

Board of Directors Meeting: February 17, 2016

Foothill Suite, 3rd floor: University Union

ADENDA REVISED

1. **Call to Order, Vice Chair - 7:30 a.m.**
2. **Public Comment:** Members of the audience may address the Board of Directors on any item within the jurisdiction of the Board or on any agenda item. Comments are limited to 3 minutes and the overall time shall not exceed 15 minutes. Speakers will be required to sign in.
3. **Time Certain 7:35am:** President Nelsen addresses the Board of Directors and Q and A
4. **Consent Calendar:**
 - A. Approval of Board of Directors Minutes November 18, 2015 (Attached)
4. **Old Business:**
 - A. Expansion Update: Olmsted (information)
 - B. New Board Meeting Day for March: March 30th. (Action Requested)
5. **New Business:**
 - A. Policies: (Action Requested)
 - i. Affirmative and Non-Discrimination Action Policy, Revisions: Davis
 - ii. Travel Reimbursement Policy: Farrell
 - iii. Reserve Policy, Revisions: Farrell
 - iv. Activities Program Organization Policy, Revisions: Sorensen
 - B. Art Fund Utilization Proposal (for supply purchase): Sorensen f
 - C. Replacement of the Executive Director, February 2017: Discussion
6. **Reports and Comments**
 - A. Board Members
 - B. Executive Director: Davis
7. **Information:** Activity Reports
 - A. The WELL: Smith
 - B. University Union: Sorensen
8. **Adjournment**

Board of Directors Meeting Minutes for September 16, 2015

Board of Directors Meeting:

Foothill Suite, 3rd floor: University Union

1. **Call to Order**, Chairperson Zachary Corbo called the meeting to order on November 18, 2015 at 7:30 a.m. Members 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 2nd 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 Position 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:

UNION WELL INC. BOARD OF DIRECTORS

2015-16
Wednesdays, 7:30AM TO 9:30AM
Foothill Suite, UU

Board of Directors

Meeting Dates

September 16, 2015

November 18, 2015

February 17, 2016

~~March 16, 2016~~ March 30, 2016

April 20, 2016

May 6 April 29, 2016

THANK YOU LUNCHEON

(LOCATION: Hoppy's)

AFFIRMATIVE ACTION AND NON DISCRIMINATION POLICY

Adopted: October 1977

Revised: December 1985

Updated: November 15, 2001

Updated: November 18, 2009

Updated: December 2, 2009

Updated: February 19, 2014

Updated: February 17, 2016

GENERAL STATEMENT

The Union WELL Inc., will accept, implement, and promote in all its employee programs and operating procedures those Affirmative Action, Non Discrimination, and Title IX policies, procedures and regulations, which are adopted by and appropriate to Sacramento State and to the CSU system. In addition, those Union WELL Inc. staff members who are employed by University Enterprises Inc. (UEI) shall be afforded all rights as provided by UEI's affirmative action policies, procedures and regulations in a manner consistent with those policies and regulations.

TRAVEL REIMBURSEMENT

Adopted: September 1982

Updated: May 9, 2002

Updated: April 29, 2011

Updated: February 19, 2014

Proposed: February 17, 2016

GENERAL STATEMENT:

Travel shall be authorized in accordance with the following principles:

1. Travel is usually warranted when personal contact by the staff member is the most economical method of conducting official Union WELL Inc. business.
2. Attendance at conferences and meetings is limited to persons immediately concerned with the topics to be discussed or the business to be transacted.
3. The most economical method of transportation must be selected in terms of direct expense to Union WELL Inc. and the individual's time away from the normal work location. Provided the mode of transportation selected does not conflict with the needs of the Union WELL Inc., the employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive form of transportation.
4. By approving the travel expense claim (TEC) form, the approving authority certifies that the expenses are reasonable and necessary to conduct official Union WELL Inc. business.

Reimbursement of travel expense incurred by Union WELL Inc. officers or employees, or Sacramento State employees, or students, or others conducting Union WELL Inc. business shall be comparable to the reimbursement normally provided by Sacramento State for its employees.

A lesser or partial rate reimbursement may be justified as an exception when group rates on group travel allows for lesser actual costs to be incurred, when individuals at their own discretion claim lesser reimbursement, when participation is at the individual's option at pre-agreed rates, or when participation in Union WELL Inc. programs is offered and accepted within announced specific allocations for program participant travel expense.

