



**Union WELL, Inc. Board of Directors Meeting**  
Wednesday, March 15, 2023, 7:30am  
Green & Gold Boardroom, University Union, 3<sup>rd</sup> Floor

**Minutes**

1. **The meeting was called to order at 7:33 a.m., by Jasmine Lopez, Chairperson**  
Members Present: Jasmine Lopez, Marina De La Cruz Ramirez, Jennifer Harris, Monique Curayag, Bill Hebert, Sebastian Raya, Christine Flowers, Maanvee Mehrotra  
Also Present: Bill Olmsted, Andrew Singletary, Kate Smith, Jill Farrell, Tori Butler
2. **Public Comment:** None.
3. **Approval of Minutes: (MSP: Curayag, De La Cruz Ramirez)**
  - a. Approval of Board of Directors Meeting Minutes — February 15, 2023
4. **New Business:**
  - a. 2023–24 Proposed Annual Corporate Project List: (MSP: Raya, Mehrotra)
    - i. Olmsted explains the historic strategic planning process, which has switched in recent years to become the annual corporate project list. He discusses the corporation’s foundational goals and expectations shared with staff for the coming year. He shares a breakdown of the organization and all departments, noting that the plan represents each area.
      1. Harris asks clarifying questions on the project list process and approval timeline and how it aligns with the budgeting process and approval timeline, for her own education as she is new to the board. Olmsted explains that the goal of the March meeting is to seek approval of the project lists, and then the corresponding dollars will be part of the budget presentation in April. He noted that a project would not be included for consideration on the list if resources weren’t available to support it. Olmsted also stated that staff would re-evaluated the timing of the project list approval next year, and consider aligning it with the budget approval.
    - ii. Olmsted shares the Corporate Administration project list and mentions highlights, including providing oversight of planning, project management, and financials of projects, coordinating and overseeing the North field project, and developing a new strategic planning process for the organization. IT Administration projects include providing support on many projects, including website redevelopment, migration of physical machines or virtual systems, and internal projects. IT projects include a lot of equipment refreshes, and migration of physical machines and virtual systems to new servers, virtual environments, or the data center on campus. Facility Services highlights include replacing the WELL’s original carpet, evaluating current processes and procedures by a new staff member and adjusting as necessary for more efficiency, and partnering with campus sustainability on the push for composting, especially in the University Union (UU.)
      1. Harris states there has been a lot of press and coverage on plastic not being recycled, and asks how campus can limit the sale of single-use plastic. Flowers, who wrote the tool kit for EPA for plastic on campus, says it starts with procurement, as vendors don’t need to sell bottled water, it can be canned or boxed. She adds that the ASI Green Team and sustainability should give direction. Olmsted notes that UEI holds dining and vending contracts for campus, and there was a big push, years back, but certain contractual agreements will take time to change. Union WELL staff will be working with ASI’s Green Team and sustainability to create ways to educate people, such as signage, tabling, and even shadow boxes with examples. Flowers adds that sustainability is doing audits on what’s in the bins, and a lot is not sold on campus, so there are also products coming in from elsewhere. Singletary states that sustainability is reminding vendors of their responsibilities. Site visits will continue on the food court to check materials and monitor composting habits.
    - iii. Olmsted mentions project highlights for Maintenance and Facility Operations such as managing larger capital projects, facility remodels, and waterproofing of the UU.

