



California State University, Sacramento  
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**Board of Directors Meeting Minutes for February 17, 2016**  
**Foothill Suite, 3<sup>rd</sup> floor: University Union**

1. **Call to Order, Vice Chair - 7:31 a.m. Lindsay Ruth Vampola**  
Present: Missy Anapolsky, Bill Macriss, Alyssa Trejo, Ed Mills, Lindsay Ruth Vampola, Robert S. Nelsen, Mark Anthony Sohl, Ali Izadian, Adrianna Bolds, David Rolloff, and Kisanet Woldeyohannes.  
Also Present: Leslie Davis, Bill Olmsted, Kate Smith, Dean Sorensen, Krista Knifsend
2. **Public Comment: None**
3. **Time Certain: 7:35am. President Robert S. Nelsen, Sacramento State**
  - i. President Nelsen welcomes everyone and says he is very pleased with the way the Union and the WELL are run. He discusses expansion and the importance of being transparent with our students during this process. He would like everyone to remain student oriented.

**Questions/Comments:** Vampola asks about our role in helping students get through the expansion in the next few years. President Nelsen answers that we must set priorities in the space and plan alternatives of what we can do for students during this time. An example of this is keeping Epicure open late a few nights a week. He also discusses the importance of strong communication with students as well as space management. Anapolsky asks what his plan for growth was in regards to the enrollment numbers. He answers that we must maximize space on campus and hire more faculty. His plan is to grow 3% a year until we eventually reach 35,000 students. Sohl asks about the faculty labor dispute where faculty is asking for 5% increase, which would add millions of dollars to the budget. He asks what President Nelsen's relationship with local legislators was like. President Nelsen answers he has a very good relationship with legislators. He says we have to be strategic about what we do with funds, but adds that the discussions on this topic should take place amongst the legislators. Sohl then asks about the plans for parking on campus. President Nelsen answers that the funds for parking come from student fees and fines. These are the only two places we can get parking funds from. Macriss adds that parking is a problem across all campuses and not just ours. Sohl wants to know President Nelsen's vision for the University in the next ten to fifteen years. President Nelsen answers that it is not just his vision but our vision. He adds that he would like to see students graduate in four years and improve our graduation rate. Rolloff wants to know if President Nelsen has been to Yosemite. President Nelsen answers that he has not. He adds that he loves it here in Sacramento and has been enjoying his time here. Vampola comments that she loves having President Nelsen here and thanks him for his transparency in emails about current events on campus, specifically the situation recently with the Muslim community.
4. **Consent Calendar:**
  - A. **Approval of Board of Directors Minutes - November 18, 2015. (*Approved as written*)**
5. **Old Business:**
  - A. **Expansion Update: Olmsted**

- i. Since the Board last met, the process for expansion has started. The contract is in the process of getting finalized. After gaining approval to meet with the architects and contractors last week, they had their first meeting. They will meet one to two times per week from now until April. Yesterday, they had a Pull Planning Meeting where they discussed logistics and a schedule. To create the schedule, they will work from the targeted completion date and move backwards.
- ii. Once the final prices were received, they discussed the possibilities of building out the third floor of the Union or shelling the space for the future. Original plans included just the first and second floor. Olmsted points out that now would economically be the best time to construct the third floor. Davis comments that President Nelsen gave us the justification to do this by going to 35,000 students. They don't want to open after construction and already be out of space again. Olmsted says that in the next Board meeting, there will be a more clear vision on the plans for the third floor.
- iii. Olmsted shows a slide that illustrates additional funds required for the project. The slide shows contractor fees typically are 24% of the budget. Once they selected the contractor, it was 25.61% of the budget. In addition, the chancellor requires owners contingency of 5% added that was not anticipated. This adds 1.62 million to the project cost. Izadian explains that we have first say in what goes into the project plan and this 5% comes into play in case it is decided later to add extra items.

**Questions/Comments:** Bolds states it is her understanding that the second floor of the Union was not meant to be built on. She would like to know how that works into the plan and if there will ever be consideration to build a fourth floor. Olmsted replies that they will not have to go back and change the existing foundation of the building. The plans are to build out and join as if it is one structure. He then adds that the Union will remain a three story structure. There will be mechanical and HVAC equipment on the roof that cannot be built on. President Nelsen comments that it is in the master plan to keep all buildings in the center of campus three stories, so they all are consistent and you can see the trees over each of the buildings. Sorensen comments that the last expansion was not collaborative and was built to be cost effective. With this expansion, we will have more of a say in decisions. Olmsted adds that we have selected an architect for the WELL expansion. This will begin once the construction on the Union is complete. President Nelsen comments that we have \$250 million in construction taking place on campus.

