

Board of Directors Meeting
November 12, 2014
FOOTHILL Suite, University Union, CSUS

Minutes

1. **Call to Order:** Chair, Sara Tulane called the meeting to order at 7:35 a.m.
Members Present: Missy Anapolsky, Sam Arredondo, Zach Corbo, Ed Mills, Jim Reinhart, David Rolloff, Andrew Shaw and Sara Tulane.
Also Present: Leslie Davis, Jill Farrell, Darcey Hopkins, Bill Olmsted, Kate Smith and Dean Sorensen.
Absent: Isabella Casillas, Ali Izadian, Connor Murray
2. **Public Comment:** None
3. **Seat New Board Members**
 - A. **WELL Advisory Group Nominations to the Board of Directors:** Sam Arredondo
(MSP: Reinhart / Corbo)
4. **Consent Calendar**
 - A. **Approval of Board of Directors Minutes – September 17, 2014**
(MSP: Corbo / Rolloff)
5. **Old Business**
 - A. **WELL Personnel Update: Smith**

Announced the new Assistant Director of Fitness, the WELL's own Jason Blessinger. The IM Coordinator position has been filled, we welcome Andrew Reddish to the team. The search for the Assistant Director of Events and Informal Recreation has concluded, hoping to announce the final decision within the next week.
 - B. **Expansion Update: Olmsted**

Union WELL Inc. has continued working on the expansion project over the last year and a half and are now updating the configuration for both buildings. Some of the areas we are focusing on in the WELL have remained fairly consistent. The health center side of the building will still be expanding out. On the presented slides, the blue areas are phase 1, the green area is Phase 2 and in a few years we hope to be able to build it. Phase 1 includes new locker rooms. The men's will be built off the back of the WELL while we will combine the old men's into the women's for a larger women's locker room. Peak will be moving back to the Union and we will turn the old Peak space into more fitness floor space. In regards to the Union, it has been taking up a lot of time due to the difficult configuration. The plan has been recrafted with a focus on the north side of the building. There will still be an additional ballroom, the 1st floor will house Peak Adventures, an updated food and coffee concept, an expanded games room, more seating,

side of the building. There will still be an additional ballroom, and the 1st floor will house Peak Adventures, an updated food and coffee concept, an expanded games room, more seating, modernized bathrooms and updated office areas. On the 2nd floor the meeting suite will be expanded by building out. On the 3rd floor the plan has been cut way back, there will now only be 1200-1500sq feet for ASI. In regards to the ballroom there will be a street opening to allow for better human traffic flow. It will also be 2 stories in volume but the 2nd story will be used for sound, lights, and back of house needs.

C. Expansion Planning Funding: Union phase 1: Davis

Since we can no longer complete the project in 2015 we are looking to begin in the summer of 2016. Initially, we had put aside \$3 million for expansion, and we would like to go ahead and some of it to start the Union Phase 1. We also would like to start the planning process so it can begin after the holidays. We are asking the Board of Directors to take the risk and invest \$77,400 out of the Capital Repair and Replacement Fund. This would mark the first time Davis is asking the Board of Directors to take a risk on the expansion before approval.

Questions/Comments:

There was a question as to whether or not the overall cost of \$28 million will be included the construction and when construction would start. The price includes the construction cost. We want to start planning in February due to enable the construction planning to occur in a timely fashion. We would then plan to break ground summer of 2016 with Phase 1 taking about 12 months, and then opening for fall 2017. While a year is a long time, it will have minimal impact on current services and won't shut down major impact areas. There is consideration of talking to the campus about temporary trailers for certain impacted services. The games room might be closed if we can't modify it and the State Hornet will get a temporary trailer.

