



**SACRAMENTO  
STATE**

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

September 28, 2016

The WELL, 2nd Floor, Shoreline Room  
Sacramento State

**Minutes**

1. **Call to Order - 7:32 a.m. - 7:32am** by Kate Smith.  
Members Present: Becky Mejia, Elena Larson, Mark McGushin, Brittani Gustinell, Chandler Bender, Trinity Jackson, Kyle Wakeland. Also present: Leslie Davis, Bill Olmsted, Kate Smith, Jill Farrell, Jessica Swart, Tori Butler, and guest presenter Erica Wood.
2. **Introductions**
3. **Consent Calendar:**
  - A. Approval of Advisory Group Minutes for March 2, 2016
  - B. Approval of Advisory Group Minutes for April 6, 2016**MSP: Jackson / McGushin**
4. **Elect Student Chair – Chandler Bender** nominated self. **[MSP: Larson / McGushin]**
5. **Old Business**
  - A. **Expansion Update: Olmsted and Smith**  
Olmsted: Expansion process started in 2013. We started with engaging groups of students on campus for input and working with an architect to plan expansion of both the Union and WELL. The Union expansion has been on its own path, and this year we started working with another architect on The WELL expansion. We will be working through the end of fall towards getting, what's called, a "program document" by January or February of 2016 to be used to put an RFP out for contractors and a final project architect for building.

We learned in early focus groups that students want more locker space, more fitness area, more studio space, and the Health Center is undersized and understaffed so those are the focus areas for expansion.

[Shows presentation of preliminary plans] Expansion is focused on added square footage on the back of current building and a big part of interior renovation is in the current locker rooms; gaining additional lockers and additional space. Taking existing men's and women's locker rooms and combining the two for larger women's locker room. Adding men's locker room to the back of building with programmable studio space above, on the second floor. New portion of the building is overlaying old portions of the building but connection will be fairly easy. Cabana locker room will keep 2 existing rooms, the other 2 will create smaller dressing rooms for a total of 15 changing rooms. The goal is to eliminate member's changing in bathrooms. We will be doubling the amount of locker space and increasing changing rooms.

Smith: A big change for us will be cabana locker room. The idea is to allow members to use locker rooms with gender they identify with. Changing room doors will not be floor to ceiling as they are now, but will have a gap similar to a fitting room.

Davis: suggests discussing Mother's Lounge.

Smith: Mother's Lounge is for breastfeeding or pumping mothers. We have been asked about it and we don't currently have one in our facility, but mothers will be able to check out a key and use that room for those purposes.

Olmsted: We will be installing a door or gate to drop down and separate the two sides of the locker room if needed. Our entire maintenance staff is male, and we currently have a leak in women's locker room. Having an all-male staff makes it difficult to make repairs on the women's locker room. With new design we can reconfigure the room to separate locker rooms. With the ability to separate into two separate locker rooms, we won't have to have staff work at night to make the repairs.

A new hallway will connect to the new men's locker room. Staff will be added to the back of building for towel checkout and answering questions.

Also being added is a new alcove, gender neutral bathrooms, storage, and an additional passenger elevator.

On the second floor, above the men's locker room, we're planning 2 new fitness studio spaces equipped with a dividing wall to make one large room to accommodate larger classes.

On the first floor, since Peak Adventures is moving back to the Union, we are taking over Peak Adventures' space and knocking the wall down to capture space and add to current fitness and free weight space. Gaining significant amount of space.

Health Center side expansion is focused on square footage, adding to both first and second floors. We are working with the Health center and architects to identify what the spaces are. When they moved in to this building, counseling wasn't included in the Student Health Center as a result counseling services are currently being conducted in old janitor's closet-type spaces. They will be getting offices for

counseling services.

Smith: We want to get input today and throughout the year, especially students. Please email any thoughts or suggestions.

Swart: Schedule wise, what is the anticipated start date?

Smith: We are on schedule for the planning phase. Next spring the program plan will be done, then the project goes out to bid. By summer we should have a design build team.

Olmsted: That process should take 6-12 months. Once we've begun with the design team we will be able to project timeline and completion.

Davis: I project summer of 18' for ground breaking and 18mos for construction, so summer 2020 completion.

Smith: As work is being scheduled, we're looking to minimize interruption of business.

Olmsted: We need to keep the building up and running during construction. There's a big focus on containing construction since we're adding on to an existing building, as opposed to new construction. We need to maintain level of services.