**B. New Board Meeting Day for March: March 30<sup>th</sup>: (MSP: Bolds/Anapolsky)**

**6. New Business:**

**A. Policies**

- i. **Affirmative and Non-Discrimination Action Policy, Revisions: Davis**  
Davis states that Title 9 was added to this policy. Sohl asks if they utilize the Title 9 office and Davis answers yes. (MSP: Anapolsky/Bolds)
- ii. **Travel Reimbursement Policy: Davis**  
Davis states that the policy now defines how liability is dispersed when using a private vehicle. Before it was not in the Union WELL Inc. policy, but was in the campus policy. The policy specifically relies on driver integrity and adherence to the requirements of the policy. If they do not abide by the Union WELL Inc. policy, then Union WELL Inc. the employee has culpability. (MSP: Sohl/Bolds)
- iii. **Reserve Policy, Revisions: Davis**

Davis states that the policy makes very clear what Union WELL Inc. does and how funds are defined. When the budget is done, she will show the chart that was created that teaches how the budget works and includes what is above and below the line. *(MSP: Anapolsky/Trejo)*

iv. **Activities Program Organization Policy, Revisions: Sorensen**

Sorensen states that the main revision in this policy is changing the wording from 'Union WELL Inc.' to 'University Union.' Sohl asks why this change was made. Sorensen says this policy is in reference to UNIQUE and it was changed to make clear that it is administered in the Union, by the Union staff and volunteers. *(MSP: Trejo/Anapolsky)*

B. **Art Fund Utilization Proposal (for supply purchase): Sorensen**

- i. Sorensen states this is a request to utilize approximately \$17,000 of the fund towards framing/re-framing artwork. The goal is to do repair on frames and make sure all artwork is up on display. They would like the opportunity to go into the art fund for this maintenance and not just limit it to acquisition.

**Questions/Comments:** Anapolsky asks if the University Union would do the work on their own. Sorensen replies that a professional would be hired to do the work. Vampola asks if the Union sells the art. Sorensen answers no and adds that if any art is sold then it is between the artist and the buyer and the Union has no involvement in it. *(MSP: Trejo/ Anapolsky)*

C. **Replacement of Executive Director, February 2017: Davis**

- i. Davis says she will be retiring February 8, 2017. It is a natural break in the organization and a good time personally for her to do so. The BOD delegated authority to the University, with the participation of the BOD, to replace the Executive Director position. Davis showed a slide of the 'Bylaws: Article VII' which shows the timeline and process of replacement. The target to get someone in the position is December 2016. Since it is a state job, there will be a full national search.

**Questions/Comments:** Mills adds that everyone will all work together on the replacement for this position. He thanks Davis for all her work and always being all about the students.

7. **Reports and Comments**

A. **Board Members**

- i. Bolds says that they are holding forums with the President to give students the opportunity to come in and ask him questions. The first one will be on March 2<sup>nd</sup>. She says there are more details to come.
- ii. Sohl thanks Leslie, Bill, Jill, Dean, and Kate for their revisions on the travel policy and their diligence in making sure it was perfect. The Budget and Finance Committee really appreciates this. Vampola adds that it makes her feel good as a student to see how well this is all taken care of and the time put into it.

B. **Executive Director: Davis**

- i. Davis first reiterates her plan to retire.
- ii. Davis states that we are juggling the capital and repair and replacement projects. As part of the budget, info desk was going to get a renovation. This was put off due to some possible changes with Information Desk during expansion. This money was reallocated to adding the microwave counter in the Brown Bag area and going from three to seven

microwaves. The money in the budget for the braille signage was moved to bring technology up to current standards in meeting rooms (not including the Redwood room). Anapolsky comments that we should consider how we use the Redwood room as it has problems. Sorensen says this is something being considered in next year's budget. Vampola asks for the timeline on the upgrades in meeting rooms. Davis answers it will be done by June 30<sup>th</sup>.

- iii. Davis has started her role as an advisor to the ASI Board.
- iv. Strategic planning and budget are in full swing.
- v. Davis will be out for surgery March 16<sup>th</sup> through March 29<sup>th</sup>. This may extend longer depending on the recovery process.
- vi. Before retiring it is her goal to look into every policy and ensure the policies are organized and current. Expect to see a few each meeting to review this year.
- vii. She announced that Zach Corbo is unable to continue on as Chair of the Board. One to two people must be nominated as the Chair. Vampola nominates herself, Sohl nominates Vampola, and Trejo nominates herself.

## 8. Information: Activity Reports

### A. The WELL: Smith

- i. Deshawn Wright was awarded a bid to officiate at the NIRSA National Flag Football Tournament held over Winter Break. Only 2 bids are awarded each region, so he was able to represent our entire region on a national level.
- ii. The WELL facility access project was completed in January. Facility access turnstiles were replaced with security gates that provide a more inclusive experience. It now combines the Sac State ID and hand geometry to allow access. All four lanes are wheelchair accessible and can accommodate sport wheel chairs.
- iii. They started the Mile High Climb and have over two hundred participants. Participants can sign up individually or as a team and have one month to climb one mile. This is equivalent to 132 trips to the top of the rock wall.
- iv. Intramural registration closed for Basketball (60 teams), Indoor Soccer (42 teams) and Dodgeball (5 teams). They began play on February 14<sup>th</sup>.
- v. Three professional staff and seven student staff members attended the Northern California NIRSA Workshop on February 5<sup>th</sup>. The three professional staff presented on *What Employers Look For in 2016* and *How To Nail Your Interview*.
- vi. IT and Three29 are in the final stages of finishing the WELL website. Pending content population, the site could launch later this spring.
- vii. Weight Warriors program has begun with 32 participants registered. Participants are matched with a trainer and a team of three to five people. They compete against each other during a six week period and track team weight loss, strength gains, and healthy behavior change.
- viii. *Staffing update:* Erica Woods has been hired as the Assistant Director, Special Events and Informal Recreation and will start March 28<sup>th</sup>. Andrew Reddish has accepted the position Assistant Director, Intramurals and Staff Development. They are currently looking to rehire for his replacement as the Coordinator of Intramurals. Darcey Hopkins has resigned. They are looking into short term options to fill that position and reevaluating that job description for the long term.
- ix. Sac State 5K Fun Run is April 21<sup>st</sup> at 6pm. Registration is currently open and can be found at <http://thewell.csus.edu/5k>. There are 367 registrants so far.

