



Union WELL, Inc. Board of Directors Meeting Agenda
Wednesday, February 15, 2023, 7:30am
Green & Gold Boardroom, University Union, 3rd Floor

Minutes

- 1. The meeting was called to order at 7:33 a.m. by Jasmine Lopez, Chairperson**
Members Present: Christine Flowers, Marina De La Cruz Ramirez, Jennifer Harris, Monique Curayag, Sebastian Raya, Bill Hébert, Maanvee Mehrotra, Jasmine Lopez, Lexa Estrella, and Ed Mills via Zoom
Also Present: Bill Olmsted, Kate Smith, Andrew Singletary, Jill Farrell, Tori Butler, Christy Norton of Pinion Services via Zoom, and from ASI Mark Montalvo, Humberto Perez, Michael Eldridge, and Elizabeth Juarez
- 2. Public Comment: None**
- 3. Seat new Member(s): (MSP: Mehrotra, Flowers)**
 - a. Olmsted introduces new members; WELL Advisory Group (WAG) student representative Marina De La Cruz Ramirez, and CFO designee Jennifer Harris.
- 4. Approval of Minutes: (MSP: Curayag, Estrella)**
 - a. Approval of Board of Directors Meeting Minutes — November 16, 2022
 - b. Approval of Executive Committee Meeting Minutes — December 9, 2022
 - c. Approval of Executive Committee Meeting Minutes — January 26, 2023
- 5. 990 Tax Form Presentation: (MSP: Curayag, Estrella)**
 - a. Christy Norton (Pinion) presents the Union WELL, Inc. (UWI) 990 tax form for the fiscal year ending June 30, 2022, which is considered an information return as opposed to tax return and includes a snapshot of the organization's income statement and balance sheet, summarizes revenue and expenses, and provides an overview of the organization's assets. The statement of revenue illustrates that the organization's primary revenue source is student activity fees, contracts, programs, and services, and the overall total revenue related to its exempt purpose. Unrelated income refers to revenue from community members as opposed to the organization's purpose of supporting students on campus and is listed separately. Excessive unrelated income might generate tax, but the numbers have been small for the past few years. The second half of the income statement illustrates how expenses are broken out between programs versus management and reflects that 76% of expenses are related to programs and services, which is a good percentage demonstrating that the organization primarily provides services that support the mission. Norton encourages everyone to review the entire statement and the footnotes in addition to the numbers to get the whole story.
 - b. Olmsted thanks Farrell and the UWI Business Office staff, Norton, and the financial team at ASI, who all worked together to prepare the documents. He thanks Norton for her service over the past few years. Norton credits Farrell and team, saying they are a great team to work with.
 - i. Harris asks to clarify that the source of fiscal information is from audited financial statements. Norton confirms, yes. Harris asks when the board approves financial statements. Farrell answers that financial statements are presented for approval at the September board meeting.
- 6. Old Business:**
 - a. **North Field Project Update: Information**
 - i. Olmsted provides a brief overview and update on the north field project referring to the highly utilized fields used by Intramural Sports (IM), sport clubs, kinesiology, Peak Adventures, and ROTC. The project includes adding artificial turf, fencing, and lighting to manage activities better. With lights, groups can program into the evening hours, offering more utilization opportunities. An RFQ (request for qualifications) was done, yielding responses from seven contractor/architect teams. A review committee scored them and reduced them to four teams who received an RFP (request for proposal),

which is the next step. Olmsted discusses the timeline and the various steps involved in the process. A phase-one contract for design should be ready to be issued in early May.

