



Union WELL, Inc. Board of Directors Meeting
Wednesday, November 15, 2023, 7:30am
Green and Gold Boardroom, University Union, 3rd Floor

Minutes

1. The meeting was called to order at 7:31a.m. by Sebastian Raya, Chairperson

Present: Randy Solorio, Marina De La Cruz Ramirez, Ariana Ochoa, Shawki Moore, Mark Wheeler, Deborah Williams, Sebastian Raya, Jennifer Harris, Drew Harris, Alina Nadeem, Alec Tong, Bill Hebert, Christine Flowers

Guest: President Luke Wood

Also present: Bill Olmsted, Jill Farrell, Norma Sanchez, Tori Butler, Andrew Reddish (zoom), Zenia LaPorte, Andrew Singletary

2. Introductions

3. Public Comment:

a. None

4. Consent Calendar: (MSP: D. Harris, Solorio)

a. Approval of Board of Directors Meeting Minutes — September 13, 2023

b. Wheeler proposes that item 5. f., related to the proposed event center space in The WELL, should move up on the agenda given its importance. Olmsted states that the agenda has been revised and the item has moved to 5. a.

5. New Business:

a. Proposal to create an event center space in The WELL: **(MSP: Wheeler, Moore)**

- i. Olmsted presents the proposed event space within The WELL as a discussion item to the Board of Directors (BOD). He discusses the history of referendums related to The WELL, dating back to the original referendum in 2004, which included an event center as part of the building at that time. The referendum passed and The WELL opened in 2010, but the event center space was ultimately removed from the final plans due to lack of funds and overall support. An alternative consultation was then pursued in 2013 to improve the University Union (UU), add additional space to The WELL, and add an additional standalone event center. But the event center portion, once again, did not move forward. Now, the University is looking to add an event center into the existing gym space in The WELL. The project phases and costs are still being determined. Olmsted asks the Board to support the idea. After more discussion in the next several weeks, a special board meeting will be called to vote on the proposal. As Executive Director of UWI, Olmsted publicly supports the effort to continue the process and learn more, but retain what is valuable about The WELL, such as student recreation and student mental health.
- ii. Guest and University President, Luke Wood, shares that he attended Sacramento State for his bachelor's and master's degrees. As a student involved in ASI, he was not in support of the 2004 referendum, but acknowledges that an amazing wellness and recreation facility was built, and The WELL has transformed into one of the best things at Sacramento State. Wood states that the original referendum couldn't do what was promised. Wood says the Hornet's Nest, where men's and women's basketball, volleyball, and gymnastics are housed, has not changed since he was a student. He sees the opportunity to fulfill a moral obligation to students and student-athletes while maintaining the spirit of The WELL recreation center, ensuring opportunities for students to engage in healthy lifestyles and intramural (IM) sports. Expandable seating will retract when games aren't in play for other events and activities. Wood's commitment is that the Nest and practice gyms would be made available to accommodate activities that are disrupted in The WELL. Wood also states there will be no increase to student fees for this project. The goal is to have the event space ready for the fall 2024 basketball season, so work needs to take place during summer to avoid interrupting spring activities.

He encourages the BOD to consider its obligation to fulfill the original intent of the 2004 referendum language and support this current proposal.

