



Union WELL Inc. Board of Directors
Wednesday, September 15, 2021, 7:30am
Zoom Meeting

Minutes

1. The meeting was called to Order at 7:32am by Shubh Kaur, Chairperson

Members present: Shubh Kaur, Missy Anapolsky, Yasmin Moran, Bill Macriss, Jamie Hoffman, Jasmine Lopez, Joy Stewart-James, Ed Mills, Lovepreet Kaur, Nicole Oneto, and Justin Reginato

Guests: Christy Norton from K Coe Isom, and from ASI Humberto Perez, Mark Montalvo and Michael Eldridge

Also present: Bill Olmsted, Jill Farrell, Kate Smith, and Tori Butler

2. Public Comment: None

3. Seat New Members: (MSP: Anapolsky, L. Kaur)

- a. Everyone introduces themselves and Olmsted announces new Board of Directors (BOD) members; Jasmine Lopez (student), Nicole Oneto (student), Yasmin Moran (student), and Jamie Hoffman (faculty). He also notes that one WELL Advisory Group (WAG) student representative position is still open.

4. Consent Calendar: (MSP: Macriss, Anapolsky)

- a. Approval of Joint Advisory Group/Budget & Finance Committee Minutes — April 21, 2021
- b. Approval of Board of Directors Meeting Minutes — April 28, 2021
- c. Approval of Audit Committee Meeting Minutes — September 8, 2021

5. Audit Presentation: Christy Norton, Principal, K Coe Isom

- a. Acceptance of 2020–21 Audit: **(MSP: Anapolsky, L. Kaur)**
 - i. Norton presents the 2020-21 audit reports, which were reviewed and approved by the Audit Committee last week and are fairly stated. She then reviews the statement of activities and mentions highlights beginning with revenue. Student activity fees increased over \$900,000, which was projected in the long-term budget forecast and is not an impact from activities. However, program service fee revenue does reflect an impact of the shutdown with an almost \$900,000 decrease. Investment income also decreased over \$300,000 due to a decline in interest rates. Overall operating income for the year was \$13.8 million compared to \$14.2 million the previous year. Norton then discusses highlights in expenses, which declined to \$9 million in total versus \$11 million the previous year, mostly due to multiple vacancies including student and full-time staff. The corporation's overall position for the year is \$23 million in cash and cash equivalents, compared to \$18 million the previous year. She states that Union WELL Inc. is still liquid and a strong entity with a good balance sheet. Norton discusses Union WELL Inc.'s prepaid expenses including the funding of post-employment benefits for vested full time employees, which is a significant liability for organizations. The management team has done a great job of managing this and other long-term liabilities. Overall net assets are \$24 million, reflecting a strong organization.

6. Old Business:

- a. 2021–22 Capital & Plant Fund Updates: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted presents the 21-22 capital and plant fund project list, noting that some projects from last year's list rolled over, mostly due to supply chain challenges. He reviews the projects that carried over and one new project in the amount of \$19,350 for additions and upgrades to door-

counter systems in both facilities. He explains that there is already a fairly robust system monitoring the numbers of patrons, but more doors are being added to the system in order to get more accurate numbers. Other features to keep specific counts were also added in case the need to limit the number of people in the buildings ever comes up.

- b. Meeting Dates for 2021–22:
 - i. Olmsted reviews the 2021-22 meeting dates included in the packet. He adds that the Executive Committee can potentially be called for a meeting in between BOD meetings for any item needing approval in a specific timeline.