All reimbursements of travel expenses through Union WELL Inc. funds shall require documentation and evidence comparable to that for CSU employees, shall require prior approvals by the Executive Director, Associate Executive Director, or Director and documented approval of all expenses and reimbursements.

GUIDELINES AND PROCEDURES:

All travel must be approved in advance in order for expenses to be claimed for travel involving Union WELL Inc. business. Reimbursements shall be in accordance with Union WELL Inc. policy.

Using CSU Chancellor's Office/campus rates, actual and necessary expenses will be paid for approved travel involving official Union WELL Inc. business. Submit travel expense claims to Union WELL Inc. upon return from the trip. Expense claims are to be submitted within 60 calendar days from the date of return from travel. Refer to Union WELL Inc. Travel Procedures for employee specific deadlines. At the end of the fiscal year, all travel expenses must be claimed for June 30 or earlier.

Volunteers: Union WELL Inc. may reimburse the pre-authorized travel expenses of volunteers who are performing services on behalf of Union WELL Inc., provided the expenses are properly substantiated.

PERSONAL TRAVEL COMBINED WITH UNION WELL INC. BUSINESS TRAVEL:

Generally, there are two reasons for altering business-related travel for personal convenience:

- Utilizing a different method of transportation, and
- Extending travel for personal reasons

When a different method of transportation is used for personal convenience, such as driving instead of flying, driving alone when others are traveling, Union WELL Inc. will pay the lesser cost of the two methods. If the alternate method is used and requires additional time, the staff member must use his/her own personal time.

If an employee, or volunteer, extends their travel for personal reasons, any additional expenses incurred beyond the scope of the original business trip, are the responsibility of the traveler.

Miscellaneous Automobile-related Expenses:

Charges for ferries, bridges, tunnels, or toll roads may be claimed by the vehicle operator. Reasonable charges for parking while an employee is traveling on Union WELL Inc. business will be allowed for the following:

- Day parking on trips away from an employee's normal work location;
- Day and all night parking on overnight trips away from an employee's normal work location or residence if free overnight parking is not available.

Valet parking charges in excess of normal parking charges shall be the responsibility of the traveler, unless the traveler obtains an exception from the Executive Director.

Allowable Mileage Expense:

Mileage shall ordinarily be computed between the traveler's normal work location and the common carrier or destination.

Mileage expenses may be allowed between the traveler's residence and the common carrier or destination if Union WELL Inc. business travel occurs during the traveler's non-working hours, or during a regularly scheduled day off.

When a traveler is authorized to drive a private vehicle to or from a common carrier terminal,

mileage may be reimbursed as follows:

- One round trip, including parking for the duration of the trip; or
- Two round trips, including short-term parking expenses, when an employee is driven to a common carrier. If an employee has a temporary assignment away from campus, (e.g., single day workshop, local conference, training, etc.) which does not require an overnight stay, reimbursement shall be made for mileage expenses incurred between the campus and the assignment location, or home and the assignment location, whichever is less.

Mileage expenses for travel between the traveler's residence and normal work location (commuting expense) shall not be allowed.

The following applies to all domestic travel:

When two or more persons on Union WELL Inc. business share a private vehicle, only the driver may claim reimbursement for mileage.

The standard reimbursement rate per mile is set forth below. This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, maintenance and repairs, tires, depreciation, vehicle registration, and insurance.

According to IRS regulations, travelers who claim this rate are not required to substantiate the actual costs of operating the vehicle.

USE OF VEHICLE TO CONDUCT UNION WELL INC. BUSINESS:

Union WELL Inc. employees who do any amount of business-related driving, will fall into one of two categories: occasional drivers (drives less than 4 times per month) and non-occasional drivers (drives 4 times per month or more). An employee, in either category, who uses a vehicle on Union WELL Inc. business is required to have, or submit for approval:

- Evidence of current liability insurance coverage in their possession.
- A valid driver license in their possession.
- Meet the requirements for a Defensive Driving class.
- A completed Request for Authorization For Occasional Drivers to Operate a Vehicle to Conduct Business form, or Request for Authorization For Non-Occasional Drivers to Operate a Vehicle to Conduct Business form

Union WELL Inc. employees who are classified as “non-occasional drivers” will be responsible for additional compliance with UEI policy.

All Union WELL Inc. employees are provided with Workers’ Compensation coverage, through UEI (or the state in the event of the Executive Director), for work-related injury or illness that occurs during a Union WELL Inc. approved business trip.

