



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

1. The meeting was called to order at 7:35 a.m. by Alyssa Trejo (Chairperson)

Members present: Missy Anapolsky, Bill Macriss, Kisanet Woldeyohannes, Alyssa Trejo, Ethan Shaw, Mark Sohl, Andrew Vonwal, Justin Reginato, Ed Mills

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

Absent: David Rolloff

2. Public Comment: None

3. Consent Calendar:

A. Approval of Board of Directors Meeting Minutes – February 13, 2019

B. Approval of Executive Committee Meeting Minutes – February 22, 2019

(MSP: Anapolsky, Sohl)

4. Old Business:

A. Expansion updates:

i. Olmsted provides an update on the Union expansion, announcing that the fire marshal walkthrough occurred last week, and was approved. Tuesday, April 2 is the target date for opening the expansion to the public. The Games Room will not be ready, not all tenants will be moved in yet, and Starbucks may not make the opening date. He explains that Starbucks hired almost 70 people, but they lost many people that they had hired when the timeline kept changing. Although there is a definitive date, they have more hiring and training to do. Olmsted states he will send out details as they are available and plans on using social media and campus communication networks to get information out. He shows photos comparing the expansion at this time last year to the current progress and offers a preview of the expansion to anyone in the group who is interested.

a. Reginato asks if UEI pays the Union rent, and whether there is a major fiscal impact caused by the delay. Olmsted says yes to both.

ii. Olmsted moves on to the WELL expansion, which is making great strides and wrapping up the latter part of the schematic design phase. He states that he, along with Smith, Reginato, and others from campus, are going to the Chancellor's Office tomorrow to present the schematic design to the Capital Planning, Design and Construction division (CPDC). The next step is presenting the funding package to the Chancellor's Office for approval. The construction start date is estimated to be January. Olmsted shows an early rendering of the new stairwell being added to the front of the building, from the counseling lobby.

- a. Smith states she had not seen the rendering yet and that she was under assumption that the stairway would be enclosed to avoid confusion that the stairwell leads to an entrance. Olmsted states that it is still a work in progress and that the rendering is just to show that a stairwell will fit.

S. New Business:

A. 2019-20 Strategic Plan project lists: (MSP: Anapolsky, Woldeyohannes. Abstention: Mills)

- i. Olmsted explains that the organization's Strategic Plan changed to a three-year plan a few years ago and next year is the third of the three years. He states that this summer he and the Directors will look at the next phase of the Strategic Plan and possibly a different structure. The plan starts with a set of ten goals, which are the same ones used for the last two years, and are aligned with the goals and initiatives of the University and Student Affairs. Olmsted shows a slide of Sacramento State's goals and the President's five imperatives. He then shows a slide of the corporation's ten goals, which align with five campus goals, almost verbatim. He explains that the Strategic Plan lays out framework for the organization's intentions, but the Annual Report done in the fall tells the story of what was done and highlights where the organization is going. The Annual Report will be done on a biennial cycle.
 - a. Mills states that it is important to note that the Executive Director search is in progress, so the process could change. Olmsted agrees and notes that he is always looking ahead and working towards moving forward with the plan in place.
- ii. Olmsted mentions the projects highlighted in the handout, starting with Corporate Administration.
 - a. With regard to the salary study and Olmsted's comment that the organization loses a lot of good people, mostly due to pay, Reginato asks if the corporation is losing employees to other departments on campus, or off campus. Olmsted states that it is both, but adds that lately it has been more off campus, including State positions.
- iii. Olmsted discusses Facilities & IT project list highlights, which are mostly related to expansion, updating outdated technology, and better integration with IRT.
 - a. Reginato asks if Union WELL Inc. is subject to the same rules as IRT with regard to the organization's website. Mills states that rules are different for auxiliaries.
 - b. Reginato asks if IRT is coming up with a website template for consistency. Mills states that University Communications controls the look and feel of websites, adding that President Nelsen would like uniformity but Union and WELL have more flexibility as long as there is nothing strikingly different. Olmsted states that the team is cognizant of campus regulations, but the corporation has its own style guide, and notes that the websites are not hosted by IRT. Sorensen adds that the design manager worked for University Communications and is aware of their expectations, which ensures that what is done is within campus guidelines.
- iv. Olmsted continues to discuss Union project list highlights, which are broken down by department; Administration, Event Services, Operations, etc. Olmsted then reviews WELL project list highlights, by department, many of which are focused on expansion.

