



Board of Directors Meeting Minutes
Wednesday, March 14, 2018
Foothill Suite, 3rd floor: University Union

1. The meeting was called to Order at 7:38 a.m. by Alyssa Trejo, Chairperson

Members present: Missy Anapolsky, Ed Mills, Kisanet Woldeyohannes, Alyssa Trejo, Kindra Begley, Justin Reginato, David Rolloff, Ana Lopez, Kyle Shallcross, Bill Macriss

Also present: Dean Sorensen, Kate Smith, Bill Olmsted, Andrew Singletary, Jill Farrell and Tori Butler.

Guests: From ASI, Daisy Yopez, Humberto Perez, and Mark Montalvo. Christy Norton from KCOE Isom

Absent: Mark Anthony Sohl

2. Public Comment: None

3. Consent Calendar: (MSP: Begley, Anapolsky)

A. Approval of Board of Directors Minutes – February 14, 2018:

4. Time Certain: 7:35am 990 Tax Form Presentation: Christy Norton, Principal; KCOE & Isom (MSP: Anapolsky, Begley)

B. Norton discusses the Union WELL Inc. 990 tax form, which is also displayed, on the screen. She explains that non-profits often do not have a tax consequence, but the corporation had \$136,000 in unrelated business income, which is typically taxable. Non-profits have a purpose, and the corporation's purpose is to support the campus (students, staff, faculty, administration), but often the outside community wants services as well, which falls into the category of unrelated business income. Farrell adds that alumni are considered unrelated business income which makes up for a lot of that amount. Norton continues and explains that unrelated business income comes over to secondary return and tax could be calculated but expenses can be allocated to offset income. In the end, the corporation does not owe tax for the 2017 return because expenses were able to be allocated against unrelated income. Norton ends by noting that the organization is in a liquid and profitable state.

5. Old Business:

C. Executive Director Search update: Mills (Information)

i. Mills announces that the Union WELL Inc. Executive Director search is moving forward. He explains that one of the big issues was a lawsuit at Humboldt State that forced the team to review whether auxiliary employees could be employed by the state and receive reimbursement. The answer is still unclear and the team is getting opposing advice. The team believes it is better to be conservative and decided to keep the position on the auxiliary side. The search is being run through UEI and will continue to stay with UEI. The position will start posting by end of month with the goal of interviewing late April or early May, and having the position in place before the end of this fiscal year.

D. Expansion update: Sorensen, Smith (Information)

i. Sorensen provides an update on the Union expansion project noting that the biggest slowdown is waiting on permits and Fire Marshall approval. The goal is to have the building finished and opened in January as opposed to the original plan of August or September. Olmsted adds that weather has been a small factor but not as much as anticipated, and the contractor budgeted for bad weather, so days were gained there. Fireproofing has to be done before the shell of the building can be completed. However, the recent cold weather has delayed progress since the temperature needs to be at least 36 or 37 degrees in order for the fireproofing material to adhere to steel. Olmsted then shows photos of the project progress including the new entry pavilion on north side, interior of building framing and HVAC ducting, large meeting rooms on north side.

