



Board of Directors Meeting: April 22, 2015

Foothill Suite, 3rd floor: University Union

Minutes

5. **Call to Order, Chair - 7:33 a.m. Sarah Tulane**
6. **Public Comment: None**
7. **Consent Calendar:**
 - A. **Approval of Board of Directors Minutes – March 18, 2015. Adopted as written.**
8. **Old Business:**
 - A. **Expansion: Information**

On Friday we WILL know whether or not we are moving forward!
 - B. **Budget 2015-16: Davis presented on the A and B Budget. The rationale for an A and B budget is we are awaiting word from the President regarding expansion. The A budget does not include the expansion but the B budget does, and also includes increased operating revenues and expenses.**
 - 1) **Operating**
 - i. **The hours of operation in the WELL have been reduced in summer slightly but the impact of closing early will be little to none. This should assist in reducing utility costs. If there are complaints we will let the Board know and we can adjust accordingly.**
 - ii. **There has been an increase in WELL membership due to the CPI increase. Student membership will now be \$32 and the EFT and Pre-Paid Alumni rates will remain the same.**
 - iii. **The WELL build prices will also be increased for team building. This is a reasonable change as we are still cheaper than our competitors.**
 - iv. **Budget A will have no new positions added while budget B would include new positions due to expansion. There will be a general salary increase of 1% and a 3% pay for performance pool. The part time wage scale includes the new sick leave requirement and the increasing minimum wage. The new wage scale was provided in the budget packet. This year's impact will be \$113,383.**
 - v. **The Union will be celebrating its 40th anniversary this year! It opened in 1975 so in 2015-16 we will have yearlong program culminating with a large event to wrap up the anniversary on April 14th. The expected budget is \$71,000.**
 - vi. **Other increases include the increased charges for the University invoice. All room costs went up but meeting room costs did not go up as much as requested. Davis showed the data on just how good a partner we have been, and due to the**

university declining one of our full increase requests, we WILL increase next year. IRT has big increases for everyone on campus, not just Union WELL Inc. Ed Mills is now fighting on behalf of everyone and is looking into other options. Utilities showed a dramatic increase especially in electricity, Davis and Olmsted will be looking into this. The custodial cost increase is due to the minimum wage and sick leave impacting CSG, the custodial vendor.

2) Capital

- i. Capital (70) New: total of \$111,500.
- ii. From 1-5210-70-8000 the total is \$17,500; for additional wireless microphone sets \$4,500; additional rolling chairs for public lounge spaces \$6,000; back board nylon support within house installation \$7,000.
- iii. From 1-5220-70-8000 the total is \$5,000 for the creation of secure storage in the WELL within the Business Office wall-in window.
- iv. From 1-5230-70-8000 the total is \$12,500 for repeater for additional radio channels \$7,500 and hand dryers for WELL lobby restrooms \$5,000.
- v. From 1-5250-70-8000 the total is \$76,000 for 3 camera additions at the Union or WELL \$5,000; disaster recovery \$50,000; conference room digital display \$2,500; additional video projectors \$5,500; thermal door counters \$10,000.

3) Repair and Replacement (80): grand total of \$428,035

- i. From 2-5210-80-8000 the total is \$349,475 for UU Admin office desks and reception furniture \$4,000; fitness counter replacement \$6,000; repair or replace ballroom stage drapes \$9,975; 1/3 fitness equipment replacement \$329,500.
- ii. From 2-5200-80-8000 the total is \$3,000 for retrofit AC11 to direct digital controls.
- iii. From 2-5230-80-8000 the total is \$16,760 for Primex clocks and temperature sensors \$7,000; floor mats for WELL main entrance \$6,000; replace sanitary dispensers in Union with ADA compliant units \$3,760.
- iv. From 3-5240-80-8000 the total is \$5,000 for art.
- v. From 2-5250-80-8000 for a total of \$53,800 for thermal door counters \$8,000; digital signage mini-computer replacement \$13,000; staff workstation refresh \$25,000; replace projector control panels \$2,300; WELL turnstile biometrics upgrade \$5,500.
- vi. Grand total for Capital and Plant Fund: \$539,535.

