



**Union WELL Inc.**  
**Board of Directors Meeting: Wednesday, November 1, 2017**  
Foothill Suite, 3<sup>rd</sup> floor, University Union

**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. Consent Calendar:**
  - a. Approval of Board of Directors Minutes – September 13, 2017: **Action Requested**
  - b. Approval of Audit Committee Minutes – September 8, 2017 **Action Requested**
- 4. Old Business:**
  - a. Expansion Updates: (Olmsted) **Information**
  - b. Acceptance of Secretary/Treasurer nomination: (Olmsted) **Information**
- 5. New Business:**
  - a. WELL expansion project funding letter: (Olmsted) **Information**
  - b. Unified Sports Proposal: (Polis) **Action Requested**
  - c. WELL membership and pool pass proposal: (Olmsted) **Action Requested**
  - d. WELL Building Policies: (Olmsted) **Action Requested**
  - e. Military discount proposal: (Olmsted) **Action Requested**
  - f. Wage scale proposal: (Farrell) **Action Requested**
  - g. Proposed strategic planning and budget timeline: (Olmsted) **Action Requested**
  - h. TBU01 updates and approvals: (Farrell) **Action Requested**
  - i. Confirm committee members: (Olmsted) **Action Requested**
- 6. Reports and Comments**
  - a. Board Members
  - b. Executive Director: Olmsted
- 7. Information:** Activity Reports
  - a. The WELL: Smith
  - b. University Union: Sorensen
- 8. Adjournment**



**Union WELL Inc.**  
**Board of Directors Meeting Minutes**  
**Wednesday, September 13, 2017**  
Foothill Suite, 3<sup>rd</sup> floor, University Union

- 1. The meeting was called to Order at 7:34 a.m. by Alyssa Trejo, Chairperson**

Members Present: Alyssa Trejo, Kyle Shallcross, Ana Lopez, Kindra Begley, David Rolloff, Ed Mills, Bill Macriss, Mark Anthony Sohl, Justin Reginato

Also Present: Bill Olmsted, Jill Farrell, Kate Smith, Dean Sorensen, Andrew Singletary, Tori Butler

Absent: Kisanet Woldeyohannes, Missy Anapolsky

Guests: From KCOE Isom, Christy Norton. From ASI, Daisy Yopez, Mark Montalvo and Humberto Perez
- 2. Public Comment:** None
- 3. Seat Board New Members:**
  - A. Elected student representative: Kyle Shallcross
  - B. ASI Appointee: Ana Lopez
  - C. WELL Advisory Group representative: Mark Anthony Sohl
    - i. Trejo announces new members and welcomes them to the board
- 4. Audit Presentation, CPA: KCoe Isom, Christy Norton, Principal**

Norton presents on the 2016-2017 audit and refers to the booklets that were handed out to everyone

  - A. Norton begins with the "Financial Statements and Supplemental Information with Independent Auditors' Report". She announces that the corporation received clean opinion and unmodified report, which is the highest standard one can get, and notes that this has been the result for the past several years.
    - i. Norton mentions highlights on the Statements of Activities. There was an increase in overall total revenue of over one million, four-hundred thousand dollars. A slight increase in program fees revenue thanks to an increase of programs in both the Union and the WELL.
    - ii. The bottom half of the Statements of Activities summarizes expenses, which increased just over six-hundred thousand dollars for the year. Norton adds that salaries, wages and benefits were impacted by the minimum wage increase, as was the general economy.
    - iii. There was a net increase in income by over two million, three-hundred thousand. Overall, net assets at the end of the year were thirteen million, eight-hundred and twenty-five thousand.
    - iv. The balance sheet reflects thirteen million, eight-hundred thousand dollars in various liquid assets, including LAIF.
    - v. Norton states that the footnotes contain a lot of additional information and encourages members to read them. LAIF investments are described on page thirteen. Related party disclosures are detailed on pages fifteen and sixteen, which include campus activities and partnerships.
    - vi. Norton offers the opportunity for board members to ask questions regarding the audit but there are none.
  - B. Acceptance of 2016-17 Audit: **(MSP: Begley, Sohl)**
- 5. Consent Calendar:**
  - A. Approval of Board of Directors Minutes – April 19, 2017: **(MSP: Shallcross, Begley)**
  - B. Approval of Summer Operating Committee Minutes – July 31, 2017 **(MSP: Macriss, Sohl)**
  - C. Approval of Summer Operating Committee Minutes – September 1, 2017 **(MSP: Sohl, Begley)**
- 6. Old Business:**

#### A. Expansion Updates: Information

- i. Olmsted provides an update on the Union expansion project by showing photos of the progress that has been made since the last meeting. He announces that a "Topping Out Ceremony" is being planned for the third or fourth week of October. Sorensen elaborates on the ceremony and explains that attendees will have an opportunity to sign the last piece of steel before it is put into place.
- ii. Olmsted continues stating that they have been working with the crews that are working on the new Science 2 building ever since parking lot four went offline. Signage has gone up to direct pedestrian traffic and keep them off the street.
  - Mills asks if there has been an impact on traffic through the Union. Sorensen states that traffic has increased significantly over other years. Door counters are logging thirty to forty thousand visits daily compared to about eighteen to twenty thousand.
- iii. Olmsted continues and states that the WELL has been in the process of interviewing design-build teams for the WELL expansion projects. Smith adds that the top four design build teams have been selected. The next step is the Request for Proposal (RFP) and then each group will submit their proposal. The groups will present their proposal at the end of October, and on October 26th the winner will be selected. For those who are new to the group, and as a reminder for returning members, Smith notes that this is a joint funding project with the Student Health and Counseling Services (SHCS). She explains that the Union WELL Inc. fee goes towards the recreation portion of the project and SHCS is funding their own portion.
  - Mills asks what the timeframe is for the WELL expansion. Olmsted states that the plan is to have a contractor in place by end of year and start the schematic process. The project will tentatively go to the board of trustees over the summer. Smith adds that the project would break ground upon approval from the board of trustees, potentially late summer or early fall 2018, with an estimated completion of fall 2019.
- iv. Sorensen adds a reminder regarding the Union fire sprinkler project noting that planning is geared towards minimizing disruption by working in phases. The focus is on minimizing the impact on students. By November, there should be a plan of implementation.

