

Board of Directors Meeting: September 14, 2016

Foothill Suite, 3rd floor: University Union

Revised Agenda

1. **Call to Order, Chair - 7:30 a.m. Alyssa Trejo, Chairperson**
2. **Public Comment:** Members of the audience may address the Board of Directors on any item within the jurisdiction of the Board or on any agenda item. Comments are limited to 3 minutes and the overall time shall not exceed 15 minutes. Speakers will be required to sign in.
3. **Time Certain: 7:35am Audit Presentation**, CPA: K Coe Isom, Christy Norton, Shareholder **Audit:** Acceptance of 2015-16 Audit: **Action Requested:** Audit Committee
4. **Seat Board New Members:**
 - A. WELL Advisory Group: Karen Dhillon
 - B. ASI Appointee: Anthony Malouf
5. **Consent Calendar:**
 - A. Approval of Board of Directors Minutes – April 20, 2016 (Attached)
 - B. Approval of Summer Operating Committee Minutes – June 1, 2016 (Attached)
6. **Old Business:**
 - A. Conflict of Interest and Grade Verification Forms: Trejo
 - B. Summer Operating Committee Update: Davis
 - C. Expansion Update: Olmsted
 - D. Art Fund: Farrell
 - E. Meeting Dates: Information
 - F. Executive Director Search Update:, Mills
7. **New Business:**
 - A. Authorizing Resolution 2016-17, Resolution 16-01: **Action Requested**
 - B. Appointment of Legal Counsel 2016-17, Resolution 16-02: **Action Requested**
 - C. Appointment of Auditor 2016-17, Resolution 16-03: **Action Requested**
 - D. Election of Officers 2016-17: **Action Requested**
 - i. Nomination and election of the Vice Chair*
 - ii. Nomination and election of the Secretary Treasurer*

*Officers also serve on the Executive Committee

- E. Committee Assignments: **Action Requested**
- F. Expansion Update and Funding Request: Davis Action Requested

8. Reports and Comments

- A. Board Members
- B. Executive Director: Davis

9. Information: Activity Reports

- A. The WELL: Smith
- B. University Union: Sorensen

10. Adjournment

Board of Directors Meeting Minutes
April 20, 2016
Foothill Suite, 3rd floor: University Union

1. **Call to Order, ASI Student Representative, Secretary/Treasurer - 7:37 a.m. Mark Anthony Sohl**
Present: Adrianna Bolds, Alyssa Trejo, David Rolloff, Ed Mills, Mark Anthony Sohl, Missy Anapolsky
Also Present: Bill Olmsted, Jill Farrell, Kate Smith, Leslie Davis, Natalie Andrews, Krista Knifsend
Absent: Ali Izadian, Kisanet Woldeyohannes, Lindsay Ruth Vampola, Dean Sorensen
2. **Time Certain: 7:30a.m. 990 Tax Presentation: Christy Norton, Principal; K Coe Isom**
 - A. Norton reviewed the 990 Tax Form. She began with Schedule M, which has been passed out to everyone. She stated that the non-cash contribution has been corrected. This marks the only change in the packet since it was emailed out to everyone.
 - B. The 990 tax form shows unrelated business income of \$110,839. Norton stated that if the mission is being served then this amount is non-taxable. The mission can be seen on Page 2 of the form. Unrelated business income is any activity that does not relate to the mission. Expenses may be offset for this. Farrell clarified that the main unrelated business expenses come from alumni in the form of items such as WELL memberships and intramural leagues. Norton then stated that the overall basis on this tax return is a loss. When there is a net loss, then no taxes are owed. Therefore, there are no taxes calculated on this return. *(MSP: Anapolsky, Trejo)*
3. **Public Comment:** None
4. **Consent Calendar:**
 - A. **Approval of Board of Directors Meeting Minutes – March 30, 2016**
 - i. Davis stated that there were some numbering issues with the format of these Meeting Minutes that occurred when it was joined with the packet in the file. This will be adjusted. It affected only the format and all that is written will remain the same. *(MSP: Anapolsky, Trejo)*
5. **Old Business:**
 - A. **Reserve Policy: Davis**
 - i. Davis stated that the Reserve Policy is being brought back for approval. During the Budget and Finance Committee meeting, there was an issue found that has since been corrected. When calculating reserves, the funds utilized should be undesignated funds. There was a correction made to remove the Local Repair and Replacement in the calculation of our available reserves. In addition, instead of stating .50 and .5, the policy will now state 50% and 5% to provide more clarity. *(MSP: Trejo, Anapolsky)*

