



California State University, Sacramento
The WELL
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The WELL Advisory Group Meeting

March 3, 2021

Zoom Meeting

MINUTES

1. The meeting was called to order at 7:34 a.m. by Smith in Ashraf's absence
 - A. Present: Jenny Ruiz, Ethan Shaw, Luis Moya, Nneka Omekam, Megan Gross, Nadine Braunstein, Elena Larson, Justin Chuong, Lily McCalla
 - B. Also present: Kate Smith, Jill Farrell, Bill Olmsted, Jessica Swart, Tori Butler
2. Public Comment: None
3. Consent Calendar:
 - A. Approval of Advisory Group Minutes for February 10, 2021
[Consensus for approval of minutes as written: Passed]
4. Old Business
 - A. Expansion update: Olmsted & Smith
 - Smith provides an update on the WELL expansion project. Approval for occupancy on renovated spaces in Student Health and Counseling Services (SHCS), the Cove, urgent care area, and nurse's station was received from the fire marshal within the last week. Occupancy was also received for the Engagement Center and staff will start moving in next week. Interior renovations have begun on the recreation side. Smith shares a photo of what used to be the Cabana locker room which is being demolished and will be replaced with the Locker Hub. She notes that the next areas to be renovated will be the cardio suite, Feather studio and fitness floor. The existing men's and women's locker rooms are also being updated with new tile in the showers and changes to the plumbing to help with water temperature issues.
 - Olmsted adds that when the expansion timeline was decided the interior renovations were slated towards the end of the project. However, the timeline has been accelerated and the hope is to have them completed before students return to campus.
 - Swart reminds the group of the Union WELL Inc. expansion website and shares the link.
5. New Business:
 - A. Strategic Plan: Project List: Smith **[MSP: Chuong, Larson]**
 - Smith explains the strategic planning process, which begins with reviewing campus imperatives to ensure that projects and goals are aligned with the campus mission. She reviews the campus imperatives, Union WELL Inc.'s corporate values and mission, and the WELL's mission statement. She shares Union WELL Inc.'s ten foundational goals and explains that each unit picks their top three goals to focus on. The WELL will focus on: (2) Train, develop, and encourage a highly committed and conscientious Union WELL Inc. staff. (8) Respond to the changing needs of students,

the campus community, and the University. And (10) Maintain state-of-the-art facilities that provide safe, relevant, innovative and inclusive spaces for the evolving needs of the campus community.

- Smith presents the WELL's 2021-22 strategic plan and mentions project list highlights per department. Administrative projects include completing all construction phases of the WELL expansion with hopes of having occupancy in the fall, continue space renovations that were not included in expansion, and transition from Parking Structure III back to indoor operations which is tentatively planned for August. Recreation Therapy's (RT) projects include identifying knowledge gaps around equity, diversity and inclusion by surveying student staff and providing necessary trainings, and developing a proposal to integrate Recreation Therapy referrals with SHCS. Student Staff Development and Assessment will explore software solutions to track safety certifications which is currently being done manually, and identify participant testimonies that demonstrate the impact that participation has on personal wellbeing. Intramurals (IM) will hire and train an IM Sports Coordinator and rehire student staff such as program supervisors, event supervisors and officials. The Fitness and Wellness department will continue to focus on COVID mitigation strategies and safety protocols, strategically relocating fitness equipment back indoors, and implementing updated technology with heart rate monitoring and a new multimedia system.
- Swart reviews highlights for the Member Experience department which include rebuilding programs, finalizing operations for the Engagement Center, and implementing new facility access procedures which involves removing hand keys and working on new technology using card scans or QR codes. Marketing will focus on rebuilding the team, work with RT and SHCS to promote an authentic message regarding the WELL's commitment to equity, diversity and inclusion that matches the campus commitment, and explore new building signage opportunities in both digital and print. Operations and Aquatics projects include increasing the capacity of lockers with the hope of offering locker rentals, plan for necessary changes related to COVID including policy and procedure changes, and continue to work on improving and expanding the Learn to Swim program.
- Smith mentions highlights for Special Events and Informal Recreation which include evaluating current conference room setups, offerings and capacities and adjust as needed to continue COVID mitigation efforts, developing a "smart cart" for hybrid meetings that also include virtual participants, and explore online options for retail sales which are minimal but the plan is to offer more items. Climbing & Group Facilitation projects include evaluating staff training for new hires and develop a structure that offers a virtual option, and incorporating climbing events in MindBody.

6. Reports and Comments

A. Executive Director: Olmsted

- Olmsted has been working on strategic plans with Smith and WELL staff, as well as University Union, IT and Facilities staff, and the Business Office. The plans will all be combined and presented to the Board of Directors later this month. Meanwhile, focus is also on finishing year-end projections and developing the 21-22 budget. Since students are expected back on campus this fall, both buildings have projects in progress that would have been disruptive but are being done now with the goal of completing as much work as possible during the closure. The Union continues to host COVID vaccine clinics for campus. County of Sacramento is also involved to vaccinate the surrounding community. Olmsted states that he is grateful for the hard work from all staff who are putting in amazing effort, and he is proud of the work being done.

B. Director: Smith

- Smith is excited to have received approval to fill full-time staff vacancies including Assistant Director of Fitness and Wellness, Membership Coordinator, and IM Coordinator. Unfortunately, the current Coordinator for Group Facilitation & Climbing just gave notice and will also need to be replaced. Corporately, vacancies include University Union Director, Accounting Technician in the Business Office, and maintenance staff.

C. Assistant Director: Swart

- Swart states there were 5,883 participants in outdoor programs in February, which is an increase of

78% from January. This includes outdoor fitness, outdoor group fitness and lap swim programs. Swart reminds the group that expanding outdoor recreation hours was being considered and that a survey would be done. The survey was emailed out, with the help of Student Affairs, to the population of students who are on campus and posted on social media as well. Over 350 responses were received and operating hours will expand next week by over 40%, including offering services on Saturdays. Intramurals received approval from campus for one-time events such as cornhole tournaments and soccer target challenges. Recreation Therapy is hosting outdoor wellness and meditation workshops. Mile High Climb, Zumba Beach Party and the Sac State 5k fun run will be held virtually. The 5k has 260 people and 51 dogs registered so far.

D. Advisory Group members

- Omekam sends positive vibes for the upcoming hiring of all vacant positions and is excited to see what is to come. Smith notes that the WELL typically employs around 200 part-time staff, which are mostly students but also includes Group Fitness instructors and personal trainers, and there is currently only around 60-65 part-time staff.

7. The meeting was adjourned at 8:29am

Respectfully submitted:

Nicole Oneto

[Nicole Oneto \(Jan 7, 2022 19:18 PST\)](#)

Authorized Signature

Jan 7, 2022

Date