7. New Business:

- a. Conflict of Interest & Academic Release Forms:
 - i. Olmsted notes that a conflict of interest form was sent out to new members through Adobe Sign, and students also signed academic information release forms.
- b. Authorizing Resolution for 2021–22, Resolution 21-01: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted explains that the 21-01 authorizing resolution is a list of individuals authorized to sign on behalf of the corporation. The list is reviewed each year and includes Olmsted, BOD Chairperson, Vice Chair, and Secretary Treasurer, which also makes up the Executive Committee. The University Union (UU), WELL and Facilities & IT Directors are also listed and authorized, as well as the ASI Executive Director and ASI Director of Finance and Administration.
- c. Appointment of Legal Counsel for 2021–22, Resolution 21-02: **(MSP: Lopez, Anapolsky)**
 - i. Olmsted explains that, as an auxiliary to the university, Union WELL Inc. does not utilize the Office of General Counsel at the Chancellors Office. Resolution 21-02 requests to continue the relationship with the Law Offices of Gregory D Thatch as counsel of record.
- d. Appointment of Auditor for 2021–22, Resolution 21-03: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted states that the organization would like to continue the successful relationship with auditor of record K Coe Isom. He adds that Christy Norton has done amazing work for Union WELL Inc. and ASI, and also worked with UEI, so there is an understanding of the auxiliary structure and how it all fits into the university structure.
- e. Election of Officers for 2021–22:
 - i. Nomination and Election of Vice Chair
 - 1. Olmsted announces that nominations are being accepted for Vice Chair of the Board, and reviews duties. Oneto self-nominates for Vice Chair. **(MSP: Anapolsky, Lopez)**
 - ii. Nomination and Election of Secretary/Treasurer
 - 1. Olmsted explains the BOD Secretary/Treasurer responsibilities including automatically being appointed chairperson of the Budget & Finance committee, and opens for nominations. Lopez self-nominates for Secretary/Treasurer. **(MSP: Anapolsky, Oneto)**
- f. Committee and Advisory Group Charges: **(MSP: Anapolsky, L. Kaur)**
 - i. Olmsted reviews the committee and advisory group charges, which outlines responsibilities and membership makeup of BOD, Budget & Finance Committee, Audit Committee, UUAG and WAG. He adds that if there was a need for a change in responsibilities of a group or committee, or a change to membership or area of representation, BOD would be asked for approval.

8. Reports and Comments

- a. Board Members
 - i. Hoffman is teaching a facility management class and was looking at the WELL website with her class for cleaning protocols, but couldn't find any. She would like to know what the protocols

- are, to ensure consistency in her teaching. Smith states that cleaning protocols were on the website; she will look into it and will send an email either with a link or providing the protocols.
- ii. Hoffman asks about WELL space allocation and management, and whether student clubs are using WELL spaces. Smith explains the WELL reservation system, which limits facility capacity by limiting check-ins to 30-people every ten minutes. There are 2,025 spots available each day but only around 1,400 are filled, which is nowhere near max capacity. Facility hours have been modified and reduced, and there are various space limitations based on activity. She states that sport clubs are in works with SOAL, and there haven't been any reservations yet but staff is working with SOAL to determine their needs.
 1. Regarding sport clubs, Macriss states that September 13 was the deadline to attest to vaccination or declare an exemption, which postponed tryouts until this week. All participants are required to be vaccinated so they are being given extra time to allow everyone an opportunity. There are no sign ups for space activity, yet.
- b. Executive Director/Union/Facilities:
- i. Olmsted thanks campus partners and Union WELL Inc. staff, including student staff, who kept both buildings operational during the campus closure. He notes that the facilities have almost 500,000 combined square feet that need to be maintained whether they are occupied or not. The hiring process began in the spring for vacant positions after the hiring chill was lifted; five new full-time staff have been added in the last two months, with one more being added next month. The new UU director, Yakima Melton, is coming from Rutgers University and will be joining the team mid-October. Both the WELL and UU are experiencing face mask issues, however, full-time and student staff are doing an excellent job of reminding participants and supplying masks to those who don't have one. Student safety ambassadors have been added in both buildings recently to help remind students of campus policy requiring masks indoors. Olmsted announces that two exciting plans for outdoor spaces for students are in the works, which will be rolled out over the next couple years, in phases. Information about the proposed plan for the UU Serna Plaza will be presented to UUAG then BOD. As the last aspect of WELL expansion, an outdoor space in back of the building will be transformed into a meditative, almost parklike space, for students, faculty and staff to spend time enjoying plants, trees and shade. The space may potentially include edible plants and has potential to be utilized in programming done by The Cove in Student Health and Counseling Services (SHCS).
 1. Hoffman asks if an outdoor exercise circuit has been considered, similar to the outdoor machines or equipment offered by municipal parks. Olmsted says that outdoor fitness was explored as a stand-alone project in the past. He adds that Smith was involved in the discussion, and it was also discussed with the WELL Advisory Group. Hoffman notes that she has the proposal and quote. Smith fully supports the idea but notes that campus space is outside of her control. Therefore, Risk Management would need to be a partner in managing the space, which has been the sticking point. Smith says she is interested in putting something together, and is willing to go through campus or even RPTA, but needs more collaboration from campus.
 2. Anapolsky asks if there is a garden on campus. Mills says that Capital Public Radio has a community garden behind their building, by Modoc hall, and they raise their own bees to pollenate.
 - ii. Olmsted provides the UU update and announces that the Terminal Lounge on the second floor has been converted to the Relaxation Station with six private napping rooms and a larger common space. Students can take a 45-minute nap in private rooms, which have a small lounge,

pillow, and blanket. The goal was to create a safe space for students to catch up on sleep and be better prepared for their days. While limiting the amount of people in the building isn't possible, everything has been spread out including eating spaces. Seating in the food court and brown bag area have been spread out, and the Redwood Room has been made available for additional food service seating. Since the building's event schedule has been modified, meeting rooms that are not used can be reserved by students for study space or to participate in Zoom classes.

