



**Union WELL Inc. Board of Directors Meeting**  
**Wednesday, November 20, 2019, 7:30 am**  
**Green & Gold Room, 3<sup>rd</sup> floor, University Union**

**Minutes**

- 1. The meeting was called to order at 7:37 am by Ethan Shaw, Chairperson**  
Members present: Missy Anapolsky, Matthew Leung, Kindra Begley, KaBria Payden, Justin Reginato, David Rolloff, Ethan Shaw, Ed Mills, Joy Stewart-James, Beth Lesen, Drajwanee Dickerson,  
Also present: Bill Olmsted, Andrew Singletary, Tori Butler, Dean Sorensen, Kate Smith, Jill Farrell
  
- 2. Public Comment: None**
  
- 3. Consent Calendar: (MSP: Anapolsky, Dickerson)**
  - a. Approval of Board of Directors Meeting Minutes, September 18, 2019
  - b. Approval of Board of Directors Special Meeting Minutes, November 6, 2019
  
- 4. Old Business:**
  - a. WELL Expansion Overview: **Information**
    - i. Olmsted announces that the WELL expansion project has moved forward with the Phase II contract. He then discusses the project in general to bring newer members up to speed and shares renderings of the project, beginning with the new stairwell that is being added to the front of building as an emergency exit.
      1. Reginato asks if there is a security issue with the new stairwell, and wonders if the stairwell could be added to the new corner of the building. Smith explains that the new stairwell is required to be within a certain distance from the existing stairwell, which alone is not sufficient to meet exiting requirements.
    - ii. Olmsted continues to show floorplans for the SHCS (Student Health & Counseling Services) expansion area as well as renovations of existing space. Stewart-James discusses the work being done in urgent care, PHE (Peer Health Educator) programming areas, athletic training, The Cove, nurses' stations, and exam rooms. Stewart-James states that a room currently used as a triage room may be turned into a dentistry room to provide basic cleanings and dentist services, with a mobile unit being considered in the meantime.
      1. Lesen asks if dentistry services would be included in student fees. Stewart-James says possibly not, noting that it would be the same as optometry services, which involves a small fee.
    - iii. Olmsted notes that exam rooms that are currently used as counseling offices on the second floor will convert back to exam rooms and counseling services will move to the additional square footage area, which will include three group counseling rooms and an internal training room.
      1. Mills asks where the temporary trailer for counseling will be located. Stewart-James explains that counseling services will be relocated to a portable unit in front of the WELL during the project due to the noise. Olmsted adds that the trailer will be located on the South Lawn in front of the old Peak Adventures space, and adjacent to Tahoe hall.
    - iv. Smith discusses highlights of the recreation and fitness side of the project such as the new Engagement Center, expansion of the first-floor fitness space, a potential indoor turf area, and first floor locker rooms. She explains that the design team decided to change privacy threshold and divide spaces by activity, rather than by gender. Therefore, spaces are being created to change clothes only, shower only, and use the restroom only. The current IM (Intramural) space will be converted to an all-gender space with just lockers and private changing

rooms, similar to a department store. Smith then discusses the new construction areas, including what is currently being referred to as the "Retreat," which will include a service desk, elevator, towel checkout, lockers, sixteen shower rooms, four all-gender restrooms, and a mirrored sink area outside of showers. This space will also include two smaller men's and women's restrooms, also with showers. Smith notes that the entire space will have a universal design with 48" doors that will allow enough space for sport wheelchairs, which are wider than standard wheelchairs.

1. Begley asks if all shower heads will have nozzle handle. Smith states that she believes all showers will have a shower head that can be removed in order to maintain the universal design.
- v. Smith continues to discuss the two new group fitness studios on the second floor, which will have a skyfold wall that can convert the studios into one large room for large group fitness events. There will also be a new internal conference room, which will open up existing conference rooms for more reservations.
- vi. Olmsted adds that the team took a lot of time to meet with students and various campus groups to get feedback on flow, functionality, and how spaces are actually used. All of the information gathered was taken to the design team to create the designs which are now being presented.

