



Union WELL Inc.
Board of Directors Meeting Minutes
Wednesday, February 13, 2019
Terrace Suite, 2nd floor, The WELL

1. **The meeting was called to Order at 7:39 a.m. by Alyssa Trejo, Chairperson**
Members present: Bill Macriss, Alyssa Trejo, Ethan Shaw, David Rolloff, Kisanet Woldeyohannes, Andrew Vonwal, Missy Anapolsky, Justin Reginato, and Mark Sohl
Also present: Kate Smith, Dean Sorensen, Bill Olmsted, Jill Farrell, Andrew Singletary, Tori Butler
Absent: Jessica Swart, Ed Mills

2. **Public Comment:**
 - A. Dr. John Johnson, Director of the Centers for Diversity & Inclusion (CDI), introduces himself. He would like to clarify why CDI was not a co-sponsor of the Tarana Burke event, noting that many people reached out with questions based on the assumption that it was a CDI event. He adds that, while it was flattering, it was untrue since UNIQUE Programs hosted the event. He is not sure of the UNIQUE budget or funding sources, but he knows that they have programming funds. Therefore his department was surprised when UNIQUE asked for \$500 to co-sponsor the event. CDI feels that they should have been contacted *before* the event was booked if UNIQUE was in need of funds, and adds the co-sponsor opportunity seemed more geared towards ad sales. He adds that CDI has collaborated on events with other departments on campus but did not co-sponsor this event in part because they felt somewhat taken advantage of, but ultimately they could not afford to do so.
 - i. Sorensen asks Johnson if he addressed the concerns with UNIQUE when they asked for funding, or if he tried to find other ways to collaborate such as in-kind donations or contributing staff time. Johnson states that they received an email asking for funds, therefore did not have a conversation.
 - ii. Sohl states that he appreciates Johnson shedding light on the issue and feels that it is great feedback for UNIQUE to consider. He also hopes that Union WELL Inc. continues to collaborate with CDI in the future.
 - iii. Olmsted agrees with Sohl, adding that he values the relationship with Johnson and CDI. He adds that he cannot speak to specific budget numbers, but there is a lot more to the budget that is allocated to UNIQUE Programs. Olmsted would like to follow up and have a more in-depth discussion with Johnson about the particular event, and continue to discuss how the partnership moves forward.
 - iv. Johnson adds that due to the Public Comment time limit, he did not have time to speak to the great relationship with Union WELL Inc. Since he has been on campus, which is two years, he has participated in multiple collaborations on campus to build bridges and break down silos. He is excited about the Union and WELL expansions, noting that two of three CDI centers are located in the Union. The relationships are great but could also benefit from cultivation. For this particular event, a number of people thought it was a CDI event. He adds that CDI was flattered to be seen in the same light as UNIQUE, but they were not involved and there was a reason. Therefore, he felt it would be valuable to discuss the reason with the Board today.

3. Consent Calendar:

A. Approval of Board of Directors Meeting Minutes – December 5, 2018: (MSP: Shaw, Sohl)

4. Old Business:

A. Executive Director search update:

- i. Macriss announces that the Executive Director position was posted on February 1 and will remain open until filled. He adds that the position is posted in multiple locations, and lists the sources. The search committee includes Board members Shaw, Sohl, Rolloff, and Reginato, as well as Dr. John Johnson, Beth lessen, and Joy Stewart-James. Macriss is the committee Chair, and Mills is the hiring manager. Macriss then discusses the recruitment schedule beginning with an initial review of applicants on March 4, remote interviews later in March, campus visits in April, with hopes of making a decision May with a start date of July 1. The campus visit includes a committee interview, open forum, lunch, a one-on-one with Jim Reinhart from UEI, another with President Nelsen, and a wrap-up meeting with Mills & Trejo.
 - a. Sohl asks if there will be campus forums for the candidates. Macriss says yes, an open forum will be scheduled for each candidate and anyone from the campus or general community can attend.
 - b. Farrell asks if Union WELL Inc. Directors will have their own interview. Macriss states that the candidates will have lunch with Union Well Inc. Directors during which time they may ask the candidates questions.