- iii. From the gallery, ASI Board president, Nataly Andrade-Dominguez is granted permission to pass out a copy of the recent ASI resolution in support of the event center proposal, which passed at the previous week's ASI board meeting.
- iv. From the gallery, VP of Administration and Finance, and University CFO, Johnathan Bowman, says the goal is to create a flexible space that can be converted into an event center in a short amount of time. Not only for student athletes, but IM sports, championships, presentations, etc. Bowman is comfortable with the expenditure of funds, adding there is enough funding in UWI reserves to accommodate the proposal.
- v. From the gallery, Victor Takahashi, Director of Planning Design and Construction for the University, gives a presentation discussing venue sizes and capacities at other facilities in both the NCAA and Big Sky Conferences. He states that after considering alternatives and reviewing the inventory of space on campus, The WELL's main court meets the criteria to support expanded seating for University athletic events. Seating for the project could potentially accommodate 2,000-3,000 people, depending on the style. The entry/exit plan is to enter from outside, near the stadium, rather than through the lobby turnstiles, allowing the facility to remain open for normal recreation and maintain operations during games. The plan is to leverage things already used at the stadium, such as the established the football entrance, restrooms, lighting, and food vendor locations. The south entrance of the gym will have to be modified to convert to a larger public entry point. A video board, public address system, and lighting for televised games would need to be added. After evaluating exiting requirements and how many people can be structurally supported, adding seating in the upper-level running track will need to have further analysis done.
- vi. Bowman emphasizes the timeline and the need to move quickly as bleachers have a long lead time and need to be ordered, design needs to be started, etc.
 1. Olmsted asks if the campus will contribute towards the \$5.2 million. Bowman says the BOD is being asked for up to \$5.2 million, but the Power of 1,000 Hornets fund has \$370,000 in donor contributions, and the Tschannen Complex fund has somewhere around \$1 million available, so the ultimate UWI contribution could end up being closer to \$4 million.
 2. Hebert asks if the design includes designated space for television camera setup and if space has been identified to store temporary flooring. Takahashi says the location for camera setups would need to be on the indoor track that overlooks the gym. Portable flooring, if used, would need to be stored in a temperature-controlled space, the location of which has yet to be determined.
 3. J. Harris asks if projects that were already approved by BOD, and currently delayed because of Facilities' limitations, such as new scoreboards and digital signage replacement projects, have been reviewed to determine if the scope will change or may not be needed as a result of this project, therefore saving UWI funds. Takahashi states that those determinations have yet to be made.
 4. In reference to potentially using the second floor for more seating, Takahashi says that for an in-depth structural analysis has yet to be done, but a permanent addition is not likely on the second floor, rather, maybe just moveable furniture. Tong asks if The WELL will still have an indoor track. Takahashi says yes, The WELL will still have the track but it would need to be blocked off during games.
 5. Tong asks if there's a possibility the project timeline would extend past October. Takahashi says the goal is to be done by November for the start of the 2024-25 basketball season.
 6. Flowers refers to J. Harris's question and says it's a good idea to review projects that have been approved to determine if they should be stopped and the money reallocated. Olmsted says it's early in the project, but it is moving quickly, and a lot of details about what will be allowed to be built, and the impact, are still unknown, but they will assess those other projects.
- vii. Wheeler motions that UWI BOD approves the university's proposal to implement expandable bleachers, lighting, and scoreboards, and conduct feasibility of the second floor to generate money to support sports, both athletic and non-athletic. BOD Chairperson Raya says it's a lot to take in and that he and Olmsted thought it best to focus on the information at this meeting and reconvene in a special meeting in December, allowing more focus and time to discuss then.

- viii. Moore emphasizes the urgency of moving forward with the motion today. He states that since the motion was made, it has the potential to transition from an informational item to an actionable item. He requests the BOD adhere to Robert's Rules of Order, and allow a discussion regarding the motion that has been proposed.
 - ix. Wheeler says there are no rules in the bylaws that say an item can't change. He asks the Chairperson to abide by the Rules of Order. The motion has been proposed for the UWI BOD to approve the university's proposal to implement expandable bleachers, lighting, flooring, and a sound system in WELL basketball courts and conduct a feasibility study to use the second floor.
 - x. Wheeler references the ASI resolution that was distributed to the BOD. It passed at the November 8 ASI meeting, reflecting Sacramento State student support. Sacramento State students voted previously in 2004 to create an event center, and now with the full support of President Wood and the administration, the BOD can help make this project happen. He urges the BOD to vote in favor of the motion.
 - xi. Tong states that, based on the presentation, he feels there is more than enough information about the WELL event center to vote. There has been enough money raised, there is no intention to raise student fees, and spring programs are untouched. This is a timing issue that needs to be put to vote today to approve the new event center in The WELL.
 - xii. J. Harris states that as the CFO designee, she has a fiduciary responsibility to consider financial aspects, and because this is currently an information item, there was no prior discussion for BOD members. However, she has looked at reserves and projections and agrees there is funding to support the project. If up to \$5.2 million is approved, UWI reserves can handle it. But it's unclear whether the feasibility study for the second phase is part of the \$5.2 million or if it's different. Wheeler confirms that the feasibility study is part of the \$5.2 million.
 - xiii. Flowers asks to confirm the language of the motion. She asks if funds from Power of 1000 Hornets are being used, noting it was not specifically mentioned in the proposal. Olmsted clarifies that there will be additional campus funds in addition to the \$5.2 million out of UWI reserves, based on the earlier presentations referencing design money currently being contributed by campus, and the intent to add the Power of 1000 Hornets funds to this project, per the CFO.
- b. 2023–24 TBU01 and TBU04 Updates: **(MSP: Wheeler, Solorio)**
 - i. Olmsted discusses updates to the TBU01 and TBU04 project lists including the group fitness studio sand and refresh in the amount of \$50,000. Additional funding of \$69,200 is requested for additional engineering, and furniture and fixtures for the UU Relaxation Station's permanent space due to the re-routing of wiring and elements that pass through the space, which has gone untouched since 1975.
 - c. 2023–24 Capital Repair and Replacement Updates: **(MSP: Nadeem, Flowers)**
 - i. Olmsted discusses additions to the repair and replacement project lists including purchasing sturdier indoor tri-bin waste containers for 26 public circulation spaces throughout the UU. The project was approved at \$120,000, but pricing has escalated and it needs additional funding of \$23,000 (which is CSU consortium pricing). Also, projector replacements in the Cotton Wood, Pacific, and Redwood Rooms for a total of \$8,200. The combined total of two items for approval is \$31,200.
 - d. Proposed Part Time Wage Scale Changes, Effective January 1, 2024: **(MSP: J. Harris, Wheeler)**
 - i. Farrell presents the 2024 part-time wage scale reflecting the minimum wage increase of \$.50, effective January 1, for a new minimum wage of \$16 per hour. The proposal includes an increase to most UWI categories except graduate assistants since the organization doesn't have any, and swim instructors, lifeguards, personal trainers, and fitness instructors, as their rates are based on the market.
 - e. Sac State 5K Fun Run Donation Proposal: **(MSP: Flowers, Tong)**
 - i. Olmsted presents the 5k Fun Run donation proposal and provides some history on the program. In 2018, The WELL started working with University Advancement to identify campus groups that could benefit from any surplus of event funds, realized after expenses. Initially, registrants voted on who received the funds but now The WELL would like to designate the ASI Food Pantry fund as the beneficiary moving forward.
 - ii. From the gallery, Erica Wood, who prepared the proposal, shares more information about the ASI Food Pantry program and states this is a great opportunity to support them and continuously give back to students. A food drive will also be held during the annual 5K event.

