



Union WELL, Inc. Budget and Finance Committee
Wednesday, March 6, 2024
7:30am, Shoreline Room, The WELL, 2nd floor

Minutes

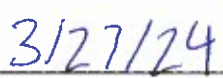
1. The meeting was called to order at 7:33 am by Nadeem
Present: Diana Lynch, Briann Howard, Alina Nadeem, Ivan Yevchenko, Zuhaib Saleem
Also Present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None
3. Approval of Minutes of January 24, 2024: **MSP: Lynch, Saleem**
4. 2023-2024 Cap and Plant Updates, Olmsted/Farrell: **MSP: Saleem, Howard**
 - a. Olmsted discusses capital and plant expenditures, which were initially estimated, at budget time last April, to total \$919,000 for the year. By January, the total increased to \$1.4 million and is now down to \$1.26 million. There were savings from several projects that have either come in under budget, or that staff has opted not to do this year, or that staff have been able to do in different ways. This opened up the ability to add a few items to this year's list that were originally being planned for purchase next year, like the addition of a new shade cover for Serna Plaza that was approved by the Board of Directors (BOD) in February, and if approved, new custodial equipment and lecterns for the University Union. All capital and plant changes and proposed projects combined result in a savings of \$140,000
5. 2024-2025 Project List: **MSP: Saleem, Yevchenko, as amended**
 - a. Olmsted presents the 2024–25 projects for Corporate Administration, IT/Facilities, Marketing, UNIQUE Programs, and Design and discusses highlights. Corporate Administration will provide oversight of capital projects, develop a new strategic plan for the organization with a consultant, and incorporate a new project manager or risk management position. IT & Facility Services Administration will work with the Information Security Office (ISO) and Campus Police on the implementation of changes to the Chancellor's Office (CO) security surveillance policy and coordinate an external audit of the business impact analysis and disaster recovery plan for IT.
 - i. Yevchenko asks if the disaster recovery plan includes hacking attempts or natural disasters. Olmsted believes it's both but more so a natural disaster. Union WELL, Inc. (UWI) has its own IT department who work closely with IRT and houses equipment in the campus data center. If hacking is attempted they have protocols and if ISO is engaged, their protocols kick in and offer the exact same protections as other areas of campus.
 - b. Farrell states a correction on project number three to remove "TDU," as the project will just come out of the TBU funds.

- c. Olmsted discusses IT projects, including an annual equipment refresh, implementing single sign-on capabilities to major software, and potentially implementing a new campus phone system. He notes that staff may be given the option to continue having a desk phone or use their computer or cell phone for calls.
 - i. Yevchenko recommends consulting with HR or an attorney on employees using personal devices for work use. Olmsted states there is a cell phone policy in place including a benefit for staff when they purchase a cell phone. Since this system could potentially give employees the option to transfer to a personal phone, he will look at adjusting the policy language as well as looking into further potential policy implications.
 - d. Facility Maintenance and Operations projects include switching to a new software package for maintenance ticket management, a variety of new equipment, replacing antiquated HVAC pneumatic controls with new digital controls, and collaborating on several major capital projects. Marketing projects include developing a new YouTube series to highlight services and amenities in the Union and The WELL, and collaborating with University Communications to reboot the Hornet Social group to work on larger campus initiatives. UNIQUE Programs projects include working with Greek organizations to create a new stomp fest and help formalize the program, bring back Multicultural Night, and host a Family Film Festival for parents and families. Design projects include enhancing their photo database for promotions throughout the year, creating signage for the new permanent space for the Union Relaxation Station, and adding another full-time Graphic Designer to the team.
 - i. Yevchenko asks what the objective is of UNIQUE's project with President Wood. Olmsted says that a staff member will sit on one of the president's new strategic activity workgroups to collaborate on different types of programming on campus.
 - ii. Yevchenko asks if old equipment is sold after the equipment refresh and if the savings are reflected in the budget. Olmsted says it depends on equipment. If it has continued life, it can be made available to other entities on campus. Farrell adds that some are sold through campus surplus sales and the sales are split 50/50, which is reflected in the budget as miscellaneous income. Olmsted adds that there are parameters from IRT and ISO policies for the disposal of some computer equipment. Farrell notes that when electronics are no longer viable they are wiped clean and run as e-waste through campus.
6. Policy Revisions, Olmsted/Farrell: **Tabled**
- a. Reserve Policy
 - i. This item was tabled and will be presented at a later meeting in March.
7. 2023-2024 Year End Projections, Olmsted/Farrell: **Tabled**
- a. This item was tabled as numbers are still being vetted and are not quite ready.
8. The meeting was adjourned at 8:31 am

Respectfully Submitted:



Authorized Signature



Date