B. Expansion updates:

- i. Sorensen provides an update on the Union expansion, noting that the expansion side of the building is still not approved for occupancy. The delay is partly due to fire marshal approvals, but also due to elevator inspector approvals. The two entities do not agree on the same set of rules, which causes complications. Another major challenge is the timing of the inspections and tests. The previous fire marshal was willing to come in and test at 5am, when the building is not operational. The current fire marshal will not come in that early so system tests are occurring during operating hours, which involves cutting electricity and running the fire alarm for two hours or more at a time. Tests are being scheduled as early in the day as possible, but the building is opening until later to avoid inconveniences. Sorensen acknowledges that there is still a lot of expansion work to complete; some construction work on the first floor, and minor work on the other floors. The team is taking an incremental approach, but it was decided a couple weeks ago that the opening of the expansion realistically may not happen until mid-march or later.
- ii. Olmsted provides an update on the WELL Expansion. He reminds the group that the project had started down the path of the fire marshal scrutinizing the existing building. The team worked diligently to come up with solutions that work for the building and satisfy the fire marshal. Olmsted shares diagrams of the changes starting with an additional stairwell off the Student Counseling lobby that will exit to the exterior. Olmsted notes that the staircase was mostly to accommodate occupancy from that area, and when the area is closed, there is no occupancy. Smith adds that the door will be an emergency exit only, and will not be accessible as an entrance. Olmsted continues and shares the design of the Student Welcome Center, which will be located in the current ASI space.

He shows a diagram of the space where the Cabana rooms are currently, noting that a major concern was having to fire rate the entire corridor between MAC and Gym box. It turns out that alterations to the plans are not as major as anticipated. The space was going to be converted into an open locker and changing room area, but walls are required in order to meet fire code. The plan is to use glass walls so that they are transparent, providing a safe and visible area. Olmsted then shows a revised version of the locker, shower and changing area towards the back of the building, noting that the design preserved the maximum amount of lockers. He states that the staircase planned for the opening of that area has been moved. In addition, the second stairwell at the end of the room went away; instead, a stairwell that exits from second floor to outside is being added. The orientation of the new fitness studios has turned, and a second set of doors were added to each studio leading out to the emergency exit staircase on the exterior of the building. Olmsted states that he and Kate Smith are preparing for the schematic design to be presented at the Chancellor's Office to the Capital Planning, Design and Construction division in mid-March.

5. New Business:

A. WELL 2019-20 Building Hours: (MSP: Rolloff, Anapolsky)

- i. Smith refers to the proposal of WELL building hours for 2019-2020, noting that the WELL Advisory Group has reviewed and approved the proposal. She explains that the proposal includes a comparison of the proposed 19-20 hours vs. the 18-19 hours. Smith states that there is a struggle with building hours as it limits the maintenance department's ability to work on the building as it ages, so they try to perform as much work during the winter closure as possible. Smith adds that non-student members pay money for their access, and complaints come in when they are unable to access services during closures. Therefore, a lot of thought and effort goes into the building hours.

B. WELL 2019-20 Membership Rates : (MSP: Vonwal, Anapolsky)

- i. Smith discusses the WELL membership rate proposal for 2019-2020. She explains that last year, rates were not increased due to expansion since the team is unsure how revenue will be impacted due to closures of areas and inconvenience. The expansion has not started as planned, so rates will remain the same again. After expansion, there will be an increase in services and offerings, so the plan is to increase rates at that point. Smith points out that there is one change to the building partner rates. Student Health and Counseling Services and Peak Adventures get discounted rates due to working in the building. Peak Adventures will be moving and therefore will move to the campus affiliate category. Current member rates will be honored, but new members will be at the increased rate. The summer student rate has been the biggest success, which Smith explains is for students who are not enrolled in summer classes and sign up in May, they only pay \$48 rate for entire summer break. This group and recent alumni are largest membership groups.