f. Policy Updates:

i. Credit Policy (MSP: Wheeler, D. Harris)

1. Olmsted notes that the credit policy was last updated 21 years ago and changes reflect the updated name of the organization, having an Executive Director role now, and cleaned up language, but nothing added or that changes the policy.
 - a. J. Harris asks if policy changes have been reviewed by committees and approved to move to BOD. Olmsted confirms the changes were approved by B&F, noting that facility-specific policies would go through advisory groups first. Harris asks what the consensus of approval was. Olmsted and Farrell confirm approval was unanimous.

ii. Games Room Policy (MSP: D. Harris, Tong)

1. Language was updated such as changing CSUS to Sacramento State, changing the titles of staff positions overseeing the area, the equipment used and offered, that cash is no longer accepted, and there is no change machine anymore. The language was also updated to reflect actual types of gaming taking place.
 - a. Tong asks if the Games Room was always cashless. Olmsted says no, adding that cash stopped being accepted when coming back from COVID. Farrell notes that the switch was received well and students.
 - b. Solorio asks if One Cards are still used. Sanchez says yes.

iii. Ticket Revenue Accountability Policy (MSP: Wheeler, Solorio)

1. Olmsted notes that Ticket Revenue Accountability policy mostly applies to UNIQUE Programs, which sells tickets for events utilizing the Hornet Ticket Office (HTO). Changes include updating the HTO name, clarification of UU and university programs and advisors, outlining the relationship between UU and the HTO, and clarifying language. The complimentary ticket process was updated to reflect current practices.
 - a. J. Harris mentions that campus is implementing a new vendor for ticket sales and asks if the change impacts the UU. LaPorte says that the box office is using the new system.

iv. Travel Reimbursement Policy (MSP: Nadeem, J Harris)

1. Olmsted explains that campus recently updated certain policies, which sparked a review of many UWI policies. As an auxiliary, UWI has the ability to write policies to fit their operations, but these changes on the travel policy are in line with campus policy. The Travel Reimbursement Policy updates include clarifying language, updated corporation name, clarifying how meals are reimbursed, and what types of travel does not include reimbursements, and what can or can't be reimbursed with air travel. Language was also added regarding rideshare services and tips.
 - a. Solorio asks if UWI is using Concur. Olmsted says it has been explored in the past, but they are not using Concur travel software at this time.

v. Hospitality Policy (MSP: Flowers, Solorio)

1. Olmsted notes policy changes are in lockstep with campus, especially as it relates to what falls within the hospitality definition. A request form has now been implemented to ensure staff have proper approval and documentation for their purchases. UWI partnered with campus staff who helped to ensure our changes were in line.
2. Farrell adds that changes were also implemented from the Chancellor's Office and UEI policies.

g. 2024–25 Project Lists and Budget Timeline: Information

- i. Olmsted presents the UWI 2024–25 project list and budgeting timeline. He notes that review time for J. Harris's office has been added, who reviews budgets on behalf of the University CFO.

6. Reports and Comments

a. Board Members

- i. None

b. Executive Director: Olmsted

- i. Olmsted appreciates everyone's time and notes that printed Director reports are included in the packet.

- ii. The Relaxation Station, which was discussed and additional money was approved for engineering, furniture and equipment, only started two years ago offering students up to a 50-minute nap or 20 minutes in a massage chair. It has been a phenomenal program seeing almost 600 students a week in temporary space. A permanent home is planned to be built on the second floor to allow the program to grow. Olmsted shares a diagram of the permanent space, along with some inspiration photos, and renderings.
- iii. Olmsted states that a funding request will come to the BOD soon for construction costs for the newly designed, permanent space for this program.
- c. University Union: Sanchez
- d. Facilities and I.T.: Singletary
- e. The WELL: Reddish

7. The meeting was adjourned at 9:38am

Respectfully Submitted:



Authorized Signature

2/14/24
Date