(MSP: Anapolsky / Shaw)

6. New Business:

A. Policy Approval: Davis

i. Event Arrangements and Scheduling: University Union **(MSP: Anapolsky / Corbo)**

ii. Late Changes to Meeting Space Policy

There is currently no policy in place. The policy is not meant to generate revenue but it will help deter people from making large late changes to reservations and motivate them to get their paperwork turned in or changed in a timely manner. The possibility of a charge will be clearly evident on the reservation. It will also be pointed out by staff. **(MSP: Shaw / Anapolsky)**

iii. Fiscal Impropriety Reporting **(MSP: Anapolsky / Corbo)**

iv. Gambling **(MSP: Shaw / Anapolsky)**

v. Gift Acceptance **(MSP: Anapolsky / Arredondo)**

B. Ground Lease for Union: Davis

The ground lease has expired, so we went back and looked at old ones, redid ours, and even found the original from 1976 that expired January 2014. No significant changes in the agreement aside from approval of renovation can be approved by campus and no longer the Chancellor's office. It was pointed out that the term is only 10 years, but would the university take title? The CO wants shorter terms and section 16 requires trustee's approval for subleases. This is the standard lease. Our contract with University Enterprises will remain the same and is for food service. Reinhart mentioned his issue with having Amazon lockers was mentioned in the lease, it will be deleted.

(MSP: Shaw / Reinhart)

7. Reports and Comments:

A. Board Members

- i. Shaw had a question about the holes in the ASI floor. They are actually voice internet holes since they are building a new telecom room. That work is still ongoing for another month before switching over to be updated which will happen over the course of the next year.

B. Executive Director: Davis

- i. Long range planning retreat is scheduled from 9am-4pm Jan 15th at the Aquatic Center. Dress is casual, aka jeans and sweaters.
- ii. The HR study is in the works, we are still collecting information. Reinhart is working on getting his info together while we gather ours before discussing it at the February BOD meeting.
- iii. The 990 tax form is currently being worked on. We have a new and very thorough expert who believes our 990 hasn't been completed properly for the last few years. This is a painful process but we're getting through it and will be asking for an extension for submission.
- iv. The Amazon Lockers are leaving on the 21st since UEI believes it is a violation of bookstore rules. We will look at UPS or FedEx to have some kind of package distribution boxes in the future.
- v. VPSA interviews are being held November 18th through the 21st.

8. Information:

A. Administration and Facilities: Olmsted

- Efforts towards the Union WELL Expansion project are continuing in preparation for the roll-out of information, to students, in the spring. Union WELL staff is working with ATCS to prepare an informational video about the project. During the month of October, 2014 approximately 30 student interviews were conducted, including Sara Tulane and Andrew Shaw from the Union WELL Inc. Board. Footage will be edited throughout November.
- The new office space for Student Organizations & Leadership on 2nd floor of the Union is nearing completion. Due to complications providing network infrastructure to the space, occupancy will likely be delayed until Winter break. The space will also house a much needed new telecom room for the Union which will service SO&L and several other spaces on the North side of the building.
- The lights around the climbing theater that illuminate the rock wall have been replaced with new wirelessly programmable LED fixtures. The new lights provide a greater amount of overall light and have the capability of changing colors and lighting schemes via remote control.
- The implementation of thermal door counters for the UU main entrances and WELL main entrances is complete. We are now able to more accurately track, and identify, building traffic with separate statistics for in/out traffic. The system also uses this data to calculate building occupancy at any given point throughout the day (see attached report samples)
- The process of replacing the WELL's failing turnstiles and bio-metric entry system has been postponed until late spring. Project costs came in significantly higher than expected, and installation timelines were not solidifying at a fast enough rate to instill confidence in the staff. The project will be bid as a public works job in early spring with a tentative start date of May 1.
- The new wi-fi clock system and wireless temp sensors for the Union have been installed and configured and are currently waiting on IRT to activate them on an existing device network. When complete, all building clocks will auto-sync and be web-accessible for remote troubleshooting, if necessary. The temp sensors will allow IT staff to be notified in the event of a cooling malfunction in one of our many telecom rooms.
- A graffiti incident in the Union on 11/4 that threatened school violence caused a large enough stir to cause public safety to activate ENS. The system worked correctly with

UU/WELL digital signage screens, as it had been designed to do. This was the first time the system was tested in a real scenario.

