



Union WELL Inc.  
Board of Directors Meeting Minutes  
Wednesday, November 1, 2017  
Foothill Suite, 3<sup>rd</sup> floor, University Union

1. **The meeting was called to Order at 7:35 a.m. by Alyssa Trejo, Chairperson**  
Members present: Alyssa Trejo, Missy Anapolsky, Kisanet Woldeyohannes, Kindra Begley, Ana Lopez, Kyle Shallcross, Bill Macriss, David Rolloff, Mark Anthony Sohl, Ed Mills  
Also Present: Bill Olmsted, Jill Farrell, Dean Sorensen, Andrew Singletery, Tori Butler  
Guest: Paul Polis
  
2. **Public Comment: None**
  
3. **Consent Calendar: (MSP: Shallcross, Begley; Audit Committee minutes approved as amended)**
  - a. Approval of Board of Directors Minutes – September 13, 2017
  - b. Approval of Audit Committee Minutes – September 8, 2017
    - i. Begley mentions the combination of using first names and last names throughout the minutes and suggests uniformity. Olmsted agrees that for consistency's sake last names should be used and notes that this will be adjusted.
  
4. **Old Business:**
  - a. **Expansion Updates: Information**
    - i. Olmsted states that the University Union project hit a milestone with the topping out ceremony and beam signing. Ironworkers will be on site for another week at which point the contractor will pull all parties together to plan the next phase with other trades. Olmsted shows photos of the project progress as well as of the beam being signed at the ceremony and being set into place.
    - ii. Olmsted then provides an update on the WELL expansion project and states that the selection of the design-build team was delayed due to discrepancies that were found in the documents that had been posted for the request for proposal (RFP). Modifications were made to the documents and Procurement re-sent the RFP with an addendum, including an additional three weeks for teams to make changes. Revised proposals are expected next week and the interview process is scheduled for November 14. The project should be fully underway with schematics by the next meeting in February.
  - b. **Acceptance of Secretary/Treasurer nomination: Information**
    - i. Olmsted informs Woldeyohannes that she was nominated as secretary treasurer of the board in her absence. Woldeyohannes formally accepts the nomination.
  
5. **New Business:**
  - a. **WELL expansion project funding letter: Information**
    - i. Olmsted informs the group of a letter from Facilities requesting funds for when the first payment is due on the WELL expansion project. He explains that the funds are money that the corporation already has but gets moved over to the campus account to pay the design-build teams. When the letter was received, it was apparent that the numbers were not right and that is when the discrepancy in the RFP was found. A new funding letter is being requested so that

funds can be in place when the teams start in January. Since there are no board meetings until February, the Executive Committee will be called together for approval when the funding letter is secured. Farrell notes that the amount of money that was allocated for the project was already in the long-range plan that was submitted to the Board and Budget & Finance Committee, so the funds were all planned for and there will be no surprises. Olmsted states that process will take through January and a transfer of \$2.5 million is being requested.

**b. Unified Sports Proposal: (MSP: Anapolsky, Begley)**

i. Polis introduces himself and briefly describes the All-In Recreation (AIR) program. He then refers to the unified basketball program proposal included in everyone's packet and explains that NIRSA and Special Olympics formally aligned to promote unified sports nationwide on college campuses. Sacramento State has a group of 18-22 year old students in a transition program from city and county school districts. The program teaches social skills, life skills, and hard job skills. By attending classes on campus, these students are able to interact with peers and are allowed to participate in campus activities. The unified sports program provides the opportunity for students with disabilities to play alongside students without disabilities. Volunteers will coach teams, which is a great opportunity for college students who have interest in coaching. Polis discusses the program cost that was estimated to be \$416; however, the insurance quote came in at \$262, which results in an actual program cost of \$478. He adds that because the program runs during the school day, the transition program will have staff present who are paid through the county to handle any behavior issues and attend to student's personal needs. Polis then states that an application for the Special Olympics Champion program is pending approval and explains that the program provides funding for schools to help implement the unified sports program. He adds that there is a very high likelihood of getting approved and that Special Olympics NorCal is very excited to work with us. However, internal funds are available to pay for the program if for some reason Special Olympics funding does not go through.