Olmsted: The expansion is being funded in two parts. The student fee, which covers operating expenses for The Union and The WELL, was increased 1 year ago which is funding expansions at The WELL and is taking care of fitness side; Student Health Center expansion being funded by them.

Larson: What is the timing of expansion in WELL compared to the expansion in The Union?

Davis: Offices will start moving in January. During Spring break is when demo takes place at The Union, while students aren't here. The plan is to work 24 hours shifts over 7 days to get it done.

Olmsted: There will be crossover. The Union is slated to be done fall 2018, and The WELL will start construction around that time. A project fence will go up along the service road, and a perimeter road around The Union will be blocked off but with signs up re-directing traffic.

Davis: Parking will be a nightmare.

Olmsted: Yes, lot 4 parking goes away and parking around Science 2 goes away. They will be pushing Ramona lot in a big way to encourage parking elsewhere.

Davis: They might even offer discounted parking rates for Ramona.

## **6. New Business:**

### **A. General Building Policies: Swart**

Swart: Refers to General Building Policies printout that is included in packet. We're looking to revitalize our general building policies. They were first created 2010 and revitalized 2012 with updates, 4 years later we have lots of new staff/programs/areas of building. Student staff have been involved, as we sought feedback from them on changes and updates. We are focused on enforceable, consistent and clear policies, eliminating redundancies, consistent sentence structure, navigable. Old policies with track changes and notes is in packet, and in the supplemental packet is clean version of the old policies as well as a clean version of proposed edits. Swart directed attendees to General policies and asked all to read through section 1A. Questions?

Larson: Section A7 says "chalking or posting promotional material or

advertisements... is not permitted unless authorized by the Director of The WELL", but then says "Is prohibited".

Swart: That section should end at "unless authorized by the Director of The Well." No new policies on conduct, just moved elsewhere or rearranged.

Next category is Facility Access, which is somewhat new. The topic has been represented in other ways in the separate membership policy, but we have never talked about how to physically enter the building. So that is now in there. Section B3 is changing to "for guest".

Larson: B3 states "authorization for access with a staff member" or "by staff member".

Farrell: thinks it sounds better "by".

Swart: Food & Beverage. Food is not permitted in any activity areas.

C2, Food is permitted in non-activity areas as long as whatever someone is eating or drinking is not causing mess or a disruption to other members. Beverages are limited to non-glass, sealed containers.

C3, alcohol, tobacco and smoking not permitted. Possession AND consumption prohibited as well.

Dress and appearance rules will apply as overarching policies.

Smith: Content wise nothing changed right?

Swart: Correct. We haven't introduced new policies.

Larson: Section 2 should state denim not permitted in any areas.

Wood: We do allow denim in climbing.

Smith: Staff is allowed to wear denim.

Swart: Sentence 1 addresses general policy, sentence 2 specifies fitness areas separately to address different requirements.

Spectators; nothing new, semantics changed.

We do not permit the use of electronic devices in restrooms or locker rooms.

Changed language to policy regarding use of devices to photograph or record.

Previously, anyone who wanted to take photos or videos would require staff permission and to be followed around by staff. If it's a news story, they still need Public Affairs and Director involvement. However, students enjoy photographing and recording activities for social media and sending photos to their parents, so the policy is changing to allow it. Policy specifies respecting privacy; taking unauthorized or inappropriate photos or videos will be addressed.

Bender: Question regarding spectators, wording states spectators cannot use locker rooms but Facility Access states facility areas, including locker rooms, are available to spectators.

Swart: Spectators can go in and use bathrooms, they can go in locker rooms but they can't use the lockers.

Also added use of headphones or a reasonable volume level requirement when conducting phone calls and playing music.

Davis: Does that imply that people can make phone calls while using fitness equipment?

Smith: We'll have to double check to make sure. That is a big safety issue.

Swart: When we spoke with fitness staff for input, it was more about being a distraction to others.

Davis: Maybe add another line to specify where phone calls are permitted? "Phones can only be utilized in public areas, not fitness areas and gym box." Swart: We want policies to be enforceable. When somebody is occupying equipment or posing safety issue it would be concern. I think it's unreasonable to ask staff to move people around.

Smith: To my knowledge staff is always enforcing that and it's not allowed in fitness area.

Davis: It should be a question of safety over enforceability. It should be in the policy as not permitted. If someone's on a machine and on the phone, then falls off, they could say staff saw them and nobody told them to get off. Maybe sideline and come back to the topic.

**Table discussion of use of electronic devices.**

Swart: We made the decision to include #2 in the policy for animals. Sac state has a policy regarding animals and services animals, and we want to make sure we're inclusive to persons who need service animals. However, there are a lot of guidelines on service animals.