Use of Privately owned vehicles:

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES – Union WELL Inc. has the responsibility for authorizing persons to drive privately owned vehicles to conduct official Union WELL Inc. business. Before a person may be authorized to use a privately owned vehicle to conduct Union WELL Inc. business, the person must certify in writing that the vehicle used will always be:

- Covered by liability insurance in at least the following amounts:
 - \$15,000 for personal injury to, or death of, one person,
 - \$30,000 for personal injury to two or more persons in one accident, and
 - \$5,000 for property damage;
- Adequate for the work to be performed;
- Equipped with safety belts in operating condition; and
- In safe mechanical condition as required by law.

This certification will be recorded on a standard form, Request for Authorization For Occasional Drivers to Operate a Vehicle to Conduct Business, or the Request for Authorization For Non-Occasional Drivers to Operate a Vehicle to Conduct Business. For all drivers, the completed form shall be submitted to the Union WELL Inc. Director of Financial Services, and in the case of non-occasional drivers, the forms will be forwarded to UEI (for retention) along with copies of the individual's driver license and proof of insurance.

An employee's personal automobile insurance policy is the primary coverage for liability and damages in the event of an accident while on Union WELL Inc. business.

Claims paid by private insurance for accidents to privately owned vehicles while being operated on Union WELL Inc. business are not reimbursable from Union WELL Inc. funds. An employee may seek relief from out-of-pocket expenses, such as deductibles, via Union WELL Inc. funds.

Failure to comply with the requirements under the use of privately owned vehicles section, the driver and vehicle owner will then hold Union WELL Inc. harmless from any and all liability or claims from the vehicle owner.

Failure to comply will also result in the employee or volunteer's inability to travel on Union WELL Inc. business, per the discretion of the Executive Director.

Use of Rental Cars:

Employees who rent a car through the approved State vehicle contract agency will be provided insurance through that agreement.

Reimbursement Rates:

(Rates on this page automatically adjust to current University rates and does not require Board of Directors Approval for any adjustment done at the campus level.)

Rates Effective: 1.1.16

Mileage: \$0.54 per mile

Meals: \$55.00 per day

Incidentals: \$7.00 per complete 24 hour period.

Lodging: A maximum of \$275.00 per night, excluding taxes for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions. Exception must be approved in advance of travel.

RESERVE POLICY

Adopted: May 1985

Updated: May 9, 2002

Approved: April 2009

Approved: December 9, 2013

Updated: February 17, 2016

GENERAL STATEMENT

It is an obligation of the Board to ensure the continued fiscal responsibility of Union WELL Inc. This Reserve Policy provides criteria for the Management and Board of Union WELL Inc. and the staff of the university to measure the adequacy of the Union WELL Inc. reserves, fee rates and to guide in allocation from Union WELL Inc. Reserves for repair, replacement, facility modification and other projects.

DEFINITIONS:

Reserves - financial resources set aside for future or potential use.

Revenue Fund – a trust fund, administered by the campus on behalf of Union WELL Inc. It is used to deposit, transfer, and/or expend specifically defined monies such as student fees. The monies are maintained at the University with regular accounting reports, or access through Campus systems made available to Union WELL Inc.

Operating Fund – a fund administered directly by Union WELL Inc. A portion of the Revenue Fund is transferred each fiscal year in order to fund Union WELL Inc.'s operating budget. All operating fund accounting transactions are recorded on the books of Union WELL Inc.

GUIDELINES AND PROCEDURES

A. Sources of Local Funds

Union WELL Inc. receives its operating funds from the following sources:

1. Operations
2. Investment
3. Student Fees (Return of Surplus)

B. Sources of funds for the Revenue Fund (Referendum) Recreation Programs

1. Student Fees
2. Investment

C. Financial Standards

1) The evaluation of the need for reserves in the following areas:

Working Capital: Working Capital Reserve account shall be maintained to fund General Operations in the event of a significant loss of normal operating income.

a) Repair and Replacement (Local-Fund 2):

- i) To enable the proper and timely repair, replacement and refurbishing of work, damaged and outdated equipment, furnishings and facilities;

ii) Repair/ Replacement reserve to provide a funding source for repairs or replacements of furniture and equipment

b) Local Reserves: (Local- Fund 1)

i) Reserves in the operating fund, held locally, that can be utilized as the need arises for regular operations.

c) Revenue Fund (Stateside):

i) A General Contingency Reserve account shall be maintained to provide funds in the event of major extraordinary or unexpected general operating expenses.

ii) Capital Repair/ Replacement Reserve (TBU01) to provide a funding source for emergency repairs or replacement of building related items (roof, skylight etc. maintained in the Revenue Fund) annual contribution is a minimum of \$130,000 per building.