B. The WELL: Smith

- Halloween Hangout was a success! We partnered with RPTA students to increase the exposure and had 40 members attend in costume to climb the rock wall the night of Halloween.
- 50 teams are registered for Intramural 3 on 3 basketball which began last week.
- We had 329 participants in Fall Fitness Frenzy
- Andrew Reddish will be starting 11/17/14 as the new Intramural Coordinator for The WELL. Andrew will be coming from SDSU where he has worked as the Assistant Coordinator of Intramurals and Sport Clubs for 3 years.
- Jason Blessinger has accepted the position of Assistant Director, Fitness for The WELL and started this week. He has been working for Union WELL Inc. for the past 4 years.
- We concluded interviews of 3 candidates for the Assistant Director of Special Events and Informal Recreation this past week. Hoping to have the position finalized soon.
- Level Up Climbing Competition was a great success and also the first time we did community outreach on this program.
- Veteran's Day we are open with modified hours, 10am – 6pm.
- Zumba Glow Party Wednesday 11/12 at 8:30pm in the Union Ballroom. All Group Fitness pass holders are free, Non-pass holders can pre-pay \$3.00 and day of entry is \$5.00. Groups can also reserve space ahead of time at the front desk.
- We are currently hiring for Lifeguards and Student Supervisor of Inclusive Recreation.

C. University Union: Sorensen

- i. Homecoming décor was displayed throughout the first floor of the Union and Causeway Classic décor will be displayed in the Union from November 14-22.
- ii. Zenia LaPorte will co-chair Hornet WOW in 2015 and is excited about the opportunity.
- iii. UNIQUE took 3rd place in the Homecoming "golf cart parade." There was also UNIQUE and Union representation at Future Hornet Day.
- iv. Causeway Classic Blood Drive: We had about 170 less participants than last year. Not sure why, since it was publicized as well as, and earlier than, in the past. Still, a very respectable total of 1615 participants.
- v. Our Graphic Designers won 15 awards of 30 submitted to the Region 1 (Arizona, California, Hawaii, Nevada, New Mexico, Australia, Guam) ACUI "Steal This Idea" competition.
- vi. We trained an additional 28 employees in CPR, First Aid, and AED in October. The cost is being covered by our insurer, Alliant.
- vii. Wish Upon a Star Drive: November 21-December 12 (wrapping party on Fri., December 12, 10 am-12 pm). This is a gift collection drive for children in families impacted by HIV and AIDS. This time we will focus on gifts for children age 12 and younger.
- viii. Games Room has run several successful tournaments, with solid participation.
- ix. Gallery shows have gone well. Our final show of the semester, called "Legit," begins November 24 and will highlight alumni works from the Graphic Design Department. We currently have a First Year Experience photography show running in a 2nd exhibit area on the other side of the 2nd floor lounge.
- x. Solid numbers at most of our UNIQUE events: typically between 400 and well over 1000 in attendance, with a couple of exceptions. One Book program with Native American author Sherman Alexie drew approximately 1935 participants, between a morning panel discussion, noon lecture/reading and evening lecture/reading. UNIQUE has been

integrally involved in marketing and production of this program since the inaugural One Book event in 2008.

- xi. We interviewed 6 finalists for the Graphic Designer II position and are wrapping up the hiring.
- xii. The Union has been packed; typical utilization is in excess of 20,000 visits per day. Tuesdays, Wednesday, and Thursdays are the biggest days. Wednesdays often edge out the other days.
- xiii. We upgraded sound, and AV panel and wiring in both the Summit Room and the California Suite, to deal with major system failures that occurred in September. They now have HDMI connections because that has become the new standard and they also have the ability to connect to an Ethernet plug in a future run of Cat 6 cable to the rooms for remote monitoring and control.

9. **Closed Session:** No decision was made, motion to close *(MSP: Anapolsky / Shaw)*

10. **Adjournment**

Respectfully submitted:



Authorized Signature

2.19.15

Date