- iii. Olmsted shares before and after photos of the WELL expansion project, as well as the area to be used for outdoor seating and planting.
 - 1. Hoffman asks how the opportunity for students to reserve spaces in the UU is being advertised. Olmsted explains that it's currently being advertised through social media and the event services website. It has also been spreading by word of mouth.
 - 2. Macriss comments that he was in the WELL the previous night and there was a long line of students to get in. He was surprised at the high volume, in a good way.

c. The WELL: Smith

- i. Smith states that fitness programming successfully moved from outdoor to indoor a week before school started. Reservations are required and can be made on the website. The WELL is seeing about 1/3 of traditional fall semester participation numbers. A typical semester has 26,000-28,000 activated student members and currently only 14,000 have activated their membership. Non-student memberships are still permitted, which consists of alumni center members, faculty, staff or sponsored members, but there are no day-use guest passes. Since re-opening last week, there were 160 new memberships, which are mostly recent alumni. As far as programming, the majority of spaces are available. The Gym Box is offering modified volleyball, badminton, and basketball. Racquetball courts are open, as are two group fitness studios. Group fitness is offering eight virtual classes, and 23 in-person with decreased capacity. The virtual personal training program, Hustle From Home, has sold out. Smith adds that it was hugely popular during COVID, and she anticipates continuing the program despite being back indoors. Climbing is offering top rope and bouldering with modified hours, and is also offering workshops. Intramurals is offering fantasy football, video game tournaments, and outdoor sports such as cornhole, soccer target shooting, 2-on-2 outdoor volleyball, and 3-on-3 outdoor soccer. Recreation Therapy continues to offer virtual appointments, semester prep workshops, and outdoor wellness, including mindfulness and inclusive fitness.
 - 1. Lopez asks if small-group fitness classes are being offered. Smith states that there are limited small-group classes this semester. She adds that hiring staff has been a struggle, and the face covering requirement is challenging for instructors, so bringing back in-person classes is a challenge.
 - 2. Hoffman asks if the jobs are posted on UEI. Smith says yes, noting that the WELL is actively recruiting for quite a few programs.
- ii. Smith discusses programming for the campus pool behind Yosemite hall, which is a shared space that the WELL provides staffing for. Lap swim is available for limited hours due to difficulties in hiring lifeguards. Pool hours are posted on the WELL's website.
- iii. Regarding expansion, temporary occupancy has been received from the fire marshal and there are quite a few smaller projects in the works. The MAC is currently being used as storage and will need flooring replaced, so it will be offline for the fall semester while under construction. The Feather Studio is being converted to a dedicated spin studio with theatrical lights, heart rate monitors, etc. The Retreat, which is the new construction on the first floor, is still offline but scheduled to open October 4 offering all-gender showers and restrooms, a service desk,

lounge space, and two smaller men's and women's locker rooms. Two new group fitness studios, two more all-gender restrooms and lounge space will be available on the second floor upon fire marshal approval. The goal is to have all spaces available to view by October 12, for the grand opening event. Smith adds that staff will be giving facility tours, including the SHCS spaces, which cannot be toured when the clinic is open.

- iv. Stewart-James adds that spaces are transitioning and counselors are moving into offices. SHCS is excited to bring counselors back on campus and excited to showcase spaces. Smith adds that the tour will showcase the new Athletic training facility, additional counseling spaces, and the Cove, which doubled in size.
- v. Smith states that a Locker Hub has been added near the existing men's and women's locker room, which is an all-gender space with lockers and dressing rooms where the focus is on activity rather than gender. She notes that most students just want to store belongings and change clothes, and are not always showering. All new spaces offer larger doors that are 46" wide to accommodate larger wheelchairs or sport wheelchairs, which have a wider base.
 - 1. Hoffman shows appreciation as this changes the quality of life for a lot of people. Smith agrees, noting that the WELL worked closely with RPTA, students, BOD, and focus groups for feedback and input.

9. The meeting was adjourned at 8:56am

Respectfully Submitted:

Shubhkawanpreet Kaur
Shubhkawanpreet Kaur (Feb 11, 2022 12:19 PST)

Authorized Signature

Feb 11, 2022

Date