## 5. New Business:

### a. Cap & Plant Additional Funding Request: (MSP: Anapolsky, Lesen)

- i. Olmsted presents the proposed addition to the Cap & Plant project list for 19-20, which is for a partial office furniture replacement for Union WELL Inc. offices. He explains that furniture in the expansion areas were updated in the Union, and will be updated in the WELL. He noted that the furniture in many of the existing individual offices and administrative areas is between twelve and twenty-five years old. Also, ergonomic assessments were conducted and found that certain staff are having issues due to furniture and their needs need to be accommodated. For the sake of equity, all offices need to be reviewed and the team prefers to do it all at once rather than piecemeal. Olmsted and Farrell estimated at worst case scenario and the amount requested is \$72,500 as an NTE (not to exceed) number for the current 2019-20 budget, but the expectation is that it will cost less. Olmsted adds that this will likely be offset by certain budget items which are expected to result in unexpected savings, such as personnel.
  1. Reginato asks why personnel costs are down. Olmsted explains that positions have been planned for that have not been filled, such as two maintenance positions with failed searches.
  2. Stewart-James asks if a consultant was brought for the ergonomic evaluations. Smith states that a group workshop on ergonomics was done by a member of Alliant Insurance, and then attendees were able to sign up for individual assessments by that individual. Stewart-James says she was an ergonomic specialist in the past, and states that there are solutions specific to an individual, and others that are more general and will adjust more. She urges the team to make sure that adjustments will last years. Olmsted feels that the consultant that was used provided a fairly neutral assessment.

### b. TBU01 Additional Funding Request: Information

- i. Olmsted states that this item is informational and explains that a water intrusion issue in an electrical room, where water was seeping down the wall and pooling on the floor, is resulting in an additional \$20,390 expense for repairs. Dirt is being excavated away from the building and a draining system is being built to redirect water away from the building. Olmsted states that an update will be provided when work is completed.

### c. WELL Activity Space Reservation Policy: (MSP: Begley, Payden)

- i. Smith refers to the redlined Activity Space Reservation Policy included in the packet, and reviews the changes one by one, which are mostly small grammatical and formatting edits, as well as updated priority user categories and updated verbiage regarding insurance.

**d. Document Retention Policy: Information**

- i. Olmsted announces that the Document Retention Policy is under review. Currently, information is being gathered and will be presented to the Board in the spring. He adds that the information may be presented in phases, and the Executive Committee may be called upon if there is a need to move quickly. He explains that The WELL still has every single paper waiver on file. Staff has been working with legal counsel and found that modifications can be made to waivers, and scanned copies can be stored for a period of time, which may change the way waivers are captured at The WELL.
  1. Stewart-James asks if waivers are a one-time thing or annual. Olmsted explains that it is a one-time waiver, but The WELL is running out of room for storing paper copies. Stewart-James wonders if waivers can be captured electronically, to eliminate storage. Smith states that they can be captured electronically now.
- ii. Smith adds that The WELL has always accepted enrolled Sac State students as adults, even if they are under eighteen. However, that should not have been done. The team worked with legal to figure out what best practice was. The waiver is being updated to state that an electronic or scanned copy is acceptable since parents or guardians are not always available locally, and the team is hoping to implement this in the spring. She explains that minor students will be notified of this requirement ahead of time.

**6. Reports and Comments**

**a. Board Members**

- i. None

**b. Executive Director: Olmsted**

- i. Olmsted states that the team is preparing the wage scale increase for the coming year. He notes that minimum wage increases January 1, and if there are any changes not driven by minimum wage he would call on the Executive Committee to review the changes.

**c. Facilities & IT: Singletary**

- i. Singletary mentions highlights from the full report that was distributed, including HVAC projects, waterproofing the exterior of Union building along the ballroom, a redesigned student computer room, and tenant improvements in The Pride Center.
  1. Mills states that there was a request from Senate and Cabinet, to consider other types of solutions for multi-mic situations. He states that, during Senate Office, Senators really struggle and will give up using the microphone, which is problematic for members who are hard of hearing. Singletary states he will work with the Event Services team to address the issue. Olmsted adds that spaces are reconfigured throughout the day with a multitude of setups, which makes it difficult to establish permanent solution, but the team can work to try to make the situation better.

**d. The WELL: Smith**

- i. Smith refers to the full report distributed and mentions highlights. The WELL has 25,204 active members, 95% are students, which is 76% of Sac State students who have activated memberships. Also, the search for the Assistant Director for Fitness and Wellness has been finalized; an offer was extended and accepted but name cannot be announced as they are still in background.

**e. University Union: Sorensen**

- i. Sorensen mentions highlights from the report that was distributed, such as a group of Union staff attending ACUI in Reno, major events coming up in the Union, and Sac State winning the Causeway Classic blood drive for the first time in five years.

**7. The meeting was adjourned at 9:01am**

Respectfully Submitted:



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Authorized Signature



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Date