Mashouf Wellness Center Advisory Assembly and Accompanying Sub-Assemblies

The following will be the Governance Structure overseeing the implementation and creation of the Associated Students of San Francisco State’s Mashouf Wellness Center (MWC).

This structure was constructed by the Associated Students University Affairs Committee in collaboration with members of Campus Recreation and members of the Public.

The Mashouf Wellness Center Advisory Assembly:

The following assembly model mentioned shall report directly to the Associated Students Facilities & Services Council.

- **Mashouf Wellness Center Advisory Assembly.**
  
  - **Reporting Structure**
    - The MWCAA shall report directly to the Facilities & Services Council under the enhanced Governance Structure of Associated Students.
  
  - **Membership Demographics**
    - A.S. Vice President of Facilities & Services (or designee) *(Chair)*
    - A.S. Campus Recreation Advisory Representative *(Vice Chair)*
    - Appointed member from the A.S. Board of Directors
    - Appointed member from the A.S. Board of Directors
    - A.S. Student Health Advisory Council Representative
    - Appointed Student Manager from Campus Recreation

Recommended Advisory Membership (non-voting)
• A.S. Executive Director (or designee)
• Director of Campus Recreation (or designee)
• Faculty Representative from the College of Health & Social Sciences*
• Dean of Students (or designee)

○ Responsibilities
  ■ Developing the Mission Statement of MWC.
  ■ Developing the Vision of the MWC.
  ■ Setting direction for the creation and implementation of the MWC.
  ■ Ensure the commission of all reporting sub-assemblies required during the development of the MWC.
  ■ Manage and report all ongoing developments concerning the MWC to the Associated Students Facilities and Services Council.
  ■ All aspects not inherently mentioned relating directly to the MWC will be referred to this assembly at the discretion of the Associated Students Facilities and Services Council.

Sub-Assemblies of the Mashouf Wellness Center Advisory Assembly:

All of the following sub-assembly models mentioned shall report directly to the Mashouf Wellness Center Advisory Assembly, and shall convene at the earliest convenience and when proper membership quorum is formed.

○ Business & Finance Sub-Assembly

  ○ Reporting Structure
    ■ The B&FSA shall report directly to the Mashouf Wellness Center Advisory Assembly.

  ○ Membership Demographics
    ■ A.S. Vice President of Finance (or designee) (Chair)
    ■ Appointed member from the A.S. Board of Directors (Vice Chair)
    ■ Appointed member from the A.S. Board of Directors
    ■ Appointed student manager of Campus Recreation

* Recommended from HSS
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Approved by UA on 04/30/15
- Appointed student manager of Campus Recreation

Recommended Advisory Membership (non-voting)
- A.S. Executive Director (or designee)
- Director of Campus Recreation (or designee)
- Staff Member from Administration & Finance, Budget Office

- Responsibilities
  - Determine revenue streams and recommend multi-year budget plan to ensure fiscal responsibility & sustainability.
  - Ensure proper fiscal stability of all projects related to the MWC.
  - All aspects not inherently mentioned relating directly to the financial model of the MWC will be referred to this sub-assembly at the discretion of the MWC Advisory board.

- Risk Management Policies Sub-Assembly

  - Reporting Structure
    - The RMPSA shall report directly to the Mashouf Wellness Center Advisory Assembly.

  - Membership Demographics
    - Appointed member from AS BOD (Chair)
    - Appointed Member from the A.S. Board of Directors (Vice Chair)
    - Appointment of student manager from Campus Recreation
    - 4 Appointed members of AS BOD

Recommended Advisory Membership (non-voting)
- A.S. Executive Director (or designee)
- Director of Campus Recreation (or designee)
- Staff Member from Administration & Finance, Office of Risk Management
- Faculty appointment from the College of Business
- An appointment from University Police Department

- Responsibilities
- Determine strategies, initiatives, policies and procedures that will minimize/eliminate any foreseeable risks to safety, health and/or wellness for all Center users, and ensure adequate oversights over all business processes.
- All aspects not inherently mentioned relating directly to the Risk Management and Liability Policies of the MWC will be referred to this sub-assembly at the discretion of the MWC Advisory board.

**Standard Operating Procedures Sub-Assembly**

- Reporting Structure
  - The SOPSA shall report directly to the Mashouf Wellness Center Advisory Assembly.

- Membership Demographics
  - A.S. Vice President of Facilities & Services (or designee) *(Chair)*.
  - Appointed Member from the A.S. Board of Directors *(Vice Chair)*
  - Appointed Member from the A.S. Board of Directors
  - Appointment of student manager from Campus Recreation
  - Appointment of student manager from Campus Recreation

  Recommended Advisory Membership (non-voting)
  - A.S. Executive Director (or designee)
  - Director of Campus Recreation (or designee)
  - University Facilities & Services
  - Human Resources consulting

- Responsibilities
  - Develop a written manual that will guide training, supervision and accountability for all Center personnel.
  - Ensure the quality delivery of all programs and services.
  - All aspects not inherently mentioned relating directly to the Operating Procedures of the MWC will be referred to this sub-assembly at the discretion of the MWC Advisory Assembly.

