



**Union WELL Inc. Board of Directors Meeting
Minutes**

Wednesday, February 17, 2021, 7:30am

Zoom meeting ID: 951 8167 5326

1. The meeting was called to order at 7:32 am, by Ethan Shaw, Chairperson

Members Present: Ethan Shaw, Missy Anapolsky, Luis Moya, David Rolloff, Shubh Kaur, Ed Mills, Trinh Pham, Franky De La Torre, Lovepreet Kaur, Joy Stewart-James, Bill Macriss, Justin Reginato

Guests: Christy Norton from K Coe Isom, and from ASI Humberto Perez, Mark Montalvo, and Daisy Yopez

Also Present: Bill Olmsted, Jill Farrell, Andrew Singletary, Kate Smith, Tori Butler

2. Public Comment: None

3. Consent Calendar: (MSP: Anapolsky, S. Kaur)

- a. Approval of Board of Directors Meeting Minutes, November 18, 2020

4. 990 Tax Form Presentation (Christy Norton, Principal; K-COE Isom): (MSP: Anapolsky, L. Kaur)

- a. Norton presents the Union WELL Inc. 990 tax form for the 2019-2020 fiscal year. Total revenue was \$14 million and expenses totaled \$11.5 million, resulting in a net revenue of \$2.6 million. She discusses the balance sheet which reflects total assets of \$18 million at the beginning of the year and \$20 million at the end, with total liabilities just under \$1 million. Net assets were \$17 million at the beginning of the year and \$19 million at the end. Norton shares the expense summary and explains that this is what the public may want to look at to see how money is spent as a non-profit organization as it categorizes expenses. She notes that \$8.6 million was spent on programs, which is over 75% of expenses and shows that the organization is pursuing its mission and being conscientious of funds. She shares the 990-T form noting that revenue and expenses are not taxable for a non-profit however revenue from non-students is considered unrelated income and is taxable. Unrelated business income totaled \$157,000; after deducting \$137,000 in expenses the result is almost \$20,000 of taxable income. Farrell adds that the majority of unrelated income on the 990-T is from alumni members.

5. New Business:

- a. TBU01 & TBU04 Funding Updates: **(MSP: Anapolsky, S. Kaur)**
 - i. Olmsted discusses the TBU01 and TBU04 project lists, which can vary throughout the year depending on changes in prices or priorities. The Union limestone tile turned into a major project, requiring lead abatement at an additional cost. The contractor worked to minimize cost but the project went over budget by \$17,285. Olmsted explains that the increase had to be approved on the spot in order for the project to proceed. Approval is requested for a budget increase on the existing men's & women's WELL locker room remodel. The project was planned for the end of the expansion timeline but was not part of the expansion budget, and the team would like to pull the project and monies forward to complete the work now. He notes that \$487,625 was approved for the project two-years ago and it is now estimated to go over by \$36,625, for a total \$524,250.
- b. Capital & Plant Fund Additional Funding Request: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted presents the 20-21 capital & plant project list with year-end projections. Farrell explains that the projects with prices highlighted in yellow have either increased or decreased in cost, and

notes that the grand total was at \$938,120 when originally approved and is now at \$931,037. Olmsted states that approval is requested for the projects with yellow descriptors; furniture and carpet replacement for the Union admin office, complete Union back-of-house flooring replacement, and replacement of a conference room monitor.

c. WELL 2021–22 Building Hours: **(MSP: Anapolsky, S. Kaur)**

- i. Smith presents the WELL building hour proposal for 21-22, which outlines semester hours, summer hours, and adjusted hours. Adjusted hours include holidays, school breaks, and home football games. The proposal includes a side-by-side comparison with 20-21 and compares total hours open as well as total days. The biggest change stems from January 1, 2022 being a Saturday. Normally the WELL would open January 2; since it is a Sunday the WELL will open on Monday January 3. As a result, the facility is open one less day. She mentions the additional caveat of COVID and states that, while opening regular indoor operations on July 1 can't be guaranteed and is not necessarily anticipated, the proposal reflects a typical year.

d. WELL 2021–22 Membership Plan: **(MSP: Pham, Anapolsky)**

- i. Smith presents the 21-22 WELL membership rates proposal, noting it was presented to WAG (WELL Advisory Group) and approved, and discusses the changes. The Starter Package and Start Strong program will no longer be offered, but will be reevaluated after reopening. Verbiage for monthly rate categories is being changed from EFT (electronic funds transfer) to Monthly Recurring, and Short Term is changing to Pay in Full (PIF). Members who elect PIF will be limited to a 2-month term rather than having multiple term options. And the Monthly Recurring option is now available to Associated Campus Program members, which are students on campus in a learning capacity that are affiliated with Sac State but not paying fees.

1. Tran asks if PIF options for Associated Campus Programs included 6-month and 12-month terms in previous years, as it's not indicated on the proposal. Smith confirms and states it may be an oversight that the eliminated options are not shown and crossed out.

e. COVID Vaccines and Testing on Campus: **Information**

- i. Vaccination clinics have been held in the Union brown bag area since late January. Student Health & Counseling Services (SHCS) is working closely with Sacramento County Public Health (SCPH) and is working to move through the population on campus who are considered at-risk and frontline, and SCPH is including the surrounding community. Olmsted praises SHCS administration, staff and nursing students, who have distributed over 2,100 vaccines.
- ii. The WELL's Terrace Suite was converted to a COVID testing center. SHCS partnered with a third-party testing company who has served a variety of populations on campus, and will now serve for surveillance testing. Smith explains that surveillance testing is offered for a randomized pool of asymptomatic individuals in populations identified as on-campus, whether for face-to-face instruction, living in residence halls, or involved in athletics. Olmsted adds that over 1,500 students have been tested since the effort started.

