



California State University, Sacramento
University Union Operation of CSUS Inc.
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Board of Directors Meeting
November 7, 2012
Capital Room, University Union

Minutes

1. **Meeting called to order:** Chair, Demetrio Gonzalez called meeting to order at 7:33 A.M. **Members Present:** Demetrio Gonzales, Diljeet Virk, Missy Anapolsky, Jim Reinhart, , David Rolloff, Darsey Varnedoe, Mike Lee, Rosalyn Klein, and Caleb Fountain. Also present were: Leslie Davis, Bill Olmsted, Dean Sorensen, Mirjana Gavric, Jill Farrell, and Shannon Jackson. Guests were: Prudence Pugeda and Mark Montalvo
2. **Presentation:** P. Pugeda gave a thorough breakdown of The Wells IRS Tax Form 990 for the year of 2011-2012. The figures that are being shown on the form are the same as the Audit Report. The form will be put on the Board of Directors web site. **MSP: Anapolsky/Lee**
3. **Consent Calendar:**
 - A. Reviewed and approved September 19, 2012 minutes without any objection.
4. **Old Business : Policies: Action Requested**
 - A. **Hospitality:** Business Related Expenses (Guidelines for Union WELL Payment and Reimbursement) **Discussion** centered on funds may be utilized only for business related events. The policy discusses acceptable events. No funds will be used on personal events. Motion to approve: **MSP:** Anapolsky/Fountain
 - B. **Uniforms:** Motion to approve **MSP:** Anapolsky/Fountain
 - C. **Art:** Motion to approve **MSP:** Klein/Anapolsky
 - D. **Facilities:** General Policy Statement, WELL: Motion to approve
 - E. **MSP:** Fountain/Anapolsky,
 - E. **Reservations:** Motion to approve **Conference Suite Reservation policy: WELL**
 - **Discussion:** Why can't the policy stay that way that it is?
 - The WELL's volume of clientele is not as sufficient as the Union.
 - Space is very limited compared to the Union.
 - Motion to table Booking Conference Policy extended till next Board Meeting. Motion to Table: **MSP:** Klein/Anapolsky
 - F. **Reservations:** Motion to approve Activity Space Priority Policy, WELL
 - G. **MSP:** Fountain/Klein
 - H. **Food Service:** Motion to approve Self Food Service in the Union Policy:
 - I. **MSP:** Anapolsky/Fountain,
5. **New Business:**
 - A. Strategic Planning and Budget Timeline: Schedule submitted for approval.

B. **MSP:** D. Virk, M. Anapolsky

6. **Information: Activity Reports**

A. Executive Director Report:

- Davis announced that of 43,000 applicants, Demetrio Gonzales, our Chair, was chosen as the 143rd applicant, to teach for Teachers of America, he will be working in Richmond, California.
- This year's ACUI Region 15 Conference, is being held Friday November 9, 2012 thru Saturday, November 10, 2012. Open invitation to all Board Members. Workshops will be held by Staff Members. Davis will be hosting "Customer Service: Back to the Basics" workshop.
- Master Planning Task Force has asked Davis to serve as a member. This will be an opportunity to educate what the Union & the WELL will require in the future.
- Davis acceptance of the ASI Board of Directors Membership will conclude in December.
- Review of all policy and procedure manuals, organizing, revisions and renaming as appropriate.
- Business Continuity Planning is in progression.

B. Director Bill Olmsted of Administration & Facilities announced:

- Ongoing waterproofing project within the Union. Length of project will be roughly 6 to 8 weeks to complete.
- Due to the warranty, two skylights within the WELL have been repaired by FoilTech.
- Gym Doctors, has agreed to sign a short-term contract to help with regular maintenance of fitness equipment within the WELL. If a favorable result, a long term contract will be introduced in January 2013.
- Installation of carpet being placed into the Union on the third floor. After the third floor has been completed, Conference Rooms will receive installation of new carpet.
- Evaluation taking place regarding the woman's restroom in the Union on the 1st floor. With consideration of renovation and repair.
- Opening of renovated Fireplace Lounge has been a great success. Project Renovation for the down stairs Food Court of the Union will begin summer, 2013.
- LaptopRepair.com will be moving into the Union. They will be offering services to students starting January, 2013.

C. Director Mirjana Gavric of The WELL announced:

- Spring of 2013 Intramurals will be hosting "Sportapalooza".
- First Thursdays of every month Climbing Wall hosts an event.
 - October: Ladies Climb
 - November: Rock Solid Strength Circuit
 - December: Climbing Movie Night
- Halloween Hangout was a huge success with 50 students in attendance.
- Thursdays Rock Solid Strength Circuit achieved 39 attendees.
- This year's Homecoming Golf Cart Contest 1st place prize goes to the WELL. Trophy can be viewed at the Membership Desk.
- As of October 2012, nine Student Staff were certified as Professional Climbing Instructors.
- Kenneth Williams is now in process of obtaining his certification to certify staff members whom are interested as well.
- The WELL membership has reached a total of 22,034 members. One year ago the membership count was about 19,000 members combining Alumni and Students.

- D. Director Dean Sorensen of University Union announced:
- Kizzy Whitfield has been promoted from Event Services Coordinator to Public Information & Leisure Services Manager as of October 1, 2012.
 - Lely Araiza and Debrah Lucas are currently taking over temporary assignments until further notice.
 - Job Posting for both Full-time positions, TBA.
 - Zenia LaPorte worked in partnership with SO&L, to host the "Campus Life Fair" which was held on Homecoming Saturday.
 - November 15th the "Wish Upon a Star" event will take place. Gives an opportunity to collect for families affected by HIV/AIDS for the holidays.
 - 1762 people contributed to Causeway Classic Blood Drive.
 - Staff has been asked to advise individuals that bicycles are not permitted to be in the building. With the acceptance of skateboards, scooters, and skates, etc. must be held while in the Union. Notifications have been sent out to staff as well as vendors. Soon it will be posted for individuals to view as well.

7. Remaining Reports and Comments:

- A. Caleb Fountain
- Roughly 400 people came to vote on Election Day.
 - An exit survey is in process to gain feedback of the events progress.

8. Meeting Adjourned: Time: 8:57 AM



Authorized signature

2.20.13

Date