#### B. Meeting Dates: Information

- i. Olmsted refers to insert in packet listing meeting dates.

### 7. **New Business:**

#### A. Union WELL Inc. Bylaws update 2017-18, Resolution 17-01: **(MSP: Mills, Shallcross)**

- i. Olmsted states that upon review of the bylaws over the summer, it was determined that some minor updates were necessary. He notes that a redlined version is included in the handout, and then reviewed each of the changes.

#### B. Conflict of Interest and Academic Information Release Forms: Information

- i. Olmsted refers to the loose printouts at each seat. Each member is asked to sign the Conflict of Interest form. In addition, student members are asked to sign an Academic Information Release.

#### C. Authorizing Resolution 2017-18, Resolution 17-02: **(MSP: Begley, Sohl)**

- i. Olmsted explains the purpose of the Authorizing Resolution and notes that the position titles were updated. List of positions who have authority to perform tasks listed on resolution.

#### D. Appointment of Legal Counsel 2017-18, Resolution 17-03: **(MSP: Macriss, Shallcross)**

- i. This resolution appoints the Law Offices of Gregory Thatch as legal counsel for the 2017-2018 fiscal year as the Attorney of Record
  - Macriss asks who signs the resolution. Olmsted explains that the Chair will sign upon approval from the board.

#### E. Appointment of Auditor 2017-18, Resolution 17-04: **(MSP: Kindra, Mark)**

- i. This resolution appoints the CPA firm KCOE Isom as Auditors for the 2017-2018 fiscal year.

#### F. Election of Officers 2017-18: **(MSP: Sohl, Shallcross)**

Olmsted explains the election process and announces that nominations and self-nominations are being accepted for Vice Chair and Secretary Treasurer. He adds that Vice Chair acts on behalf of Chairperson in their absence, and Secretary Treasurer sits as Chair of the Budget & Finance committee. \*Officers also serve on the Executive Committee

- i. Nomination and election of the Vice Chair\*
  - Mills nominates Kindra Begley. Begley accepts the nomination.

- ii. Nomination and election of the Secretary Treasurer\*  
Farrell outlines the responsibilities and expectations of the position. Sohl asks if last year's Secretary Treasurer, Woldeyohannes, has expressed interest in continuing her position. Farrell states that she has, but adds that Woldeyohannes understands that her absence from the meeting can affect her nomination. Trejo also confirmed that Woldeyohannes had expressed interest in continuing the position.

- Shallcross nominates Woldeyohannes (**MSP: Shallcross, Begley**)

**G. Committee and Advisory Group Charges: (MSP: Mills, Kindra)**

- i. Olmsted reviews the Committee and Advisory Group Charges and explains that the document, which is included in the handout, outlines the purpose and responsibilities of the committee.
  - Sohl asks if there is any difficulty with finding students to fill At Large or Representative positions. Olmsted answers that it varies from year to year. Smith agrees that it depends on the year. She adds that this is her third year recruiting for the WELL Advisory Group and she has learned to reach out to specific colleagues for help with recruiting. The WELL also publicizes using social media and the WELL website. Sohl states that the Associate Students VP for University Affairs has the opportunity to recruit students at a University-wide level and that they may have a large pool of applicants of interested students. Sohl recommends using them if there is any difficulty with finding students.
  - Macriss asks if the committees meet regularly, at the same place each time, and are meetings posted. Smith answers yes, noting that the meetings are scheduled ahead of time and are run similarly to the Board of Directors.

**8. Reports and Comments**

A. Board Members: None

B. Executive Director: Olmsted

- i. Olmsted begins by acknowledging the work of the Union WELL Inc. staff all summer long, stating that there have been challenges but staff has done a good job of balancing and not burning people out. There was a retreat in May where staff took some time to focus on "self" knowing there was a busy summer ahead. A counselor from Student Health and Counseling Services came out and led the group on mindfulness exercises. The staff overwhelmingly enjoyed it, based on survey results.
- ii. As of the latter part of spring semester, the corporation is almost at full staff, but is in the process of replacing an Accounting Technician.
- iii. Olmsted refers back to Macriss' question regarding committee and group meeting schedules and states that he is working on cleaning up the visibility of corporate documents and the corporate website.
- iv. Lastly, Olmsted states that he has not arranged for a formal tour of the construction site, but he can. If anyone is interested, he or Sorensen can also provide a personal tour since schedules can be difficult to coordinate.

