



SACRAMENTO  
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**Board of Directors Meeting:  
November 18, 2015  
Foothill Suite, 3<sup>rd</sup> floor: University  
Union**

1. **Call to Order, Chair - 7:30 a.m. Zachary Corbo**  
Present: Zachary Corbo, Adrianna Bolds, Mark Anthony Sohl, Missy Anapolsky, Ed Mills, Bill Macriss, David Rolloff and Ali Izadian  
Also Present: Leslie Davis, Bill Olmsted, Kate Smith, Dean Sorensen, Jill Farrell and Darcey Hopkins
2. **Public Comment: None**
3. **Consent Calendar:**
  - A. Approval of Board of Directors Minutes – September 16, 2015 (*MSP: Anapolsky / Sohl*)
4. **Old Business:**
  - A. Expansion Update: Olmsted
    - i. In mid-December the architect will be chosen for the Collaborative Design Build Agreement. They did a site walk and met with all interested parties in October. There were over 50 people in attendance at the site walk and the Request for Qualifications went out in October. Program planning with another architect firm who will not be bidding on the project is completed and design criteria was utilized in the Request for Proposals. 10 teams submitted their “resume”, which have been scored, and the top 4 have been notified. Meetings will be held with each firm so they can present to us before a winner is chosen.
    - ii. Funding Request (*MSP: Anapolsky / Sohl. Abstention: Izadian*)  
A request for additional funding for the Union Expansion Phase I project of \$2,000,000 to carry the project through at least the next Board of Directors meeting in February 2016. \$1.8 million for the Phase I Design/Build contract, \$18,500 for Kleinfelder’s geotechnical report, \$6,000 for Moni Means for a topographic survey, and a hazardous material report for an estimated cost of \$55,000. Upcoming contracts include a field investigation of the existing building estimated at \$60,000, and SWPPP (site, water, pollution prevention programs) estimated for \$60,500.
    - iii. Timeline for Union Expansion North (Phase I)  
4/23/2015 Approval of Alternative Consultation by President  
9/8/2015 Amend on State BOT  
2/16/2016 Collaborative Design Build Agreement

4/25/2016 Schematic design complete

7/19/2016 Schematic approval Board of Trustees (BOT) and preliminary financing GMP

8/19/2016 2<sup>nd</sup> Phase collaborative design build notice to proceed

12/18/2018 Project complete

- B. Wage Scale: 1.1.16: Due to increasing minimum wages, there is a new wage scale for the student assistants. *(MSP: Bolds / Anapolsky)*

**5. New Business:**

- A. Bylaws Revision (Resolution 15-04) *(MSP: Sohl/ Anapolsky)*

- B. Policies:

- i. Credit Card Policy *(MSP: Mills / Izadian)*

Changes: Ranges of charges and associated requirements, purchases of \$1K to \$2.5K require Director or Executive Director (ED) level approval, and the ED can approve up to \$5K. Cellular services for "customer use only" acceptable. Added tobacco as prohibited expense. Limits include cost AND shipping and handling

- ii. Purchasing Policy *(MSP: Anapolsky / Macriss)*

Changes: Contracts may be treated as POs and the ED, Associate Executive Director (AED), and Directors authorize emergency orders. Informal Bids: \$0 to \$25K (was 0 to \$5K), up to \$5K 2 or more price quotes recommended, \$5K to \$10K 2 or more written quotes required, \$10K to \$25K at least 3 written quotes, formal bids excess of \$25K (was \$15K), outlines Sole Source Purchases.

- Sole Source Purchases: part of a system already in use, particular brand not compatible with current systems, one known source for a specialized piece of equipment, only one contractor that can provide the service, ongoing service (proximity can be considered) and the documentation includes the unique performance factor and why required.

- State Contracts and UC/CSU Contracts sources and pricing will be utilized whenever practicable.

-Petty cash: Per person per day.

-Corporate Credit Card: consistent with credit card policy.

-In Absence of ED, AED or "Acting Director" may make these decisions.

- C. Strategic and Budget Planning Timeline *(MSP: Sohl/ Anapolsky)*

**6. Reports and Comments**

- A. Board Members: Corbo will be sending his cell phone number to all the Board members so in the future, if you are going to be late or absent you can properly notify him. At today's meeting, a large number of board members were late or did not attend the meeting. Without quorum, the board cannot conduct business.

- B. Executive Director: Davis

- Expansion: LEED Gold Equivalent is our goal instead of going for the full certification. Since the rest of the Union won't be LEED, going equivalent makes sense. This will also save about \$50,000.
- The ASI Board of Directors and Executive Director Davis have been discussing that the Union WELL Inc. Executive Director Positon become an official advisor to the ASI Board of Directors. It will be a change in their operating rules, but not the bylaws, allowing for some flexibility. If a major conflict of interest came up, then either Board could make a change.
- We are working on cleaning up some of the corporate travel procedures in light of rule changes at the Chancellor's Office level.
- Prep for El Nino is underway, 100 sand bags delivered, bought pumps, and hopefully we don't need any of this, but....
- Happy Holidays and good luck on finals!!!

