



**SACRAMENTO
STATE**

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The WELL Advisory Group Meeting
February 7, 2018
The WELL, 2nd Floor, Shoreline Room

Minutes

1. The meeting was called to order at 7:36 a.m. by Mark Anthony Sohl

Present: Kindra Begley, Trinity Jackson, Ethan Shaw, Brittani Gastinell, Makenzie DeLaugher, Nneka Omekam, Mark McGushin, Elena Larson, Mark Anthony Sohl, Jamie Hoffman, Kyle Wakeland

Also present: Kate Smith, Bill Olmsted, Jessica Swart, Tori Butler, and guest Erica Wood

Absent: Jill Farrell

2. Public Comment: None

3. Consent Calendar:

- A. Approval of Advisory Group Minutes for October 25, 2017**
[Consensus for approval of minutes as written: Passed]

4. Old Business

A. Expansion update: Olmsted & Smith

- Smith begins with an update on the WELL expansion project and announces that the project's design-build team has been selected, which is Swinerton Builders and HMC Architects. A meeting with a focus group was held and went well with a lot of discussion and feedback concerning restrooms and locker rooms, sparking a revision to the plans. The facility will continue to have a women's and men's locker room, but the new part of the facility will include an all-gender locker room with individual showers, restrooms and changing spaces with no gender identity. The goal is to have a groundbreaking event in October and the estimated project completion is January 2020.
- Olmsted provides update on Union expansion, which has progressed to a new phase of the project involving building interior walls and installing HVAC. The initial goal for occupancy was early fall 2018, but because of delays, realistically looks more like late fall. Tenants and programs will tentatively move back in around December or January, with a grand opening at the beginning of spring semester 2019. Olmsted reminds the group that a live-feed of the project camera view is available at expansion.unionwellinc.org.
 - Sohl asks if a time-lapse will be put together. Olmsted confirms, noting that he worked with the Department of Public Safety to install a camera that takes 4-5 photos at the

same time every day, with the intention of creating a time-lapse of the entire project.

5. New Business:

A. Membership Policy: Swart [MSP as amended: Begley, Wakeland]

- Swart refers to a proposed update of the WELL membership policy and explains that the update includes cleaning up verbiage that is no longer used, fixing formatting and eliminating redundancies. Swart then reviews changes, section by section.
 - Hoffman asks how one would show proof of an alumni membership. Swart states they would show their alumni membership card.
 - Larson asks why section 2 was removed. Swart explains that it has been moved to section 8.
 - McGushin asks if three-day guest passes are only valid on weekends. Swart explains that it is a weekender pass since those are the slowest days. McGushin recommends updating the description of section 5.6 so it reads "for use Friday, Saturday and Sunday *only*".
 - Wakeland asks if guests are no longer required to sign a waiver. Swart explains that section 8.3 addresses the requirement of all guests and members signing a waiver.
 - Hoffman asks who falls under the Associated Campus Programs membership policy in section 7.1. Swart answers that this section was updated to broaden whom the policy applies to, and to reflect that it is not limited to College of Continued Education students. Hoffman states that it would be great to allow students in the transition program access to buying memberships.
 - Sohl states that there are minors in some of the programs on campus and asks if they would be able to gain access to WELL. Wakeland points out that the policy already addresses that members must be at least 18. Swart agrees that it could be included to clarify, though. Smith suggests including it in section 8, which lists minimum requirements of all membership types. Smith then adds that there are programs where minors may have access to the facility such as summer camps and athletics; however, to be eligible for WELL membership you must be at least 18.
 - McGushin asks whether a student can be a member if they are under 18. Swart states that yes, they would be eligible for a membership since they are a Sac State student.
 - Sohl suggests moving section 8, which outlines the general membership policies, to the beginning of the document, possibly between sections 1 and 2.
 - Grammatical errors were mentioned, however, for the sake of time, Sohl asked the group to make notes of grammatical errors.

B. Membership Rates: Swart [MSP: Wakeland, Jackson]

- Swart discusses the membership rate proposal included in the handout, which proposes to maintain the current monthly and supplemental rates. She explains that there were many changes last year, and the current rates are well received and still competitive with market. Swart notes that the veteran discount is a policy not a rate, so it will no longer exist on rate sheet but it is acknowledged.
 - Larson asks how active military or veterans would know that the discount exists. Swart explains that it is on the membership form.