**9. Information: Activity Reports**

A. The WELL: Smith

- i. Smith points out that a full report was handed out and proceeds to mention highlights. The total number of WELL members is currently 23,795. Of that, 96% are students with 22,997 student members, which is the highest membership activation rate so far.
- ii. Smith thanked the members from last year, as they had discussed and approved pivotal changes on membership types and rates. Over the summer, there were 1,230 non-enrolled student members, which is a 27% increase over the previous summer. The WELL also broke two other records, (1) surpassing the previous record of highest attendance days two days in a row with over 4,000 check-ins, and (2) the highest number of check-ins in a week with 16,106 on the first week of school.
- iii. The WELL successfully launched the MindBody program and Smith asked for any feedback from the group. Begley states she has used it and it is a very smooth process. She mentions the features that she enjoys and states that it's very efficient. Olmsted explains that group fitness being free increased participation, so MindBody was put in place as a tool to manage participation. Smith states that it was a big change, but so far it has gone great and we are receiving positive feedback. There were 995 total participants during the first week.
- iv. WELLcome Back is coming up, September 22nd from 1-5pm. Smith points out that there is a flyer at

each seat along with the Campus Recreation brochure.

- v. This year marks the 65th anniversary of Intramurals on campus. Staff has been working on this since last year. They dug through records in the library and found that the first softball game started intramurals on campus on October 31, 1952. There is a softball game scheduled on October 31<sup>st</sup> to celebrate.

B. University Union: Sorensen

- i. Sorensen refers to the full report in the handout and mentions highlights. He begins by stating that the Union is experiencing increased traffic, which is interesting considering there is less “building” in place.
- ii. The Union’s open house, Phlagleblast, was held last week. There was a little less participation as far as completing game cards. This year was designed a little differently in that some programs were not stationed in their offices since some are not located in the Union at this time.
- iii. Two new water bottle filling stations have been installed in the Union as well as new charging lockers that were added on the second floor in addition to charging stations.
  - Mills asks how long people leave their belongings in the lockers. Sorensen answers that people want their stuff back, so not very long. He added that the wall-mount chargers resulted in people sticking around and hovering over their device, so the lockers are more convenient for walking away. Sorensen notes that they may install more in the future.
- iv. The IRT Laptop Loan Program is operating out of the Terminal Lounge and has expanded in quantity and variety as far as offerings.
- v. Added an RT Trip Planning station next to the Union Info Desk.
- vi. The South Walkway Replacement Project is completed. The walkway lost a tree, but now the walkway is flat and is no longer a trip hazard. The project exposed a manhole and a solution for covering it is in the works.
  - Mills asks if there are any plans for putting up a banner. Olmsted states that it will be addressed this fall. Sorensen adds that he would like there to be a sign at each entrance, and now there is a spot at the south entrance.

**10. The meeting was adjourned at 8:57am**

Respectfully submitted:

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Authorized Signature

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Date



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## Union WELL Inc. Audit Committee Meeting Minutes

September 8, 2017

7:00am, Sequoia Hall, 311 ASI Government Conference Room

- I. **Call to Order, Chair - 7:19 a.m., Emily Yang**  
Present: Emily Yang, Asmita Dahal, Victor Serrano, Brian Heath, Alex Brown, Stacy Hayano  
Also Present: Union WELL Inc. staff Bill Olmsted, Jill Farrell, Amy Jacobsen, Tori Butler  
Guests: Christy Norton from K Coe Isom, and Mark Montalvo, Humberto Perez and Daisy Yopez from ASI
- II. **Welcome and Introductions**
- III. **Audit Presentation: CPA K Coe Isom, Christy Norton, Principal**
  - a. Norton presented the 2016-2017 Financial Statements and Supplemental Information with Independent Auditors' Report.
    - i. Norton notes that minor changes had been made since the drafts were emailed for review. And Farrell states that the changes were highlighted in the handouts to help point them out. Norton reviews each of the changes throughout the document and offers the opportunity to ask questions but there were none.
    - ii. Norton begins by explaining the audit process and credits the Union WELL Inc. and ASI management team for their work throughout the year, which makes for an efficient process.
    - iii. Norton reviews audit highlights and mentions that the K Coe agenda that was distributed may be used as reference, if needed. With regard to the Auditors Report, Norton states that Union WELL Inc. received a clean opinion and unqualified acceptance of its financial statements.
    - iv. Norton then reviews financial highlights on the Statement of Activities and discusses revenues. Student activity fees increased by one million, three-hundred thousand compared to the previous year. Program service fees also increased by sixty-six thousand. Overall operating income was twelve million, nine-hundred thousand, which is an increase of one million, four-hundred thousand over the previous year.
    - v. Expenses increased approximately six hundred, thirty thousand. Outside services expenses increased almost four-hundred thousand, which is mostly due to payroll and benefit cost. In addition to the increase of minimum wage, the corporation filled five positions that were vacant the previous year, which adds to payroll cost. Repair and maintenance increased by ninety-two thousand. There was a loss on disposal of capital assets of one hundred, fourteen thousand, mostly due to the demolition for the Union expansion.

- vi. Overall, the change in net assets resulted in a two million, three hundred and eighty thousand net income profit for the year.

**Questions / Comments**

- 1. Hayano notices that utility expenses went down and asked if it was solar savings. Farrell answers that the savings is mostly due to the LED replacement projects and explains that there were numerous replacements throughout the WELL and the Union resulting in a tremendous savings. In addition, it is also unknown how much of the utility savings is from the demolition of part of the Union. Farrell noted that the savings was also due to strategic scheduling to reduce light use and power as far as nightly custodial services.
- 2. Serrano asked what Outside Services mainly consisted of. Farrell states that it is mainly payroll wages and benefits.
- vii. Norton continues to review the balance sheet, which is a snapshot of assets and liabilities.