B. Budget 2016-2017: Davis/Farrell

i. 2017 Wage Scale

- a. Farrell presented the 2017 Wage Scale. There is a minimum wage increase proposed January 1, 2017. This will provide a fifty cent increase after January 1, 2017. The impact on the budget for the six months between January and June 2017 is \$47,098.
- b. Benefit rates increases for Kaiser, HealthNet, and Dental total will impact \$62,212 in the 2016-2017 budget.
- c. The U.S. Department of Labor proposed changes to the Fair Labor Standards Act White Collar Exemption Regulations, which would set salary thresholds for full-time exempt employees. It is not certain if this will pass, but if it does then the salary for these employees must exceed a certain amount for them to not be eligible for overtime. Davis stated that this would impact their vacation greatly if the employee were to change from exempt to non-exempt. This could cause a lot of turnover within the organization. Because of this, they are currently working with UEI on this matter and reviewing from a global perspective. Mills added that this affects the whole university and not just Union WELL Inc. This impacts the budget of \$92,830 for these potential salary changes.

ii. Operating

- a. Hours of operation for the Union has no changes.
- b. The WELL will be closed Memorial Day 2017 and will have adjusted hours for the Martin Luther King Junior holiday.
- c. There are personnel changes reflected in the 2016-2017 budget for the Executive Director, Union Event Services Manager Operations, IT Technical Supports Specialist, WELL Intramural Coordinator, WELL Administrative Assistant, Event Services Reservations Manager, and two Building Maintenance Specialist positions.
- d. There is a 3% salary increase worked into the budget, which amounts to \$94,305, which is not guaranteed but still planned for.
- e. WELL membership rates will remain the same. They are currently researching and analyzing market rates to ensure they are not priced out of the market. This will be readdressed in the fall. Prepaid alumni rates will remain the same at \$16 per month.
- f. Farrell showed the approved 2016-2017 rates for University Invoice and campus cost allocations.

iii. Capital

- a. The total Capital (70) in the budget for 2016-2017 is \$142,293.
 - 1. In 5210-70-8000, there is a total of \$115,590.
 - (a). This includes: an articulating lift (\$58,590), outdoor strength renovation for turf and additional equipment (\$30,000), Terrace Suite Wall Plate Signage (\$4,000), Water Bottle Filling Station in the Brown Bag area (\$3,000), Cell Phone Charging

Stations (\$5,000), and Braille Signage Project in the Union (\$15,000).

2. In 5220-70-8000, there is \$0 allocated.
3. In 5230-70-8000, there is a total of \$10,058.
 - (a). This includes: Gum Remover Equipment (4,340) and Additional Blueprint Holders (\$5,718).
4. In 5250-70-8000, there is a total of \$16,645.
 - (a). This includes: WELL Camera Addition (\$2,145), Multimedia Box WELL Event Services (\$4,000), Gallery Music System (\$5,500), and In-Ear Monitor System for UNIQUE (\$5,000).

iv. **Repair and Replacement**

- a. The total Repair and Replacement (80) in the budget for 2016-2017 is \$503,590.
 1. In 2-5210-80-8000, there is a total of \$241,575.
 - (a). This includes: University Union T2003 Condenser Unit Relocation (\$10,000), Replace Fitness Equipment (\$210,775), Replace Crash Pads Climbing Wall (\$7,000), Replace Water Bottle Filling Stations in the WELL (\$5,000), Event Services Table Replacement (\$4,500), Replace Event Services Customer Side Chairs (\$1,500), and Replace Event Services Desk Chairs (\$2,800).
 2. In 2-5220-80-8000, there is a total of \$10,645 which includes the University Union Corbin to Medeco Key Replacement in Food Services (\$10,645).
 3. In 2-5230-80-8000, there is a total of \$37,895.
 - (a). This includes: WELL LED Lighting Upgrades in Cardio/Fitness Floor/Studios (\$13,746), Chariot Vacuum Replacement (\$11,935), Union and WELL Radio Analog to Hybrid Analog/Digital Refresh Project 2/3 (\$9,214), and Gallery Lighting and Additional Fixtures (\$3,000).
 4. In 2-5240-80-8000, there is a total of \$5,000 which includes Art from Art Fund Terrace Suite and Student Purchase Awards (\$5,000).
 5. In 2-5250-80-8000, there is a total of \$208,475.
 - (a). This includes: University Union South Dock Camera Refresh (\$8,234), Workstation Refresh (\$36,981), WELL Digital Signage Refresh (\$32,567), NVR Replacement (\$23,890), Campus TeleVideo Head-End Consolidation (\$3,303), Replace Group Fitness Studio Stereos in Klamath and Feather (\$15,000), Terrace Suite AV Upgrade (\$50,000), Redwood Room AV Upgrade (\$20,000), Large Format Printer (\$14,500), and Replace Terminal Lounge TVs (\$4,000).

v. **Capital Repair and Replacement**

- a. The total Capital Repair and Replacement (TBU01) in the budget for 2016-2017 is \$335,075.

