



SACRAMENTO  
STATE

California State University, Sacramento  
The WELL  
6000 J Street • Sacramento, CA 95819-6138  
T (916) 278-2242 • www.thewell.csus.edu

**The WELL Advisory Group  
Meeting**  
February 4, 2015  
The WELL, 2nd Floor, Shoreline  
Room Sacramento State

**Minutes**

1. **Call to Order - 7:34 a.m. by Kate Smith**  
**Members Present:** Sellenne Alatorre, Sam Arredondo, Adriana Bolds, Brittani Gastinell, Roxy Grillo, Elena Larson, Mark McGushin, and Kayla White  
**Also Present:** Leslie Davis, Marc Falkenstein, Jill Farrell, Darcey Hopkins, Todd Sebastian and Kate Smith  
**Absent:** Connor Murray
2. **Consent Calendar:**
  - A. **Approval of Advisory Group Minutes for December 3, 2014**  
*(MSP: Larson/Alatorre)*
3. **Old Business**
  - A. **Intramural Price Structure:** No new updates and the new prices will be integrated this fall.
  - B. **Fitness Price Structure:** No new updates. Beginning on July 1<sup>st</sup> the new prices will be rolled out. We are also putting together a marketing campaign to accompany these changes.
4. **New Business:**
  - A. **Discussion Item: Union WELL Inc. Vision and Values – Davis**
    - i. In your packet you will find a draft of the information we gathered from our retreat with the Board of Directors, WAG and UAG. Since not everyone was able to make it, Davis requested that everyone take a few minutes to read through it before asking for opinions of the proposed Union WELL Inc. Vision Statement. Larson loves it. Grillo thinks it sounds good but that it does sound more like a mission statement. Davis asked the group how we can change it to make it sound more visionary. What would make this better since the vision statement will be used to determine decisions as a corporation? Larson likes how it guides decisions and while she agrees that it does sound “missiony” that is because we're trying to accomplish it now. We engage the campus, but can we do better and how are we connecting? In regards to both student

success and wellness, we already do it but we can do it better and see's vision within there. Davis explained that this will go back to the UAG where they will take a look at it, Union and WELL staff will look at it, and then the Board, before we do all of this again after everyone's edits and suggestion.

- ii. The group all agreed on the proposed tagline of "Union and the WELL, campus life done right". The mission statement for the Union is being put together by them. The WELL has been same since 2009 and everyone is still ok with it so there will not be any changes to it.
- iii. The beliefs and values stayed the same but there was one addition with "fun" Grillo and Larson agreed with the remaining WAG members in favor. Didn't touch much on the goals, pretty much stayed the same aside from name changes.
- iv. Due to time constrains, Davis asked members to review the long range plan and email any ideas or edits they may have. She will then present these at the next WAG meeting. Please note, she is aware everyone wants a pool, but we simply do not have the land mass. Items in red are new or edited.

**B. Action Item: Academic Use Policy Revisions – Sebastian**

The WELL has academic use a policy for activity space, there has been a lot of inquiry for using the meeting space as a classroom space. This requires a case by case review and is a slow and unfair process. Sebastian is wanting to make this a more efficient process with rules and criteria. Please see pages 4-6 for edits. Farrell asked what are we actually calling it, the rate or the campus department rate? This needs to match and be very clear. Davis confirmed that it needs to be campus department rate so we can differentiate. There was a question what the activity allowance was and it will be strictly for academic classes. Meaning, if they tie in some team building then it becomes a program. Davis also mentioned that there can be exceptions based on the specific need but we don't want the process to be abused. This has to be something that classroom can't normally accommodate. *(MSP: Larson / White)*

**C. Action Item: Activity Space Price Structure – Sebastian**

Prior, we didn't have use of activity space, like the gym box etc. and is missing in the University invoice. So we needed to make fees and discovered that our prices weren't in line with community. Please see page 7-8 for pricing structure and the proposed structure. Farrell asked if the fitness studios were being charged per hour, if so than make sure to clarify. Definitions for the different group categories needs to be clearly defined as well. If there's a gray area we call the university to define who the group is based on a case by case basis and the university or department will define what it is. *(MSP: Arredondo / Alatorre)*

**5. Reports and Comments**

**A. Executive Director: Davis**

She is still working on the expansion. After the crushing defeat over the event center, we don't know why it was so badly defeated. Was it the fee or just the event center itself? If so, this will impact how we approach the Union WELL Inc. expansion project. Working on the long range plan, the annual plan as well as the budget.