**Questions / Comments**

- 1. Yang asks if the cash that is being held is earning any interest. Farrell explains the cash is held in the Local Agency Investment Fund (LAIF) and that there are certain investment vehicles that we are limited. The Chancellor's Office approves the acceptable low risk investment opportunities that our corporation can invest money because our monies are predominately student fees. Montalvo adds that the LAIF interest rate is about 1% right now, which is higher than previous years. Norton notes that page thirteen of the auditor's report explains LAIF in more detail.
- viii. Lastly, Norton briefly discusses the footnotes and encourages everyone to read through on their own and ask questions. There were no additional questions.

**IV. Recommendation of the 2016-2017 Audit: Action Requested  
(MSP: Hayano, Serrano)**

**V. Recommendation of 2017-2018:**

- a. Motion to recommend K Coe ISOM for next year:  
**(MSP: Heath, Brown)**

**VI. The meeting was adjourned at 7:50am**

Respectfully Submitted:

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Authorized Signature

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Date



## Unified Basketball League

### Overview:

The AIR (All-In-Recreation) program at the WELL is an opportunity for people with and without disabilities to get involved and participate in recreational sports programming. Inclusion of individuals with disabilities is a philosophy we embrace; inclusion is going beyond having an accessible facility and equipment, it's about working with the campus community to provide specific programming that can enhance someone's quality of life.

The WELL is a leader in the field of Campus Recreation as it relates to inclusion and working with individuals with disabilities. By having a dedicated department and a Recreational Therapist on staff, the WELL demonstrates its commitment to adaptive and inclusive programming.

### Need:

On Sacramento State's campus, there are two transition classes for students with developmental disabilities. These classes are run through the public-school system, and are designed to help young adults (age 18-22) transition from the school system to the community in which they live in. By holding these classes on campus, the students are in an age appropriate environment where they can experience some aspects of a traditional college experience.

NIRSA, the national governing body for Campus Recreation, has partnered with Special Olympics to provide Unified Sports at a collegiate level. Unified Sports is an inclusive recreation program specifically aimed at including individuals with developmental disabilities and traditional college students. The WELL currently does not have a program that serves both populations concurrently.

### Research:

Nationally, multiple campus recreation departments have implemented Special Olympic Unified programs.

- 215 Universities have Special Olympic student clubs
- 73 Universities provide ongoing Special Olympic Unified programs
- Sacramento City transition program currently has 25 students enrolled
- Sacramento County transition program currently has 11 students enrolled

### Proposed Program Structure:

The AIR department is seeking approval to implement a 2 hour, once a week, Special Olympics Unified basketball program at the WELL over a 6-week timeframe.

- 2/8/18 – 3/15/18 - is the proposed timeline for the program
- 6 Teams (composed of 6 transition students per team, 4 Sac State students per team)
- 6 weeks in duration (Thursdays from 10 am-12 pm)
- All Sacramento County and Sacramento City transition students and staff will complete WELL waivers prior to participation.
- Transition students are eligible to purchase memberships, but none currently have WELL memberships.





- To designate that the transition students and staff have completed waivers, they will be provided wristbands to wear while attending the program.
  - This visual identification (wristbands) will also assist WELL staff in ensuring that they do not access areas/programs of the WELL not related to the Special Olympics Unified Program.
- If any transition students become WELL members, they will not be denied access to the WELL's facilities or programs at the conclusion of the Unified sports league.
- Primary Project Manager: Paul Polis
  - Paul Polis (Recreational Therapist) will oversee the planning and implementation of this program. He will also be the main point of contact, and coordinate with Special Olympics staff and the Transition Class teachers. Paul will lead the Transition students in the WELL lobby and lead them into the facility for the duration of the 6-week program. WELL waivers will be provided to the Transition students prior to the start of the program.

**Program Cost:**

The Cost of the program to the AIR department would be \$416 which includes \$216 in personnel costs and \$200 in estimated insurance costs. The AIR department will utilize Sac State student volunteers to assist in the facilitation of the program without increasing staffing costs. In addition, the Sacramento County and Sacramento City transition program staff will be present at the program per their MOUs' requirements; their presence comes at no additional cost to the WELL. Participants will not be charged for this program, but Special Olympics NorCal will possibly provide funding through their champion School program to offset some, if not all the cost to the WELL. Amount is determined when Champion School agreement is finalized, Special Olympics reviews the scope of the program and determines the funding they will offer.

**Benefits:**

By providing a Special Olympics Unified program, the WELL will show its dedication to providing recreation opportunities for individuals with disabilities. Sac State students will be able to participate in a recreational sports opportunity at no charge and play with a population they may have had limited exposure to. This will promote socio-cultural awareness and civic engagement for the Sac State students. The program will also promote the physical wellbeing, development of social skills, and community participation for the students of the transition programs.



## **Pool Pass with WELL Membership Discussion Overview**

### **Overview:**

In an effort to improve membership amenities and increase pool participation, we are proposing to include pool access in WELL membership for our alumni and sponsored members.

### **Need:**

This proposed change would make a WELL membership more enticing to alumni sponsored members, this would streamline processes for our staff. Currently students, faculty, and staff have free access to our pool during open swim. Individuals who pay for a pool pass include alumni, community members, or family member of student, faculty, staff, alumni

### **Financial Impact:**

Based on last year's sales of pool passes to current WELL members we would need to account for a deficit of about \$560. To make up for this deficit we would need to sell an additional two to three 12-month memberships which we feel is an achievable goal.