1. Harris asks if “partnering” is referring to shared cost or work. Olmsted says it can mean one or the other, or both, but it acknowledges that there is so much that the team can’t do without partnering and collaborating with Facilities, Student Affairs, procurement, etc.
  - iv. Olmsted mentions University Union (UU) project highlights, beginning with Administration, including onboarding and training a new UU Director, and managing and preparing for the many projects and renovations. Operations projects include researching refrigerated lockers in the facility, updating charging stations, and potentially adding a mobile charging device. Information Desk projects include renovating the workstation to accommodate additional staff and installing a new safe. The Relaxation Station plans to continue developing partnerships with departments on campus, specifically SHCS and the Peer Health Educators (PHEs), to add programming that highlights wellness and relaxation. Games Room projects include getting a new POS system and bringing in more professional gamers to do demos for students. Event Services highlights include focusing on addressing staffing shortages in full-time and, more specifically, student positions. Programs & Marketing projects include a collaboration of the UU and WELL marketing teams on a new YouTube channel to cross-promote services in both buildings, and continue to develop the lobby music program. UNIQUE Programs plans on collaborating with the Parents & Families Program and ASI Children’s Center to develop weekend programming for children of students that are on campus on weekends, re-establishing a partnership with SOAL, and developing a scholarship program for UNIQUE volunteers. Design project highlights include collaborating with the Wide Open Walls Committee to create an exhibition in the UU Gallery to highlight the partnerships and artwork around the community.
  - v. Olmsted presents The WELL’s project list and discusses highlights, by department. Administration projects include managing major projects like the North Field project, making a concerted effort to display more artwork in the building, and utilizing large walls to better brand the functions of the building. Intramurals (IM) highlights include hosting a Community Building Night in collaboration with UWI Inclusion Committee in an effort to identify underrepresented groups and filming IM officials to review and use as teaching tools. Student Staff Development and Assessment (SSDA) projects include partnering with the Career Center to collaborate on programs like the Leadership Training Series that the WELL currently offers to staff. Recreational Therapy (RT) is a growing department and plans on determining a fee structure for external groups requesting space, equipment, staff, etc., and identifying a software component that is designed for their specific programming. Fitness & Wellness highlights include working with IT and others on a solution for TVs in the WELL, and researching the ability to relocate the Performance Center, potentially moving the equipment and program somewhere else in the building, and repurposing that space.
    1. Harris asks if there is an idea of what to use the current Performance Center space for. Olmsted explains that hasn’t yet been determined, but that the bigger concern right now is to relocate current equipment elsewhere. Smith adds that the biggest demand in the space is heavy bags. The current structure, is breaking, and students want more heavy bags, but the space doesn’t have the ceiling height as it was originally built as office space.
  - vi. Olmsted continues with Member Experience projects, including focusing on a digital waiver solution for programs and services, and launching a locker rental program for members. Marketing projects include supporting the development of the comprehensive website and continuing to brand programs and spaces in the building. Operations & Aquatics highlights include improvements to the pool area and evaluating swim lesson programs. Special Events & Informal Recreation will focus on increasing outreach efforts to increase reservations of facilities and programs offered, integrating a new full-time staff member, and creating workflows for the new position. Climbing & Group Facilitation projects include staff training and skill-building, collaborating on a Community Building Night, and working with RT to increase awareness for adaptive climbing and offering more adaptive climbing events.
- b. 2022–23 Year End Projections: Information**
- i. Olmsted shares year-end projections (YEP) for all areas and notes a header correction on the expenditures table, which says 2021-22, but should say 2022-23. He discusses variance highlights beginning with revenue. Facility use fees were down due to fewer bookings, including orientation, which switched to virtual multiple times.
    1. Harris asks if some of the lost revenue is related to Event Services staffing troubles. Olmsted says yes, staffing challenges have been responsible for a portion of lost revenue.
  - ii. Olmsted continues with contracts and lease payments, which were impacted by the delayed openings of Chando’s, Habit Burger, etc., and a vacancy since CARES moved out. Farrell adds that it was also because WELL square footage

was off and the contract was based on wrong numbers, which has since been corrected. Accounts that exceeded revenue projections include interest income, which was much higher than anticipated, and membership dues from an increase in WELL memberships and guest passes coming back.

