



**Union WELL Inc. Board of Directors Meeting**  
**Wednesday, March 11, 2020**  
Green and Gold Room, 3<sup>rd</sup> floor, University Union

**Minutes**

1. **The meeting was called to order at 7: 33 a.m. by Ethan Shaw, Chairperson**  
Members present: Noah Marty, Ed Mills, Kindra Begley, Drajawanee Dickerson, David Rolloff, Emily Kyle, Beth Lesen, Ethan Shaw, Joy Stewart-James, and Justin Reginato  
Also present: Bill Olmsted, Dean Sorensen, Kate Smith, Andrew Singletary, Jill Farrell, and Tori Butler
2. **Public Comment: None**
3. **Consent Calendar: (MSP: Marty, Kyle)**
  - a. Approval of Board of Directors Meeting Minutes – February 12, 2020
4. **Reports and Comment**
  - a. **Board Members**
    - i. Mills (who asked to make his Board member comment near the beginning of the meeting due to needing to leave early) begins a discussion regarding COVID-19, noting there are still no cases related to campus but it is creating a lot of issues and questions. Emails came out yesterday with restrictions on events and travel. Professors are being asked to voluntarily move to online instruction. The three big concerns are the health and safety of the campus community, the significant economic impact from loss of revenue in the Union and WELL, Peak Adventures, and Aquatic Center, and the relative level of panic and fear. Everyone is moving as quickly as possible, monitoring everything, helping folks understand and encouraging ramping up hygiene and avoiding social contact.
      1. With regard to long term funding, Marty is wondering what the impact might be on the US census headcount. Mills says that the fear of interaction could impact the census, which could impact volunteers who help as well. Lesen believes the impact on the US census will be felt for a long time.
    - ii. Stewart-James had a discussion with a professor of infectious disease who believes the initial reports of the virus being airborne may not be the case. The virus transfers from surfaces and therefore she recommends stepping up cleaning procedures carrying hand sanitizer.
    - iii. Olmsted states that the organization is drafting language that illustrates what is being done within the facilities to maintain a high level of cleanliness. Events are currently being canceled by choice but staff will start proactively addressing other events. The policy regarding late cancellations has been suspended. Sorensen adds that deposits to off-campus groups are being refunded, and one good thing is that a lot of customers are trying to reschedule their events.
    - iv. Lesen adds that a group was convened yesterday to discuss campus meetings and events. In the next day or two, everyone will be advised to not hold in-person meetings without an exception and will be encouraged to go virtual. A lot more cancellations by the university can be expected.
      1. Begley asks if the decision on in-person meetings is indefinite. Lesen says it is currently until March 30, but will be reevaluated over spring break.
      2. Mills states that IRT is working on significantly expanding licenses for Zoom meetings and investing in laptops to allow people access to virtual meetings.

- v. Sorensen knows an announcement is coming, but wants to know if there will be a ban on events and whether it would apply to off-campus groups holding meetings on campus. Lesen clarifies that it will be a suspension and says it will especially apply to off-campus groups because the focus and priority of institution is students. She adds that President Nelsen was not in the room during this discussion so it could change, but it is what is expected. Mills states that various aspects will be considered and exceptions will be made at the AVP or VP level. Lesen notes that an appeal process is also being discussed.

**5. Old Business:**

**a. Expansion updates**

- i. Olmsted states that the WELL expansion project is moving forward, noting that plans were submitted to the Fire Marshal in the last week of December and he has been told the plans have been pulled and are being reviewed. The team is in the process of making modifications to the design pertaining to HVAC as there are concerns regarding individual spaces in both the Student Health and Counseling Services (SHCS) and fitness/recreation sides. Hopefully, more updates to come in April.
- ii. Regarding the Union expansion project, Olmsted states that the last elevator has been retrofitted and is functional. Sorensen states that they are still experiencing elevator related issues such as the South elevator AC issues, which are being worked on. Singletary states that the South elevator should be back up by the end of the week.

**6. New Business:**

**a. 2020-21 Strategic Plan project lists: (MSP: Begley, Kyle)**

- i. Olmsted begins by explaining the strategic planning process. He explains that the current plan was developed three years ago and is now being reevaluated since campus is moving into a new strategic plan process. The team will hold off one more year to see what campus does before determining the new process since the organization's plan dovetails from campus and the Division of Student Affairs. Olmsted reviews the ten corporate strategic planning goals, noting that each department is asked to align with a small set of those ten goals that pertain to their focus that year and how it highlights what they contribute to the organization. Olmsted shows the University goals and President Nelsen's Imperatives compared to the ten corporate goals to illustrate how the goals are aligned with campus. Olmsted then discusses the Strategic Plan and project list highlights for Corporate Administration, and Facilities & IT, which is broken down further into Administration, IT, Facility Services, and Maintenance & Facility Operations. Olmsted then discusses WELL project list highlights, which are also broken down by department; Administration, All-In Recreation (AIR), Staff Development & Assessment, Intramural Sports, Fitness & Wellness, Membership & Marketing, Operations & Aquatics, Special Events & Informal Recreation, and Climbing & Group Facilitation. Lastly, Olmsted mentions Union project list highlights by department; Administration, Event Services, Terminal Lounge, Games Room, Information Desk, Operations, and Programs & Marketing.

