Union WELL, Inc. Budget and Finance Committee
March 5, 2025, 7:30am
Vineyard Room, The WELL

Minutes

1. This meeting was called to order at 7:35am by Farrell.
   a. Present: Omar Gomez, Brieann Howard, Zuhaib Saleem, Kendall Newman
   b. Also Present: Bill Olmsted, Rina Chhong, Amy Jacobsen, Jill Farrell, Erica Wood
2. Public Comment: None.
3. Approval of Budget and Finance Committee Meeting Minutes – January 29, 2025: **MSP: Saleem, Newman**
4. Intramural Sports Summer 2025 Player Pass Proposal: **MSP: Saleem, Newman**
   a. Olmsted reviews the Intramural Sports Summer 2025 Player Pass proposal. He explains that when UWI made the switch to Fusion, it also switched to Fusion Play for intramurals so instead of paying $10 per league per sport, members now pay $15 for the entire semester and is valid for any sport. This proposal will remove that $15 fee for summer programming with the goal of increasing intramural sports participation as well as summer WELL membership purchases overall. Participants will still need to be an active WELL member with a summer WELL membership.
      i. Howard asks is this for new and continuing students? What does that research period look like? Olmsted responds that at the end of the summer, participant data will be compared to that of the previous summer. He explains this data will inform us on whether or not to move forward with permanently removing the summer fee. Farrell adds that if we decide to permanently remove the fee, a proposal will come back to this committee for approval.
5. WELL Program/Area Price Increase Proposals
   a. Price Increase Proposal and Addition of Charge Rates – Event Services: **MSP: Saleem, Newman**
      i. Wood reviews the Event Services Price Increase Proposal and Addition of Charge Rates. She explains that for any event reservation, the existing rental fee includes the cost of an Event Monitor. Part of this proposal is to increase the Event Monitor fee from $19 to $22, to keep up with inflation. The proposal also introduces two new rates: the Event Supervisor rate at $25 and the Event Coordinator rate at $75 to address the increased complexity and/or size of some events where UWI full time staff are required. Newman asks will it be required for every event? Wood responds no, that it will be dependent on the size and requirements of each event.
   b. Price Increase Proposal – Intramural Sports: **MSP: Saleem, Howard**
      i. Olmsted reviews the Intramural Sports Price Increase proposal. He explains this fee is already in place, the proposal only seeks to increase it. There are events whose organizers will request for our student officials to officiate their events.

Student supervisor, as well as full time staff hours, are also required to plan and help facilitate these events. This proposal aims to increase the fees for these services to keep up with rising costs of wages and benefits for staff.

c. WELL Build Price Increase and Duration Adjustment Proposal – Climbing: **MSP: Howard, Saleem**
    i. Olmsted reviews the WELL Build Price Increase and Duration Adjustment proposal. The WELL Build is a service that provides custom team building experiences, created by WELL staff, for both student and faculty/staff groups. The current price structure charges a per hour per participant charge however the current rate does not accurately account for the effort needed to design these personalized programs. This proposal seeks a two-hour minimum rate to better reflect the staff time needed for planning and facilitating. The proposal also introduces a rate for a program of more than two hours up to four hours. This new rate structure reflects the consultation time as well as the administrative time that goes into this programming.
        1. Howard asks how popular is this program? Olmsted responds that it is popular among those who are aware of it. The program gets many of its referrals from word of mouth. The WELL recently hired a new climbing coordinator who is excited about rebranding and looking at a more aggressive marketing approach.

d. Conference Suites, Student Organization Rental Rate Increase Proposal: **MSP: Saleem, Newman**
    i. Wood reviews the Conference Suites, Student Organization Rental Rate Increase proposal. Currently, student organizations are allowed one free rental per month. This proposal looks to introduce a rental fee for reservations beyond the initial free reservation that student groups receive each month. The proposal also increases the No Admission Fee rental rate for the Terrace Suite, as currently two single room rentals cost more than the rate of the full Terrace Suite, which is comprised of three single rooms. Olmsted adds this proposal is driven by multiple factors, one of the most prominent being increased demand for meetings by student groups. He states that the charge is nominal but necessary to manage the increase in requests.