1. This includes: University Union Hinde Carpeting (\$10,575), University Union Valley Suite (\$8,500), Ballroom AV moved from 2015-2016 budget (\$300,000), University Union South Walkway Repairs (TBD), University Union Basement Stair Retread (\$9,000), and WELL Performance Center Floor Replacement (\$7,000).

vi. **Reserves**

- a. Below is a summary of the reserves that Farrell reviewed:

Undesignated Reserves

Revenue Fund (Projected)	\$11,140,252
Local Reserves (Projected)	<u>\$8,004,925</u>
Total Undesignated Reserves:	\$19,145,177
BOD Policy requires	1 year debt coverage = \$5,075,825 and
	6 month operating = <u>\$4,002,463</u>
Total BOD Policy Requirement:	\$9,078,288
Avail Undesignated Reserves	\$10,066,889

Designated Reserves

Repair and Replacement Fund (Projected, Local)	\$2,567,101
Capital Repair and Replacement (Projected, TBU01)	\$1,912,021

- vii. Sohl asked if there is a preference between approving the 2016 -2017 Budget in one blanket motion or individually. Anapolsky suggests it is done at once and Mills agreed. Sohl asked for objections to this. There were no objections. The 2016-2017 Budget, which included the 2017 Wage Scale, Operating, Capital, Repair and Replacement, Capital Repair and Replacement, and Reserves were passed. **(MSP: Bolds, Trejo)**

C. **Expansion Update: Olmsted**

- i. Olmsted stated that the floor plans for the Union are locked down. There still may be some minor adjustments to be made, but the overall layout and structural components is complete.
- ii. Recently, the Architects found out that the entire building would have to be brought up to fire code, which means the building would have to add sprinklers throughout the entire building. This is a massive undertaking, but important for safety. This process will be completed in a five year phase to soften the impact on the budget.
- iii. Olmsted then showed the most recent renderings on the projector. The new part of the building will incorporate design touches that incorporate some finishes to tie to the old side of the building. It also will do the same with the WELL in the form of a mesh sign, similar to the one that they have.

D. **Board Elections for Chair of the Board, 2016-2017**

- i. Sohl stated that nominations and self-nominations will be accepted for the Chair of the Board 2016-2017.
- ii. Trejo nominated herself. There are no other nominations at this time. Sohl closes nominations. Anapolsky seconds the nomination for Trejo. Motion is passed and Trejo is nominated to the Chair of the Board. Davis will send this to President Nelsen for approval.

6. New Business:

A. **Advisory Groups and Committee Charges**

- i. Due to time constraints, Davis requested to table until fall. *(MSP: Bolds, Trejo)*

B. **Summer Operating Committee**

- i. Davis stated that during the summer, advice and counsel may be needed due to decisions with construction. If money is asked for then it would be important to have Board support. Davis showed on the projector who has agreed to be a part of the Summer Operating Committee *(MSP: Bolds, Anapolsky)*

C. **Audit Committee 16-17 Appointment**

- i. Davis showed who is on the Auditee Committee for 16-17. *(MSP: Anapolsky, Trejo)*

D. **Meeting Dates 2016-17: Davis**

- i. Davis presented the meeting dates for 2016-2017. *(MSP: Trejo, Bolds)*

7. Reports and Comments

- A. **Board Members** (No reports or comments given)
- B. **Executive Director: Davis** (No reports of comments given)

8. Information

- A. **The WELL: Smith** (as distributed)
- B. **University Union: Sorensen** (as distributed)

9. Adjournment: 8:45am

Respectfully Submitted

Date

Summer Operating Committee Meeting Minutes for June 1, 2016

Room 1117: The WELL

1. Call to Order, Chair – 4:36pm Alyssa Trejo

Present: Alyssa Trejo, Ed Mills, Lindsay Ruth Vampola

Also Present: Leslie Davis, Bill Olmsted, Krista Knifsend

2. Funding for Union WELL Inc. Phase II, WELL Expansion

A. Davis reviewed funding for Union WELL Inc. Phase II, the WELL Expansion. The total requested for funding for the WELL Expansion is \$300,000. The breakdown included Lionakis Programming Services (\$127,580), Advertising of Project (\$2,500), Peer Review (\$7,000), Topographic Survey (\$16,000), Seismic Peer Review (\$40,000), Mechanical Peer Review (\$17,000), and Code Compliance Review (\$82,920). **(Consensus for approval for this funding request: Passed)**