## General Building Policies

Adopted: 9/22/2010

Updated: 8/28/2012

Updated: 11/2/2016

### General Policy Statement

This policy guides the WELL staff in educating members and guests on acceptable, safe, and healthy practices for utilizing the WELL facility.

## 1. General Building Policies

### 1.1. Conduct

- 1.1.a. Follow all policies pertaining to the building, services, and program areas.
- 1.1.b. Violating policies may result in immediate dismissal from the facility. Alternative or additional sanctions may include: disciplinary action, fees owed for damages, and/or potential suspension from the facilities and programs. A user asked to leave by the staff will not be refunded any paid charges.
- 1.1.c. Use of vulgar, hateful, or abusive language will not be tolerated.
- 1.1.d. Use facilities and equipment only for their designed purposes.
- 1.1.e. Misuse or inappropriate use of equipment or any behavior that results in damages to the building or any equipment will result in a repair or replacement fee.
- 1.1.f. Do not engage in personal training or instruction unless by a certified WELL personal trainer or otherwise authorized WELL staff.
- 1.1.g. Chalking or posting of any promotional material or advertisements unaffiliated with The WELL is not permitted unless authorized by the Director of The WELL.

### 1.2. Facility Access and Use

- 1.2.a. Access to all activity space, locker rooms, and their corresponding space is available only at the Front Desk for all members, guests, and spectators.
- 1.2.b. Submit proper credentials and payment, if necessary, for membership activation.
- 1.2.c. For guests, authorization for access by a staff member is required for every visit.
- 1.2.d. Use of any space in the building by a group, organization, team, or class is not permitted unless there is a valid space reservation.

### 1.3. Food and Beverage

- 1.3.a. Possession and consumption of food is not permitted in any activity areas unless approved for a special function.
- 1.3.b. Possession and consumption of food in non-activity areas cannot produce excessive odors or an untidy environment.
- 1.3.c. Possession and consumption of beverages is limited to non-glass sealed beverage containers.

#### 1.4. Alcohol, Tobacco, and Smoking

- 1.4.a. Consumption of alcohol, intoxication, or the appearance/smell of intoxication is not permitted.
- 1.4.b. Smoking, vaping, or tobacco use in any form is prohibited. The WELL is a tobacco-free facility.

#### 1.5. Dress and Appearance

- 1.5.a. Non-marking, closed toe, athletic shoes must be worn in activity areas. Examples of prohibited shoes include, but are not limited to, cleats, sandals, socks, and hard soled shoes. Exceptions are martial arts clubs, group fitness, and special classes.
- 1.5.b. Wear appropriate athletic attire, including shirts or tops at all times in public areas. Denim is not permitted in any fitness activity areas.
- 1.5.c. Observe personal hygiene. No excessive fragrances.
- 1.5.d. Wearing hats and jewelry is not recommended and in certain programs not permitted, including climbing, fitness, and intramural sports. Always adhere to staff instruction.

#### 1.6. Spectators

- 1.6.a. Non-members will only be admitted as spectators for WELL spectator events only. WELL events eligible for spectators are determined by The WELL management.
- 1.6.b. Spectators must check in at the Front Desk to be authorized access to the facility.
- 1.6.c. Spectators are not permitted to participate in any activity or use lockers.
- 1.6.d. Non-members/Spectators must leave the building immediately following the event.

#### 1.7. Media and Electronic Devices

- 1.7.a. Use of electronic devices of any sort, including phones, tablets, computers, etc. are not permitted in the locker rooms and restrooms.
- 1.7.b. Use of a device to photograph, record, or videotape unauthorized and/or inappropriate material in The WELL is not permitted. Respect the personal privacy and safety of all members, guests, and participants.
- 1.7.c. Use of headphones or reasonable volume is required when operating electronic devices, including conducting phone calls or playing music. Music with offensive lyrics is not permitted.
- 1.7.d. Request for news stories, including interviews, video, and/or photography that concerns The WELL must be made through the Office of Public Affairs.

#### 1.8. Animals

- 1.8.a. Animals, with the exception of service animals, are not allowed in The WELL.
- 1.8.b. Members, guests, and participants are required to follow the Sacramento State Procedures for Animals and service animals on Campus Policy.

#### 1.9. Wheeled Devices

- 1.9.a. All wheeled-devices including: mopeds, bicycles, electric scooters, razor scooters, non-electric scooters, skateboards, roller-skates, rollerblades, and hoverboards are not permitted to enter the building. All ADA designated assistance devices and wheeled backpacks are permitted.
- 1.9.b. Operating any wheeled device is not permitted on the plaza with the exception of ADA designated assistance devices and wheeled backpacks.
- 1.9.c. All wheeled devices, with the exception of ADA designated assistance devices, must be parked and/or locked only in designated storage racks.