1. Flowers asks who is on the project committee. Olmsted says six or seven people, including himself, and representatives from facilities, athletics, chancellor's office, space management, and academics.
 2. Harris asks if programs will be displaced for the project's duration. Olmsted states that is yet to be determined, but will be one of the early items discussed once the design-build team is identified. The goal is to complete the project with the least disruption to the programs that use the space, and activities normally held there may need to relocate. Other spaces for relocation will be considered, including building a temporary field at another location on campus.
 3. Hébert asks if groups who use the facility have been informed. Smith states that it's considered an academic space with Kinesiology being the main user, and they have been involved. There is no other notice to give since scheduling and phasing have yet to be determined, but it has been discussed generally.
 4. Flowers asks if there is alternative space for the groups. Smith has spoken with athletics, but use of their spaces is unlikely due to their schedule and priority needs for those spaces. Olmsted adds that, in the past, Sport Clubs have been able to use athletic spaces like hornet stadium, but it is not a regular occurrence. That's why the creation of a temporary space is being discussed.
 5. Smith adds that the lighting in the project will also light Athletics' soccer and softball fields, which is a huge benefit for them as a Division I program, being able to host evening events that they couldn't before.
 6. Hébert asks if Sport Clubs will be pulled in. Olmsted says that Nicki and Josh have been part of the discussion and were part of the initial feasibility study.
 7. Mehrotra asks if the electricity cost will be paid by campus or The WELL. Olmsted says that contributions from auxiliaries and campus have been identified, but the relationship of how space will be managed and maintained, what is auxiliary expense and what is campus, is still being determined, including utilities. He adds that the desire is to set up a way where lights can be metered by individual spaces so that fees can be broken out by use based on which fields are being lit.
 8. Flowers asks if a plan exists to enclose the space to limit access. She lives close by and is on campus a lot, and says the space becomes free-for-all area, dog park, etc. Olmsted confirms that fencing will be added around the entire area to secure the space.
- b. WELL Garden/Landscape Update:
- i. Olmsted provides an update on the WELL garden and shares progress pictures. Some lighting has been added, and Smith is working with Facilities to get the campus-standard green light posts added around the space to adequately light the space in the evening. Smith adds that the benches should arrive next week and be installed at some point in March. Crews are still working on drain challenges and trying to solve the problem of a roof drain eroding the decomposed granite in some areas. Horticulture therapy is starting this semester, although not open to the public yet. The program will be staffed to maintain safety, while Sac State student volunteers, mostly from Recreational Therapy or Kinesiology, will work with transition students that have intellectual and physical disabilities and are on campus through the City of Sacramento and SCOE.
 1. Hébert asks if lights will automatically activate at dusk. Olmsted says yes. Typically, the UWI preference is to have control of lights in and around the facility, but these made more sense to have a dawn to dusk sensor.
 2. Harris asks if the space is UWI property and if it will be maintained by UWI staff. Olmsted explains it will be maintained by the Facilities/Grounds staff, but will be folded into the existing agreement to maintain space around the facilities. He adds that the team worked with head of Grounds on what materials to use, to ensure the choices aligned with the campus vision and that crews can easily maintain it.
 3. Mehrotra asks if there will be permanent fencing. Olmsted says that the chain link fence will come down and the space will be open to the sidewalk, but the fencing will remain along the stadium and The WELL loading dock.

7. New Business:

- a. WELL Building Hours Proposal: (MSP: Mehrotra, Estrella)
 - i. Smith presents the proposed building hours for 2023–24, including a side by side comparison to the 2022–23 hours. The proposal outlines typical semester hours and various dates of adjusted hours, noting that the goal is to remain open as many days as possible. The only full closures are July 4, Thanksgiving Day through the following Saturday, Memorial Day,

then the winter holiday. Other holidays have adjusted hours due to a drop in usage. Compared to the total hours and days open last year, The WELL will be open more hours. She notes that a large construction project on gym floors, which is 6-8-week long project that occurs every 10–12 years and resulted in being closed additional hours in December, which will not occur again this coming year.

1. Harris notes that the top section, in blue, shows an increase of one day, but shows six days difference on bottom and asks if the total is based on days our hours. Smith says it could be partly due to how the calendar falls. She has the excel sheet and will and double check calculations.

b. WELL 2023–24 Membership Rate Proposal: (MSP: Raya, Estrella)

i. Smith presents the non-student membership rate proposal, which applies to faculty, staff, alumni, sponsored members, and some students. Rates were compared to local competition and other universities and CSU schools to ensure the proposed rates are affordable but also reflect the commitment to community engagement, and consider the expansion of services and amenities. Proposed changes include an approximate 6% increase in membership rates, eliminating unpopular membership types, expanding guest pass opportunities, and expanding the veteran discount to include first responders. A \$2 rate increase would apply to faculty, staff, alumni, sponsored members, associated campus programs, and the student summer incentive. A \$1 increase is proposed for Alumni Recent Grad members, who graduated in the last five years and have a discounted rate. Eliminating express membership types is proposed, but existing members would be grandfathered in. Smith notes that the proposed rate changes only apply to new members, and current members are locked in at their rate and won't be impacted.

1. Harris asks how often non-student users use expanded services and amenities. Smith says usage patterns are comparable to students and adds that the overall membership base includes 18,243 students, and 1,300 non-student members. Harris wants to be sensitive that rates of a small group of users are increasing and asks if there will be a fee increase for students. Smith explains that the expansion project had an increased fee for University Union (UU) and WELL expansion, beginning in 2017. Olmsted adds that the expansion fee was a \$99 increase when UU expansion started, and a \$30 increase for phase 2, which was The WELL expansion. It also adjusts every year for CPI. Otherwise, there are no plans to increase the fee more.

2. Flowers asks how much students pay per semester, and how the fee is structured. Olmsted says students pay when they are registered. Harris adds that the \$419 UWI fee per semester is part of the list of regular student fees, which include various other programs and services on campus.

3. Smith says if just this population were shopping around, they would compare to the WELL, which added 16 all-gender showers, additional locker rooms, additional free weight space, additional group fitness studios, a dedicated cycling studio, and more.

4. Mehrotra asks what a "pre-paid alumni" is. Smith explains that students who paid the UWI fee before 2010 receive a discounted membership rate since they paid for the WELL before it existed.