3. Long Range Financial Plan Budget Adjustment, Addition of Sprinkler Project

A. Davis referred to page 3 in the packet titled *Changes to the Long Range Financial Plan*. The first change was that the 2-7's that were submitted for the project were incorrect due to an issue with formulas. There also was a change because of the third floor additions in the expansion, which amounted to 12 million dollars. Lastly, the State Fire Marshall is requiring sprinklers in the rest of the Union that will cost 7.2 million dollars.

Questions/Comments: Vampola asked how the sprinkler addition was not foreseen in the plans before. Olmsted answered it was originally planned that the two parts of the building would fit together as an expansion joint, similar to prior expansions of the building. Coming together this way, the building is viewed as two separate parts and therefore only the new addition would need sprinklers. It was decided, under review by the Fire Marshall that the building would be pieced together in a way that it would be viewed as one building. When this was determined, it caused the entire building to have to be brought up to fire code which included the addition of sprinklers.

B. Davis stated the actions taken for each adjustment were the 2-7 was corrected, expansion additions to the third floor was approved late winter, new scenarios for the sprinklers were created, and a recommendation was determined.

C. Davis reviewed each scenario for the sprinkler addition that was created and tested.

i. There were five scenarios that were initially reviewed.

a. The first scenario was to keep the timeline the same. This would cause a dip below reserve policy levels.

b. The second was to complete the sprinkler project in five phases. This would bring extra costs and would cause the Union to be under construction for five summers.

c. The third was to push Union WELL Inc Phase III of the Satellite Ballroom back by two years.

- d. The fourth was to cut operations to cover shortages in the reserve levels. The cuts would be small and not impact programs and services.
- e. The fifth scenario was to reduce the scope and allocate less cash to the expansion.
- ii. Of these five scenarios, two recommendations were chosen, Recommendation A and Recommendation B.
 - a. Recommendation A was to do the sprinklers at one time, keep the budget timeline the same, and dip below the reserve level that policy requires.
 - 1. The pros to this recommendation are that Union WELL Inc. is well reserved, despite dipping below the policy limit and that the construction impact would happen all at once.
 - 2. The cons to this recommendation are that it could cause Union WELL Inc. to dip below reserve levels for five years. This would limit contingency funds if issues were to arise. In addition, there also would be no financial flexibility for the WELL expansion.
 - b. Recommendation B was to do the sprinklers at one time, change the budget timeline, and delay Union WELL Inc Phase II (Satellite Ballroom) by two years.
 - 1. The pros to this recommendation are that the construction impact would happen all at once, the project would not dip below reserve levels, and financial flexibility would be maintained if any issues were to arise.
 - 2. The only con to this recommendation is that the Satellite Ballroom would be delayed.
- iii. Recommendation B is the staff recommendation.

Questions/Comments: Mills asks with recommendation B, when the sprinkler construction would occur. Olmsted answers at the end of the expansion project construction. The sprinkler project could take as much as 1 year to complete. Vampola comments that from a student perspective, she thinks the students would prefer to have the sprinkler construction done in one-time rather than over five summers. Trejo agreed that students would prefer this. (Decision to approve the Long Range Financial Plan utilizing the 1 year implementation for the sprinkler project, at completion of the Union expansion project, and moving the satellite ballroom project 2 years later in the timeline: Passed)

4. Discussion of holding a Board Retreat in August

Davis stated she would like to hold a half day Board Retreat in August to unify the board, provide training, and discuss the Executive Director Search Committee. All members like this idea. After discussion, a proposed date of August 19th was suggested.