1. Harris mentions the increase in membership dues that was approved last month and asks if the forecast for additional revenue was based on historical trends or if it will be better now. Olmsted says projections are based on historical trends, not the current activity. Smith adds that a 5% increase in growth was projected based on YEP, and the goal is to retain members.
- iii. Olmsted discusses variance highlights in expenditures. He notes that for Event accounts, some are over and some are under, but overall costs to put on events have increased. Insurance costs have historically been able to be mitigated with campus through services provided in exchange. However, with the lack of events during COVID, especially orientation, there are now insurance costs that have also generally increased tremendously. Farrell adds that the expansion of both facilities increased property insurance due to square footage, and that rates, in general, have also increased. Olmsted explains that custodial and maintenance supplies are under budget due to anticipating more usage of supplies. Program supplies reflect a normal variance, and Olmsted adds that program purchasing is not always anticipated but is important. Dues, fees, and subscriptions include the search firm for recruiting a new UU Director, which was budgeted for a more expensive firm. Utilities reflect a \$94,000 variance. Olmsted notes that he just found out natural gas rates can be expected to spike about five times, which is shocking since it's usually the cheapest utility.
  1. Harris states that the average campus gas bill is around \$200,000, and in January, it was \$1 million.
- iv. Olmsted continues discussing expenditures. Accounts related to part-time and full-time wages, benefits, and the 10% UEI fee, reflect a nearly \$1.3 million total variance due to full-time hiring that didn't happen within the projected timeline or didn't happen at all, and represents a majority of the projected surplus. Olmsted shares a breakdown of the variance for accounts related to capital and plant expenses. The original 22–23 budget was approved for \$590,000, which increased \$59,000 from 21–22 projects that could not be completed and carried over, for a new total of \$649,000. New expenditures that occurred in summer and fall totaled \$59,900, for a new total of \$709,000. Two fairly big changes were presented to Budget & Finance recently including the contribution to remodel the ASI space, and purchasing new stages for the UU rather than purchasing parts to rebuild the existing stages next year as planned. It was pulled into this year since there was room in the current year's budget and to ease next year's project list. These changes brought the total to \$973,000. As is typical each year, price changes and canceled projects resulted in \$88,000 in savings. Another \$37,500 in savings is the result of projects that can't be done this year that will carry over to next year. As of last week, expenses for capital and plant accounts totaled \$848,000.
  1. Harris asks if the projects were already approved to move at the Budget & Finance Committee meeting last week. Olmsted says yes, and adds that sometimes changes go through Budget & Finance and sometimes through the Board, depending on timing and the urgency of the project.
- c. Nominations for the 2023–24 Board of Directors Chairperson: **(MSP: Flowers, Mehrotra)**
  - i. Olmsted explains the timeline for selecting and voting in the board officers including the chairperson, vice chair, and secretary-treasurer. He announces that nominations for chairperson will be accepted today, including self-nominations. Raya and De La Cruz Ramirez both self-nominate. At the April board meeting, students will have the opportunity to state their interest in the position prior to the formal vote.

## 5. Reports and Comments

### a. Board Members

- i. None.

### b. Executive Director: Olmsted

- i. Olmsted states that March is national sleep awareness month and programs related to sleep are being offered. April is national student employee appreciation week, and staff is making plans for students.

### c. University Union: Staff

i. Olmsted says the Relaxation Station continues to be well utilized, serving over 580 students per week. A blood drive was held in February with Vitalant, which had 221 participants. The next drive will be April 24-26 and is expected to be bigger. Union WELL, Inc. graphic designers and student graphic designers won twelve awards in a design competition; seven were awarded to students and five to professional staff.

d. Facilities and I.T.: Singletary


i. Singletary is working with ASI and sustainability to create display boards for recycling and composting guidance. The storms and wind have resulted in a number of leaks in roofing, skylights, etc. that are being worked on.

e. The WELL: Smith

i. Smith states WELL membership continues to grow, with 18,532 students, 924 alumni, and 288 faculty/staff. IM indoor soccer and basketball leagues are underway. RT hosted an Adaptive Sports Sampler in partnership with the City of Sacramento which featured wheelchair rugby, wheelchair basketball, adaptive bikes, and rock wall climbing. The Mile High Climb competition wrapped up with 114 participants that finished. Sac State 5K is on April 27 and currently has 678 in-person participants registered and 36 virtual. Yoga Night is tomorrow in the UU Ballroom in partnership with UNIQUE Programs. Dance Jam is being held on April 5 with various styles including salsa, hip hop, country line dancing, etc. Next week, five full-time staff and eight students are traveling to Pittsburgh for the NIRSA national conference. Smith notes that the organization was able to fund the majority of the trip for students so they can attend and learn about campus recreation and other leadership opportunities.

6. **The meeting was adjourned at 9:05am**

Respectfully Submitted:

  
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Authorized Signature

4/26/23  
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Date