- a. Mills asks if there will be windows on the north side. Olmsted confirms that the second and third floor will be all windows in addition to skylights, which will naturally lighten up what was previously a dark building.
 - ii. Smith presents the WELL expansion project plans. Plans include moving the Intramural Resource Center to the current ASI space, which will allow room to increase lockers and locker space. Men's and women's locker rooms will remain the same but doors will be replaced with and a half-wall entry, similar to an arena or airport restroom. Smith then shows concepts for lockers and changing areas, which will be an all-gender open space, noting that the goal is to divide spaces by activity rather than gender. Olmsted adds that what was found through focus groups is that facilities are doing this now, but with toilet stalls as well. Smith states that the space has not been named yet, but is being referred to as "Locker Island". She adds that signage and naming will be critical in educating members on how space is to be used.
 - a. Woldeyohannes asks if there is a curtain on the changing stalls. Olmsted states there will be a door with a lock, with an opening at the top and bottom, much like a dressing room.
 - b. Macriss asks if this space is where the current cabanas are located. Smith confirms and states there will not be cabanas anymore but there will be women's and men's locker rooms with showers and restrooms.
 - iii. Smith continues to show plans for the rear of the facility where the current stairwell near the Gym Box is being moved, a service desk will be added as well as some offices, plus another all-gender space being referred to as "Retreat". The service desk will be staffed at all times for equipment checkout and towel drop-off. The new space will include sixteen "cabana's" with universal design, so someone in a wheelchair can use any one of them. They will have a bench and hooks to hang clothes and shower, but no toilet in hopes that people move through the space quickly. The "Retreat" will also include four all-gender restrooms as well as a small men's and women's locker room area with a couple showers and restrooms. There will be a bay of sinks outside in the open for all genders to use and share space, in addition to a mirror and counter space, separate from sink area. The design is also incorporating some lounge space.
 - a. Reginato asks if the attempt is to add more hangout areas, with ping pong and such. Smith refers to the pool table in the design and states that the architects threw them in to the design and feedback has been conflicting but the idea was to add lounge space.
 - iv. Smith shows plans for the second floor including a stretching area and lounge space outside two new group fitness rooms that can be converted into one large room for large group fitness events, as well as conference space for internal use, which opens up the Terrace suite for the campus community. Olmsted states that future plans are to add another gym box, so the current design takes this into consideration, pointing out the window area that would become viewing space overlooking a new gym box.
 - a. Reginato asks if there will be a way to access the facility from the back of the building as public entrance. Smith explains that the facility will continue to have one main entrance, but will have emergency exits throughout.
- E. Other UU projects update: (Information)
 - i. Singletary provides updates on major projects including the Union Ballroom AV upgrade stating that crews are working on framing and bracing the new screens in place, as well as installing projectors and panels on the wall, and house light conversion to LED in ballroom. Singletary then discusses the Union boiler project noting that the boilers are set, plumbing is done, gas is connected, and electrical is done. The water loops are connected and are currently being flushed, which is a two to three week process. The next step is the inspection with Air quality management. The next update is regarding the Union fire sprinkler project, which is awaiting Fire Marshall approval. Lastly, Singletary states that the Union waterproofing is partially complete but there were challenges with the west side where SOAL offices are. The

subcontractor is working on getting the right products to fill in joints. Pending weather, crews plan to start back up next week.

- a. Reginato asks about the house light projects. Olmsted explains that the Union is in the process of switching to LED throughout the building, and the team was able to find retrofit lights and incorporate them into the ballroom AV update. Sorensen adds that the ballroom will also have LED track lights, but those will not be done before the ballroom opens back up. Singletary notes that the installation of the track lights will not be a big project.

6. New Business:

F. 2017-18 Strategic Plan Executive Summary: (Information)

- i. Olmsted summarizes the corporation's current year's projects. 151 projects were planned. 71 completed. 57 in process. 22 projects are moving into 18-19. 1 will not be done. 79 new projects were added to the lists that were not included. 229 is the projected total completed by end of year.

