



California State University, Sacramento  
University Union  
6000 J Street • University Union • Sacramento, CA 95819-6017  
T (916) 278-6744 • www.csus.edu/union

**Board of Directors Meeting Minutes**  
**March 30, 2016**  
**Foothill Suite, 3<sup>rd</sup> floor: University Union**

1. **Call to Order, Vice Chair - 7:34 a.m. Lindsay Ruth Vampola**  
Present: Adrianna Bolds, Ali Izadian, Alyssa Trejo, Bill Macriss, Ed Mills, Kisanet Woldeyohannes, Lindsay Ruth Vampola, Mark Anthony Sohl, Missy Anapolsky  
Also Present: Leslie Davis, Bill Olmsted, Kate Smith, Dean Sorensen, Krista Knifsend, Jill Farrell  
Absent: David Rolloff
2. **Public Comment: None**
3. **Chair Person Update:**
  - A. Lindsay Ruth Vampola was appointed to the Chair of the Board of Directors by President Nelsen.
4. **Seating Board Members:**
  - A. **Alyssa Trejo: UUAG (MSP: Anapolsky, Sohl)**
  - B. **Kisanet Woldeyohannes: UUAG (MSP: Anapolsky, Sohl)**
5. **Consent Calendar:**
  - A. **Approval of Board of Directors Minutes February 17, 2016 (MSP: Anapolsky, Trejo)**
6. **Old Business:**
  - A. **Strategic Plan: Olmsted (MSP: Izadian, Anapolsky)**
    - i. **Executive Summary 15-16**
      - a. Olmsted states that the completion rate of the Strategic Plan in prior years has typically been about 130%. For the 15-16 year, there was 180 projects on the Strategic Plan with 183 of them completed, which was a 102% completion rate. A vast amount of projects have been dropped due to changes in priorities, but this was offset by projects that were added back.
    - ii. **Strategic Plan 16-17**
      - a. Olmsted reviews the 16-17 Strategic Plan. The initiatives seen in this plan all tie into the 6 Strategic Goals for the University, which are (1) Enhance student learning and success, (2) Foster innovative teaching, scholarship, and research, (3) Commit to engaging the community by building enduring partnerships to strengthen and enrich the region, (4) Excel as a place to learn, work, live, and visit, (5) Engage students in a

comprehensive university experience, and (6) Promote a strong university identity.

- b. Many projects on the new plan tie to expansion and the changes that will occur. Currently, they are looking into staff development, how to provide services during construction, and how to have stronger programs after construction.
- c. Olmsted reviewed key projects in the Strategic Plan. He discusses Goal 1, initiative 2 under Facilities and Administration which is to 'Collaborate with Union WELL Inc. units to streamline management of capital expense projects and strategic plan.'

**Questions/Comments:** Mills asks how initiatives like this one, where the goal is to streamline management of capital expense projects, are measured. Olmsted answers that while some may seem broad, there are projects that tie into the initiative which then can be used to measure the initiatives. Olmsted states the project to measure this initiative is purchasing a project management package. All projects will go into this package to aid with planning. Staff will then get together monthly to easily identify the status of a project. Davis adds this project can be seen on page 11, number 12 of the Strategic Plan in the packet. This will improve communication, accountability, and follow-through. Mills comments that it doesn't explicitly state how it is measured. Olmsted answers that adding all this may make the Strategic Plan lengthy. However, if the Board feels the plan needs wordsmithing then that can be done.

- d. Olmsted continues by reviews the Facilities and Administration Project List. Olmsted refers to the Project List, number 2, which states the Union will develop a plan to install Medeco cylinders and re-issue keys for University Union facility to align with campus lock hardware standards as facility expansion starts. A lot of locks are original to the 1970s and there are issues with campus locksmiths being able to get parts.

**Questions/Comments:** Mills asks if it is a possibility to fob the building. Olmsted answers that there will be fobs added to the rooms. For example, meeting rooms will need to be keyed. In order to fob everything, the infrastructure to drive this would be significant. It would be very expensive. Izadian adds that the University is looking into making more entrances and rooms accessible by fob and suggests reaching out to the university to see their plan for doing so.

- e. Olmsted states the goal of the Union and the WELL is to stay current with the trends of students. In support of this, one of the projects in the Strategic Plan Union Operations is to purchase and implement cell phone charging stations.

**Questions/Comments:** Mills comments that airports are a great example of this. Olmsted agrees that many use these charging stations in airports. Vampola adds that almost every airport now has a charging station and thinks the students will enjoy having them here.

