



Union WELL Inc. Board of Directors Meeting Agenda
Wednesday, November 17, 2021, 7:30am
Zoom Meeting

Minutes

1. The meeting was called to Order at 7:32 a.m. by Shubh Kaur, Chairperson

- a. Present: Shubh Kaur, Bill Macriss, Rose McAuliffe, Franky De La Torre, Lovepreet Kaur, Nicole Oneto, Ed Mills, Dr. Jamie Hoffman, Joy Stewart-James, Yasmin Moran, Justin Reginato
- b. Also Present: Bill Olmsted, Kate Smith, Jill Farrell, Andrew Singletary, Tori Butler

2. Public Comment: None.

3. Approval of Minutes: (MSP/NP: Oneto, L. Kaur)

- a. Approval of Board of Directors Meeting Minutes — September 15, 2021

4. New Business:

- a. Upcoming Funding Request for North Field Project Feasibility Study Phase II:
 - i. Olmsted discusses the north field project, for which a feasibility study was done in summer of 2018, and provides background. Sport clubs, The WELL's Intramural Sports (IM), and other campus departments utilize the fields which are currently just grass, and present an unpredictable playing surface. The project goal is to convert to artificial turf, and add lighting and fencing. In the second phase, an in-depth feasibility study will be done and potentially the creation of a criteria document to be used for bidding and construction. He then shares an illustration of the fields, noting it's a highly utilized space and improvements would allow even more use and programming opportunity.
 - 1. Hoffman asks if lighting will be part of the bid. Olmsted says yes, it would include turf, fencing and lighting. He adds that, by adding lighting, groups will be able to program into the evening hours, which can grow programs and bring more campus life later in the evenings.
 - 2. Stewart-James asks if there's an opportunity to partner with campus on the Yosemite Hall locker rooms and the old racquetball courts, noting the possibility for an athletic training room and being able to use the spaces for IM and sport clubs. Olmsted says the possibility of the former racquetball building being converted or becoming a concurrent project, has been discussed. Many parties are involved and Olmsted is not sure what other resources are available for partners to contribute. The study will reveal what's possible, and whether the project becomes a stand-alone for the auxiliary will be determined.
 - 3. Hoffman mentions that restrooms and locker rooms in Yosemite Hall are not accessible for sports chairs, aside from one restroom in the entire building. When tournaments like wheelchair basketball or rugby are hosted, there's one toilet for 40-50 participants to use. Olmsted appreciates the information, adding that campus wants to offer a variety of activities to a variety of users, and doesn't want to there to be any obstacles.
- b. University Union West Restrooms:
 - i. Olmsted provides an update on the University Union (UU) west restrooms project, which is moving into the design development phase where architects get into final project pricing and construction documents. He shares an illustration of the floorplan and discusses the changes being made. Large janitor's closets and a mechanical room, which are currently not used to the capacity that they had been, would be reduced in size to capture space for additional toilets, sinks, and more space in general in women's restrooms. The men's side will not grow as far as fixture count, but will grow in space and be more accessible. Doors are being removed at the first floor restrooms to eliminate barriers and reduce congestion in doorways. The

team is looking to gather line item pricing in order to decide what is needed for the final project, then it can be sent out to bid.

c. University Union VAV Upgrades:

- i. Olmsted provides an update regarding the UU HVAC project for the system in the older part of the facility. The project is moving forward and will bring the system up to date with digital controls, more finite control of all spaces in the building, along with improved web-based connectivity/control for existing air handlers. Information for the next phases of the project should be available by the next meeting.