- 1. Regarding the Union Event Services project of increasing wireless microphones in meeting spaces, Mills asks if any considerations are being made for virtual meetings. Singletary says that a mic that can integrate with Zoom can be added to capture the entire room. Sorensen adds that this item addresses feedback regarding multiple people talking in mics, a portable solution would allow more mics in a room.

**b. 2019-20 Year End Projections:**

- i. Olmsted explains that the year-end projection (YEP) comparison provided is informational and will be discussed at the next meeting. He notes that the YEP for the current year is fluid and could be very different in two weeks.
- c. 2020-21 Capital & Plant Expenditures:
  - i. Olmsted provides an update on the Capital & Plant fund for 2020-2021 which currently totals \$875,000. He reviews the projects by account, and encourages questions.
    - 1. Regarding fitness equipment replacement, Stewart-James asks what is done with the equipment that is being replaced. Olmsted explains that the supplier offers a buyback credit, and a lot of the larger pieces are based on warranty.
    - 2. Kyle asks if the equipment could go to state auction. Olmsted clarifies that the equipment was purchased through the auxiliary budget and is not state owned. He adds that the best credit is received by trading out and replacing equipment. Smith notes that one of the benefits of going with the same vendor is the ability to swap out equipment on the same day, which limits downtime of equipment.
    - 3. Olmsted adds that smaller equipment has been sold at the equivalent of a campus yard sale and there are plans to continue doing so. Smith notes that the sale was very popular.
  - ii. Olmsted points out that the replacement of the WELL skylight in the sunken area is the reason for the revised update. He explains that the front part of the building has settled and the skylight no longer seals, so it must be taken apart and reinstalled.
    - 1. Reginato asks if the skylight is under warranty. Singletary states that a 3-5-year warranty is in negotiations.
- d. Proposed changes to Union WELL Inc. Corporate Bylaws, Resolution 20-01: **(MSP: Dickerson, Marty)**
  - i. Olmsted presents the Union WELL Inc. Corporate Bylaws, redlined with proposed changes. Last year the organization opted to run an advertisement for a Student-at-Large position instead of having a student elected through the ASI student body election, which worked well and is one of the proposed changes. Also changing is the Clubs and Organizations Student representative position, which will be an additional Student-at-Large position. Other proposed changes are to the document language, as necessary from the position changes. Olmsted notes that Student-at-Large positions will be posted through digital signage and social media, and will involve an application and review process involving Shaw, himself, and possibly more Board members.
    - 1. Begley asks if students can continue in their position after the 1-year term, or do they have to reapply. Olmsted says that students can continue in their position, except for the ASI Student Representative position, which will change each year and is their decision.
- e. Nominations for 2020-21 Board Chairperson:
  - i. Olmsted explains that Vice-Chair and Secretary Treasurer positions are elected in the fall, but the Board Chairperson is elected at April meeting. He announces that nominations are open for students continuing into 20-21 academic year. Shaw nominates himself. Olmsted will reach out to Leung, who is not present but has an option to continue in his position, if he chooses.

## 7. Reports and Comment

- a. Board Members
  - i. None.
- b. Executive Director: Olmsted
  - i. None.

8. **Information: Activity Reports**
- a. **Facilities & IT: Singletary**
    - i. Singletary mentions highlights from the Facilities & IT report. Drawings have been received from the architects for the Union south entrance door project. The WELL's member management system is scheduled for migration to the cloud. Union South elevator is currently out of service for AC work.
  - b. **The WELL: Smith**
    - i. Smith provides an update on WELL personnel. Intramural Sports Coordinator search has concluded and hoping to make an offer soon. Barrett Ward, Manager of Member Services, Member Experience and Marketing gave notice, which is a big hit to the WELL and the corporation. She notes that the Special Olympics basketball tournament that is listed on her report has been cancelled. If events are allowed, the hope is to hold the WELL expansion kickoff event on May 6<sup>th</sup>.
  - c. **University Union: Sorensen**
    - i. Sorensen provides updates to items on Union report that have changed since it was submitted. The CSU Stanislaus staff visit is cancelled. Tom Deluca was scheduled for tomorrow, but over the weekend Deluca developed concerns and canceled.
9. **The meeting was adjourned at 9:11am**

Respectfully Submitted:



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Authorized Signature

4/22/2020

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Date