- x. The WELL will be hosting the Capital City shootout tournament on March 11<sup>th</sup> to March 13<sup>th</sup>. This is a NIRSA Regional Basketball tournament that will include 32 teams from all over the Western region and a team of 40 volunteers from various schools that will help facilitate the tournament.
- xi. Maintenance staff is going to be replacing all 400W lights in the WELL's gym box and MAC court with LED retrofit fixtures. This will significantly reduce utility costs, as well as supply and labor costs. In addition, they will receive a significant rebate on the light purchases from SMUD.

**B. University Union: Sorensen**

- i. *Staffing update:* Deborah Henderson has started as the Event Services Manager, Reservations. The Union is still looking to fill the Event Services Manager, Operations position. Robert Uribe, Building Specialist II, has retired and Nick Richardson, Building Specialist II, has resigned.
- ii. The Union just renewed the contracts with Bank of America for five years and are in the process of renewing Golden 1 for the same. Both have been good tenants and meet a need for students. In addition, Golden 1 has been an active partner in Phlagleblast.
- iii. It is election season and there is potential for candidates in local and state-wide offices to speak in our facility. Campus and ASI have issued invitations.
- iv. Over Winter Break, Maintenance and UU staff worked to install a seven station microwave counter in the Brown Bag Area of the food court. This is alleviating long lines and has been a huge hit on social media with overwhelming positive feedback.
- v. Preparations and promotion for the Union's 40<sup>th</sup> Anniversary celebration on April 14<sup>th</sup> is underway. Activities from 2pm to 6pm will include a birthday cake, a variety of entertainment in the lobby, and birthday games for prizes. An outdoor evening concert at 7:30pm will feature headliner 'Ozomatli.' Teaser publicity and logo decals are currently up in the Union and there is a Union History Timeline in the Exhibit Lounge on the second floor. There will be a social media contest and the building will be decorated between Spring Break and the event with a birthday/1975 look in the colors ruby, silver, and gold.
- vi. Maintenance and Facility Services Staff are working together to implement a cardboard baler program for the corporation. The baler was installed in early January in the University Union South loading dock. Cages to collect cardboard are being placed at selected loading dock areas to replace larger recycling bins at the University Union and the WELL. Vendors and staff are currently being trained.
- vii. Two Building Supervisors are leaving and their two replacements have been intensively trained and are doing well.
- viii. There was an AED/CPR/First Aid training for full-time staff and students in early December. There is also a plan to train a few who could not participate through the Hornet Heartsaver this spring.
- ix. The University Union has developed a self-guided permanent art tour. There has been a copy of this handed out to everyone. The Gallery program is doing well and has received positive feedback for these efforts.
- x. Games Room has been successful and busy. They held a successful billiards and table tennis tournament on February 5<sup>th</sup>. This Friday, Games Room will hold a FIFA tournament and this Saturday the Billiards Club will be hosting a tournament with CSU Monterey.
- xi. One of two Spring Blood Drives is underway.

- xii. UNIQUE involvement has been strong, but attendance for the first two Black History Month events was lower than expected. Hunger Games attracted 700 people and we are expecting tomorrow's Monologues to do well. Later on, there will be screening of the new Star Wars film.
- xiii. Full re-carpeting of the University Union Ballroom and Lobby will take place during Spring Break.
- xiv. The Ballroom and Hinde AV project has had some complications; the campus consultant came in with a higher price tag than expected. We are currently working on getting clarity and will adjust.
- xv. Upgrades are being completed to AC-31 in the University Union that provides heat and cooling to most of the third floor offices. A VFD (Variable Frequency Drive) motor has been placed on the air handler to provide better control of the air flow.
- xvi. In late spring or early summer, the WELL and University Union Admin offices will have an automated in and out screen, controlled by employees' mobile devices. Staff will be able to set their in, out, or away status directly from their phones, which will then update a digital signage screen in the Admin area of both offices.
- xvii. Initial work is being completed to audit network connectivity to M1000 and T1002 telecom rooms which will be decommissioned during the expansion. Offices and areas will remain online during the construction and will have CAT6 retrofits completed prior to construction to the new T2003 closet that was installed last year.

9. Adjournment 9:11am

Respectfully Submitted:



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3.30.16

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