1. Hoffman asks if the upgrade includes a UV filtration system, noting that a lot of corporations have started including them in HVAC systems in larger buildings for sanitization purposes since the pandemic started. Singletary states that both facilities have MERV 13 filtration systems. UV filtration hasn't been discussed but can be considered. Olmsted states it would depend on several factors but it's definitely a question that can be discussed with the team.

d. Proposed Serna Plaza Improvements:

- i. Olmsted explains the campus initiative to identify areas on campus for doing improvements and adding outdoor seating. He shares an initial sketch for the area adjacent to the Serna Plaza stage, which would help address the slope that's not shaded and too steep for most people to comfortably sit on. The concept illustrates cutting tiers into the grass slope, adding concrete seat walls with artificial turf in between rows, and an accessible slope that would allow someone in a wheelchair or other mobility device to get closer to the stage. Cost and timeline are currently being explored. There is a timeline requirement for campus funds to be spent or encumbered. If the project can be organized within the timeline, funds would be outside of Union WELL Inc. and in partnership with the university. If the timeline can't be met, the plans could be used to move forward as an internal stand-alone project for Union WELL Inc. in the future.

1. Mills comments that the project is a great idea. Stewart-James agrees.

e. Proposed Funding Increase WELL Mac Court Floor Replacement: **(MSP: Hoffman, L. Kaur)**

- i. Olmsted states that the flooring replacement project in the MAC will begin early next month. It was realized that the square footage used for the original bid was incorrect and the space is larger than anticipated. There is enough access to products so the timeline isn't affected but the amount of labor and product increased. The project was originally approved at about \$97,000 and will increase by \$17,100. The project is listed under the same campus project code as a few other flooring projects. As projects are completed, some end up over budget but some are under, and surplus dollars can be used to support other projects within the same project code. However, additional funding is requested as nothing else is likely to come in under budget. The goal is to have the job completed for the spring semester. Farrell clarifies that the last two flooring projects carrying over from 20-21 are the MAC and Mondo flooring, but there are other flooring projects that were slated for 21-22.

1. Hoffman asks how often the flooring is resurfaced. Olmsted states that it's re-sealed annually and should be resurfaced every ten years or so. This will be the first time replacing the MAC playing surface. Smith adds that resurfacing should be done every 10-14 years, and the MAC is currently at 12-13 years of use.

f. Proposed Part Time Wage Scale, Effective Jan. 1, 2022: **(MSP: L. Kaur, Moran)**

- i. Olmsted presents the proposed wage scale for 2022, which is reviewed every year to stay current with minimum wage. The changes are effective January 1, 2022 and reflects a one-dollar increase. The wage scale is broken up into various classifications; the areas in gray include fitness instructors, swim instructors, and personal trainers, which are positions more closely tied to the off-campus market. Farrell states that areas in gray are increasing one-dollar as well, but a market study will also be done to ensure the pay rates are still competitive for a few of the specified areas.

1. Hoffman asks about the graduate assistant classification. Farrell states that the organization doesn't currently have a grad assistant position but it has in the past. Smith adds that, when the transition

was made from recreational sports operating under campus to under the UU, there was a grad assistant and UEI allowed the organization to grandfather in the grad assistant. The current challenge is that, although graduate assistants can be hired at a higher rate, the organization is currently unable to offer academic assistance.

g. Budget and Departmental Project List Timeline: **(MSP: Macriss, Moran)**

- i. Olmsted presents the budget and project list timeline, which outlines the budget approval plan from beginning to end. The timeline is reviewed each year and typically does not have a set date to present to the VP/CFO and President Nelsen. That presentation is done in May after being approved by the Board in April.

h. Policy Updates:

i. Building Overtime Cost Calculations **(MSP as amended: Oneto, L. Kaur)**

1. Olmsted reviews changes to the Building Overtime Cost Calculation policy which includes formalizing the language such as the corporation name, title of facilities, and miscellaneous punctuation changes. The main parts of the policy have not changed. Smith suggests amending the portion regarding overtime events to include WELL event services, and to read as “approved through the UU Event Services office and The WELL.” Olmsted agrees and asks for approval on the policy as amended.

ii. Confirmation of Space **(MSP: L. Kaur, Moran)**

1. Olmsted discusses updates to the Confirmation of Space policy, which has the greatest amount of changes to better address how the policy works. The UU Event Services department name has been formalized, some areas that no longer reflect current practice were removed, and items not included in past were added such as AV equipment, food service, etc. None of the changes alter intent of the policy itself.

