



Union WELL Inc. Board of Directors Meeting Minutes
Wednesday, November 16, 2022, 7:30am
Green & Gold Boardroom, University Union, 3rd Floor

Minutes

1. The meeting was called to order at 7:35 a.m. by Jasmine Lopez, Chairperson

Members Present: Jasmine Lopez, Bill Hébert, Christine Flowers, Diana Lynch, Lexa Estrella, Monique Curayag, Christian Vela Pasillas

Also present: Bill Olmsted, Tori Butler, Andrew Singletary

2. Public Comment: None

3. Seat New Members: (MSP: Estrella, Curayag)

a. Everyone introduces themselves, and Olmsted welcomes new members.

4. Consent Calendar: (MSP: Lynch, Curayag. Flowers abstains; was not present for the meeting)

a. Approval of Board of Directors Meeting Minutes — September 14, 2022

5. New Business:

a. Selection of Audit Firm:

i. Olmsted explains that resolutions are signed each September, acknowledging the attorney of record and audit firm for the academic year. The audit firm for the past few years was KCoe Isom. However, they are no longer in the higher-education, non-profit field. An RFP (request for proposal) for a new auditor was recently done jointly with ASI and the other campus auxiliaries. The committee invited sixteen nationwide firms and eight submitted proposals, which were narrowed down to two; Moss Adams and CLA, both reputable firms. The decision will be announced at UEI's audit committee meeting tomorrow. Once approved by UEI's Audit Committee, the vote will forward to the Union WELL, Inc. Audit Committee. The BOD (Board of Directors) Executive Committee may be brought together in December to approve a resolution for the new firm of record before the February Board meeting.

1. Flowers asks why the process is annual rather than every few years. Olmsted explains that a contract is established with the audit firm for a duration of time, usually years. Still, the firm of record is affirmed with BOD for the academic year with a formal acknowledgment and resolution.

b. Proposed Part Time Wage Scale, Effective January 1, 2023: **(MSP: Curayag, Estrella)**

i. Olmsted shares the proposed wage scale for all part-time employees, primarily student assistants. Minimum wage increases to \$15.50 on January 1, 2023, which has been applied across the board. He notes that the positions in gray have a range pay scale based on the market. Swim instructors and lifeguards are challenging roles to fill, more so now than ever, with lifeguard shortages seen throughout the state. Union WELL, Inc. needs to place these positions at the appropriate pay level in order to retain staff and maintain a competitive edge. Personal trainers and group fitness instructors also have a pay range based on the market. Most group fitness instructors are not students or full-time staff but rather independent contractors that teach all around the city and need to make sure they are making a wage similar to these other establishments.

1. Estrella notes that swim instructors were previously one category in 2022, but there are now two, effective 2023. Olmsted explains that the existing wage scale had lifeguards in their own class, Union1L, and were stuck around \$.25 over minimum wage. The proposed scale moves them into an area with a greater range. Also, swim instructors were a slightly higher category, but with hiring challenges, it was decided to give an equal step range in categories.

2. Estrella states that the Aquatics Center helps staff get licensed for lifeguarding to help retain staff and be more comfortable in their job, which she suggests considering. Also, RPTA students require internships or jobs, which may be a good opportunity to offer on-campus employment. Olmsted states it is ideal that students have experience and certifications, but Union WELL, Inc. will help them if someone is new to the

field. With a more competitive pay range, the hope is to hire students who already have certifications and want to continue working.

c. Budget and Project List Timeline for 2023–24:

- i. Olmsted presents and discusses the 2023-24 budget and project list timeline, which he notes is shared every year to ensure all are aware of the processes and timelines.

d. Major Project Updates:

- i. Olmsted shares progress photos of the WELL landscaping/garden project, which will feature raised planting beds that are ADA accessible, benches, and lighting, for a parklike atmosphere. Gardening and planting classes, potentially edible plants, and programming collaborations with SHCS and the Sustainability Committee are being considered.
 1. Curayag asks if there will be cameras in the area due to the things happening around campus. Olmsted states there are currently 3-4 cameras in the back of the building with coverage of the area surrounding the garden. The space will be well-lit with campus standard light poles, but with the space being open and accessible all hours, Olmsted hopes that people would use as much caution as they would anywhere else in the evening.
 2. Curayag suggests collaborating with the Green Team, an internal committee for ASI. She adds that she chairs the Wellness Safety Sexual Assault Awareness Committee and can promote things like this to help students feel better. Olmsted says Union WELL, Inc. is currently working with Alex Sanchez on the Green Team for signage for composting and recycling and is excited about potential programming and collaboration efforts.
 3. Flowers recommends not looking to external sources since there are a lot of resources on campus that do a good job and can get students involved, including students tasked with designing spaces for urban gardens who use campus if they don't have an area of their own to design. Olmsted states he will discuss the topic with Smith, the Director of WELL, who isn't present.
 4. Estrella asks what the official name for the area will be. Olmsted states it has yet to be determined. It's loosely referred to as the "WELL garden," but it's more of an open seating/walking/parklike atmosphere. Estrella then asks if there will be an announcement when it's fully open. Olmsted says yes, there will be an announcement.
- ii. Olmsted continues and states that there is a struggle to determine a contract start date for the Serna Plaza seating project. If it takes much longer, the project may be delayed until summer to avoid disrupting the spring programming calendar.
- iii. Singletary discusses the University Union west restroom project, which involves adding fixtures to the restrooms on all three levels, accessibility features, code upgrades, all new plumbing, and adding roof access in an area that's difficult to reach. The women's restroom on the third floor will gain an entirely new section by recapturing space from a former mechanical space. Construction documents were submitted to the fire marshal, and the project is nearly ready to bid.
- iv. Singletary and team are preparing for 10-year maintenance project on The WELL gym floors. The WELL will close one week early over winter break in order to sand down the gym floor, resurface, and repaint lines. Standard, annual resurfacing for Klamath and Rubicon group fitness studios and racquetball courts will also be done at that time.
- v. Olmsted discusses the north field project involving modifications of the existing sports club and intramural sports (IM) fields. Union WELL, Inc. is partnering with the University for fencing, lighting, and turf to increase programming hours. Funding has been identified, and the RFP documents are being developed, which will go out to design-build teams to bid. Olmsted shares an aerial view of the field areas which are part of the project.
- vi. Olmsted discusses the addition of gate arms with fob access to secure the loading dock behind The WELL, adjacent to the garden area. Historically, there have been issues with unauthorized vehicles pulling into the area. Someone even hit the building with their car while trying to turn around, two months after opening expansion. Adding gate arms will allow the organization to grant/limit access to authorized trucks and service providers.
- vii. Olmsted mentions that the Union's Relaxation Station, temporarily located on the third floor of the Union, is averaging 110 students per day for massage chairs and sleeping units. Renovation for a permanent space is being planned and put out to bid for construction. Olmsted hopes to share designs with the group in the spring.

- viii. Singletary discusses the replacement of the Union's east and west storefront sliding doors, involving redesigning the entrances to ADA standards with new accessible automated doors to match the other entrances. The entire storefront will be replaced, as was done on the south entrance, to bring it into compliance.
- ix. Singletary states that all Union elevators have installed new exhaust fans. The west and south elevator cab refresh will start after Thanksgiving to include new paneling and LED lights, similar to other elevators in the building.