**B. Director: Smith**

The WELL has survived the first week of school! Had our first AIR event which was goal ball and held in the Redwood room. While there was lower participation there was a phenomenal amount of exposure. Try before you buy

was last week and you can now purchase passes. The Mile High climb registration has started and you can sign up as a team or individual. We are 3 days in so hurry. There is a small group of Union and WELL staff going to AOA, which is geared to auxiliaries and there will be great stuff for us to learn. She is also working on the strategic plan, long range plan and the budget which WAG will need to review at the next meeting so we can recommend it to the board.

**C. Assistant Director: Falkenstein**

FYI the floor resurfacing project went on during winter break. The floors look really nice so they did an outstanding job and many of our members have complimented it. The annual spring dodgeball game, Get Rec'ed, was last night and had 10 teams. The new approach in marketing, tabling and emails is having a positive correlation. The first set of spring sports close tomorrow night and we are half way full to 75 % full. There is also Official's training this week. Big changes in the time and process, so not all the sports are available. There will be two registrations to help alleviate pressure from students. So that means 2 seasons, an early and late season. This was based on reaching out to students for the feedback of 1 registration added pressure to come up with the money and gather a team, and keep it until that time.

**D. Board members**

None

**6. Information:** None

**7. Adjournment:** 8:22am

Respectfully submitted

A handwritten signature in black ink, consisting of a stylized, cursive 'J' followed by a large, circular flourish.

- 3/4/15



## The WELL Academic Use Policy

### **Overview:**

The Academic Use Policy was designed to offer experiential learning opportunities in partnership with academics to help meet our mission. Furthermore, the academic use of the facility was limited to experiential teaching formats.

### **Need:**

Initially, The WELL's Academic Use Policy focused on activity spaces such as the fitness floor, gym box or studios. However; over the past year, The WELL has received numerous inquiries requesting use of the conference and meeting suites for classroom type activities which have been granted on a case-by-case basis. In an effort to clarify The WELL's Academic Use Policy relative to the conference and meeting suites, staff is proposing the following changes to The WELL's Academic Use Policy:

### **Utilization of Conference and Meeting Suites in The WELL**

- Reservation must not be in conflict with existing programs or events.
- Reservation must be for one-time use per-semester per-department (no on-going or recurring programs).
- Reservation must be for a special event or special presentation.
- Reservation must require larger accommodations than the space currently provided from Campus Space Management.
- Reservation must submit notification from Space Management that no other location is available to host the requested special event or special presentation on campus.
- Reservation will be billed directly to the Individual Department requesting use. The fee will be at the Campus Community rate and not billed to the University Invoice.



WELL Academic Use Policy

Adopted: 12/2/2009

Updated: ~~9/20/2012~~ 12/14/2015

**General Policy Statement**

Union WELL Inc. is not supported by academic funding; therefore, the use of WELL facilities' primary function will be to program recreational activities for members of the WELL. Occasional academic classes and/or meetings may be scheduled on a pre-approved basis, provided such use by an academic class will not pre-empt a function for which the area of the WELL would normally be utilized.

1. The number of academic classes that have been pre-approved to utilize space within the WELL building during a given semester will be determined by impact on overall WELL programming, and use of the building. In order to minimally impact the WELL, typical academic class utilization will not exceed three ~~course-course sections~~ per semester.
2. Scheduling of an academic program will be done through the WELL Director or designee. A Memorandum of Understanding between the Department requesting use will be required, which will outline the risks, liability, and resource management needs.
3. Use of Activity Space will be Academic use of the facility will be limited to experiential teaching formats. No lecture type classroom areas will be provided in an activity space.
4. Use of the Conference and Meeting Suites will follow the criteria noted below:
  - a. Reservation must not be in conflict with existing programs or events.
  - b. Reservation must be for one-time use per-semester per-department only (no on-going or recurring programs).
  - c. Reservation must be for a special event or special presentation.
  - d. Reservation must require larger accommodations than the space currently provided from Campus Space Management.
  - e. Reservation must have submit documentation from Space Management that no other location is available to host the requested special event or special presentation on campus.
  - f. Reservation will be billed directly to the Individual Department requesting use. The fee will be at the Campus Community rate and not billed to the University Invoice.