iii. Display Booths and Tables **(MSP: L. Kaur, Moran)**

1. Olmsted states that changes to the Display Booths and Tables policy were similar to the others: making clarifications, correcting names, and removing irrelevant items such as furniture clusters in the ballroom lobby that don’t exist anymore. The update also formalized the Union WELL Inc. corporate name and the correct name for SOAL, which was still listed as the Student Activities Office.

iv. Outdoor Areas **(MSP: Oneto, L. Kaur)**

1. Olmsted reviews Outdoor Areas policy changes, with similar language cleanup, punctuation, name of the patio updated to include Roundtable, changing Epicure to Engrained, and removed the coffee house patio. Hornet Bookstore Plaza was added to clarify spaces that are reservable through the UU Event Services office.

i. Committee Assignments:

- i. Olmsted shares the list of corporate committees and groups, including names and positions for each member. He explains that the only list that may be modified is the Audit Committee, which has one meeting per year at the beginning of academic year. If something came up in relation to the audit which requires the group to come together, changes may be needed to the roster based on availability.

5. Reports and Comments

a. Board Members

- i. Kaur encourages students to look into scholarships, adding that last semester was the first time she applied and was able to get half her tuition covered and buy an iPad.

b. Executive Director/University Union: Olmsted

- i. Olmsted provides an update on the UU Director search, which was completed. Unfortunately, the person slated to start in October withdrew from the position last minute due to personal reasons. HR reached out

to the second-place candidate, but that person declined. The position will be re-posted in spring, with hopes of having someone in place by end of May or early June.

- ii. Final details of WELL expansion are wrapping up. The contractor no longer has presence on campus and is working remotely to clean up punch list items. The landscaping project behind The WELL, which was originally part of expansion but became a separate project, has been pushed to a January start date.
 - iii. The annual Wish Upon a Star program in the UU starts next week and runs through December 10. Participants take a wish off of the display and buy a gift for a child. The program has been running for about two decades and benefits the Sunburst Project, which provides support for families effected by HIV and AIDS.
- c. Facilities and I.T.:
- i. Singletary states that the maintenance department is working with UEI HR to write more specific job descriptions for vacant positions, and has hired temporary staff in the meantime. The 10-15-year maintenance on the UU chiller was just completed. The WELL's rock wall area is getting cleaned up from building leaks and the team is working with Foiltech to re-seal and repair the skylight above the wall. Repairs are also being done in the Pride Center in the UU due to leaks. IT is working on increasing security cameras and commissioning additional signage screens. Both buildings have new intercom systems. Measurements are being taken in the WELL in preparation for replacing carpet that is as old as the building. Janitorial services are going back out to bid in January for a contract as of July 1. If all goes well, the vendor will be in place for 5 years.
- d. The WELL: Smith
- i. Smith thanks everyone who attended the WELL expansion grand opening event; there were 250 attendees for the ceremony, and around 25 groups of 5-10 people received guided tours. The expansion areas on the recreation and SHCS side are now fully open. There is still a decreased amount of foot traffic and hours are still modified with a 9pm close. Student membership is typically around 25-26,000 annually but is currently down at only 15,373 student members, which is 49% of the student population. There are currently 514 non-student members, which is normally about 1,000. With 70% of classes being in person for spring, the hope is for more people on campus. Both in-person and virtual group fitness classes are being offered. One of the original group fitness studios was converted into a dedicated spin studio, which launched new cycling classes. Intramurals is able to offer modified sports with 3-3 outdoor soccer, 3-point shootout, 2-2 indoor volleyball, fantasy football, and an inflatable soccer shootout. Recreational Therapy is offering 1-1 sessions and mindfulness classes. Sac State 5K fun run will take place on April 28 with a prehistoric chase theme; registration opens in January.

6. The meeting was adjourned at 8:57am

Respectfully Submitted:

Shubhkawanpreet Kaur
Shubhkawanpreet Kaur (Feb 16, 2022 17:51 PST)

Feb 16, 2022

Authorized Signature

Date