5. Adjournment 5:17pm

Respectfully Submitted:

Authorized Signer

Date:

Asset ID #	Title	Est. Cost	Actual Cost	Over/Under
UU5696	Hair Spaghetti	\$400	\$466.51	(\$66.51)
UU5697	No, I Can't Talk to Your Mom Right Now	\$450	\$451.59	(\$1.59)
UU5819	Untitled (Converse in Jar)	\$350	\$229.81	\$120.19
UU5811	Orange Circle Gray	\$350	\$617.76	(\$267.76)
UU5827	Man Smoking	\$350	\$113.30	\$236.70
UO1216-1	A Simple Reminder	\$500	\$471.41	\$28.59
UU6895	Cranial Dweller	\$1,500	\$1,657.45	(\$157.45)
UU6896	Parasitic Clouds	\$1,500	\$1,603.09	(\$103.09)
UU5817	Untitled (Child on Horse)	\$500	\$217.75	\$282.25
UU5816	California Riders	\$500	\$383.32	\$116.68
UO1597-2	All Dressed Up and No Place To Go	\$700	\$379.50	\$320.50
UU6985	Navajo #1	\$700	\$698.76	\$1.24
UO2956-1	Wild Horse Fries	\$600	\$558.36	\$41.64
UO1596-1	Rimasis My Brother	\$500	\$191.52	\$308.48
UU5896	Women's Intramural Touch Football Game	\$250	\$90.47	\$159.53
UU5825	Sorority Sisters Get Ready to Net Their Men	\$250	\$115.71	\$134.29
UU5826	Gymnastics Troupe Demonstrating...	\$250	\$115.71	\$134.29
UU6987	River City Day's Hot Air Balloon	\$150	\$90.47	\$59.53
UU6988	Gymnast Works on Routine	\$150	\$90.47	\$59.53
UU6986	Student's Enjoying the New Swimming Pool	\$150	\$90.47	\$59.53
UU5821	Concert on the Outside Stage	\$250	\$165.96	\$84.04
UU5897	Student Wears a Dink	\$150	\$115.71	\$34.29
UO1593-1	Teacher Education Class Observes Puppet...	\$250	\$177.03	\$72.97
UO5006	Meditative Figures	\$350	\$220.54	\$129.46
UU7008	Untitled (Horizontal Painting by R. Lawson)	\$1,500	\$1,254.77	\$245.23
UU7009	Untitled (Vertical Painting by R. Lawson)	\$1,500	\$1,051.16	\$448.84
UU551	Later deemed damaged beyond repair	\$1,500	\$0.00	\$1,500.00
UU5813	Untitled Woman-added in lieu of UU551	\$0	\$236.53	(\$236.53)
UU6999	Olmec Head- 2015-2016 SPA Framing	\$0	\$171.53	(\$171.53)
SUBTOTAL FOR FRAMING		\$15,600	\$12,026.66	\$3,573.34
Plaques for Every Piece in Collection (90 x \$6.00)		\$540	0	\$540.00
Plaques for B&W Photos		—	\$49.40	(\$49.40)
TOTAL		\$16,140	\$12,076.06	\$4,063.94

UNION WELL INC. BOARD OF DIRECTORS

2016-17

*Wednesdays, 7:30AM TO 9:30AM
Foothill Suite, UU*

Board of Directors

Meeting Dates

August 19, 2016: Board Retreat 

September 14, 2016

November 2, 2016

February 15, 2017

March 15, 2017

April 19, 2017

May 5, 2017
THANK YOU LUNCHEON
(LOCATION: TBD)

**University Union
Board of Directors**

Resolutions: 2016-17

Resolution 16-01 Authorizing Resolution

Be it resolved for the 2016-17 fiscal year that the following individuals holding the listed positions may sign contracts, agreements, bank signature cards and other legal documents as required:

Executive Director, Union WELL Inc.
Chair of the University Union Operation of CSUS Inc. Board of Directors
Vice Chair of the Union Board of Directors
Secretary of the Union Board of Directors
Associate Executive Director
Director, University Union
Director, WELL
Executive Director OR Director of Finance and Administration of ASI

Signature

Date

Resolution 16-02

Be it resolved for the 2016-17 fiscal year that the University Union Board of Directors appoints the Law Offices of Gregory D. Thatch as the Attorney of Record.

Signature

Date

Resolution 16-03:

Be it resolved for the **2016-17** fiscal year that the University Union Board of Directors appoints the firm **CPA K Coe Isom** as Auditors.

