadeem, Tinkal Ambaliya, Diana Lynch, Briann Howard
 - b. Also Present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None.
3. Review Charge of Budget and Finance Committee, Farrell:
 - a. Everyone introduces themselves. Farrell discusses the expectations and purpose of the Budget and Finance Committee.
4. Conflict of Interest forms, Farrell:
 - a. Farrell mentions all conflict of interest forms were signed and reminds the group of the form contents.
5. Approval of Minutes of April 20, 2023: **MSP: Howard, Ambaliya. Abstention: Lynch**
 - a. Lynch abstains due to not being present at the April meeting
6. Proposed Student Wage Scale Effective January 1, 2024, Farrell: **MSP: Ambaliya, Howard**
 - a. Farrell presents the wage scale effective January 1, 2024, which reflects a minimum wage increase of \$0.50 per hour. All categories will increase by \$0.50 except graduate assistants, which the organization currently doesn't have, and personal trainers and fitness instructors since their wages are based on market rates.
7. Policy Revisions, Olmsted/Farrell:
 - a. Credit Policy **MSP: Howard, Ambaliya**
 - i. Farrell presents the revised credit policy, discussing changes such as updating the Union WELL, Inc. (UWI) name, language, campus and departmental names, and to reflect that the university now allows departments to pay with pro-cards.
 - b. Games Room Policy **MSP: Ambaliya, Howard**
 - i. Farrell discusses policy changes including updating the name of the Games Room, staff titles, and campus references. Offerings for group events were updated to reflect current offerings and the reservation fee. The guidelines and procedures were updated to reflect current practices. References to cash and money usage were redacted since cash is no longer accepted.

A. Ambaliya asks why the policy includes a group event reservation fee and a quote.

Farrell explains that groups pay a reservation fee to reserve the space, and are then quoted additionally for the usage of the equipment during that time.

c. **Ticket Revenue Accountability Policy MSP: Ambaliya, Lynch**

i. Farrell explains that the Ticket Revenue Accountability policy applies to events organized by Unique Programs involving ticket sales, which utilizes the ticket office on campus.

Updates were made to names of organizations, purchasing procedures, verification process of students getting student rates, the setup and process for complimentary tickets, and updates on paperwork handling.

A. Lynch asks if UWI has a cash management policy, or if the ticket office handles it.

Farrell states that the ticket office handles the ticket sales.

d. **Travel Reimbursement Policy MSP: Howard, Ambaliya**

i. Farrell discusses revisions to the Travel Reimbursement policy. Updates include correcting the organization name, adding "policy" to the title, and reflecting current practices. The policy will now allow non-corporate credit cardholders to receive cash advances. If there is no overnight stay, meals are not reimbursable. This change aligns with the campus policy.

A. Lynch assumes that separate receipts are required for alcohol charges and would not be reimbursed. Farrell confirms, adding that the only person allowed to charge alcohol is Olmsted, but would be very rare as part of hospitality. Olmsted notes that the specifications are detailed in the hospitality policy.

ii. Farrell discusses more name corrections, reflecting that the executive director is now a UEI employee, updated guidelines on allowance of a 20% maximum for tips for rideshare services. This aligns with the campus policy. Lastly, the policy would allow staff to provide a non-cash gift to hosts with limitations such as no gift card or alcohol, and must be supported by a receipt when an employee stays with a friend or relative rather than a hotel.

e. **Hospitality Policy MSP: Ambaliya, Howard**

i. Farrell discusses revisions to the Hospitality Policy, which were heavily influenced by Chancellor's Office (CO) policy changes and were made in collaboration with the campus travel and accounts payable staff to ensure the changes were aligned. Updates include name changes and grammatical corrections, and clarification on approving authority. Verbiage was updated to match campus on conflict of interest, clarification was made on justifying hospitality expenses and for requesting approval from Executive Director. Additional requirements for alcohol at employee-only events and meal limits per have been updated and rates are now in alignment with CO and campus.

A. Howard refers to expenses exceeding limits being considered exceptional and asks if there has been a time that's been done. Farrell doesn't anticipate expenditures would be exceptional, the policy was revised more to update limits.