## 7. Information: Activity Reports

### A. The WELL: Smith

- Zumba Glow was held on November 4 and we had 223 participants, the highest attendance to date for this event!
- The Level Up Climbing Competition was held on November 5. We had 64 participants and were able to give out 18 awards during the course of the evening.
- We are in the process of hiring 2 positions, Assistant Director, Intramurals and Staff Development and Assistant Director Special Events and Informal Recreation.
- 4 student officials and 1 full time staff member are traveling this weekend to UCLA to work the NIRSA Region VI Flag football championship.
- Fall 2015 Intramural Participation: Aaron Rehman Tournament had 16 teams and 174 participants (149 males, 25 females). Dodgeball Throwdown had 55 teams and 305 participants (277 males, 28 females). Flag Football had 26 teams and 231 participants (301 males, 32 females). Softball had 5 teams and 80 participants (50 males, 30 females). Volleyball had 23 teams and 245 participants (149 males, 96 females). Indoor Soccer ( which will still grow over the next two weeks) has 64 teams and 728 participants (559 males, 169 females).
- Yoga Night is Thursday 11/19, 7:30pm in The Union Ballroom. This is a corporate collaboration between the WELL fitness department and UNIQUE and is a FREE event for all of the Sac State Community.
- Starting November 23 we are renovating our member access point. This project will make our point of entry more efficient and inclusive for all our members. During construction the alternative access point is located between the WELL and the practice track around the back of the building near the double doors. Construction will be taking place until January 22.
- *2015-2016 Turnstile Project Frequently Asked Questions*
  - Q: How will WELL Members enter the facility?  
A: The WELL will have a temporary entrance and exit for the duration of the project. Members will enter/exit the facility through the glass doors located on the Fitness Floor next to the climbing wall. Signage will be posted in and around the facility identifying the temporary entrance/exit.
  - Q: How long will the construction last?  
A: Construction on the new entrance will begin on November 23rd, and is estimated to last until January 22nd.
  - Q: Do I need my One Card to enter the facility?  
A: We will have a mobile check-in station set up at the temporary entrance and exit. Please bring your one card to avoid delays with checking in.
  - Q: How will the new turnstiles be different from the old ones?  
A: Our new entrance will be faster and more inclusive for all members. We will have new biometric hand readers, and hinging doors to expedite the check-in process. In order to enter you will need to know your 9-digit student ID number.
  - Q: Can I still access Student Health and Counseling Services?  
A: Yes! In order to access any of the Health Services departments you will enter the building through the main entrance, at the front of the facility. You will not be able to enter the Campus Recreation facility this way.
  - Q: How do I buy a Fitness Pass during the construction?  
A: We will be selling Fitness Passes as well as registering members at our temporary entrance. Please purchase your pass when you enter the building not at the Front Desk. We accept cash or card.

Q: Can I take/schedule a tour during the construction?

A: Yes, we will conduct tours of the facility during the project. Please enter the building through our temporary entrance to request/begin your tour.

Q: Will I need to re-register with the new hand readers?

A: Once the construction is complete we will re-register all members on our new hand readers. During peak hours there may be a wait to enter the building for a few weeks. The WELL staff will work diligently to make this process as smooth and efficient as possible. We appreciate your patience!

B. University Union: Sorensen

General:

- Building has been packed throughout the semester, though our “ins and outs” numbers have dropped from huge highs at the beginning.
- We will be providing free Eco Grounds coffee Sunday-Thursday evenings during Finals week, co-sponsored with UEI.
- Lots of interesting “characters” to deal with this semester. Mostly non-students. Public safety has been of great assistance!
- Preparation and planning is underway for 40th Anniversary displays and activities in the spring.

Event Services:

- New position of Event Services Manager, Reservations has been filled. Deborah Henderson currently works at UCLA as Director of Catering Sales and Meeting Room Services. She has the experience and the skill set to hit the ground running and we feel she will be a very successful addition to our team, beginning January 5.
- Alejandra Ceja, a Sac State alum and former Union Building Supervisor and Event Supervisor, is filling in as a part-time casual employee to help cover some of the duties of the vacant Event Services Manager, Operations position until it is filled in early Spring.
- Feria Es El Momento Education Fair, Ski Swap, APAPA – Voter Education Forum, All Majors Career Fair are among the higher profile, successful events held in the Union.

Programs and Marketing:

- Sac State beat UC Davis in the Causeway Classic Blood Drive, 1740 participants to their 1517 participants. Great turnout for both schools, but we win this year!!!!
- UNIQUE’s events was a pretty mixed bag in audience draw this Fall, with some huge crowds, some large but not as large as expected, others smaller. Overall it was less consistently large than last year.
- Two pieces by artist John Berger from our 2nd show of the semester have been donated to the Union’s permanent collection.
- UNIQUE meetings are averaging around 25 on Mondays and 30-50 on Tuesdays.
- The Lab revenue is doing very well!
- Won a bunch of ACUI Steal This Idea (graphic design) awards!

Operations:

- “Spirited” decorations were displayed in the building for both Homecoming and Causeway Classic, to positive feedback.
- After a few glitches in the beginning, the Games Room’s new credit card system is running smoothly.
- The micro auto jump starter that is located at the Info. Desk is working very well and we will be replacing older heavier models with these new sleek models (price range is about the same).
- New Games Room LCD projector is streamlining the tournament process and working out very well. Customers and staff are impressed and happy with the

new system.

- Terminal Lounge is regularly operating at its maximum capacity during 9am – 4pm.
- “Wish Upon a Star” holiday drive for Sunburst Projects (children/youth/families impacted by HIV/AIDS) will take place in the Union Lobby from November 20-December 11.

Joint projects with IT and Facilities

- New Ballroom carpet ordered (includes Ballroom Lobby). Installation timing TBA.
- Ballroom and Hinde AV feasibility study is being coordinated by HRGA Architects. New projectors, sound, and infrastructure will be installed after a design plan and RFP are concluded.
- 3rd Floor Meeting Rooms AV upgrades project RFP is in process. New sound, panels, and AV cabling will be installed in Foothill/Folsom, Auburn, Valley, Forest, Orchard, Lobby, Redwood Rooms.

8. Adjournment: 8:53am

Respectfully Submitted:

  
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2.17.16  
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