

**HUMBOLDT STATE UNIVERSITY CENTER
BOARD OF DIRECTORS**

Regular Meeting on Tuesday, February 21, 2023

Zoom Meeting ID: 851 3362 1955

Zoom Link: <https://humboldtstate.zoom.us/j/9753380787>

5:30 p.m. PST

The Humboldt State University Center Board of Directors met on the above date online via Zoom. Vice-Chair, Julie Flores, called the meeting to order at 5:36 p.m.

Directors Present: Sarah Long, Mark Rizzardi, Michael Dunn, Julie Flores

Directors Absent: Tashanae Burns-Young (excused), Kintay Johnson (excused)

Others Present: Wendy Sotomayor, Jessica Lende, My Sou, Fernanda Rodriguez

MINUTES

SUBJECT: Approval of Agenda

MOTION: It was moved (Long) and seconded (Rizzardi) to approve the Agenda.

ACTION: The Agenda was approved.

SUBJECT: Approval of Minutes

MOTION: It was moved (Rizzardi) and seconded (Long) to adopt the Minutes of the Board Meeting on [November 15, 2022](#).

ACTION: The Minutes were approved.

SUBJECT: Public Comment

Fernanda Rodriguez inquired about public transportation services available to students with disabilities aside from what is provided by the Student Disability Resource Center. Juliana Flores responded.

SUBJECT: Chair's Report

There was no Chair's Report.

SUBJECT: Executive Director's Report – Wendy Sotomayor reporting

UC Board Coordinator Transition - This will be the last UC Board Meeting with Jessica Lende serving as the UC Board Coordinator as she has accepted a position with the Athletics Department. My Sou, a current Student Activities Center Coordinator, will be assuming the duties of the UC Board Coordinator effective immediately. Much gratitude to Jessica for assisting UC through the transition and for all

her years of service and a big welcome to My.

MOTION: It was moved (Rizzardi) and seconded (Long) to accept the Executive Director's report.

ACTION: The Executive Director's Report was accepted.

SUBJECT: **Old Business**

There was no Old Business.

SUBJECT: **New Business**

[Attorney Legal Representation Update](#)

University Center's current legal counsel, Erickson Law Firm, merged with McDougal Love Boehmer Foley Lyon & Mitchell as of January 1, 2023. The board discussed whether to retain Erickson Law Firm's services or to explore other options.

MOTION: It was moved (Rizzardi) and seconded (Long) to approve retaining McDougal Love Boehmer Foley Lyon Michell & Erickson for legal and consulting services.

ACTION: The motion was approved.

[2022-2023 Mid-Year Financial Statements](#)

Board members were referred to a copy of the 2022-2023 Mid-Year Financial Statements prepared by University Accounting. Sarah Long reviewed the financial statements for the six months ending December 31, 2022, in detail with the Board members which included a Statement of Net Position and a Statement of Revenues, Expenses and Changes in Net Position. Highlight noted on the Statement of Net Position was that the Amount due to Humboldt will be offset by the Cash Invested in LAIF balance, as this is a result of the University paying all University Center expenses year to date and not yet transferring monies from LAIF to reimburse University. Items noted on Statement of Revenues, Expenses and Changes in Net Position, were reduced investment earnings based on the market reduction during the first six months, VEBA Interest Income is still anticipated to be 100% even though it currently reflects \$0 due to timing of reimbursement of OPEB Costs, and that the Cost reimbursement to Cal Poly Humboldt for annual accounting and business services, although not included in current year budget is an actual expense to be reflect even though not a cash transaction. This expense is offset by a reduction of the accounts receivable balance that was a result of the transfer of equipment to University in Spring 2021.

MOTION: It was moved (Rizzardi) and seconded (Long) to accept the 2022-2023 Mid-Year Financial Statements.

ACTION: The motion was approved.

[Student Support Funding 2022-2023](#)

Board members were referred to a copy of the University Center Student Support Funding Allocation Guidelines as approved by the Board on February 7, 2022, as well as

the operating budgets and projected cash flow statements for 2022-2023 and 2023-2024. While the University Center intends to provide student support on an annual basis to fund essential educational experiences and activities, it also needs to ensure funds are available to meet existing pension and OPEB obligations, as well as current operating expenses. Sotomayor provided a recommendation to act conservatively and reduce the current year student support contribution from \$50,000 as budgeted to \$10,000 based on the mid-year financial statements and year-end projections showing a potential net operating loss of over \$100K.

MOTION: It was moved (Rizzardi) and seconded (Long) to approve a student support contribution of \$10,000 for 2022-2023.

ACTION: The motion was approved.

[University Center 2023-2024 Budget Approval](#)

Board members were referred to copies of the draft budget prepared by University Accounting. Sarah Long provided an overview of the proposed budget for 2023-2024 fiscal year, highlighting reduced investment earnings based on actual experience current year, reduced student support contribution, and the inclusion of the line item for Cost reimbursement to Cal Poly Humboldt for reimbursement of annual accounting and business services (which is offset by accounts receivable balance from transfer of equipment to University Spring 2021).

MOTION: It was moved (Dunn) and seconded (Long) to adopt the 2023-2024 University Center Budget.

ACTION: The motion was approved.

SUBJECT: General Board Comments

There was discussion related to the University Center bylaws and possible need to update references of Humboldt State University to Cal Poly Humboldt at a minimum. The Executive Director will work on a proposal of edits and present to the Board of Directors at their next meeting for discussion.

SUBJECT: Announcements

My Sou announced the next University Center Board Meeting will be March 21, 2023 at 5:30pm.

SUBJECT: Adjournment

MOTION: It was moved (Rizzardi) and seconded (Long) to adjourn the meeting at 6:21 p.m.

ACTION: The meeting was adjourned.

Minutes Submitted by:

My Sou, UC Board Coordinator