#### 1.10. Personal Belongings, Lockers, Lost and Found Items

- 1.10.a. Store all personal belongings securely in lockers or in the cubbies which are available in the locker rooms and throughout the building.
  - 1.10.b. Members, guests, and participants are responsible for their personal belongings. The WELL and Union WELL Inc. are not responsible for lost or stolen articles.
  - 1.10.c. Staff members are not permitted to hold any personal belongings for members, guests, or participants.
  - 1.10.d. Use of lockers within the WELL is permitted only while the member is present in the building.
  - 1.10.e. WELL staff has the right to check lockers at any time.
  - 1.10.f. Items left in a locker overnight will be removed and taken to the Equipment Desk.
  - 1.10.g. Turn in any found items at the Equipment Desk.
  - 1.10.h. Any items or equipment not properly secured or stored found by staff will be sent to the Equipment Desk.
  - 1.10.i. Inquiries regarding lost items can be made only in-person at the Equipment Desk.
  - 1.10.j. Further inquiries regarding lost items can be made with the Office of Public Safety on campus. All items not claimed within an established timeframe are turned into the Office of Public Safety.
- 1.11. Equipment and Towel Check-Out
- 1.11.a. Only members of the WELL may check out equipment and towels from designated WELL staff.
  - 1.11.b. All equipment and towels are on a first come, first serve basis and may not be reserved.
  - 1.11.c. Members will be charged for the replacement of lost or damaged equipment.
  - 1.11.d. Equipment not returned by the close of The WELL, the day it is checked out, will be considered lost and the individual's membership will be frozen, without refund, until the equipment is returned or payment of the established replacement fee is made.
  - 1.11.e. Towels not returned to The WELL by close of the day will be considered lost or stolen and the individual's membership will be frozen, without refund, until the equipment is returned or they speak with a member services staff member. An individual that has not returned a towel, on the second occurrence will be charged a replacement fee.
  - 1.11.f. Outdoor equipment checked out on a Friday may be checked out for the entire weekend and returned the following Monday by 10am.

## 2. Activity Space Policies

### 2.1. Climbing Wall

- 2.1.a. Check in at the Equipment Desk.
- 2.1.b. Complete the climbing wall safety orientation prior to the first use of the climbing wall.
- 2.1.c. Keep visible the nontransferable orientation wristband, obtained from the Equipment Desk, at all times.
- 2.1.d. Return wristbands to the Equipment Desk by the end of the day.
- 2.1.e. Top rope climbing and topping out on the boulder is only allowed during the open climbing hours listed at the climbing wall. Topping out is never allowed on the center wall or arch way.
- 2.1.f. Bouldering is allowed during all facility hours to those who have completed the safety orientation.
- 2.1.g. While bouldering, the climber's head is not to go above a height of 13 feet (the height of the free standing boulder).
- 2.1.h. Climbers are not allowed to climb past top-rope anchors.

- 2.1.i. Stunts and tricks such as flips are not permitted on the slack line.
- 2.1.j. Use only ropes, belay devices, and belay anchors that are provided by the WELL. Ropes for lead climbing are provided upon request for those who have completed the lead climbing test. Personal equipment is not permitted with the exception of their own shoes, chalk bag, and harness upon inspection by a climbing wall attendant.
- 2.1.k. Belay devices must be attached to the harness of the belayer by means of a locking carabiner. Only WELL belay devices ~~and locking carabiners~~ will be allowed at the WELL. No personal belay devices ~~or carabiners~~.
- ~~2.1.k.2.1.l.~~ Climbers must pass the WELL Belay Test in order to belay.
- ~~2.1.l.2.1.m.~~ Attach ropes to harnesses using a figure 8 follow through knot with an appropriate tail ~~and according to manufacturer's recommendations. Do not use the belay loop to attach ropes to harnesses.~~
- ~~2.1.m.2.1.n.~~ ~~When equipped, h~~ harnesses must be doubled-backed at the waist and leg loop buckles when worn by the climber and belayer while climbing on ropes.
- ~~2.1.n.2.1.o.~~ Always ~~perform a safety check before climbing; check, double check, and triple~~ check the climber's knot ~~and ,~~ harness, as well as the belayer's harness ~~and and the~~ belay system. ~~before each climb.~~
- ~~2.1.o.2.1.p.~~ Proper attire is required, including footwear on the climbing wall; climbing shoes are available for checkout at the equipment desk.
- ~~2.1.p.2.1.q.~~ Horseplay or rough-housing is not permitted.
- ~~2.1.q.2.1.r.~~ Wearing the following jewelry is not permitted while climbing: jewelry on hands, loose fitting necklaces, and hoop earrings.

## 2.2. Fitness Areas

- 2.2.a. Return all weights, plates, barbells, dumbbells, and fitness equipment to provided racks and storage areas when finished.
- 2.2.b. Do not lean weights against equipment, machines, walls, or mirrors.
- 2.2.c. Use safety collars to secure weights on barbells at all times.
- 2.2.d. Wipe down equipment with a workout towel after use.
- 2.2.e. Use of weightlifting chalk is permitted only to assist with Olympic lifts on the platforms, ~~as~~ approved by WELL staff. Do not drop weights for any reason unless in the Olympic platform area.
- 2.2.f. Sparring is not permitted unless during an instructional class.
- 2.2.g. Use cardio equipment for no more than 30 minutes at a time when others are waiting.
- 2.2.h. Use of personal fitness equipment is not permitted with the exception of yoga mats, stretching devices, and equipment that has been approved by WELL Fitness staff.

## 2.3. Gym Box and Multi-purpose Activity Court (MAC)

- 2.3.a. Hanging on the basketball rims or nets is not allowed; dunking may be safely performed.
- 2.3.b. Observe all informal recreation hours, including basketball, volleyball, badminton, and soccer.