Signature

Date

Union Well Inc.
Board of Directors
Committee Assignments: 2016-17 Proposed

Basis of all Advisory Groups and Committees:

- Provide the best possible service to the University community;
- Seek continuous input from the campus community to define these needed services; and
- Keep the Union responsive to those needs of the students, faculty, staff and alumni who make up the campus community;

Budget and Finance: *Responsible for overseeing financial matters of the Union including financial policies, reserves, and the budget development.*

Audit Committee: Composition Duties

- A. *To advise the University Union Board of Directors in matters pertaining to Union Audit Report*
- B. *To meet regularly, at least once annually, to review the University Union annual Audit and make a recommendation to the full Board regarding issues and acceptance.*
- C. *To forward minutes of each meeting to the Union Director and the Secretary of the University Union Operation Board of Directors and to any other University office or organization that so request.*
- D. *Approve non-audit services by the independent CPAs accounting firm*
- E. *Voting procedure will be by simple majority of the members present with a quorum of 50% plus 1 of the currently seated membership.*

CSUS University Union
Board of Directors
Committee Assignments: 2016-17

<i>Budget and Finance</i>	<i>Audit</i>	<i>Executive</i>
<i>(Student Chair)</i>	<i>Patrick Dorsey (Student Chair)</i>	<i>Alyssa Trejo, Chair</i>
<i>Alyssa Trejo</i>	<i>Victor Serrano (Community)</i>	<i>TBD</i>
<i>Karen Dhillon</i>	<i>Stacy Hayano</i>	<i>TBD</i>
<i>Kisanet Woldeyohannes</i>	<i>Ilse Maymes</i>	
<i>Stacy Hayano</i>	<i>Jeremy Clark</i>	
<i>Missy Anapolsky</i>		
<i>Nomination from ASI</i>		
<i>Staff to Committee</i>	<i>Staff to Committee</i>	<i>Staff to Committee</i>
<i>Leslie Davis, Bill Olmsted, Amy Jacobsen and Jill Farrell</i>	<i>Leslie Davis, Bill Olmsted, Amy Jacobsen and Jill Farrell</i>	<i>Leslie Davis and Bill Olmsted</i>

WELL: BOD report 9/14/16

Highlights

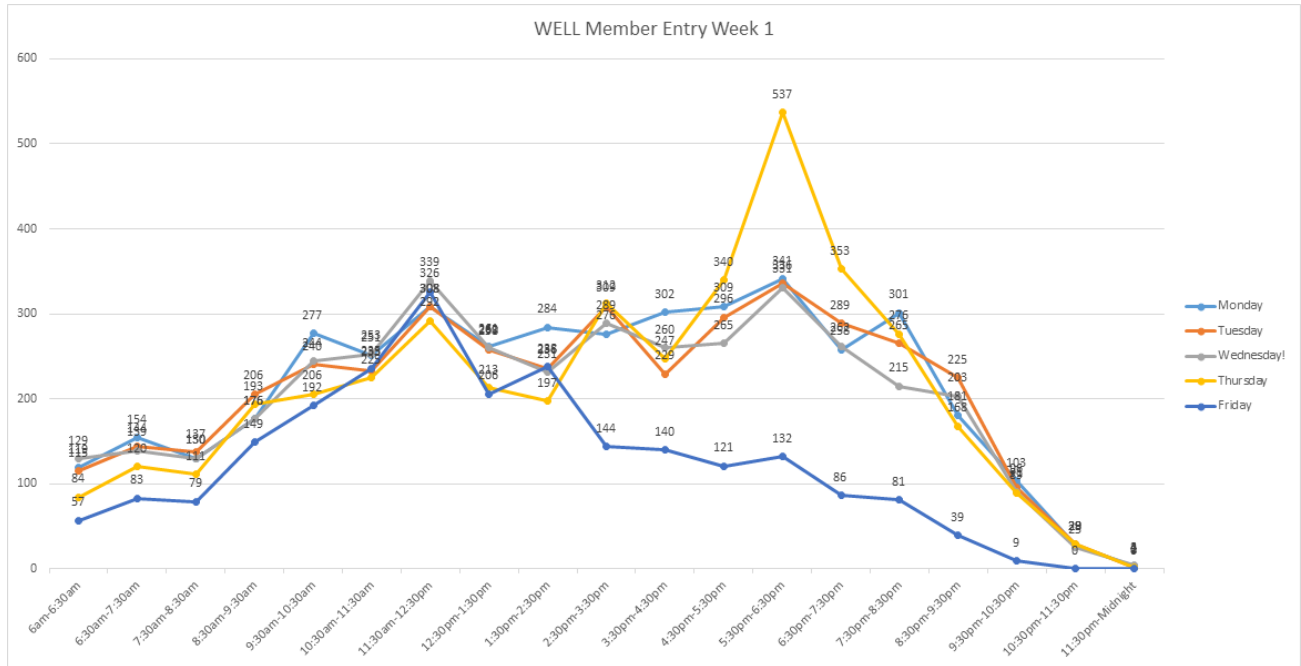
- The first week of school was a huge success and The WELL broke its record for highest member check-ins! Check-ins were as followed:
 - Monday 8/29/16 = 4,072 (New record!)
 - Tuesday 8/30/16 = 3,961
 - Wednesday 8/31/16 = 3,856
 - Thursday 9/1/16 = 4,004
 - Friday 9/2/16 = 2,333
- The Sac State Throwdown Dodgeball tournament had 59 teams registered and 345 participants, highest amount of teams and participation seen at any of our Dodgeball tournaments!
- Try Before You Buy Week was successful and saw 827 participants throughout the week.
- We have launched a new Fitness Rewards program that allows members to upgrade their fitness pass for free when a friend of theirs buys a fitness pass.
- Fitness equipment was replaced during the month of August which included all new spin bikes and strength equipment.
- The flooring in the Performance Center was replaced with a more durable flooring option.
- Outdoor turf is being installed September 6-8 in the outdoor sunken area. This will provide a space for classes and supervised open fitness for the members to enjoy.
- We hosted our first WELLZone of the season, Saturday September 3 for the VIP Transfer student experience which was in partnership with Hornet WOW. We are still accepting reservations for upcoming WELLzones so to reserve space please go to <https://thewellatsacstate.com/book-the-well/facility-reservations>
- Self Defense class sold out during the first week of school and we are accepting registration for the 2nd Self Defense class that starts 10/18/16.
- The first Perform WELL workshop, *Speed, Agility and Functional Training*, was hosted September 7th on the South Green.
- Hornet Hill has 21 classes booked to climb throughout the semester and during the first week of school we had 100 participants climb.
- RPTA is hosting its first academic credit/noncredit course at the Climbing Wall.
- The WELL Program Planning Expansion meetings have begun with Lionakis, the Architects hired by campus to complete the first phase of program planning. Criteria Documents will be prepared and we will be ready to go to bid Spring 2017.
- Paul Polis, Certified Recreation Therapist, started August 22. He oversees our All Inclusive Recreation program (AIR) and is a shared faculty with the RPTA department.
- Scott Poulos, Coordinator of Intramurals, started August 1 and joined our team from Western Illinois.
- Tori Butler, Administrative Coordinator, started full time on August 29.