C. Activity Space Reservation Policy: Wood [MSP as amended: Shaw, Wakeland]

- Wood refers to the Activity Space Reservation policy and notes that the policy has not been

updated since August of 2012. She reviews the changes including an update to section 1 that clarifies that sport clubs are managed by SO&L, not the WELL. In addition, section 3 was removed since special interest clubs do not have priority registration for activity space.

- Wakeland asks if special interest clubs cannot make reservations. Wood explains that they can, they just do not get priority reservations, so they fall under section 2.
- Wakeland asks to confirm that section 2.2 is only for sport clubs and recreation clubs, not Greek life. Wood confirms.
- Larson states that sections 2.2 and 2.3 seem repetitive and that 2.1b and 2.1c seem generally the same. Wood states that 2.1 should read “desire” not “require”, so they are different and should remain separate.
- Larson asks whether the word “recognized” is required in sections 3.2 and 3.3. Wood states that it can be removed.
- Shaw asks about the \$90 no show fee and whether there is other documentation regarding fees, since this is the only fee mentioned in the policy. Wood states that fees change every year based on campus, and a full list of fees available online.
- Other, minor and grammatical errors were mentioned and will be addressed.

D. Reservations Conference Suite Policy: Wood [MSP: Hoffman, Wakeland]

- Wood states that this policy update stemmed from the reservation policy update and includes mostly formatting changes. The biggest change is to the cancellation fees.
 - Swart asks why there is an activity space section in the conference suite policy. Smith states that it is included to acknowledge the activity space policies, but agrees that activity space section 4.4 could be deleted to avoid being redundant. McGushin adds that he has had an event that included both conference suite and activity space reservations, so for similar events it is relevant to reflect both policies. Wakeland acknowledges that it would be a good idea to either keep or include a section that addresses both.
 - Sohl calls for a vote to either: 1) leave activity space section in the conference suite policy for “package deal” events (**6 votes**), or 2) remove the section (**1 vote**). Section will remain.
 - Wakeland asks who is considered a tenant in section 5.2. Wood replies that Peak Adventures and Student Health are the current tenants of the WELL.
 - Other, minor and grammatical errors were mentioned and will be addressed.

6. Reports and Comments

A. Interim Executive Director: Olmsted

- Olmsted mentions programming of the WELL expansion project and states that the team is on the threshold of knowing exactly what is being done and how to move forward. He adds that the team is working with contractors to layout a schedule focusing on minimizing impact on members. Olmsted also states that, due to a high volume of bike thefts, a bike rack was moved from the side of the WELL to the front of the building. In doing that, a greater need for more bike parking was realized so the team is trying to include increased bike parking with the expansion with visible, well-lit, safe space. Olmsted then mentions that campus is working with a city of Sacramento entity to bring bike share to campus, and adds that a bank of those will probably be around the WELL and the Union.

B. Director: Smith

- Smith provides an update on the WELL including nine intramural officials being sent to CSU East

Bay to attend an officiating clinic. She also mentions upcoming AIR and climbing events such as Unified Sports, Mile High Climb, and the boulder competition "Go Boulder Go Home". Also coming to the WELL is the NIRSA Region VI tournament, which is a large basketball tournament where winners of intramural leagues compete against other schools.

- Smith asks Wood to provide an update on the upcoming 5k Fun Run. Wood states that there are 447 registered participants. She adds that the current price to register is \$20 but it goes up to \$23 on Feb 17. This year's theme is Run As One, and the WELL is donating the net proceeds after direct costs to a participant selected student program fund; either CAMP, Dreamers, Veteran Success, Guardian Scholars, and Full Circle Project. Participants will vote for a recipient upon registering.

C. Assistant Director: Swart

- Swart states that member participation is going well proven by having the highest attendance on record for two consecutive days this week, and 79% student population activated memberships.

D. Advisory Group members

- Hoffman states she is on the UEI Board where they have discussed a fitness trail on campus. The UEI board suggested discussing the topic with the group to see if the WELL can manage the project. Smith states that she is familiar with this concept and states that liability and risk management would be the biggest concern. Smith explains that in the WELL, waivers get signed but there is also controlled access. Whereas an open campus trail has no controlled access. Smith states that she is in support of the project conceptually and would be willing to partner with campus but is concerned with the liability aspect.
 - Larson asks what kinds of activities would be involved to pose risk concerns. Hoffman explains that there would be actual fitness equipment along the trail such as an elliptical.

7. The meeting was adjourned at 8:47am

Respectfully Submitted:



Authorized Signature

3/7/18
Date