2) Fund Levels:

a) Repair and Replacement: (Designated Unrestricted Net Asset, Fund 2): Union WELL Inc. will maintain a major repair, replacement and refurbishment reserve for Union WELL Inc. equipment, furnishings, and facilities at a level of .5 times the current total replacement value of Union WELL Inc. furnishings and equipment (The WELL value is 1/3 of the value of fitness equipment should be planned for each year) and that this reserve requirement shall be determined and updated annually by application of the then current cost-of-living index to the acquisition cost of furnishings and equipment.

i. This reserve will be funded by transfers prior to June 30 of each fiscal year, with funds available after payment of the current year's operating obligations, in an amount of .05 times the then current total replacement cost of Union WELL Inc. furnishings and equipment when the reserve balance is below the required level.

ii. Any interest earned on these reserve funds shall be credited to the reserve funding as an addition to the annual funding requirement stated above.

iii. Expenditure of these reserve funds shall be made only and specifically for the purpose of any repairs to or refurbishing of equipment, furnishings or facilities and/or replacement of existing equipment or furnishings.

iv. Expenditure of these funds should not be to augment other allocated or unallocated reserve funds nor for usual and regular current operating expenses.

b) Revenue Fund, Local Repair and Replacement and Local Reserves Combined: Union WELL Inc. will maintain reserves totaling one (1) year of Debt Services and six (6) months of operating costs to protect the corporation in the event of a loss from natural, man-made or economic disaster. These include physical plant loss or when revenues fail to meet operating expenses in a given year. Any reserves not utilized in a given year will roll over to the next year. Board approval is required to go below stated reserve levels, including a plan to build reserves back to the base standard.

c) Capital Repair and Replacement: (TBU01) this reserve will provide a funding source for major planned, preventative or emergency maintenance and replacement of major building facility

systems (e.g. electrical; plumbing; and heating, ventilation, and air conditioning). Annual contribution is a minimum of \$130,000 per building from the revenue fund.

- d) Interest and Redemption Fund: Used as a source to pay for annual debt service on outstanding 30-year bonds issued to finance construction of all Union WELL Inc. buildings and facilities.
- e) Construction Fund (TBU02) used as a source for the construction or major renovations of Union WELL Inc. facilities.

D. The annual budget review process shall include an analysis of the funding goals for each reserve, the adequacy of purpose of each reserve account, and the recommended funding for each reserve account based upon the established priority. Estimated funds in excess of operations need and reserve funding goals, if all reserves are fully funded, shall be available as income for the General Operating Budget and capital projects.

E. Reserve Investment Earnings

All annual earnings from the reserve accounts shall be allocated during the budget development process as available income for the next General Operating budget.

Special Note: Union WELL Inc. has continued to operate utilizing an ultra-conservative funding model since its creation as approved by the CSU Chancellor's Office. Currently, the corporation works one year in arrears in utilizing student fees. The ability to modify its funding model, and go to a current year model (collecting and using the current student fees in the current year) exists should the corporation ever need it. The current method in place protects the long term viability of the corporation, even in times of economic hardship. Changes to this financial model requires approval from Finance, Treasury and Risk Management at the Chancellor's Office.

EVENT AND ACTIVITY PROGRAMMING ORGANIZATION

Adopted: December 8, 1988

Updated: December 13, 2001

Updated: February 19, 2014

Updated: February 17, 2016

GENERAL STATEMENT

The department dedicated to event and activity programming within the Union WELL Inc. organization is known as “University Union UNIQUE Programs” and is administered through University Union Programs and Marketing. The name of this organization was originally an acronym for the Union Network for Innovative, Quality University Entertainment. University Union UNIQUE Programs has developed a reputation and identity over the years as a principal programming source for the campus. A practical, a concerted effort was made to clarify the source and primary location of this programming, the University Union.

POLICIES:

Goals for Program Development:

The purpose of University Union UNIQUE Programs is to design and coordinate a comprehensive and balanced activity program, in order to compliment the university experience with entertainment and educational events that attract, serve, and engage the Sacramento State student body, as well as the entire campus community.