## 2.4. Indoor Track

- 2.4.a. Follow the posted direction for traffic which is rotated daily.
- 2.4.b. Do not run/jog/walk more than two persons side by side.
- 2.4.c. Running/jogging is designated on the inside lane; walking is designated for the outside lane.

- 2.4.d. Stretching is permitted in the corners of the track, outside the track lanes. Stretching is not allowed on the track. Sitting, leaning, or stretching on the railing is not allowed.
- 2.4.e. Spike shoes, turf shoes, boots, sandals, and open-toed shoes are not allowed.
- 2.4.f. Wheeled devices are not allowed on the track, with the exception of ADA designated assistance devices.

## 2.5. Racquetball Courts

- 2.5.a. Only racquetball, handball, and wallyball are permitted on the racquetball courts with the exception of activities approved by Informal Recreation staff.
- 2.5.b. Check in at the Equipment Desk to use a court.
- 2.5.c. Empty courts are available on a first come, first serve basis.
- 2.5.d. Reservations for racquetball courts, made on the hour, will be taken up to 24 hours prior to the requested time, in person or over the phone, and require the participants' first and last names.
- 2.5.e. Members can reserve one court for one hour per day. The partner of someone who has made a reservation cannot reserve a court for that day.
- 2.5.f. Members with reservations are permitted to check in with their partner up to five minutes after the hour. If they or their partner do not check in, the next team from the waiting list will be given the court.
- 2.5.g. Racquetball racquets must have a wrist strap that must be used at all times.
- 2.5.h. Wearing lensed eyewear designed for racquet sports is required for all racquetball and handball players. The protective eyewear must be worn as designed and may not be altered. Players who require corrective eyewear also must wear lensed eyewear designed for racquet sports. Protective eyewear can be checked out at the Equipment Desk.



## **Military Discount Proposal**

### **Overview:**

In the spring 2017 semester a 10% military discount applied to monthly memberships was implemented for veterans' and those actively serving in the military. As of October 16, we have served 7 persons. Recently, the question was posed if the discount was extended to family members. Research showed us that this is not an uncommon practice for other businesses and organizations such as amusement parks, health clubs, and stores to have varying levels of military/veteran discounts.

### **Research:**

- Lowe's- Military (active and veterans) personal purchases only
- Amtrak- Active duty only, spouse and dependents
- YMCA – Applies to spouse and dependents if military person is also participating
- Disneyland – Applies to spouse and dependents if military person is also participating

### **Current Practice:**

We have been operating on the practice of providing the discount only to the service person unless the service person is a student then they could pass on their discount to their sponsored member.

### **Proposal:**

Military membership discount applies to all active military personnel, veterans and an immediate family member. If the military personnel is the sponsored member it would also apply to their main member if they are immediate family. All guidelines under the existing membership policy must be followed.



## Wage Scale for the Union/Well Inc. Proposed Effective January 1, 2018

Job Code	Rate	Employee Classes:	CLASS	Rate	Class Cap Rate	
UW - hired prior to 1/1/17			Union 1	\$11.00	\$15.00	
U - hired 1/1/17 or later			Union 1-L	\$11.25	\$15.25	
U50101 UW50101	\$11.00	Union 1 Music Listening Attendants Exhibits Attendants Office Assistants/Office Assist-Reception Games Room Attendants Information Desk Attendants Equipment Desk Attendant Event Services Attendant Inclusive Recreation Attendant Campus Recreation Attendants (Intramurals, Fitness, Check out, Informal)	Union 2	\$11.25	\$15.25	
			Union 2-L	\$11.50	\$15.50	
			Union 3	\$11.75	\$15.75	
			Union 3-L	\$12.00	\$16.00	
			Union 4	\$12.50	\$16.50	
			Union 5	\$14.00	\$18.00	
			Union 8	\$13.50		same
			Union 6-A	\$19-\$29/hr (see criteria sheet)		was \$16-\$29
			Union 6-B	\$ 12.50		same
			Union 7-A	\$19-\$29/hr (see criteria sheet)		was \$16-\$29
			Union 7-B	\$ 12.50		same
U90501 UW90501	\$11.00	Union 1 Custodial Assistants Set-up Assistants Event Set-up Recycling Assistant				
U50101L UW50101L	\$11.25	Union 1-L Desk Managers Fitness Lead Attendants Lead Trainees				
U90601L UW90601L	\$11.25	Union 1-L Lifeguards* Climbing Wall Attendants				
U90501L	\$11.25	Union 1-L Lead Set-up Assistants				
U90502 UW90502	\$11.25	Union 2 Maintenance Assistants Sound & Light Technician				
U50102 UW50102	\$11.25	Union 2 Program Assistants Exhibits Coordinator Administrative Assistants Marketing Assistant WELL Front Desk Assistants				
U90602 UW90602	\$11.25	Union 2 Intramural Officials Group Facilitation Leaders				
U90503L UW90503L	\$11.50	Union 3-L Lead Maintenance Assistants				
U50102L UW50102L	\$11.50	Union 2-L Lead WELL Front Desk Attendants Marketing Lead				
U90602L UW90602L	\$11.50	Union 2-L Lead Officials				
U50103 UW50103	\$11.75	Union 3 Graphic Design Print Shop/Production Event Supervisors				
U30103 UW30103	\$11.75	Union 3 Information Technology				
U30303 UW30303	\$11.75	Union 3 Photographer				
U90503 UW90503	\$11.75	Union 3 Maintenance Assistants				
U90503L UW90503L	\$12.00	Union 3-L Lead Maintenance Assistants				
U50104 UW50104	\$12.50	Union 4 Building Supervisors Program Supervisors - (various areas)				
U50105 UW50105	\$14.00	Union 5 Graduate Assistants				
U90608 UW90608	\$14.00	Union 8 Swim Instructors				
Various C0906PM	\$19-\$29/hr \$12.50	Union 6-A Personal Trainers (Teaching) Union 6-B Personal Trainers (Training/Mts/Assess)				
Various C0906FM	\$19-\$29/hr \$12.50	Union 7-A Fitness Instructors (Teaching) Union 7-B Fitness Instructors (Training/Meetings)				