4) Capital Repair and Replacement

- i. Grand total for Capital Repair and Replacement is \$521,029.
- ii. Regarding the remainder of carpeting the Union, the total is \$39,029 for the Forest Suite \$9,912; Orchard Suite \$12,703; Valley Suite \$6,800; Hinde Auditorium \$9,614; the Ballroom is to be determined.
- iii. Lighting replacement project total is \$122,000 for room lighting upgrade for smaller rooms \$100,000; gallery lighting replacement \$10,000; acoustic ceiling/lights replacement in select 3rd floor location of the Union \$8,000; LED lighting system in north and west exterior exit stairwells \$4,000.
- iv. Permanent building signage solution with braille element total to be determined.

- v. Event furniture total is \$160,000 to replace the banquet chairs \$60,000; the green fabric chairs \$20,000; the stools for events \$3,000; the portable dance floor \$42,000; and dual height stages \$35,000.
- vi. WELL turnstiles \$200,000.

5) Reserves

We are in good shape for both the A and B Budgets. Farrell, Olmsted and Davis are working on a new reserve policy, especially if we expand. They will be bringing it back in the Fall.

- a) Revenue Fund (Projected): \$10,676,700
 - b) Local Reserves (Projected): \$ 5,562,750
 - c) Repair and Replacement Fund (Projected): \$2,893,461
 - d) Total reserves: \$19,132,911
 - e) Board Policy Requires: 1 yr. debt coverage = \$5,250,848 and
 - f) 6 Mo. Operating = \$4,670,294
- | | |
|--------------------------------|-------------|
| Total: | \$9,921,142 |
| Avail Reserves: | \$9,211,769 |
| Dedicated to future expansion: | \$3,000,000 |
| Uncommitted Reserves | \$6,211,769 |
- g) Capital Repair and Replacement Approx. (TBU01) \$1,693,528

6) Questions: None (*MSP A Budget: Shaw / Anapolsky*); (*MSP B Budget: Anapolsky / Murray*)

C. Board Elections for Chair of the Board, 2015-16

Zach Corbo nominates himself, Murray seconded. Corbo gave a lovely speech explaining how this was his first year on Board, he not only attended all meetings the meeting but was a part of the Budget and Finance Committee as well. He understands the budget, was on the audit committee, and is very passionate about seeing where Union WELL Inc. goes regardless of whether we expand or not. All Board members are in favor.

9. New Business:

- A. None

10. Reports and Comments

A. Board Members

Corbo inquired as to who maintains the copiers in the buildings. There have been many days where they are ALL broken and he has had to go to AIRC where machines always work. Olmstead replied that we have addressed this issue with IRT and even tracked how long things are broken, and sadly this is completely out of Union WELL Inc.'s control. Mills suggested that the Board reach out and request IRT for a specific time frame for the machines to be fixed Please make sure CC Mills and Davis.

B. Executive Director: Davis

- i. The Fire: We are still getting replacement quotes for our losses. Including \$7,500 in crash mats. Purchase price for the vinyl floor covering we lost was \$41,850, but we are awaiting the current replacement price. We want to get a different type of floor covering at a cost of \$87,000. We are hoping that the replacement cost for the vinyl is much higher than purchase price of 5 years ago. We have a \$5,000 deductible.
- ii. Threatening Email: The WELL received a threatening and disturbing email last week of the website "contact us" page. It was forwarded on to public safety and subpoenas are being

issued to find out who the person is. A user named "sayitisntso" made derogatory comments about someone using the men's locker-room by the pool. Staff have been alerted.

- iii. Expansion: Constituent meetings are ongoing at this time. We are still waiting to hear from President Gonzalez on the announcement of the fee increase.
- iv. Audit: Preliminary prep meetings are underway. Auditors are on site this week.
- v. Wrapping up the semester: Staff end-of-year events are scheduled, award winners are being determined, and some hiring for next year is taking place.
- vi. Apparel: BOD Pullovers will be arriving shortly. Board members will get a call when they arrive. We also got pullovers for the President and Gloria as well as Dr. Nelsen and his wife.