6. **Old Business:**

a. WELL Expansion Update: **Information**

- i. Olmsted shares photos that compare the state of the building from the last meeting in November with the current state including. He shows the progress on the back side of the building and the new Engagement Center on the recreation side. He then shows the exterior on the SHCS side, new Peer Health Educator office, renovated urgent care nurse's station, and demo kitchen, The Cove. He also shares a photo of the new pharmacy vending machine, which is located on the recreation side to allow students access to items such as over the counter medication when the pharmacy is closed.

1. Pham heard that the WELL will have all-gender restrooms but still only offer men/women locker rooms. Olmsted explains that the Retreat area is an all-gender space including multiple single-user restrooms and all-gender showers. The Retreat will house smaller men/women locker rooms, with restrooms and lockers within but the main space is open to all. Smith adds that the Retreat is not a “locker room;” it will offer lockers but all individual spaces are private so that any and all can use the space. Pham is concerned that someone who is transitioning may not feel comfortable in the space. Smith states that the area will be staffed, very open and available to anyone, with the goal of everyone being safe. Olmsted adds that the space where the current Cabana rooms are will be converted to an all-gender locker/changing area, which will be open to everyone and also very visible. It will include rows of lockers and changing rooms, much like a department store dressing room, and will be open to all.
2. Reginato applauds the organization for adding spaces such as a mother’s room and all-gender restrooms as it greatly increases those offerings on campus. He also feels that the after-hours pharmacy vending machine will likely be largely popular.
3. Pham asks if it would be possible to show cooking demonstrations in the Cove using a camera or monitor for those who can’t see from the viewing area. Singletary states that cameras are being added over the counterspace, with monitors for the viewing area. Pham asks if it will be possible to stream elsewhere on campus. Singletary states that the ability to broadcast demonstrations later on is possible.

7. Reports and Comments

a. Board Members

- i. None

b. Executive Director

- i. None

c. University Union

- i. Olmsted states that the Union signage update is complete, with all signage up to code and ADA compliant. The annual Wish Upon a Star gift drive went well, despite COVID, with a total of 75 gifts and \$350 in cash donated. The Games Room continues to host tournaments on a gaming platform and has over 150 members. Info Desk continues to answer questions daily, by phone and social media. The Design team won 21 awards in an ACUI national competition and 3 creative excellence awards from NIRSA. The Union is still co-hosting blood drives off-campus. UNIQUE Programs had a great fall semester with a diverse calendar of events and encourages members to view the website to see the offerings this spring. Lastly, the old sound system in the Redwood Room, of which some parts are original to the building, are being updated and modernized.

d. Facilities & IT

- i. Singletary shares photos of the flooring projects in the Union and networking upgrades in the ballroom. He explains that telecom rooms in the expansion portion of the Union were retrofitted with emergency circuits so that cameras, Wi-Fi and telephones will remain in operation during a power outage. The main chiller in the Union requires major maintenance every 10-12 years, which is currently in progress. The Union’s south door project has notice to proceed; the entire storefront will be replaced with automatic doors in the center and two single use doors on the side. An architect has been selected to conduct the feasibility study for the Union west restroom remodel and infrastructure update on all three floors. Wi-Fi has been installed in PS3 for outdoor fitness allowing

the ability to play music, and members can use their own devices. Cameras were also installed in PS3 and provide a 360° view of the space.

1. Pham asks what the life expectancy is of the new flooring. Singletary states that the terrazzo tile should last 20-25 years when well maintained, and the LVT (luxury vinyl tile) can last up to 15 years depending on use.
2. Pham asks how long the backup generators are expected to function in a power outage. Singletary states that the generator will stay on as long as it's fueled. Typical outages have lasted 1-2 hours which would not be an issue. However, if it extended to 6-8 hours there would be many more systematic problems.
3. Pham appreciates the wi-fi in PS3 and suggests installing a clock so participants can remain mindful of time. Singletary agrees and may look into adding a digital clock.

e. The WELL

- i. Smith provides participation numbers for both in-person and virtual WELL programming. PS3 has had 5,600 check-ins since beginning in November, and in January, each week broke the previous week's record, with last week being the highest at 1,329 check-ins. Extending hours is being explored; surveys are being conducted through social media & via email with Student Affairs help. Outdoor Group Fitness had 138 participants in January. Year-to-date, lap swim has had 273 check-ins. Virtual content is also being offered including semester prep workshops, virtual recreation therapy, and Mental Training for Adventure Sports clinic. Mile High Climb was converted to a virtual challenge. Sac State 5k will be virtual and has 129 registered participants and 56 dogs. Hustle From Home program filled all sessions and has a waiting list. Intramurals will host a trick shot competition and sports trivia. Virtual Group Fitness classes had 490 participants in January, and the prerecorded workouts on IGtv and on-demand are still getting new views.

8. The meeting was adjourned at 9:04 am

Respectfully Submitted:

Ethan Shaw

Ethan Shaw (Mar 17, 2021 11:35 PDT)

Authorized Signature

Mar 17, 2021

Date