



SACRAMENTO
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California State University, Sacramento
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The WELL Advisory Group Meeting
March 2, 2016
Shoreline Room: The WELL

1. **Call to Order, Student At Large - 7:34 a.m. Adriana Bolds**
Present: Adriana Bolds, Zach Corbo, Brittani Gastinell, Trinity Jackson, Elena Larson, Ann C. Leber, Mark McGushin, and Justin A. Corpuz.
Also Present: Leslie Davis, Bill Olmsted, Krista Knifsend, Kate Smith, Jessica Swart
Absent: Selenne Alatorre, Macey Palermo, Charles Parker, Lindsay Ruth Vampola, and Jill Farrell
2. **Consent Calendar:**
 - A. **Approval of Advisory Group Minutes - February 2, 2016. (Approved as written)**
3. **Old Business**
 - A. **Personnel Update: Smith**
 - i. Smith announces that Darcey Hopkins has resigned. Andrew Reddish has been promoted to the Assistant Director, Intramural Sports and Staff Development. The WELL will be hiring his replacement for the position of Intramural Coordinator. Erica Wood has been hired as the Assistant Director, Special Events and Informal Recreation and will be starting on March 28th.
4. **New Business**
 - A. **Facility Reservation Contract: Smith**
 - i. Smith directs everyone to page 6 of the packet to find the Facility Reservation Contract. She allows everyone a few minutes to read over.

Questions/Comments: Larson asks for clarification on the cancellation policy. She also asks for clarification for off-campus organizations, asking if she made a reservation three months in advance and cancels it three weeks ahead of the date, is she still bound to this? Smith answers that yes, she would still be bound to this. *(MSP: Larson/Gastinell)*

- B. **The WELL 16-17 Strategic Plan: Smith**
 - i. Smith outlines the 6 Sacramento State Strategic Goals used by the campus. The WELL's Strategic plan ties into these campus goals as well as the WELL's mission statement. Smith and Swart both cover each initiative from 1 to 10 under Goal 1 and Goal 2.

Questions/Comments: McGushin asks for clarification on Initiative 6, Goal 1 (Assist our student staff with developing the necessary skills to better serve WELL members and the campus community by

boosting the Leadership Training Series attendance by 20%). He would like to know if this is open to the campus community. Smith clarifies that the WELL does not open this to the campus community but to the WELL's student staff only.

- ii. Smith allows everyone a few minutes to go over the Project List in the Strategic Plan. She explains that the project list is more detailed and ties into the WELL's initiatives. Smith and Swart go over the Project List.

Questions/Comments: Corbo asks if the date listed next to the project is the completion date. Smith answers yes. She adds that this is a corporate wide plan so it is planned out for the year to help coordinate and partner with each department. Davis adds that the Union and WELL are implementing a project management software that will help with planning and provide accountability. Leber asks if minors use the facility. Smith answers that Aquatics is open to minors. The WELL also is a third party host for camps that use the facilities and sometimes includes minors. Davis adds that some students that attend Sacramento State are minors. In this situation the student is allowed to use the facility because they are a registered student on campus. *(MSP: Corbo, Leber)*

5. Reports and Comments

A. Executive Director: Davis

- i. Davis states that the entire corporation is working on the Strategic Plan and Budget. It is a solid budget year and expected to run up reserves which prepare for any potential downturns in the economy.
- ii. Davis explains that plans are in place for the concerted activity on campus happening in April. There will be communication with sponsors in the building as well as more leniency on cancellations from faculty during the concerted activity. If cancellation occurs before the room is set up then no late fee or cancellation fee will be charged. She also adds that the 40th Anniversary of the University Union is April 14th and plans are to move forward with this. Faculty has mentioned to students that the Union and WELL will be closed, which is incorrect. Both buildings will remain open during the concerted activity. She asks that everyone please communicate this.

Questions/Comments: Corbo asks about the level of impact the concerted activity will have on the Student Health Center. Davis answers that it will remain open, but some counselors from the faculty side may be missing.

B. Associate Executive Director: Olmsted

- i. Olmsted begins by talking about the Expansion and explaining that they just started discussing the expansion at the WELL and are working on a timeline. Smith and Olmsted completed a walkthrough with campus and have chosen an architect. They toured the architects through the building and showed how the current space is being utilized and what they are hoping to achieve with the expansion. The goals are to add space to the Student Health Center side, locker rooms, fitness floor, and fitness studios, if possible. As part of the Union construction, various offices will be displaced due to construction. The former WELL Café has been identified as a suitable office space. Minor construction will occur in this area to prepare for this move.
- ii. Olmsted states that it was in the Strategic Plan to re-lamp the Gym Box and Mac Court. This is all set to happen in March and will produce energy savings for the building.

C. Director: Smith

- i. Smith states that intramurals is underway. There are 60 basketball, 42 indoor soccer, and 5 dodgeball teams.
- ii. Weight Warriors has also began and has 41 participants. This is the highest turnout in the last few years.
- iii. Smith announces that the Sac State 5k will take place on April 21st at 6pm. The WELL is currently accepting registrants and volunteers. There will be a 'Student Showcase' after the 5k that will include singing and dancing. Kenny Williams is the point of contact for the auditions.
- iv. Smith states that March 11th and March 13th, the WELL will be hosting the 'Capital City Shootout Tournament'. Teams are traveling here from within the NIRSA Region 6 area. Smith thanks Andrew Reddish and Jessica Swart for their work on this event.
- v. There will be a Joint Advisory Group Meeting in April where the Union and WELL budget will be discussed. Davis asks that everyone hold the date April 6th and confirmation on this date will be sent out shortly. There will be a Thank You Luncheon at Hoppy Brewing Company on April 29th.

D. Assistant Director: Swart

- i. Swart announces that next week, starting on March 7th the WELL will offer free fitness classes as part of the '5 Days of Fitness'.
- ii. Swart states that the Zumba Glow is April 6th and will be held at the Union.
- iii. Swart congratulates Olmsted on successfully completing the Mile High Climb and says it is great to have leaders supporting the building.
- iv. Swart states that they are ready to launch the NIRSA survey. The survey will offer feedback from students on customer service, facilities programs, and how the WELL has impacted their experience.

E. Board Members

- i. Larson states that changes have been made in practices for student financials with the goal of getting them to pay on time and avoid getting dropped. On average, there are over 200 students canceled. This year there were only 18 students. They did this through sending automated emails to both the Saclink and personal emails. For Fall Semester, they are set up to start sending text reminders. This will happen in only dire situations and will not spam all students with texts. They also will continue with the emails for the Fall Semester.

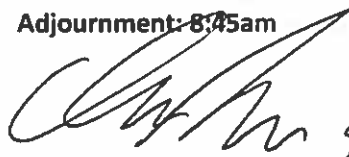
Questions/Comments: Davis congratulates Larson on this achievement. Corbo adds that they have felt the number of calls they receive on cancellations decrease. Larson also adds that they will offer payment plans for students.

- ii. Bolds states that she will be attending NASPA in ten days. She is excited to bring back the experience she has there and will share when she returns.

6. Information

- i. Bolds announces that today at 3pm in the Redwood Room, President Robert S. Nelsen will hold the first 'Coffee with Communication' session where he will answer any questions students have. The second one will be held April 20th at the same place and time.

7. Adjournment: 8:45am


9/28/16