**Programming Model Sub-Assembly**
○ Reporting Structure
  ■ The PMSA shall report directly to the Mashouf Wellness Center Advisory Assembly.

○ Membership Demographics
  ■ VP of Internal (or designee) (Chair)
  ■ A.S. Campus Recreation Advisory Representative (Vice Chair)
  ■ A.S Student Health Advisory Council Representative
  ■ Appointed member from the A.S. Board of Directors
  ■ Appointed student manager from Campus Recreation
  ■ Student at large (appointed by AS*)

Recommended Advisory Membership (non-voting)
  • A.S. Executive Director (or designee)
  • Director of Campus Recreation (or designee)
  • Faculty Appointment†
  • Dean of Students (or designee)

○ Responsibilities
  ■ Assess the needs/interests of membership constituencies and identify Center mission/goals, so as to prioritize and implement programming, equipment, facilities and other needs in a model that will be sustainable over time; identify the overarching values that will permeate the MMWC and its programs, operation and culture, then develop ways to incorporate that into the spirit and development of outcomes (e.g. wellness, sustainability, student-centered programs & services; serving new and unsure participant as well as the experienced, confident participant).
  ■ All aspects not inherently mentioned relating directly to the programming of the MWC will be referred to this sub-assembly at the discretion of the MWC Advisory Assembly.

* Recommended from Rec, Parks & Tourism
† Recommended from Holistic Health
• Personnel Actions Sub-Assembly

  o Reporting Structure
    ■ The PASA shall report directly to the Mashouf Wellness Center Advisory Board.

  o Membership Demographics
    ■ A.S. Vice President of Internal Affairs (or designee) (Chair)
    ■ Appointed member from the A.S. Board of Directors (Vice Chair)
    ■ Appointed member from the A.S. Board of Directors
    ■ Appointed Student Manager from Campus Recreation
    ■ Appointed Student Manager from Campus Recreation

  Recommended Advisory Membership (non-voting)
  • A.S. Executive Director (or designee)
  • Director of Campus Recreation (or designee)
  • A.S. Business & Finance
  • Human Resources from University

  o Responsibilities
    ■ Review the personnel needs to ensure adequate facility management and program coordination/oversight.
    ■ Develop/execute a personnel action plan to ensure a well-qualified, adequate team is available once the Center opens.
    ■ All aspects not inherently mentioned relating directly to the hiring and staffing of personnel of the MWC will be referred to this sub-assembly at the discretion of the MWC Advisory Assembly
    ■ Act as search committee for the hiring of 1.0 FTE professional staff member (reporting to AS Executive Director, with a dotted reporting line to Director of Campus Recreation)

• Construction Team & Facilities Sub-Assembly

  o Reporting Structure
■ The CTFSA shall report directly to the Mashouf Wellness Center Advisory Assembly.

○ Membership Demographics
  ■ A.S. Vice President of Facilities & Services (or designee) (Chair)
  ■ Appointed member from the A.S. Board of Directors (Vice Chair)
  ■ Appointed member from the A.S. Board of Directors
  ■ Appointed Student Manager from Campus Recreation
  ■ Appointed Student Manager from Campus Recreation

Recommended Advisory Membership (non-voting)
  • A.S. Executive Director (or designee)
  • Director of Campus Recreation (or designee)
  • Staff member from Capital Planning and Design

○ Responsibilities
  ■ Attend all construction meeting and provide informed and consistent user input and consultation through the Office of Capital Planning, Design & Construction (CPDC); also, strives to ensure that decisions made will fit operational model for end-users; research and recommend selections of interiors and group II equipment for the Center.
  ■ Following four (4) appointees selected to serve as the points of contact and spokespersons for the CPDC to minimize “answer shopping” and ensure consistent communication and messaging, with the primary delegate being the AS Executive Director; the secondary delegate being the AS Vice President of Facilities & Services. The third shall be a designee appointed by the AS Executive Director, and the fourth shall be the Campus Recreation Director or designee.
  ■ All aspects not inherently mentioned relating directly to the construction of the MWC will be referred to this sub-assembly at the discretion of the MWC Assembly.

● Marketing and Education Sub-Assembly

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○ Reporting Structure
  ■ The MESA shall report directly to the Mashouf Wellness Center Advisory Assembly.

○ Membership Demographics
  ■ A.S. Vice President of External Affairs (or designee) (Chair).
  ■ Appointed Member from the A.S Board of Directors (Vice Chair)
  ■ Appointed Member from the A.S Board of Directors
  ■ A.S. Campus Recreation Advisory Representative

Recommended Advisory Membership (non-voting)
  • A.S. Executive Director (or designee)
  • Director of Campus Recreation (or designee)
  • Staff member from University Communications

○ Responsibilities
  ■ Develop the website and other communication avenues to keep the campus community (including current and future students, alumni, faculty, staff and community members) updated on progress of construction and planning, how the project is being funded and to promote transparency of information and decisions.
  ■ Solicit input and suggestions by the campus community.
  ■ All aspects not inherently mentioned relating directly to the marketing and advertising of the MWC will be referred to this sub-assembly at the discretion of the MWC Assembly