



SACRAMENTO
STATE

California State University, Sacramento
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**The WELL Advisory Group
Meeting
February 3, 2016
The WELL, 2nd Floor, Shoreline Room
Sacramento State**

Minutes

1. **Call to Order - 7:31 a.m. by Adriana Bolds**
Members Present: Elena Larson, Ann C. Leber, Brittani Gustinell, Charles Parker, Zach Corbo, Macey Palermo, Adriana Bolds, and Trinity Jackson
Also Present: Leslie Davis, Jill Farrell, Darcey Hopkins, Bill Olmsted, Jessica Swart and Kate Smith
2. **Consent Calendar:**
 - A. **Approval of Advisory Group Minutes for December 9, 2015**
(MSP: Corbo / Leber)
3. **Old Business**
 - A. **Website update: Swart**

The company that has designed the website has handed it over to WELL staff to start adding content. Staff are meeting to finalize all content and special features such as a “live chat” option. The “live chat” option would allow the front reception to answer any questions through a live chat module. If the staff member were unavailable, there would be an away message indicating the customer can send an email and someone will get back to them within 48 hours.
 - B. **Access project: Swart**

The facility access project has been completed and was launched on the first day of school at 2pm. We were planning to launch prior to school starting however were delayed on some of the software integration. Eight thousand students have re-enrolled in the new system and we are continuing to educate members' everyday
4. **New Business:**
 - A. **Facility Reservation contract: Smith**

The contract was originally copied from the University Union contract and since The WELL opened we have experienced no shows and cancelations so the contract is being revised.

- i. Larson asked the question if an event runs late and there is a domino effect to the next reservation running late, does the current language address that? Suggestion was to state “prevent or delay the scheduled event”. Larson also suggested edits on the cancelation section to include grammar and punctuation. Everything should also be consistently stated for the 45 day component.
- ii. Bolds commented the first paragraph was confusing and inquired about the activity space section. Smith explained that activity space was separated because we do not allow outside groups to teach fitness class. We require our instructors to teach so that we ensure they are certified. Bolds also suggested to make the policy more parallel in structure. Bolds asked about the “said time period” and suggested to clean up and break out the first paragraph. Bolds suggested to re word the word “consent” and fix the random capitalization. Bolds suggested to restructure the entire section to similar verbiage and sentence structure. Make it clear and easy to find. Davis suggested the contract be revisited at the next meeting due to how many edits were required. Smith agreed. Bolds suggested to switch the order of the sentences when describing the process of cancellations so that it reads in chronological sequence.
- iii. Larson agreed and said “all cancelations must be submitted in writing” needs to be the first sentence. Larson asked who they submit this to? Smith answered it can be an email to the reservations department. Larson also asked why the contract had to include a “lecture” on why you have the cancelation and no show policy. Davis replied that she wants the section in there so that if a customer has an issue with the fees we can point to something in writing as to why we have them.
- iv. Leber asked why we had the word “ultimately”? Davis said it was in case a group was very late vs. not used.
- v. Larson asked about what was considered giving notice. She suggested to reference the time period that is stated.

**Motion to table the contract to next meeting
(MSP: Larson / Parker)**

B. Open Swim Policy: Swart

- i. Swart explained that the Yosemite Hall pool is operated by campus and there are specific campus policies that cannot be changed. The attachment includes those policies at the top. The second section includes the WELL’s open swim policies to be enforced during our pool operating hours.
- ii. Farrell suggested campus should revisit number 13. The comma gives you permission to use a phone in locker room.
- iii. Davis suggested we state they are University locker rooms, not The WELL’s and therefore we are subject to campus closures.
- iv. Jackson asked about the equipment damage section and if you truly only get charged if it is purposeful? What if something is damaged by accident? Swart responded by explaining all equipment is monitored by the staff so they can generally tell if something is damaged purposefully or not.
- v. Parker asked why the policy section was titled food and tobacco policy however there was nothing in the section referring to tobacco. Smith explained we technically are a tobacco free campus. Corbo agreed.
- vi. Larson explained the Tobacco free policy is being discussed at the Business