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Indent Left: 0.5", Space After: 0 pt, Add space between paragraphs of the same style, Line spacing: single, No bullets or numbering

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Indent Left: 0.5", Space After: 0 pt, Add space between paragraphs of the same style, Line spacing: single, No bullets or numbering

Formatted

Formatted: Font: (Default) Times New Roman

Formatted: Space After: 0 pt, Line spacing: single, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Calibri, Font color: Black

Formatted: Font color: Black

5. Request for usage not identified within the Activity Space or the Conference and Meeting Space Suites categories shall be treated on a case-by-case basis and reviewed by the WELL Direct or designee.

4-6. All facilities and equipment will be treated with respect at all times and put back in the proper place at the end of the academic session.

5-7. Instructors and students will follow all policies and rules of the WELL while in the facility and follow any instructions given by the WELL staff during any academic session. Replacement or repair charges can and will be levied to recover any costs associated with damage to or loss of equipment.

6-8. These policies are subject to change and revision at any time as determined by the WELL management staff. Proper notice will be provided in advance of any policy change.

7-9. Failure to follow these policies may result in termination of academic use privileges by that instructor and/or department.

Formatted: Indent: Left: 0.56", No bullets or numbering



### The WELL Activity Space Fee Schedule

**Overview:**

In an effort to continue to build our partnership with the campus, The WELL was tasked with developing a fee schedule for both the University Invoice and the University Sponsored fee categories relative to utilization of Activity Space. Activity Space consists of the Gym Box, Mac Court and Fitness Studios. Additionally, staff utilized this opportunity to evaluate current operational cost and reservation fees for the existing three categories Student Organization, Campus Community and Off Campus Groups.

**Need:**

In an effort to implement the University Invoice and the University Sponsored fee categories and accurately reflect the true cost of services provided, the fee schedule below is recommended for implementation. The fee schedule below represents increases for both the Gym Box and Mac Court in all non-student categories. The Fitness Studios reflect accurate rates.

*Hourly*

Categories	Proposed Rate	Current Rate	Amount Changed	Percent Change	Comparison Survey		
					Location	Hourly Rate	
Student Orgs	\$ 35.00	\$ 35.00	\$ -	0%	Basketball Courts	Hardwood Palace	\$ 65.00
University Invoice	\$ 40.00	\$ -	\$ 40.00	100%		Asian Sports Complex	\$ 65.00
Campus Community	\$ 45.00	\$ 42.50	\$ 2.50	6%		Jam On It	\$ 65.00
University Sponsored	\$ 55.00	\$ -	\$ 55.00	100%			
Off Campus	\$ 65.00	\$ 50.00	\$ 15.00	30%			

Mac Court	Categories	Proposed Rate	Current Rate	Amount Changed	Percent Change	Comparison Survey		
						Location	Hourly Rate	
	Student Orgs	\$ 45.00	\$ 45.00	\$ -	0%	Indoor Soccer	Off the Wall	\$ 100.00
	University Invoice	\$ 50.00	\$ -	\$ 50.00	100%		Indoor Soccer Arena 2000	\$ 100.00
	Campus Community	\$ 55.00	\$ 55.00	\$ -	0%		Estadio Asteca Indoor Soccer	\$ 100.00
	University Sponsored	\$ 72.50	\$ -	\$ 72.50	100%		Metro City Soccer \$ 100.00	
Off Campus	\$ 100.00	\$ 65.00	\$ 35.00	54%				

Fitness Studio	Categories	Proposed Rate	Current Rate	Amount Changed	Percent Change
	Student Orgs	\$ 25.00	\$ 25.00	\$ -	0%
	University Invoice	\$ 27.50	\$ -	\$ 27.50	100%
	Campus Community	\$ 30.00	\$ 30.00	\$ -	0%
	University Sponsored	\$ 32.50	\$ -	\$ 32.50	100%
	Off Campus	\$ 35.00	\$ 35.00	\$ -	0%