- f. Olmsted reviews the WELL Project List. Under Aquatics number 1, the WELL will be working to "expand learn to swim program through the fall and spring semesters."

**Questions/Comments:** Macriss comments that the locker rooms at the pool are now being locked at 4pm. The homeless have been using them after hours, which has been creating a security concern, so the staff will lock the rooms when they leave at 4pm. There have been concerns about locking the locker rooms at this time, because people feel that if they are paying to swim they should have access to the locker room as well. He says that it doesn't state anywhere that they must have the ability to use the locker rooms. He states WELL staff can let patrons in and out, but the room must not be left unlocked. Smith asks if there is a date that this will be happening. Macriss answers that this has already been implemented and they are preparing to put signage up on the door.

**B. Expansion Update: Olmsted**

- i. In the Expansion meetings, Committee members are currently figuring out how much of the building will be demolished during construction.
- ii. Everything is on track to move forward with the design phase. Olmsted states he is hoping to have some images to show in the next Board Meeting.
- iii. They also are in the process of figuring out a relocation plan for areas that will be displaced during construction. Vampola asks if this would be temporary and Olmsted confirms that it would.
- iv. Olmsted states that they have started the programming process for the WELL Expansion. The architect they will work with for the WELL is Lionakis. The proposal with them will cover the programming phase and design criteria. These documents are then handed to contractors once it is time to start.

**C. ED Search Update: Mills**

- i. Mills refers everyone to the timeline provided in the packet titled, "Union WELL Inc. Executive Director Search Timeline." He currently is reviewing the job description. A lot of his attention recently has been focused on the concerted activity coming up. He states he is a little behind, but expecting to catch up quickly. In the beginning of the summer, the search committee will be formed, then the position will be advertised, applications accepted, and resumes reviewed. They are hoping to have someone in place by December of this year, so there is some overlap between the new Executive Director and Davis.

**7. New Business:**

**A. Policies**

- i. **Gift Policy: Revision, Davis (MSP: Bold, Sohl)**
  - a. Davis states that the revisions to the Gift Policy are basic. It includes changing the verbiage to now say 'Union WELL Inc'. She states that not many gifts are received.

**Questions/Comments:** Izadian asks if there is a person that actively solicits gifts. Davis answers that there is not someone appointed. She adds that former President Gonzalez discouraged this. Vampola asks why the former President discouraged this. Davis answers it was because Union WELL Inc. is funded by students and the campus had other needs that required donors. Mills adds that donations are accepted, but are just not being actively sought out. Mills says that he will ask President Nelsen about his opinion on this topic.

**B. Year End Projections: Farrell**

- i. Farrell says that Year End Projections are good. Revenue was \$77,865 over from what was forecasted in the initial budget. Key factors in this increase in revenue were the Games Room doing very well, additional lease revenue from adding the WELLness Hub in the Union, and the NIRSA Basketball tournament at the WELL.

- ii. Expenditures has a projected savings of \$740,056. Major savings were in utilities, wages and benefits, and sick leave for students.
  - iii. Farrell states that the surplus in the year end projections is \$1,019,989. The variance from Year End Projection to Budget for 15-16 was \$817,921. This money will be saved for possible volatility that the expansion brings. Davis adds that it will also be banked to prepare for an inevitable downturn in the economy and an increase in the minimum wage.
- C. Capital Repair and Replacement Project List 16-17: Olmsted**
- i. Olmsted states that this will be gone over in more detail as part of the budget meeting in April. He reviews the Capital and Plant Fund, Repair and Replacement, and TBU01 for 2016-2017.
- 8. Reports and Comments** Due to time constraints and lack of quorum, the chair moves for adjournment and everyone is asked to individually read the WELL and Union activity reports in the packet.
- A. Board Members**
- i. Before leaving, Vampola would like to first discuss the concerted activity and the potential impact on each building. Davis states that the Union and the WELL are not involved and are planning for full operations during this time. It is anticipated that staff may have issues getting onto campus. Davis states she has heard various reports about traffic being blocked. The expectation is that staff will work normal hours and proceed with usual activities. If issues come up, then they will contact their supervisor. She adds that Event Services has contacted customers to make them aware of what may happen. Trejo asks if something can be done about campus being blocked. Davis answers that this is up to public safety and campus facilities to determine.
- B. Executive Director: Davis (No report given)**
- 9. Information: Activity Reports**
- A. The WELL: Smith (as distributed)**
- B. University Union: Sorensen (as distributed)**
- 10. Adjournment 9:07am**

Respectfully Submitted:

  
\_\_\_\_\_  
Authorized Signature

4.20.16