



California State University, Sacramento
University Union
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Board of Directors Meeting Minutes
March 15, 2017
Foothill Suite, 3rd floor: University Union

1. **Call to Order, Chair - 7:35 a.m. Alyssa Trejo, Chairperson**
Members present: Alyssa Trejo, Kisanet Woldeyohannes, Chandler Bender, Stacy Hayano, Bill Macriss
Also present: Bill Olmsted, Dean Sorensen, Jill Farrell, Jessica Swart (Kate Smith designee)
Absent: Kate Smith, Lindsay Vampola, Ed Mills, Missy Anapolsky, Juan Arroyo, David Rolloff
2. **Public Comment: None**
3. **Consent Calendar:**
 - A. Approval of Board of Directors Minutes – February 15, 2017 (Attached. Note numbering changes on items 6-8) (MSP: Hayano, Macriss)
4. **Old Business:**
 - A. Expansion update: Sorensen
 1. Sorensen provides an update on the Union expansion and states that it is going as well as a project this complicated can go, noting that weather has been the greatest glitch. Sorensen then shows a diagram that illustrates the anticipated schedule and phases of the demolition plan over spring break. The month of April will consist mostly of prep work and May is when full construction will begin. Sorensen adds that the Fire Marshall is looking at current parts of the building and making suggestions while work is being done on the other side of the building. Essentially, the Fire Marshall is treating the Union as an arena in that they are assuming that our building is filled to capacity at all times.
 2. Olmsted announces that demolition starts Friday, March 17, at 5pm and he invites the group to attend "Dinner & Demo" to witness the first stages of the hard-demo process and enjoy pizza that he will be providing.
 - B. Strategic Plan: Olmsted
 1. 2016-17 Executive Summary (information)
 - i. Olmsted begins by stating that every year, the various areas of the organization have a certain number of projects planned for the coming year; there were approximately 164 projects at that time. The project list that was put forth a year ago for 16-17 was an estimation; therefore, it has been a fluid document up to today. One-hundred and ninety completed projects are anticipated before years end, but the number could increase.
 2. 2017-18 Plan (action requested) Olmsted, (MSP: Woldeyohannes, Bender)
 - i. Olmsted states that the 17-18 project list is included in the handout and reviews some of the projects listed. He announces that, moving forward, the strategic planning process will change. Previously, a new plan was generated annually, which was sometimes one hundred pages. The corporate values, mission and vision does not change. Instead of redoing goals every year, staff will decide on ten goals for next three years and a longer-term plan will be put forth. The project list will change every

year, which will reflect departmental goals. Olmsted shows a list of corporate goals and explains that the organization is broken down into four areas: Corporate, Facilities & Administration, the Union and the WELL. Each area chose three to four target goals from the list of corporate goals to focus on. Olmsted then reviews highlights of each department's projects, target goals and performance measures.

- ii. Sorensen elaborates on the Union's "Stingers in the Spring" event from the project list and explains that it will be a welcome back event in the spring during the campus-wide Weeks of Welcome.
- iii. Swart then elaborates on the heart rate monitor system project for the WELL and explains that the goal is to provide heart rate monitors to participants in some fitness classes, which will connect to the fitness room's display monitor to project data in order to track and encourage certain activity levels during the class. Swart also elaborates on the Unified Basketball League project and states that it currently exists on many other campuses and involves athletes with intellectual disabilities playing alongside college athletes.
 1. Prior to leaving the meeting early, Macriss mentions that he noticed that the format is different for each area. He suggest that the document format should remain consistent for the ease of reading and following. Olmsted explains that each document came from each area's director, which is why they are slightly different from each other. He assures the group that the document is still in the works and that the finished product will have consistent formatting.
 2. Farrell comments regarding the second and third goal of the ten corporate goals listed, and states that these could be improved upon, as they do not illustrate what we actually do. [The second goal listed is to *"Train, develop, and encourage a highly committed and conscientious Union WELL Inc. staff"*. The third goal is *"Contribute to student success by enhancing interpersonal, leadership, and critical thinking skills which lead to timely graduation and prepare students for active citizenship beyond college"*.] Farrell states that, organizationally, when students are hired, trained, and developed, she feels that the organization is contributing to student success. The organization holds workshops and multiple sessions of training, so she is just ensuring that the plan represents what is actually being done and that we have best transparency of what is done to support student success. Training is how the organization supports success and citizenship, therefore the organization gets to support students in addition to goal three. In addition, the seventh goal of *"pursuing and strengthening meaningful partnerships and collaborations with other campus departments, programs and services"* is not listed in any of the four departments but is also being done, especially by corporate. She adds that it doesn't change performance measures, but that the goal should be added to the corporate and Union plans to encompass those goals.
 - (a). Sorensen agrees that those goals are not appearing in any departmental area and that they should be included.
 - (b). Swart asks for clarification on Farrell's concern. Farrell refers to the corporate area plan and explains that the third corporate goal is not listed as an assignment, but it truly is supported. She feels that it should be added to all four departmental areas, but at least corporate. Swart shares that, as a staff member, she feels that the overarching goals are all still working towards those two, even if they are not specifically listed. Swart also

thinks that she did not feel that these goals would be the focus since we do them every day.