1. Olmsted asks Polis for clarification on the estimated cost in the proposal versus actual cost he mentioned. Polis explains that he received the actual quote from insurance and the cost is \$262 compared to the estimated \$200, which increased the program cost as proposed.
2. Olmsted asks what the future plans are for the program, if approved. Polis states that he will run the program every semester with basketball in the spring and soccer in the fall. He adds that he is planning to run a variety of sports.
3. Mills asks if there are other considerations to think through as far as injuries, and whether outside services would be necessary. Polis replies that issues can arise while working with people with diagnosed disabilities, but his role as recreation therapist works to minimize risk based on limitations and assures that precautions will be in place for risk management. He adds that the program faces the same possible risk as any recreation and will utilize the same emergency response program. Mills asks if the response would need to be specialized. Polis states that since it is a unified program, the transition program staff are responsible for the response and care. Mills suggests informing the Student Health Center of the program in case situations occur. Olmsted

explains that that the transition program MOU with campus does not extend health center privileges to transition students.

4. Rolloff credits the WELL and Polis for his participation and efforts in the Unified Sports program.

c. WELL membership and pool pass proposal: (MSP: Anapolsky, Sohl)

i. Olmsted speaks on behalf of Smith in her absence and notes that Smith presented the proposal to the WELL Advisory Group, who approved to forward to the Board. Olmsted explains that students, faculty, and staff members have access to the pool and that the proposal extends pool memberships to alumni and sponsored membership types in an effort to increase participation at the pool. He then reviews the proposal put forth by Swart, Assistant Director of Member Services and Operations.

1. Macriss asks if there is a charge when the WELL utilizes intramural fields, noting that Administration & Business Affairs was asking about the process regarding auxiliaries utilizing campus property. Olmsted states that the WELL has an MOU with campus. Macriss suggests including the pool in the MOU. Olmsted confirms that it is included.

2. Macriss also asks if members will have access to WELL lockers when Yosemite locker room is closed. Olmsted explains that the proposal does not intend to change pool hours or policies; it just allows access to a larger group of people. However, since patrons are already WELL members, they have access to WELL lockers if necessary. Olmsted further explains that community members can buy a semester or annual pool pass, but a pool pass does not allow them access to the facility. Information has been provided to community members regarding challenges with the locker room and there is even signage regarding this to ensure that they are informed of policies.

d. WELL Building Policies: (MSP: Shallcross, Lopez)

i. Olmsted refers to the redlined policy included in the packet and notes that the WELL Advisory Group has reviewed and approved the changes. The majority of changes are to climbing area policies as suggested by the new climbing coordinator. The new policies will ensure climbers are using WELL equipment, not their own carabineers or belay devices, for safety purposes.

e. Military discount proposal: (Tabled until February 2018)

i. Olmsted refers to the military discount proposal and explains that a military discount on memberships was approved in the spring. Questions have come up regarding other facilities and businesses extending the discount to family members. The WELL Advisory Group agreed on a recommendation to extend the discount to immediate family members who qualify for a sponsored membership. The membership policy only allows for one sponsored membership per member, so it would not extend to entire families.

1. Mills suggests changing the proposal wording from "an immediate family member" to "one family member" to clarify.

2. Sohl states that if he had not been absent from the WELL Advisory Group meeting that he would have recommended clarification to definition of "immediate family" as some cultures might include cousins, aunts and uncles. He suggests adding clarifying language.