6. Reports and Comments

a. Board Members

- i. Estrella announces that on Thursday, November 17, a forum will be held to discuss the sexual assaults on campus. The designee for the Sexual Awareness Team, who came up with the idea, is working with many folks on this student-led discussion, including the VP of Academic Affairs, President Nelsen, and Dr. Mills, who want students to be there. There will also be an all-ears event on November 28 at 3 pm in the Union Redwood room to raise awareness of mental health, how to care for one's self, and sexual assault awareness. When students walk in, they write negative thoughts on post-it notes, then go through speed-venting and tabling. At the end, students will write something they want to hear or a positive affirmation on a post-it note. They will be surveyed on how they felt upon arriving and after, and feedback will be gathered on improving and growing the program. The Office of Equal Opportunity is sponsoring the event and is looking for another sponsor to provide gift cards to incentivize students to attend.
 1. Olmsted states that Michael Chang reached out to The WELL to put up announcements in facilities and social media to support efforts and ensure students are aware. It's a student-led event, and he agrees that it's important that students know about it.

b. Executive Director: Olmsted

- i. None

c. IT and Facilities: Singletary

- i. Singletary provides an update on the hiring in his department. The Maintenance Manager search concluded, and a Building Maintenance Specialist II who applied is now in the position, which means there will be backfilling to do. The Facilities Services Coordinator position oversees cut keys, card access, and custodial and has been filled, and an announcement will be made next week. Interviews have started for an IT Support Analyst.
- ii. The 10-year maintenance on chillers was done in the Union last spring and is starting in the WELL. There are two chillers; chiller 1 will be taken down for maintenance, then efforts will be focused on preparing chiller 2. Final pricing is being determined for carpet replacement in the original spaces at the WELL, which will hopefully start over the summer. Singletary's team continues to roll out composting in event rooms in coordination with custodial, event staff, and catering staff. They will be working with Alex Sanchez and the Green Team on display boards in the food court and at Starbucks to help educate students on what goes in what bin.
 1. Flowers comments that SB1383 asks state agencies to divert organic material and legislation passed five years ago, and everyone in the state is behind, so Sac State is a little ahead. She recommends partnering with sustainability, which has many resources. Singletary states he has partnered with sustainability, but there is still work to be done. Singletary says the new Union WELL, Inc. Facilities Services Coordinator will sit on the campus Sustainability Committee. The education of students is a big focus, and the goal is to have educational sessions and booths in the food court to answer questions.
 2. Estrella says that Alex Sanchez is having a hard time with UEI printing services regarding signage and the logo. Singletary says to have Alex reach out with their struggle and see where they can meet in the middle. Estrella thinks they can also look at an off-campus printer to get them out.
 3. Flowers adds that the diversion of food is in addition to composting. Singletary says they are being held accountable, and a lot of education is being done, even with tenants in the building.

d. University Union: Staff

- i. Olmsted says that starting Friday, a display will go up in the Union lobby for the Wish Upon a Star gift drive that benefits the local Sunburst Project, which provides services to families impacted by HIV/AIDS. It's a great display with children's wishes on a tree that always receives an amazing response. A wrapping party will be held on December 9, where people can help wrap gifts as a great diversion during a stressful time of year for students. In


partnership with Vitalant, the Homecoming blood drive had 250 participants over two days. The next campus blood drive will be in February. Yoga Night will be held tomorrow in the Union Ballroom, a collaboration with UNIQUE Programs and The WELL. Union WELL, Inc., as an organization, is co-sponsoring with the Pride Center on an event for trans awareness week with a film screening and discussion with Dana Johnson in the Hinde Auditorium.

e. The WELL: Smith

- i. Olmsted, in Smith's absence, discusses the Sticker of the Month collaboration with The WELL and Union staff, where a limited number of themed stickers will be available at the Union Info Desk and The WELL Engagement Desk on the first Tuesday of each month. A QR code directs to a website where full-time Union WELL, Inc. and student staff members share personal experiences along the lines of the monthly theme, which has included Hispanic Awareness Month, Mental Health Awareness, and now Native American Heritage Month. The program will continue throughout the entire academic year. It's been a successful program with excellent feedback, and stickers are going fast. Students are reading stories that resonate with them and starting conversations.

7. The meeting was adjourned at 8:54 am

Respectfully Submitted:


Jasmine Lopez (Feb 16, 2023 08:47 PST)

Authorized Signature

Feb 16, 2023

Date