What's coming up?

- The Aaron Rehman Indoor Soccer tournament will be hosted 9/9/16 – 9/10/16.
- Intramural registration will close 9/8/16 and Volleyball, Tennis, Flag Football and Softball will begin Sunday 9/18/16.
- The WELLcome Back is Thursday September 15 from 1-4pm.

- Level Up Bouldering league registration closes 9/16/16 and will start on 10/6/16. Registration is \$40 per team and everyone receives a t-shirt.
- Sit Volleyball is Wednesday 9/21/16 from 5-7pm in the WELL gym box.
- Hiring for the Coordinator of Climbing Wall and Group Facilitation will be posted in October 2016.

This is a snap shot of WELL Member entries during the first week of school



Union Activity Report
Board of Directors, September 14, 2016
“A Few Highlights”

- Our new Event Services Manager, Operations, Spencer Clemmer, started in his position on September 7. Recruitment for the manager position vacancy for the reservations side of that department just closed at the end of August.
- This year’s Phlagleblast (Union Open House) on September 7 had “a burst of color” as its theme and served to build familiarity, usage, and excitement with the Union and the many programs and services found here.
- Summer physical improvements included a major conversion to much of the LED lighting in the Union’s public spaces and some meeting rooms, AV updates to nearly all meeting rooms (Redwood Room, Ballroom, and Hinde still to come), switch to T-bar ceilings in some hallway areas and meeting rooms, and more lighting and a new background music system for the Gallery. Three new phone charging stations will also be implemented shortly on first and second floors.
- Our Information and Leisure Services Manager, Kizzy Whitfield, is becoming a “U Mentor” through the Degrees Project this fall.
- Zenia LaPorte, Assistant Director of Programs and Marketing, is co-chairing “Hornet WOW” for a second time.
- Two new student Building Supervisors hired and trained as replacements for recent graduates. Significant student hires and training have also taken place for all other areas for the same reason.
- We had a couple of unexpected full time staff out on temporary leaves this summer, which has been challenging, but other staff have stepped up to the plate to help out.
- Multi-Cultural Center was temporarily relocated to Union in Wellness Hub during the summer, due to the Library project.
- Upcoming UNIQUE Programs events include a lectures by Dr. Cornel West on Sept. 29 and Michael Brown Sr. on Oct. 20, both with several campus co-sponsors involved. There’s also a comedy show tomorrow night with Taylor Tomlinson, a Banda concert on Sept 15, the S.F. Standup Comedy Competition on Sept. 22 among other programs.
- Robust fall Gallery schedule (see the Picasso lithograph in the current show) has been put together and more permanent artwork and “campus life” photographs (past and present) is being displayed throughout the Union.
- The Ballroom AV retrofit project will take eight weeks and is scheduled to take place early in the spring 2018 Semester. Minor repairs to the current AV are ongoing.
- As always, New Student Orientation and Boys State were among the major successful events held in the Union this summer. Sorority recruitment, El Feria, many other major events coming up over the next few weeks.
- Lots of meetings and planning for the upcoming expansion!