Partners' roundtable. The campus has adopted the policy but it has not been implemented. She confirmed it does include vaping. For a detailed outline of changes, see page 3.

vii. *(MSP: Corbo / Leber)*

- i. women's locker room, and on the 2nd floor there will be studios and potential office space. On the Health Center side, we are looking at adding a massive 12,000 square feet because ever since coming to this building, they have rapidly grown and must meet the demand of the students, a wonderful problem to have! Counseling was not originally going to come with the Health Center, so to accommodate them, we took exam rooms off line and built counseling rooms. Peak will be moving back to the Union and we will take over that space to expand the fitness floor. For the Cabana locker room, we will be taking the old one down but building 2 new ones in each locker to allow for more privacy.
- ii. Union Phase II will feature the much needed second ballroom where Serna Plaza currently sits.
- iii. Davis pointed out that Science II and Union north might be under construction at the same time. Science II will be going in parking lot 4 where the staff and faculty parking is. The housing project will be done by then which will aide in recovering parking spaces. There are new structures in the works and will be announced in time. All in all, the campus will be under construction for years to come to grow Sac State and accommodate our students and their needs. We will keep everyone up to date as the project progresses.

5. Reports and Comments

A. **Executive Director: Davis**

Davis stated we are in the middle of strategic planning and budget, next meeting will include a Strategic Plan Presentation and April will be the 16-17 budget. This year we will only be presenting one budget so it should be easier to follow. Davis explained her personal project moving forward is to go through every single policy and making sure it is up to date and available on the web. The reason for this project is she will be retiring February 8, 2017. There will be a national search to replace position.

B. **Associate Executive Director: Olmsted**

Olmsted stated we are continuing to close out some of last year's projects as well as working on budget and strategic plan. Olmsted explained the gymbox lights will be replaced with new LED lighting which will equate to a savings on electrical plus we will receive a rebate. We will also be planning lighting upgrades in fitness areas and studios. Olmsted is working on the University Union North expansion project, preparing to move Union tenants. The WELL cafe will be turned into office space for ASI during this transition which will occur in spring, will discuss more at next meeting.

C. **Director: Smith**

Smith announced Andrew Reddish is the new Assistant Director of Intramurals and Staff Development which means his previous position of Coordinator of Intramurals and Staff Development will be opening in spring. Final interviews over for Assistant Director of Special Events and Informal Recreation concluded and hoping to have an announcement at the next meeting. Smith stated Try Before You Buy week was a

success and the Mile High Climb will begin shortly. Intramural registration is now open and Floor Hockey has been added to the schedule for the spring semester. Get Rec'd Dodgeball tournament was a success with 36 teams participating

D. Assistant Director: Swart

Swart stated Weight Warriors registration is now open and we have new program called the Couch to 5k this year. It is designed to provide a training program for beginning runners to participate in the 5K. The Sac State 8th Annual 5k registration is now open and the deadline for the \$20 rate ends this Friday. The price will then go up to \$25. Reminder that it will take 2-3 months of a transition period for everyone to get reenrolled in the facility access system and learn how it works.

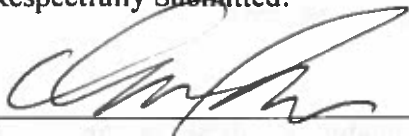
E. Board members

- i. Larson heard complaints about the students having to enter the facility using their ID and it was causing lines, plus they were complaining they could no longer swipe their card to enter the facility.
- ii. Swart explained we launched the new system last Monday so everyone needs time to get use to the new system. Swart explained yes, you need your Sac State ID to enter so people will have to start to memorize their ID number. Swart said they will be exploring another option to swipe cards however not right away. The first time a member accesses the system they do need to scan their hand 3 times which does take a while. As a result many people go to the wrong line which also increases the wait. We've increased staff to help and educate and make sure they've registered and have their ID. Every week will get better and we know the system is much faster than the previous system which took 7 seconds.
- iii. Bolds announced she got in to the UCLA Graduate Program for Student Affairs

6. Information: None

7. Adjournment: 8:34am

Respectfully Submitted:



Authorized Signer

10-26-18

Date