11. Information: Activity Reports

A. Administration and Facilities: Olmsted

- i. Work is well underway in remodeling the new addition to the Union Administration office suite on the 3rd floor. Structural changes and painting are complete and network cabling upgrades began today. As of today we are looking at carpet installation in early May. Move-in will happen in phases beginning mid to late May.
- ii. The Maintenance Department is down two full time staff members as of this week. The job description for a new Building Maintenance Specialist I is currently being reviewed at HR, and we are hopeful that it will post either this Friday or next.
- iii. A loss list has been finalized and presented to insurance representatives for items destroyed in the storage shed fire last month. We expect partial payment shortly in order to begin purchasing replacement equipment.
- iv. Along with the building Directors, lead President Gonzalez and the incoming University President, Dr. Robert Nelsen, on building tours of both the University Union and The WELL last Tuesday.
- v. Another batch of wireless clocks has been received and will be installed in the remaining areas of both the Union and The WELL over the next two weeks. Both facilities should then be fully automated with clock systems, with times changing and synching automatically throughout the year.
- vi. LED replacement fixtures have been identified and ordered for the Union Galley. Once installed, energy consumption in that space will be cut by 75% and will significantly reduce the heat load in the space, which builds up significantly when all current fixtures are in use.
- vii. In an effort to reduce outside water usage, and rising utility costs, lock boxes have been installed on exterior hose bibs at The WELL.

B. The WELL: Smith

- i. 5K registration is currently open and the race is Thursday April 30th at 6pm. Register at <http://thewell.csus.edu/5k>
- ii. Register to help out with the 5K as a volunteer and get a free shirt!
- iii. Zumba Glow Party was a huge success. We had 121 participants and hosted it in the Redwood room!
- iv. Intramural leagues that concluded are as follows:
 - a. 5v5 Basketball: 63 teams 569 participants, 10 Co-Rec Teams, 47 Men's Teams and 6 Women's Teams

- b. 6v6 Indoor Soccer: 57 teams 621 participants, 22 Co-Rec Teams, 29 Men's Teams and 6 Women's Teams
 - c. Flag Football: 16 teams 149 participants, 16 open teams (men and women can play on the same team)
 - v. Intramural Leagues that are in the 2nd week of league play:
 - a. Outdoor Soccer: 55 teams
 - b. Volleyball: 26 teams
 - c. Arena Football: 18 teams
 - vi. On Saturday, April 11 Sac State traveled to UC Davis' rec center and played four basketball games against their intramural champions. We won three of four games, and lost the fourth game by only one point. We also brought two of our officials to officiate which was great for our student development program. We will be hosting UC Davis the weekend of April 25th for Indoor Soccer.
 - vii. We are in the middle of Greek Week which includes sporting events all week both inside and outside the building.
 - viii. We received 20 wheelchairs in partnership with RPTA to be stored in The WELL. This will help greatly with our AIR program and wheelchair basketball program
 - ix. We had 4 students and 1 full time staff attend the NIRSA Annual Conference. 1 student accepted a Graduate Assistantship at Lamar University, 1 student accepted a summer internship with Ashland University and 1 student is still interviewing for a Graduate Assistantship.
 - x. Derrick Gleason starts Wednesday April 22 as our new Exercise Physiologist.
 - xi. Hiring for the Coordinator of Member Services and Marketing. The position closes Sunday April 26.
 - xii. Our summer schedule is filling up for activity space which includes Sober Grad Night, Men's and Women's Basketball Camp, Volleyball Camp and PGC Basketball Camp.
 - xiii. Staff Appreciation is May 15 where we recognize all graduating seniors and give out awards for outstanding customer service.

C. University Union: Sorensen

- i. UNIQUE events have all been solidly attended. Our one major "ticket sales" concert, "Sage the Gemini," sold over 1300 tickets, with no major issues. Last week's Salsa Loca concert and accompanying dance lessons had 825 patrons in attendance.
- ii. The recent Student Purchase Award show is going well, with over 50 submissions. Our guest judges recommended one piece for purchase to add to our permanent art collection. Our current Gallery show is "WELL Documented," a photo exhibition commemorating 5 years of The WELL, featuring student and campus community participating in recreation and wellness.
- iii. The Games Room is very busy with tournaments and more room rentals than originally projected.
- iv. Phase one of Union expansion program planning with constituencies has gone smoothly and productively.
- v. The final Green and Gold Gala with President Gonzalez on March 27 went well.
- vi. We will be providing free coffee again during finals and splitting the cost 50/50 with UEI.
- vii. Our "Printern" (student printing assistant), Derrick Santiago, won first place in the Digital Multiple Page category at the ACUP (Assoc. of College and University Printers) conference.

- viii. Our Spring Bash, honoring our SPECS winners and graduates will take place at the Aquatic Center on Tuesday, May 26.
- ix. Plans for our next Phlagleblast on Wednesday, September 9, are underway, with another exciting theme for the event.

12. Adjournment: 8:35am

Respectfully Submitted:



Authorized Signer

9/16/15

Date