\*Lifeguards are in the lead classification due to the certifications required for their position, they do not act in a lead capacity

## Strategic Planning and Budget Timeline 2018-2019

<b>Strategic Plan and Budget Instructions out</b>	<b>December 11, 2017</b>
<b>Draft of Strategic Plan Developed</b>	<b>December 11, 2017 – March 6, 2018</b>
<b>Draft Plan due to Executive Director</b>	<b>February 13, 2018</b>
<b>Feedback to Units</b>	<b>February 14-16, 2018</b>
<b>Final Draft Strategic plan Due</b>	<b>February 23, 2018</b>
<b>Year End Financial Projections</b>	<b>February 21, 2018</b>
<b>Capital and Repair and Replacement proposals</b>	<b>February 21, 2018</b>
<b>Draft Strategic Plan to Advisory Groups</b>	<b>February 23 to March 12, 2018</b>
<b>Budget Draft Due to Director of Financial Services</b>	<b>February 27, 2018</b>
<b>Final Strategic Plan to Board of Directors</b>	<b>March 14, 2018</b>
<b>Final Budget Due to Executive Director</b>	<b>March 15, 2018</b>
<b>Budget to Joint Advisory Groups</b>	<b>April 4, 2018</b>
<b>Final Budget approved by Budget and Finance Comm.</b>	<b>February 26 through April 11, 2018</b>
<b>Final Budget to Campus Budget Officer for Review</b>	<b>April 11, 2018</b>
<b>Final Budget to Board of Directors</b>	<b>April 18, 2018</b>
<b>BOD Approved Budget to CFO Lee /President Nelsen</b>	<b>April 20 - May 16, 2018</b>

**Proposed Changes to 2017-18 TBU01**

	<b>Orig. Budget 2017-2018</b>	<b>Change 7-31-17 Summer BOD meeting</b>	<b>Adjusted total 7-31-17</b>	<b>Proposed Change B&amp;F 10-18-17</b>	<b>Proposed Adjusted total 10-18-17</b>
<b>Ballroom AV Total Project Costs</b>	485,431				
HRGA fee paid in 2016-2017 included in total project cost on line above	(\$68,010)				
Total Project Cost remaining for 2017-2018	\$416,790	\$417,421	\$417,421	\$655,000	\$655,000
<b>Union Airwalls Panels Replacement</b>	\$218,400		\$218,400		\$218,400
Ballroom airwalls panels replacement	\$100,800				
Forest airwalls panels replacement	\$22,400				
Foothill airwalls panels replacement	\$25,200				
Orchard airwalls panels replacement	\$50,400				
Valley airwalls panels replacement	\$19,600				
UU Hinde Carpeting	\$10,575	\$15,000	\$15,000		\$15,000
Hinde Chairs replacement with Demo and reinstallation	\$78,000	\$85,000	\$85,000		\$85,000
UU Conversion from Steam provided heat to Boilers	\$300,000	\$800,000	\$800,000	\$740,000	\$740,000
UU Water Proofing Phase I	new	\$110,000	\$110,000		\$110,000
UU Kitchen Plumbing	new	\$50,000	\$50,000		\$50,000
UU South Walkway	new	\$60,000	\$60,000		\$60,000
<b>Total TBU01</b>	<b>\$1,023,765</b>		<b>\$1,755,821</b>		<b>\$1,933,400</b>
			<b>variance</b>		<b>variance</b>
			<b>\$732,056</b>		<b>\$177,579</b>

**Union WELL Inc.**  
**Committee and Advisory Group Assignments**  
**2017-18**

<b>Budget &amp; Finance Committee</b>	<b>Union Advisory Group</b>	<b>WELL Advisory Group</b>	<b>Executive Committee</b>
Kisanet Woldeyohannes (Chair) Alyssa Trejo Asmita Dahal Alex Brown Emily Yang Missy Anapolsky Stacy Hayano	Jamar Turner (Chair) Donavin Butler Danielle Carr Brandon Fields Beth Lesen Tony Lucas Naomi McDonough Alyssa Trejo Kisanet Woldeyohannes Deondre Smith-Dupree Vacant (Faculty)	Mark Anthony Sohl (Chair) Nneka Omekam Kindra Begley Elena Larson Mark McGushin Jamie Hoffman Brittani Gastinell Harrison Anderson Makenzie DeLaughder Trinity Jackson Kyle Wakeland	Alyssa Trejo (Chair) Kindra Begley Kisanet Woldeyohannes
<b>Staff</b>	<b>Staff</b>	<b>Staff</b>	<b>Staff</b>
Jill Farrell Amy Jacobsen Tori Butler Bill Olmsted	Dean Sorensen Rebecca Dietzler Krista Knifsend Zenia LaPorte Norma Sanchez Bill Olmsted	Kate Smith Jill Farrell Jessica Swart Tori Butler Bill Olmsted	Bill Olmsted