3. Shallcross suggests that immediate family can include people they reside with.

4. Macriss asks if there are restrictions to who qualifies for a sponsored membership. Farrell clarifies that sponsored members do not require a relationship, rather just a shared address. Macriss suggests a consistency with expectation. Olmsted agrees that greater definition is required with specific language.
  5. Anapolsky moves to table the issue and Olmsted agrees, further noting that if it were just a small add of a word or a typo fix, it could be approved as amended. Since the group would like clarified language, the topic will be revisited in February.
- f. **Wage scale proposal: (MSP: Anapolsky, Woldeyohannes)**
- i. Farrell refers to the wage scale proposal effective 1/1/2018, which is included in the handout. She explains that, last year, she presented a budget to Budget & Finance and the Board including the state of California minimum wage increase. Farrell notes that the hourly pay rates that are not highlighted on the proposal increased fifty cents, per the plan. The rates highlighted in green are based on experience levels and certifications (lifeguards, trainers, etc.). These rates were not impacted by the minimum wage increase, so a market study was done to review competitive wages. Farrell reviews the proposed changes. Fitness instructors and personal trainers fall under 6a and 7a and their range of pay is based on skillset and certifications; the more they have, the higher their pay. Farrell points out that the cap rate does not change, but the starting rate was too low. The proposal recommends increasing the bottom rate in order to be competitive. Farrell notes that UEI has approved changes, which was needed in order to budget properly.
    1. Macriss asks if the impact on the budget has been determined. Farrell states that the impact of this change is not significant but by the year 2022, there will be an eight-hundred thousand dollar impact on the budget with the minimum wage change reaching fifteen dollars per hour. Farrell adds that there is room in the budget.
- g. **Proposed strategic planning and budget timeline: (MSP: Begley, Anapolsky)**
- i. Olmsted refers to the timeline in the packet that outlines target dates for budgeting and planning. Farrell notes that there are no significant changes since the timeline works for everyone; the dates have just been updated to match the new calendar year.
- h. **TBU01 updates and approvals: (MSP: Woldeyohannes, Shallcross)**
- i. Farrell explains that TBU01 repair & replacement funds are budgeted for, but the funds are held on the campus side and are used for major repair and replacement projects. She then reviews the projects listed and discusses the changes. Olmsted discusses the new projects, which are highlighted. Since the last time the board saw the TBU01 budget it has increased by over by three-hundred and thirty-six thousand dollars. Farrell notes that the proposed budget is around two-million, one-hundred thousand dollars but the corporation is solid in being able to pay.
- i. **Confirm committee members: (MSP: Begley, Shallcross)**
- i. Olmsted reviews the committee and advisory group assignments for Union WELL Inc., noting that there is an open faculty position open on the Union Advisory Group.

## 6. Reports and Comments

### a. Board Members

- i. Sohl refers back to the military discount discussion and states that he did not intend to table the item, he just feels that the ambiguity should be clarified. He adds that he is confident that the policy will be given its due diligence and hopefully will be approved. Anapolsky assures Sohl that his comment was valid.
- b. Executive Director: Olmsted
  - i. Olmsted states that he presented to the president's office regarding the level of challenge that the corporation is facing. The purpose of the presentation was to make campus aware of all that is going on and assure that crews will work on foreseeing and limiting challenges. Expansion websites will remain updated to keep people informed of possible impacts.
  - ii. Olmsted states that the corporation tries to offer opportunities for professional development for students on the board and that he will send out information for a national Association of College Unions International (ACUI) conference opportunity for board members to attend if interested.

**7. Information: Activity Reports**

a. The WELL: Smith

- i. Olmsted mentions highlights from Smith's report in her absence starting with the ShesWELL campaign. He explains that research determined that daily male check-ins were more than double when compared to female check-ins. This resulted in the ShesWELL social media campaign to highlight activities in the building and testimonials by female members in an effort to bring gate numbers up or possibly further identify if there is something that could be being done, but isn't. The data will be reviewed in spring to see if impact was made.
  - 1. Macriss asks if the data is skewed from the past. Olmsted states that data just started being reviewed, and it may have always been this way but is just now being realized.
- ii. Olmsted continues and notes that campus police realized that the bike racks by Peak Adventures have the highest level of bike theft due to lack of visibility. Therefore, the racks have been relocated to the front of the building, in front of ASI. Olmsted has heard that it made a big difference. Lastly, Olmsted shares a drone video of the WELLCOME back foam pit from the WELL's open house event.

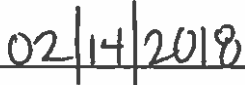
b. University Union: Sorensen

- i. Sorensen refers to his full report in packet and mentions highlights. He adds that The Lab design team dominated the ACUI graphic design competition. Sorensen also mentions a food insecurity project in the works, which involves implementing an app where notifications will go out to students to notify of leftover food available from catered events.
  - 1. Anapolsky asks why it is called food insecurity. Sorensen states that students are insecure about having food to eat and that it is a major topic on campuses.

**8. The meeting was adjourned at 9:02am**

Respectfully submitted:

  
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Authorized Signature

  
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Date