B. 2019-20 Capital and Plant Fund Expenditures:

- i. Olmsted refers to the full list of Capital & Plant projects and mentions highlights. He states that 19-20 was going to be big year for purchases and reminds group that a proposal was going to be presented to the Executive Committee to move purchases up to 18-19, which was approved and eased the budget for 19-20. Olmsted states that the total impact, which is typical for this category, is \$834,226.

- a. Macriss asks about the couch in the Terrace Suite, wondering where it would be placed. Olmsted says that it should say, "Replace couch in Terrace Suite *lobby*" as it would not be in the actual room.
 - b. Sohl asks what will be done with the old piano in the Union, and suggests leaving it out in a general area for students to play as they wish. Olmsted says it is a good point, and notes that certain downtown areas have pianos at various street corners for anyone to use. He adds that there are no plans as of now, but it is still functional so it could be considered. Smith adds that the Union could collaborate with Recreation Therapist, Alivia Gok, for music therapy.
 - c. Regarding the Games Room virtual reality cost, Shaw asks if it includes installation or just the physical units themselves, stating that consumer products are less than \$1,000 so \$25,000 seems like a lot of money. Singletary states that some installation is included, but the cost is mostly equipment, warranty and maintenance. He adds that standard consumer products are not designed for the volume that it will be used in the Games Room but he is open to suggestions or recommendations on equipment.
- C. 2019-20 TBU01 & TBU04 Expenditures:
- i. Olmsted reviews the 19-20 TBU01 & TBU04 project list, noting that the Board has already approved the projects in the gray box. He adds that the board will be asked to approve \$347,460 next month.
- D. 2018-19 TBU01 Update: (MSP: Sohl, Shaw)
- i. Olmsted presents the update to the current year's TBU01 & TBU04 budget. The new request in TBU01 totals \$50,000, including a \$10,000 carpet refresh in the Pride Center which the team would like to complete in the early part of summer. The rest of the request is to pull in \$40,000 to this year for upgrades on the Union's chiller, which has problems and needs to be modified before summer. Olmsted then refers to the next page in the handout, which outlines the five-year phasing plan for chillers in the Union and WELL involving \$850,000 in repairs over the next five years. He notes that the maintenance over the next five years will keep the systems functional for the next ten to twelve years.
- E. 2018-19 Year End Projections:
- i. Farrell refers to the supplemental handout that is separate from the packet and includes additional notes on the budget to year-end projection (YEP) comparison. She mentions revenue highlights, noting that the \$30,207 variance in facility use fees and \$68,119 variance in contract/lease payments are mainly due to the fire sprinkler project and expansion delays in the Union. Farrell then discusses expenditure highlights, noting that the savings are also mostly due to delays on projects. The organization was predicting deficit of \$766,806, but is now targeting a surplus of \$783,700.
- F. University Union Policy Revisions:
- Food Service: Self-Food Service in the Union: (MSP: Woldeyohannes, Shaw)
 - Late Changes to Existing Space Reservations: (MSP: Shaw, Vonwal)
- i. Sorensen needs to leave the meeting early; therefore, new business began with this item to allow time for presentation of policy revisions. Sorensen states that the main reason for the revisions is to include the expansion updates but also took advantage of cleaning up the policies in general, and then proceeds to discuss the changes. He adds that the policy revisions were presented to the Union Advisory Group and were approved.
- G. Nominations for 2019-20 Board Chairperson:
- i. Olmsted states that the bylaws state that the new board chair shall be identified at the April meeting and will officially take over starting June 1. He decided to discuss the election with the Board ahead of time to

allow time for questions and considerations. He asks if there are any nominations. Trejo nominates Shaw, who accepts the nomination. Olmsted states that the discussion is informational at this point and that official voting will occur at the April meeting.

6. Reports and Comments

A. Board Members

- i. None.

B. Executive Director: Olmsted

- i. Olmsted shows a photo of the Union WELL Inc. group that attended the Green and Gold Gala, noting that it was a nice evening. He shows a picture of the current exhibit in the Gallery, "More Than Scribbles", and explains that the exhibit is a collaboration with the ASI Children's Center with art created by children. Olmsted adds that campus has been working with artists to help beautify mother's rooms on campus, and is now considering using children's artwork. He then shows a photo of the art piece "Hornet in Flight" by Raphael Delgado and reminds the group that the Executive Committee approved funding for the new art piece in August, which will be installed behind Union Information Desk.

7. Information: Activity Reports

A. Facilities & IT: Singletary

- i. As distributed.

B. The WELL: Smith

- i. As distributed.

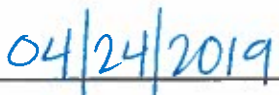
C. University Union: Sorensen

- i. As distributed.

8. The meeting was adjourned at 9:09am

Respectfully Submitted:


Signature


Date