The goals of University Union UNIQUE Programs include, but are not limited to:

1. Produce programs of high quality.
2. Offer an array of programs and activities representative of the diverse campus community.
3. Involve students in selecting, planning, organizing, producing, and evaluating events, while providing them with opportunities to be valuable contributors to the quality of campus life, develop social and leadership skills, and build relationships.
4. Solicit input and expertise from student organizations, university departments, faculty, and community groups, while frequently working in collaboration with them.
5. Provide programs as efficiently as possible, serving the greatest number of people with the most efficient monetary outlay.
6. Provide most programs at low, or no admission cost to Sacramento State students.
7. Maximize attendance at each event.
8. For additional goals, see the current year’s strategic plan.

Organizational Structure:

University Union UNIQUE Programs will be comprised of only currently enrolled Sacramento State students, under the coordination and advisement of a University Union Program Advisor. These students participate in a balanced and proven format designed to meet their own student development needs, and which also offers practical experience in the field of event planning, promotion, and production.

To continue as a UNIQUE student volunteer, members must routinely attend regularly scheduled meetings and reasonably participate in producing the organization's events. Additional responsibilities may be taken on by individual members, based on time, interests, skills, and demonstrated reliability. These may take the form of an ongoing leadership role, the coordination of a particular event, or the completion of specific tasks. Members are encouraged to grow in their autonomy, both as a team and as individuals. This process is to be supported and actively facilitated by the Programs and Marketing professional staff.

Whenever possible, programming decisions are to be made by a process of consensus. These decisions may be performer-specific or may simply involve the selection of a type of activity. The style and structure by which decisions are implemented may vary from semester to semester, based on the needs, interests, and talents of those involved in University Union UNIQUE Programs, but always with regularly solicited input from its current student members..

Responsibility and Accountability for Programs:

Actions taken on behalf of University Union UNIQUE Programs by any of its members, or advisors, must be consistent with Union WELL, Inc., Sacramento State, and CSU policies. All programs and activities sponsored fully or in part by University Union UNIQUE Programs will remain fully under the control, and production direction, of Union WELL Inc., even in cases of multiple sponsorships.

As the official responsible to the Union WELL Inc. Board of Directors and the Sacramento State President, or designee, the Union WELL Inc. Executive Director is charged with responsibility, and vested with authority for, the continuous guidance and review of the programs produced by University Union UNIQUE Programs. The University Union's Program Advisor is responsible to the Executive Director for the effective discharge of the essential functions of University Union UNIQUE Programs.

Art Fund Reserve: See additional file attached to email

A request to utilize approximately \$17,000 of the fund to framing/ re-framing artwork. The goal is to get everything that needs to be done to get ALL artwork up on display. The longer art work is stuck in storage, the more likely it will be damaged.

The already budgeted \$5,000 may also be utilized, in the annual art purchase from the Student Award Show.

Current fund balance:	\$54,314
Proposed Expenditure:	<u>\$16,140</u>
Balance:	\$38,174
Art Purchase up to:	<u>\$ 5,000</u>
Year End Balance no less than:	\$33,314

A. Bylaws: ARTICLE VII

DELEGATION OF AUTHORITY

B. ARTICLE VII

DELEGATION OF AUTHORITY

There shall be a UNION WELL INC. Executive Director who shall be appointed by the President, SACRAMENTO STATE, upon the recommendation of the Board and the Chief Student Affairs Officer. The Executive Director in this position is administratively responsible to the Chief Student Affairs Officer for all services, programs, and fiscal matters pertaining to the UNION WELL INC. The UNION WELL INC. Executive Director is responsible for the development and operation of the UNION WELL INC. Specifically, s/he has responsibility for food service; educational, social and recreational programs; commercial activities; the information desk; scheduling and reservations; building maintenance; office operations; accounting and financing; personnel; security; publicity and public relations; and all other matters related to the UNION WELL INC. operations. ***University Union and the WELL functions or activities must conform and be limited to only those authorized by the CSU Trustees in the executed written operating agreement.***

The Executive Director has full responsibility for the financial operations of and for maintaining the financial procedures of the UNION WELL INC. in accordance with University and Chancellor's Office procedures. The UNION WELL INC. Executive Director is the designated appointee of the Union WELL Inc. Board of Directors and of the elected representative of the student body for purposes of claim schedule submission. In the absence of the UNION WELL INC. Executive Director and when so indicated by the UNION WELL INC. Executive Director, the Associate Executive Director of Union WELL Inc., Director of the Union, and/or the Director of the WELL is the designated appointee for purposes of delegated responsibilities and claim schedule submission.

The UNION WELL INC. Executive Director has the responsibility of implementing those policies and procedures as established by the Board.