Wheeled devices; no changes, just organized so that all are in the same place. ADA designated wheeled devices and wheeled backpacks are permitted.

Personal belongings and lost & found; previous policy included a lot about procedure which was unnecessary, it has been updated and kept focus on what the policy is.

Equipment & towel checkout: used to be 3 separate sections, now combined and kept more clear.

Larson: K2 states "all equip and towels is"

Swart: It should read "Are"

Larson: There are lot of commas in K5.

Smith: We will also be sending to our editor.

Swart: Section 2, activity space policy has been reduced and we pulled out general topics like food and attire that are addressed in other spaces.

Olmsted: The second sentence of 7 doesn't need to be there regarding rope-less climbing since it addresses bouldering and bouldering can be done rope-less.

Maybe it had other language in there before?

Swart: Fitness areas; we are growing with different types of fitness equipment and more accessories. Updated 1 addressing returning all weights and added "all other equipment". Section 9 on use of personal fitness equipment other than yoga mats or stretching devices, is new.

Gym box and multipurpose activity court; took out the policy regarding throwing things or objects. We felt that policies on use of equipment, proper use of space, and responsibility for damages covered this.

Indoor track section change, #3 was backwards. The *inside* lane designated for running and jogging, and walking designated for *outside* lane. This has been fixed and is correct now.

Racquetball courts section was cleaned up and deleted the policy section requiring 2 players. Players can now practice by themselves.

Larson: E4 racquetball courts says "made on the on the".

Swart: Thank you.

**Motion to approve General Building Policies while tabling the cell phone policy [MSP: Larson / Gustinelli]**

**B. Conference Suite Reservation Policy: Wood**

Wood: Refer to policy included in packet. Policy was adopted in 2009, updated 2012. Just did some simple updates.

#1 included changing the name of the department to reflect name by the organization, which is Special Events. This change is in section 1 under booking, and again on page 25 of packet, sections 3 and 9.

Cancellations and no shows, simply updating to match current cancelation policy which was approved in March.

**[MSP: Gustinelli / Jackson]**

**C. Conference Suite Reservation Contract: Wood**

Wood: Refer to Page 26 of packet. This contract goes out for all reservations.

First change is on liability of insurance: certificate of additional insured required.

Added hold harmless clause.

Added clarifications regarding extra fees on phone use charges. Conference call phones are available in rooms and can call out, users will be charged for long distance phone calls post reservation.

Also added internet usage policy. CSUS wifi is not compliant with PCI DSS (Payment Card Industry Data Security Standards). Users making credit card purchases using our wifi could impose charges, they will need to provide their own wifi or use data. Charges can affect our PCI DSS standings.

**[MSP: Gustinelli / McGushin]**

**7. Reports and Comments**

**A. Executive Director: Davis** – had to leave meeting before reports

**B. Associate Executive Director: Olmsted**

Olmsted also speaking on behalf of Davis who had to leave: Expansion is big part of what we're doing at both bldgs. Right now, expansions are taking up the majority of our time at the moment. This is a good thing. We're making tremendous progress and getting positive feedback on both projects.

Also working on revising our student wage scale in light of minimum wage increase.

Current wage scale is out of step with what we can afford long term financially.

Continuing to work on this in hopes of having something to present to BOD this fall. We have always been ahead of what other places pay, on and off campus. Want to be fair but we need to look at what the long term impact can do to us as organization over 5-10 years. The impact can be devastating unless we make a change.

Davis is working on total review of all corporate policies as they apply to AG and BOD.

**C. Director: Smith**

We had a record breaking first week; 2 days of over 4k check-ins at The WELL.

Intramural leagues under way.

Regarding staffing, we are very close to being fully staffed. New Administrative Coordinator, Tori Butler. New Intramural Coordinator, Scott Poulos. We also have our first shared faculty with RPTA, Paul Polis who oversees AIR program. We still have a Climbing Coordinator open position.

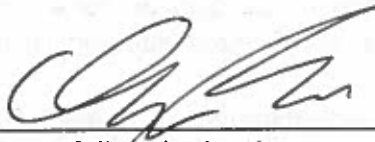
**D. Assistant Director: Swart**

Excited about participation numbers this semester. New entry access controls crowd well. Just over 21k members. Excited to get as close to 32,500 as possible.

**E. Board members**

None

**8. Adjournment: 8:50am by Chandler Bender**



Respectfully Submitted

10-26-16

Date