



**Union WELL Inc.**  
**Board of Directors Meeting**  
**Wednesday, December 5, 2018**

**Minutes**

**1. The meeting was called to order at 7:37 a.m. by Alyssa Trejo, Chairperson**

Present: Alyssa Trejo, Ethan Shaw, David Rolloff, Ed Mills, Bill Macriss, Justin Reginato, Andrew Vonwal, Mark Anthony Sohl

Also Present: Bill Olmsted, Dean Sorensen, Kate Smith, Tori Butler, Jill Farrell

Absent: Andrew Singletary, Missy Anapolsky, Kisanet Woldehannes

**2. Public Comment: None**

**3. Consent Calendar: (MSP: Macriss, Shaw) \*Re-numbered to correct sequence**

A. Approval of Board of Directors Minutes – September 26, 2018

**4. Old Business: \*Re-numbered to correct sequence**

**A. Expansion Updates:**

i. Olmsted provides an update on the Union expansion project stating that the Fire Marshal is reviewing the fire alarm system in the new side of the building, as well as the placement of permanent furniture before approving the next phase, which is moving in portable furniture (i.e. chairs).

a. Reginato asks if a grand opening is scheduled. Olmsted states that there is not at this time since the timeline of completion is unknown. Sorensen adds that the fire sprinkler project is underway, so there is still work in progress in the building.

ii. Olmsted then discusses the WELL expansion, which is at a standstill due to budget issues. He explains that, because of amount of work planned, the Fire Marshal reviewed the existing side of the building and how fire code was interpreted. They have not confirmed, but the occupancy ratio in the building may change. If so, the team will have to make some major changes to the project. Olmsted shows diagrams with examples of the potential issues and areas that may need to be redesigned, such as adding two additional staircases and incorporating a second set of entry/exit doors in two of the new fitness studios. The numbers are still approximate, but the required changes are estimated at around \$4-\$6 million. Olmsted continues to state that the architects decided to move forward and work on solutions for the two staircases, which will likely be required.

**B. Executive Director search update**

i. Mills states that there have been a series of discussions and options reviewed for the setup of the Executive Director position. Mills spoke with President Nelsen and decided to adopt a new structure with the position opening. The best solution was determined to be having the Executive Director report to the Board of Directors and be co-supervised by the Board Chair and the Vice President for Student Affairs. That structure is what most non-profits utilize, including ASI.

**5. New Business: \*Re-numbered to correct sequence**

A. Proposed changes to Union WELL Inc. corporate bylaws, Resolution 18-04: (MSP: Sohl, Vonwal. As amended.)

i. Mills states that the proposed changes to the bylaws were prompted by the change in the structure of the Executive Director position. However, while reviewing the bylaws for the position change, it was realized that other changes were necessary to reflect current practices. Mills then reviews the major changes in Section I of Article I, which include adding two new positions to the board and changing the appointment term for student positions.

- a. Macriss suggests adding “University President” to the selection method for the President or Designee position. Olmsted agrees.
    - b. Sohl suggests changing the appointment method for the Clubs and Orgs Student Representative to “Appointed by board” or “Appointed by ASI” so that it matches the other student elected positions. Olmsted agrees that a consistent selection method should be listed.
  - ii. Mills continues to review the changes in Section II, and Section IV. He notes that the language was cleaned up and discusses other changes. Changes to Article III include adding clarification that a designee can serve in place of an officer, which is current practice but is now officially included in the bylaws. Also added clarification that a student must hold the Board Chair position, updated chairperson’s term, and clarified timing of election of Vice-Chair and Secretary Treasurer.
    - a. Sorensen suggests changing the “April meeting” in section 1(b) to “final meeting”. Olmsted agreed, and states it will be revised.
    - b. Mills asks for student feedback on changes. Sohl suggests having a board retreat or special meetings to discuss the board positions and what they involve. Olmsted agrees.
  - iii. Mills continues to discuss updates in Article VII, Delegation of Authority, which was updated to clarify that the Executive Director position is responsible to the Board in addition to the VP of Student Affairs.
    - a. Vonwal asks if a student is involved in the Executive search committee, and suggests adding this to section 3(a) if so. Mills and Olmsted agree that it should be added as a separate sentence at the end.
    - iv. Mills notes that he will work with Trejo to establish a committee for the Executive Director search.
- B. Strategic Planning and budget timeline for 2019-20: (MSP: Shaw, Mills)
  - i. Olmsted reviews the proposed timeline included in the packet, which is consistent with past years.
- C. Proposed wage scale: (MSP: Vonwal, Sohl. As amended)
  - i. Farrell presents the proposed wage scale for 2019-2020. She explains that minimum wage will increase over the next four years and that there will be a \$1.00 increase on January 1. She notes that the gray areas are rates based on the market, not on minimum wage, so no change is proposed. She acknowledges an error on Personal Trainer and Fitness Instructor training rates (6-B and 7-B), which are used for training meetings and assessments when their specialized skillset is not being used. Those rates are based on the minimum wage impact and should have been changed to \$13.50, so they need to be amended.
- D. TBU01 & TBU04 updates and approval: (MSP: Macriss, Vonwal)
  - i. Farrell states that an NTE (not to exceed) amount was approved in April as a combination of the TBU01 and TBU04 accounts. She discusses the only change on this update, which is the Union lobby limestone replacement. The project had been included in the long-range plan, however with the update of the info desk, the project timeline is being expedited and the cost has increased to \$400,000.
    - a. Macriss is surprised at the cost. Sorensen explains that it is a large area, and all of the tile is in disrepair and in need of replacement. Olmsted adds that, in order to maintain normal operation of building, the work is being done at night, which increases cost.

## 6. Reports and Comments \*Re-numbered to correct sequence

- A. Board Members
  - i. None.
- B. Executive Director: Olmsted
  - i. Olmsted states that the heating project in Union is officially complete. The boilers that were installed earlier in the year are now certified and functioning. Olmsted also announces that the Facilities Services Coordinator position has been filled and the search for an IT analyst position has concluded; an offer will go out today with a start date in early January.

- a. Mills asks if there is a plan to address the microphone issue in the Union Ballroom, where feedback lasts about 15 seconds sometimes. Olmsted states that there is new system in the space and adjustments need to be made, adding that the team is committed to solving the problem. Sorensen adds that staff is working on it on a technical level as well as retraining staff on how to respond to the issue as it happens.

C. Facilities and IT: Singletary

- i. Not present.

D. The WELL: Smith

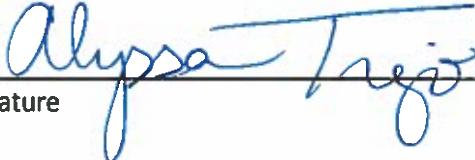
- i. Smith mentions highlights from the report that was distributed.

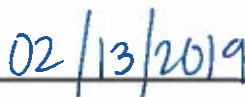
E. University Union: Sorensen

- i. Sorensen mentions highlights from the report that was distributed.

7. The meeting was adjourned at 9:10 am. \*Re-numbered to correct sequence

Respectfully Submitted:

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date