C. Cap and Plant Updates:

- i. Olmsted states that the corporation is in the middle of the budget process for the year, and explains that the Board reviews and approves Cap & Plant expenditures. Projects are changing, some changes are driven by WELL expansion, and some moved to the expansion project list. Some projects are moving from next year to this year, in an effort to reduce the amount of projects for next year. Farrell adds that some projects are being delayed, moving from this year to next. Olmsted continues to state that he doesn't have a proposal to present today, but will be working on solidifying the

plan for the remainder of this year. Budget & Finance may need to review the proposal for approval in March, at which point it might be presented to the Executive Committee to expedite and the results will be discussed at the next board meeting as an update. Farrell adds that the Repair & Replacement project list includes large fitness equipment replacement. Since there are a lot of projects moving to next year, the plan is to pull some fitness equipment purchases forward from next year to help balance out budget gaps.

D. Proposed Changes to 2018-19 TBU01 & TBU04: (MSP: Anapolsky, Vonwal)

i. Olmsted notes that agenda items D and E are linked and intertwined, noting that the changes to the TBU01 and TBU04 accounts are connected with the expansion project. He stated that several projects have been exchanged between the three accounts (TBU01 & TBU04, and the expansion budget), and those changes were detailed in the Board's agenda packet on sheets titled "Project cost revision" and "TBU01 & TBU04 revision," and Olmsted explained those exchanges in depth. The reason for the movement of projects is in order to hold the overall project budget to a \$40 million threshold set by the Chancellor's Office. Farrell notes that if the total project cost goes over \$40 million, it would extend the approval process and add a delay of five months. To illustrate Union WELL Inc.'s ability to cover the costs associated with the changes in project scope and the movement between accounts, Olmsted shows a modified version of the reserve levels slide from last April when the Board approved the budget for 18-19. This slide showed the approved Board reserve levels at that time and shows how the corporation's positions has changed since that time. To accompany this slide, a sheet was included in the Board packet titled "BOD Approved 2018-19 Long Range Plan Reserves Revision Calculations" outlining how the increases can be funded. Farrell points out an error in the amount on the handout. The adjusted local reserves total says \$7,440,277, but it should read as \$11,875,698. Olmsted continues to review the adjustments including the projected revenue fund, the Chancellor's Office charges, and student fee revenue. An additional \$2,725,062 is now being requested to put down on the WELL expansion project. The net change in revenue fund would be \$1,513,563, including the request. The revised revenue fund would be \$7,846,735. The revised available undesignated reserves would be \$7,440,277.

a. Macriss clarifies that the request is asking for \$800,000 to dip into reserves. Farrell confirms that the request is for \$2.7 million, but there is a net change of \$800,000 to available undesignated reserves.

b. Reginato asks if there are no other major capital expenses planned. Farrell confirms there are no other projects planned, and adds that it would not be allowed. She adds that, on the long-range plan, projects are set aside in 20-21 and 21-22 as place holders, such as phase 3 of the Union expansion, and money in TBU04 that is earmarked for intramural field projects. Those monies are already held aside and planned for, and are not included in reserves.

E. Proposed Changes to WELL Expansion Overall Project Cost: (Olmsted) (MSP: Woldeyohannes, Shaw)

i. Olmsted notes that the changes required by the fire marshal were originally expected to be around \$4-6million. Two years ago, the Board approved the WELL expansion for the fitness side of the building in the amount of \$23,299,110. He reminds group that the Health Center side is being funded by a separate budget. Recent changes from the state fire marshal have driven the cost up. It was realized that some projects truly needed to be done in order to be effective such as new floor boxes in the cardio suite, office space renovation, and digital signage. For example, renovating the

Customer Engagement Center is necessary in order to move staff in, so that they can move out of areas that need to be demolished for renovations. Also, the golf cart parking needs to be built in order to make room for cutting the loading dock in half. The additional project cost being requested is \$2,725,062, which includes the make-ready projects.

a. Macriss states that there is a monthly meeting for Student Affairs with Facilities, and one thing they are looking to create is a golf cart corral inside gate 7 of Hornet Stadium, which he thought included WELL. He asks if there has been any consideration to work with Facilities on ongoing projects to collaborate and use resources to expand. Olmsted states that it is a good point. He adds that when Facilities proposed a cart corral partnership, timing was an issue with collaborating on the project. Campus was not ready due to not solidifying a funding source. Whereas the WELL needs to have something ready before the end of year, in order to start the expansion project.

a. Smith asks Macriss if there is an update, as she thought the project stalled. Macriss says he is unsure, and states that he is no longer part of those projects but he keeps an eye on the project lists.