6. 2024-25 Capital, Repair and Replacement, and Art Fund Updates
    a. Farrell explains since the last meeting, the Executive Committee convened to approve a few changes which are indicated on the list with a yellow-highlighted number 7. In total, it amounted to approximately $90,000 worth of changes. She states that they are mostly for remediation work due to water damage. Olmsted adds that some of these items were time-sensitive which is why they went for Executive Committee approval. Another change is the addition of make-ready work for the permanent build out of the Relaxation Station by an electrician as the original scope did not include portions of the necessary electrical work.

7. 2024-25 TBU01 and TBU04 Updates
    a. To recap, Farrell states that the Capital list is for projects using local monies while the TBU list is for larger projects that use funds located in campus accounts. Olmsted

reviews updates to the TBU01 and TBU04 accounts that were approved by the Board on February 12, 2025, and included the HVAC modernization and Union West Restroom projects, both of which needed additional funds. Olmsted explains that when such a significant price change occurs, the committee will always be shown how it will be funded. Farrell adds that when the budget is presented, the reserve slide will be presented as well to show that required reserve levels will be maintained.

8. 2024-25 Year End Projections
    a. Farrell reviews the 2024–25 Year End Projections, which are estimates of where we will be at the end of the year.
        i. Revenue:
            1. Revenue from facility use fees, which are for one-off rentals, are projected to be down due to both buildings having rental spaces offline as well as from having to accommodate student dance clubs who are unable to use Yosemite Hall.
            2. Revenue from lease payments are projected to be down due to tenant relocations (New Student Orientation, PRIDE Center) and Habit Burger's opening being delayed.
            3. Revenue from interest income is projected to be up by a significant amount due to higher interest rates unexpectedly holding.
            4. Revenue from admissions is projected to be down due to low concert ticket sales, however this will be offset by a modified budget.
            5. Miscellaneous revenue is projected to be up due to increased event co-hosting, which sees us partnering with other campus departments and sharing costs.
            6. Revenue from memberships is projected to be down due to alumni membership and guest pass purchases trending downward. The gym box closure may have affected this revenue category.
            7. Revenue from programming fees is projected to be down due to a decrease in Intramurals as well as Fitness Personal Trainer staffing shortages.
            8. Farrell states that we are looking to be $550K over budget. Olmsted comments that the budget and year end projection numbers would have been close if interest revenue had not been as high.
        ii. Expenditures
            1. Expenditures for insurance is projected to be under due to receiving a higher than actual estimate.
            2. The overage from repair and maintenance contract expenditures add up to a large figure but it is not significant when isolated by department.
            3. Expenditures for repair and maintenance parts are projected to be under budget due to a decrease in repairs needed for custodial and event equipment.
            4. Utilities are projected to be under budget due to some anticipated rate increases not materializing.

    5. Wage and benefit accounts saw about $917,000 in savings, mostly due to staff vacancies. Olmsted adds that due to the nature of staff vacancies, they are difficult to plan for. Farrell continues, stating that ten different positions were affected.
    6. Campus cost allocation expenditures are projected to be over budget due to a change in the methodology that increased costs. Campus had done an analysis on the methodology, resulting in a 3-year plan. This increase is the result of the 2nd year of implementation with further increases anticipated for the next year.
    7. Travel expenditures are projected to see savings due to multiple factors including vacancies for staff who planned to travel, and committee-related travel that was reimbursed.
    8. Depreciation isn't budgeted for, but anticipated depreciation is included in the year end projections.
    9. Overall, Union WELL, Inc. anticipates expenditures to be under budget by slightly less than $800,000. Once year end projections are completed, that becomes the budget for the remainder of the year.
    10. Farrell announces the next meeting to be on March 26 which will include some budget presentation items.
9. This meeting was adjourned at 8:42am.

Respectfully Submitted,

Alina Nadeem
Alina Nadeem (Mar 27, 2025 20:48 PDT) 03/27/2025

Authorized Signature Date