AUTHORIZATION FOR ACADEMIC INFORMATION RELEASE

I authorize the Vice President Student Affairs Office to release my academic information to the Union WELL Inc. Executive Director for the sole purpose of determining eligibility to hold office on the Union WELL Inc. Board of Directors as described in the Union WELL Inc. Bylaws. Should I be elected to the Board, this authorization shall be valid for the entire academic year.

To be on the Union WELL Inc. Board of Directors you, as a student, have to meet some basic criteria, as listed on the Certificate of Eligibility for Election and Membership form. You are responsible to remain in compliance with these requirements throughout your tenure (if elected) as a Board of Directors member. You are also obligated to inform the Executive Director of the Union WELL Inc. of any change in your status during your term on the Board.

Please review the criteria, and by signing your name at the bottom, you are stating that you currently meet the listed requirements, and that you will inform the Union of any change in your status. Your signature also indicates that you understand that this information will, at least once each semester, be verified for compliance. Please sign and return a copy to with this application at your earliest opportunity.

If you have any questions, please contact Leslie Davis at the WELL Administration Office directly for clarification.

Requirements for Union WELL Inc. Board of Directors Member Candidates

- A. Complete a minimum of 6 undergraduate or 3 graduate units.
- B. Maintain at least a 2.5 CSUS semester GPA in courses taken on campus.
- C. Not have completed more than a total of 150 undergraduate or 50 graduate units.
- D. Not be on academic or disciplinary probation
- E. Not an employee of the University Union

I am in full compliance with the requirements and will notify the Board of Directors in the event of any change in my status. I also authorize the verification of this information for the duration of my term.

Signature: _____ DATE: _____

Conflict of Interest

The purpose of the conflict of interest policy is to protect the exclusive rights and integrity of information, services, and various interests of the Union WELL Inc.

A conflict of interest is any situation in which a board member has a personal economic interest that has the potential of being in conflict with the best interests of the Union WELL Inc. Examples of conflict of interest situations include but are not limited to the following:

- Investing in stock with any supplier of the Union WELL Inc. where the Union WELL Inc. purchases are a significant influence to the supplier’s performance.
- Engaging in any transaction or employment that is competitive with the activities or objectives of the Union WELL Inc.
- Engaging in any transaction or employment that could be considered supplying goods or services to the Union WELL Inc.
- Purchasing property or goods for personal use at prices negotiated for the Union WELL Inc.
- Participating in any personal financial dealings with any individual or business organization furnishing merchandise, supplies, property or services to the Union WELL Inc.
- Accepting gifts, favors or conveniences that go beyond the moderate courtesies associated with good business practices.
- Using any Union WELL Inc. information that is not a matter of public record for personal gain during or after the tenure with the Union WELL Inc. Board of Directors.
- Using any items, written material or graphics produced for the Union WELL Inc. for personal gain during or after service with the Union WELL Inc.
- Using any Union WELL Inc. equipment or resources for personal gain.

It should be noted that a conflict of interest situation may also result from a Board Member’s family member or friend’s dealing with the Union WELL Inc.

Good judgment, high ethical standards and honesty are a must in all business dealings. **Even the appearance of a possible conflict of interest should be avoided.** If a board member questions whether a situation represents potential conflict of interest, the board member should discuss it immediately with the Board of Director’s Chair Person or the Executive Director of the Union WELL Inc.

Board members involved in conflict of interest situations may be subject to removal from the Board.

Board members should also be aware that the Union WELL Inc. Board of Directors is governed by the California Corporation Code: Sections 5230, 5231, 5232, 5234, 5237 and 5239 and the Education Code.

Your signature below verifies that you understand this conflict of interest statement and willingly accept responsibility for full disclosure and compliance.

Board Member Printed Name

Board Member Signature

Date