G. 2018-19 Strategic Plan: (MSP: Begley, Woldeyohannes)

- i. Olmsted refers to the packet which includes the full plan including corporate, facility & administration (IT, custodial, facility services and maintenance), Union and WELL. He explains that last year the management team streamlined the strategic plan process and approved a corporate set of goals. Although it looks like a project list, and in a sense they are, they are truly tasks that need to be done. Olmsted mentions highlights beginning with the corporate project list, including a significant shift in cash handling policies with rooms in the Union coming back online. Both the Union and the WELL are looking at new full time staff, for expanded spaces and services that come along with expansions. Renew or replace the member management software in the WELL. Facilities and IT projects include replacing the Union's lighting control system. Corporate-wide safety committee will be starting back up and refocusing on safety for the entire corporation. Also replacing antiquated camera server technology for security cameras. Lastly, planning to onboard a new full-time staff member in maintenance, especially with new square footage and new needs in both buildings.
 - a. Mills asks Singletary about electronic keying; asking if there is a plan to use key fobs. Singletary confirms that key fobs will be used as well, and states that the goal is to not have to give as many cut keys to tenants. Sorensen adds that key fobs are also expensive.
 - b. Woldeyohannes asks if someone loses a key fob, if it can be disabled. Singletary confirms and says that it is a big reason to go in that direction, noting that it also offers audit control since you can see who is coming in and out.
- ii. Olmsted continues to discuss the Union plan stating that the bulk of the plan is to focus on getting services back up and running, and mitigating challenges. Projects include installing digital signage, adding Evacutrac chairs and new AED's throughout the building. Olmsted then moves on to the WELL plan which mostly focuses on working on expansion, but also honing in on the healthy campus initiative in collaboration with campus partners. The team will implement new technology in fitness programs with heart rate monitors. Smith adds that this project was part of last year's plan but had a setback with software not being HIPAA compliant, noting that the issue is resolved and the project is moving forward. Smith then elaborates on Student Health & Counseling including physical activity as a vital sign, stating that it encourages the conversation with medical provider on physical activity and the impact it has on your health. Additional projects include exploring a locker rental program, AIR Unified Sports league expanding with soccer as well as additional adaptive sports.
 - a. Reginato asks if the WELL is working on implementing adaptive kayaking. Smith states that the WELL is working with aquatics, and also with Jamie Hoffman.

- b. Mills states that he feels that there is a lot going on within the corporation but it's listed in a pragmatic way, and doesn't reflect how good the programs in the facilities are. He recommends considering the structure and how to best showcase to campus and the community the story of Union WELL Inc. Olmsted states that when the change to the process came about, it felt like the best method but he agrees that it could tell the story more.
 - c. Macriss recommends showing alignment with University's goals to avoid discussion on how it aligns with University's goals. Olmsted assures that the published document will include alignment with University's goals.
 - d. Mills suggests considering the campus's sustainability report format, which really highlights the story. Reginato adds that it is filled with pictures and there are many opportunities to include pictures of the Union and the WELL.
 - e. Woldeyohannes recommends highlighting inclusiveness.
- H. 2017-18 Capital and Plant Updates: (Information)
- i. Farrell refers to the update included in the handout and states that at the March 5 Budget and Finance Committee meeting the projected surplus was \$1.2 million. The committee was updated with savings of about \$30,000, and asked to approve projects totaling \$70,000, resulting in a \$40,000 variance. Farrell then reviews the projects that were additional requests as well as the projects that had savings.
- I. 2017-18 Year End Projections: (Information)
- i. Farrell refers to the budget to YEP comparison that was handed out as well as the large cross spread, and explains that the spread has detail and the comparison is a summary of all accounts and has been provided for information purposes. Farrell mentions revenue highlights, which was over budget by \$223,277. Farrell then reviews expenditures highlights and explains that the overage in electricity was due to the need for temporary heat solutions, which are run on electricity, and that it was offset by the savings in gas due to the delay in the Union boiler project.
 - a. Macriss asks if the \$224,739 expenditure variance is in the positive, since there is a variance of \$223,000 in revenue, and \$224,000 less in expenses than anticipated. Farrell confirms and explains that the YEP numbers override the budget numbers, so YEP numbers are what staff is responsible to try to achieve.

7. Reports and Comments

- A. Board Members
 - i. None
- B. Interim Executive Director: Olmsted
 - i. None

8. Information: Activity Reports

- C. The WELL: Smith
 - i. As distributed
- D. University Union: Sorensen
 - i. As distributed

9. The meeting was adjourned at 9:23am

Respectfully Submitted:



Authorized Signature



Date