- (c). Hayano asks what the performance measure would be for goal three if it were added to an area plan. Farrell feels we could extend the fourth corporate measure regarding promoting and facilitating training and staff development.
- (d). Bender agrees with Farrell and states that the goals are adding on to building success for students for active citizenship beyond the classroom. He adds that the performance measure could be the first measure listed in the corporate area plan regarding enhancing the Union WELL Inc. service to the campus community.
- (e). Swart states that since it *is* already being done with great success, that could be the reason that they are not included, but she is in support of adding them. Bender agrees that goals would be areas that are lacking or could be improved upon, but the organization needs to make sure that the topics aren't put on a back burner.
- (f). Farrell states that the third and seventh goals could be added to the corporate plan only with a modification to the first performance measure to state "continue to support" to ensure it that continues. She adds that the seventh goal should be added for both the Union and the WELL, including a performance measure of "ensure continuation throughout corporation".

5. New Business:

- A. Board vacancy: Trejo (information)
 - 1. Trejo announces that Karen Dhillon is unable to attend board and advisory meetings due to conflicts with her schedule and states that the position will remain open for the remainder of year. Olmsted adds that if we had an advisory group student who could commit to at least a year, they could be seated as soon as the next meeting.
- B. 2016-17 Capital Repair and Replacement project list updates: Farrell (action requested) (MSP: Woldeyohannes, Hayano)
 - 1. Farrell refers to the capital and plant fund update that is included in the handout. She explains that she is responsible for updating the Budget & Finance Committee with variances and as items come up, such as emergency repairs, and Budget & Finance is asked for approval. Farrell then reviews the items highlighted in pink, which were presented to Budget & Finance at the last meeting for approval: two domestic water heaters in the Union, workstation refresh due to failures in Design, and half of the cost of the Burger King panel. Farrell summarizes that approval on \$69,795 is being requested, which would result in a year-end projection variance of \$44,883.
 - i. Sorensen elaborates on the electrical panel project in Burger King. He explains that there is excessive electrical wiring running to the panel and it appears that there have been modifications but there is a disagreement with the tenant regarding what has been done. The panel is now within fire code so it is no longer an issue with the Fire Marshall; however, it is still an issue as far as electrical code. He states that UEI has agreed to split the cost of repairs, and it is possible that the vendor will have to pay a part of the cost as well.
- C. 2016-17 Year End Projections: Farrell (information)
 - 1. Farrell shows a slide displaying the YEP summary. She summarizes that there is a \$217,876 variance in total revenue and \$779,648 savings in expenses, resulting in a \$997,524 variance from surplus. Farrell reviews revenue variances in detail and states

that the full YEP list is included in the handout. She explains that "miscellaneous revenue" includes fitness equipment that was sold, Cornell West event sponsorships, and Michael Brown event sponsorships. She then reviews and explains expenditure variances. She states that we are forecasting a variance of just under \$1,000,000, but that a little has been spent already, so a variance of \$800,000-\$900,000 is anticipated.

6. Reports and Comments

A. Board Members

1. Trejo states that Unique Programs allow board members two guest passes to attend concerts. Olmsted notes that Unique typically has a list of board members at booths. Sorensen adds that most events are free, but board members may claim two free tickets for any events where there is a fee.

B. Interim Executive Director: Olmsted

1. Olmsted begins by stating that the financial plan for the WELL Expansion is currently under review, and the project is getting ready to go out for RFP. He also states that the organization is working on the budget for the next board meeting, which will be the last working board meeting for the academic year. The Green & Gold Gala is a week from Friday in the Union Ballroom, which Kisanet and Alyssa will be attending.

7. Information: Activity Reports

A. The WELL: Swart

1. Swart attends on behalf of Smith and mentions highlights from the WELL report that Smith provided, which is included in the handout. Couch to 5k program sold out with 30 participants. Yoga night is tomorrow, March 16, an event in collaboration with Unique. Sac State 5k participation has increased by 100 since Smith's report. Swart adds that she is happy to set up a coupon code if board members would like to sign up as a group.
 - i. Olmsted asks about yoga night participation. Swart replies that 90-120 participants is typical, but not as many participants are expected in the spring due to spring break.

B. University Union: Sorensen

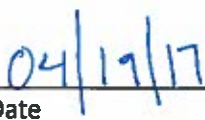
1. Sorensen reviews highlights from the full report included in the handout. Tavis Smiley has just confirmed as the keynote for an event in commemoration of the 50th anniversary of Dr. Martin Luther King's speech to Sac State. Tavis Smiley has a PBS show, a radio show, and he's also an author who wrote a book about the last year of MLK's life; and MLK spoke here on October 16 during that year. Anticipating a good event, which is a large collaboration with a number of departments.

8. The meeting was adjourned at 9:00 am by Alyssa Trejo

Respectfully submitted:



Authorized Signature



Date