6. Reports and Comments

A. Board Members

- i. Macriss states that there has been discussion at ASI regarding enhancing the aesthetics in the mothers' room, and possibly adding artwork to the room. He mentioned to them that Union WELL has artwork in storage. Smith adds that she has heard that there were complaints about mother's rooms on campus, and adds that the Union seems to be most comfortable on campus.
- ii. Sohl refers back to public comment, feels that the presentation may have been overshadowed by the miscommunication that was discussed. He states that he feels that the program was put on so well, and worries that the kudos may have been missed. Also, Sohl appreciates the Union expansion update and adds that he shares the frustration that students and staff may have with a moving target. He is concerned from a public relations standpoint, the optics of being wishy washy, and how it effects campus partners. He suggests publicizing dates and sticking to it, or at least being more transparent about uncertainties. Olmsted states that he shares the frustration as well and that he has not committed to a new date at this point, and does not know when he will. Sorensen adds that he tries not to be public about dates, but tries to keep campus partners updated on the ongoing challenges. Reginato adds that there is a risk in construction, and that nobody can make guarantees. Issues outside of the control of Union WELL Inc. and the contractors challenge the Union. Macriss states that he has been involved in several projects over the years and when they do not complete on time, it is not due to poor planning. Mother Nature and fire marshal challenges alone can cause delays, especially when state agencies are delayed. Code changes are coming because of disasters, which is delaying projects throughout the state. Teams can build in contingencies, but most challenges are out of the project managers' control. He adds that he does appreciate the frustration of students. Sohl acknowledges that he is aware of the work going on behind the scenes, but urges to consider constituents, and keeping them informed. Shaw adds that students see it as a construction site behind closed doors. He suggest maybe just being transparent about the struggles without placing blame, but showing that it's outside of the corporation's control. Trejo agrees and

suggests making posters or communicating the struggles. Sorensen states he will present idea to the Union Advisory Group. Olmsted states that he would like to discuss with Sorensen further, and he appreciates the opinions and perspectives.

B. Executive Director: Olmsted

- i. Olmsted mentions the Green and Gold Gala on March 1st and announces that Union WELL Inc. has sponsored a table and board students are invited as guests. He states that it is a great opportunity to students to attend this type of event and socialize with wide range of campus community.
- ii. Olmsted states that spring is incredibly busy for the organization for strategic planning and budgeting, in addition to trying to fund and plan projects. He jokes that every year he has conversations saying it has been the busiest year of his professional life, but this year has topped them all. As the team continues to face hurdles and challenges, he could not be more proud of staff and Directors. He adds that staff and students have been amazing through it all, and expresses his appreciation for the team and its accomplishments, as well as this group with their ongoing support and feedback.

7. Information: Activity Reports

A. Facilities & IT: Singletary

- i. Singletary announces that a new IT Analyst, Jason Krantz, started on January 22nd. He states that a Maintenance Mechanic vacancy was open, but there is a new vacancy in Maintenance, so he is pulling back the mechanic position and changing the vacancies to two lower-level positions. The team has been busy with expansion projects, digital signage, games room prep, etc. There is a new lighting control system in the Union. In addition to the fire sprinkler project, crews are working on replacing HVAC controls to pneumatic controls in the Union. He mentions that the team is struggling with sliding doors on the existing side of the Union, stating that they are twenty years old and manufacturers no longer make parts. He is working with a contractor to determine what is involved in replacing doors. Also working on a plan to replace the limestone tile with the white tile around the Union Information Desk.
 - a. Reginato asks if Union WELL Inc. was involved in the campus ADA compliance projects. Singletary answers yes.

B. The WELL: Smith


- i. As distributed

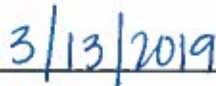
C. University Union: Sorensen

- i. As distributed

8. The meeting was adjourned at 9:25 am

Respectfully Submitted:


Signature


Date