8. **2023-2024 TBU01 & TBU04 Updates, Olmsted/Farrell: MSP as amended: Ambaliya, Howard**

a. Olmsted notes that the project list was revised and refers to the extra sheet included with the handouts. Request for approval is the WELL Gym Box and fitness studio flooring project, which was planned for a full sand down of the gym, and completely restriping, repainting, and refinishing the entire gym floor and two fitness studios. Olmsted shares a picture of a fire

sprinkler that was hit with a basketball and filled the gym with water very recently. Damage was assessed by an emergency repair company, and repair work began the next morning. The emergency management company will be covered by insurance and, as part of the repair process, will have to sand down and refinish the floor. This was planned anyway, but the expense will now fall under insurance. The project was going to be a \$175,000 ask but has been amended to just include the fitness studios at \$50,000. The \$100,000 insurance deductible for the gym floor will be paid from another account and will cover the refinishing and the initial work done immediately after the flood.

The other item for approval is additional funding for the Relaxation Station renovation which was initially approved at \$65,000 and now requires an additional \$69,200. The additional funds represent additional engineering as well as furniture for the space.

9. 2023-2024 Cap and Plant Updates, Olmsted/Farrell:

- a. Farrell explains that capital and plant fund requests were taken to BOD and the Executive Committee, and are provided to B&F group as an update. The total of carry-over projects from 2022-23 is \$376,000, the bulk of which was the stage order for the Union at \$175,000, which had a savings of \$15,000 in the end.

10. Project Lists and Budget Timeline 2024-2025, Olmsted:

- a. Olmsted reviews the project list and budget timelines, including when the budget gets presented to advisory groups, Budget & Finance, BOD and campus.

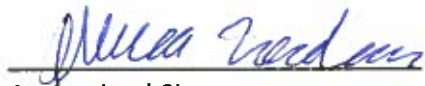
11. 1st Quarter Budget to Actual Variance Review, Olmsted/Farrell:

- a. Farrell reviews first-quarter actuals against budget projections and discusses variances, beginning with revenue. Facility use fees exceeded projections by almost \$60,000 due to the Homeless World Cup event and other various bookings. Long-term lease revenue was under projections due to Habit Burger's opening being delayed, which will continue to grow as it is unclear when they will open. Management is predicting a deficit budget, intentionally to balance revenue from local funds and campus. Membership revenue exceeded predictions as alumni sales increased. The rec sports referendum fee was a timing issue and is expected to be on target.
 - i. Lynch asks if the numbers in column D are annualized. Farrell says yes for most revenues, but the return of surplus is done at the beginning of the year. Otherwise, accounts are budgeted by month.
 - ii. Lynch asks if each month is the same dollar figure. Farrell says it depends if the variable is known. She explains that each department has a budget worksheet and predicts what they think should be budgeted each month. Student wages, for example, are based on predicted needs. This sheet is based on that data. Sometimes there are timing issues, but managers try to hold close to what they estimate and monitor budgets closely.
- b. Farrell discusses a decrease in rec program fee revenue stemming from struggles in personal training sales, low staff, and being unable to program at the campus pool due to challenges with the space. Overall, revenue is \$23,000 short of projections after factoring in the adjustments for timing issues.

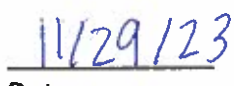
- c. Expenditure variances include accounts related to UNIQUE Programs and maintenance supplies and we are expecting that the budget will be spent. Savings in program supplies stem from multiple full-time staff vacancies causing delays in purchasing; around \$30,000 of the \$90,000 may be actual savings. Dues, fees, and subscriptions is over budget due to two components of the CSI POS system not being in budget, and also utilizing a company to conduct a lease assessment which was not in the budget. The savings reflected in repair and maintenance are expected that the budget will be spent. Repair and maintenance outside service is running over due to the rebuilt ejector pump in the Union and telecom room split system replacement. Farrell discuss utilities overages broken down by building. Accounts related to staff wages are estimating a total of \$400,000 in savings, which will continue due to vacancies.
 - i. Lynch asks if the variance sheet is emailed out or if it's just offered for the meeting. Farrell stated she was still gathering a few variance explanations but says she will email the final report once complete.

12. The meeting was adjourned at 9:09am

Respectfully Submitted:



Authorized Signature



Date