5. Mehrotra states she doesn't necessarily agree with the increase to recent alumni. Smith explains that, each year, the team reviews the market and considers what services and offerings were added. This year, considerations included that a very large construction project was funded, to which the student fee contributed. The intention is to stretch the student dollar by increasing revenue elsewhere. The benefit of having non-student membership revenue is that it allows the organization to stretch what the student fee goes towards.

6. Harris asks when was last rate increase. Smith says it's been five to six years, maybe longer.

ii. Smith continues that adding a seven-day continuous guest pass is proposed so student's friends or family in town can use The WELL for an extended time. Currently, The WELL offers a day pass and a weekender pass (Friday–Sunday). Every semester each student gets one free guest pass. In January alone, guest pass activity included 110 free guest passes used, 189 day-pass purchases, 131 Sac State guest passes (nonmember faculty and staff), and 1 weekender pass. The final proposed change is to extend the 10% veteran and active military discount to first responders, including EMTs, paramedics, firefighters, and police officers.

8. Reports and Comments

a. Board Members

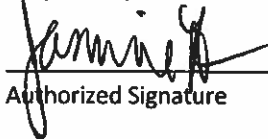
i. Hebert appreciates the hard work being done by the UWI team. Acknowledges that there are a lot of moving parts.

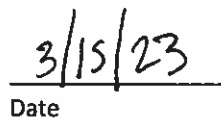
b. Executive Director: Olmsted

- i. Olmsted states that after almost three years of being vacant, the UU Director search will begin in March by an outside search firm, recently approved by HR. Interviews are anticipated to occur through late April. The UU is also holding interviews for an Event Technology and Set-up Coordinator. The Serna plaza project has started. In order to complete work during spring, UNIQUE programming was moved inside for the entire semester.
 - ii. The sticker of the month program, occurring in the UU and WELL, is receiving very positive reviews. The January sticker was passed out to attendees, a spinoff on a shirt made for staff and students, which Olmsted offers to each attendee. Olmsted shares an image of the February sticker, which celebrates black history month and was gone in one day. Smith reads the description provided by the student designer, to illustrate intent behind the design. She encourages members to check out stories shared by members and staff related to the stickers theme, using the QR code on the sticker.
- c. University Union: Staff
- i. Olmsted states that the Games Room tournaments have been well received and participation numbers are getting back to what they used to be. Relaxation Station, temporarily located on the third floor, is continuing to gain popularity with 584 visits in the last week alone. UU is starting to partner with SHCS to promote services and cross-promote the benefits offered in both buildings. March 12–18 is Sleep Week, so they'll be cross-promoting with sleep kits. The WELL and UU will be participating in Mirrorless Monday with SHCS Peer Health Educators. Mirrors in the facility will be covered in messages and flyers with positive messages and affirmations to promote Love Your Body Week and Eating Disorder Awareness Week.
- d. Facilities and I.T.: Singletary
- i. Singletary states that interviews are being done for the Building Maintenance Specialist position. The overhaul of the primary chiller at The WELL is finished and the team is gearing up to do one for the secondary chiller, but probably not until next fall, as it takes a while and he wants to avoid extending into hot summer months. The elevator esthetics project to update the older cabs in the UU is completed. A multi-year project started to replace the existing carpet in The WELL, which has been in place since 2010, to match the carpet done with expansion. Gym box floor project finished and will be resurfaced every winter break. Other projects include UU west bathrooms remodel, and HVAC upgrades to update the original controls and convert pneumatic to digital.
- e. The WELL: Smith
- i. Smith's announces that last Thursday's IM dodgeball tournament had 13 teams and 91 participants. Indoor soccer has 30 teams registered, and basketball has 38 teams. Over 75 group fitness classes are offered each week. The first session of self-defense sold out. Family Climb is back on Saturdays from 10am-3pm. Mile High Climb is underway with 109 participants. A partnership with kinesiology is forming to offer their adaptive classes in The WELL using RTPA's adaptive equipment. A full-time position, the coordinator of fitness operations and personal training, has been filled. Rec Therapy programs coming up include semester prep workshops, adaptive sports (wheelchair rugby, basketball, and tennis), and the Adaptive Sports Sampler on February 18. The WELL is sending 6-8 students to a regional officiating clinic at SF state providing students exposure to increase their skillset and help overall professional development. In March, eight students, five career staff are going to the national NIRSA Conference for professional development. The Sac state 5k is scheduled for April 27th and already has 600 participants registered. The run will have an 80's theme and volunteers are needed, usually around 100. The Out of the Darkness Walk for suicide prevention will be on April 6, spearheaded by SHCS but the WELL partners with them on space and sound equipment, etc. Sac State has won awards for being the largest in the nation, and is the only CSU who has hosted a walk. Group fitness will have new offerings like a dance Jam party, Latin pop, country line dance, etc. There will be a six-week closure in the terrace suite during spring to update projector screens.

9. The meeting was adjourned at 9:00 am

Respectfully Submitted:


Authorized Signature


Date