

**HUMBOLDT STATE UNIVERSITY CENTER
BOARD OF DIRECTORS**

Regular Meeting on Thursday, December 3, 2020

Zoom Meeting ID: 851 3362 1955

Zoom Link: <https://humboldtstate.zoom.us/j/85133621955>

5:15 PM PST

The Humboldt State University Center Board of Directors met on the above date online via Zoom, consistent with the CA Governor’s Executive Order N25-20, suspending certain open meeting law restrictions. Vice Chair, Jourden Lamar, called the meeting to order at 5:18 p.m.

Members Present: David Lopez, Jourden Lamar, Marissa Miller, Jeremiah Plata, Mark Rizzardi, Lynne Sandstrom, Eboni Turnbow (arrived 5:25 p.m.), Steve Martin (arrived 5:26 p.m.), Genevieve Marchand (seated; arrived 5:35 p.m.)

Members Absent: Jeremiah Finley (excused)

Others Present: Wendy Sotomayor, Sherie Gordon, Jason Meriwether, Bridget Nichols, Roy Furshpan, Caroline Lee, Ruth Sturtevant, Melanie Bettenhausen, Michelle Caisse, Casey Park

MINUTES:

SUBJECT: Approval of Agenda

MOTION: It was moved (Sandstrom) and seconded (Miller) to approve the agenda.

ACTION: The motion was approved unanimously.

SUBJECT: Approval of Minutes

MOTION: It was moved (Lopez) and seconded (Miller) to table the approval of the Minutes to the next Board meeting.

ACTION: The motion was approved unanimously.

SUBJECT: Seating of New Board Member – Geneviève Marchand, Faculty Representative

MOTION: It was moved (Lopez) and seconded (Sandstrom) to table the seating of the new Board member until they are present.

ACTION: The motion to table was approved unanimously.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Chair's Report – Jourden Lamar reporting

Thank you – Thanks to everyone for their work this semester. This semester, the Board met more frequently than it has before. Everyone's presence and participation has been greatly appreciated. Best of luck to students and faculty as we move into Finals Week.

SUBJECT: Executive Director's Report – Wendy Sotomayor reporting

Dining Services – During the Fall academic break, Dining Services served nearly 300 Harvest Meals with half of those meals being funded through the OhSNAP Program. Additionally, during the break, Dining employees did team building activities, some of which can be seen on the @hsueats account via Instagram. Members are encouraged to follow @hsueats to see what Dining is doing on a regular basis.

University Center Social Media – The University Center as a whole does not have its own Instagram account, however CenterArts, CenterActivities, and Dining have separate accounts. Managers are discussing how the different accounts can collaborate and bring together all of the UC departments and potentially merging into one account so that followers could see the whole University Center as a holistic organization and share all the events and programming more widely.

Purple Tier – According to California's "Blueprint for a Safer Economy" Humboldt County has now entered the Purple Tier, which means the county's risk is high or widespread. This designation closes many non-essential businesses. These closures include the Student Recreation Center and Center Activities on campus. The Humboldt Bay Aquatic Center rentals are still available by appointment only. The HSU Bookstore remains open but with reduced hours of Monday through Friday, 11 a.m. to 4 p.m. Campus and community are encouraged to do holiday shopping at the Bookstore, which will be having promotions and sales for the holidays.

Public Records Act Request – The requested materials for the Public Records Act Request have been submitted to Robert Griffin.

Chancellor's Office Advisory Audit – The fieldwork portion of the advisory audit has been completed. The UC can expect the final report to be supplied to HSU and the UC in the next 4-6 weeks. The Board can expect a report when we reconvene in January.

Committee Meetings – The recent committee meetings have had great conversations around how we can reimagine and revamp the Student Union and enhance Dining Services opportunities.

Black Liberation Month Collaborations – CenterActivities and CenterArts will be partnering with the Office of Student Life for Black Liberation Month in

February. More details on the programming and events will be shared at the January Board meeting.

MOTION: It was moved (Miller) and seconded (Sandstrom) to accept the report.

ACTION: The motion to accept was approved unanimously.

SUBJECT: Executive Committee Report – Jourden Lamar reporting

University Center Purchasing Policy – The Executive Committee met on Tuesday, December 1st at 1 p.m. The Committee reviewed and discussed the Purchasing Policy. The Committee supported the updates to the policy and recommended that the Board adopts the revised policy today.

MOTION: It was moved (Sandstrom) and seconded (Martin) to accept the report.

ACTION: The motion to accept was approved unanimously.

SUBJECT: Business Enterprise Committee – Jourden Lamar reporting

Follett Contract Update – The Business Enterprise Committee met on Tuesday, December 1st at 5 p.m. Sotomayor provided the committee with updates regarding the Bookstore. Discussions on campus around relocating the Bookstore have been paused. Follett and the University Center’s contract will be up after this spring semester. Follett is preparing plans that propose a redesign to the Bookstore on the University Center third floor, which may include lounge space and a coffee shop.

Dining RFP & Consultant – Director of Dining Services, Melanie Bettenhausen reported to the Business Enterprise Committee that, after the Board gave direction to engage with the consultants at Envision Strategies, Bettenhausen met with Envision Strategies where they provided a quote and contract. The University Center legal counsel reviewed the contract and made a number of suggestions for revision. With the Board’s direction to extend the timeline for consultation and putting out an RFP, the Committee discussed how to collect input from students and campus members regarding Dining Services.

MOTION: It was moved (Martin) and seconded (Sandstrom) to accept the report.

ACTION: The motion to accept was approved unanimously.

SUBJECT: Seating of New Board Member – Geneviève Marchand, Faculty Representative

Marchand introduced herself to the Board of Directors. She is an Associate Professor in the Recreation Administration department who has been at HSU for eight years. Marchand has experience working with CenterActivities and is looking forward to giving back to the University by serving on the Board.

MOTION: It was moved (Martin) and seconded (Plata) to seat Geneviève Marchand to the UC Board of Directors.

ACTION: The motion to seat was approved unanimously.

SUBJECT: Old Business

[Notice of Termination Issued by HSU President on September 24, 2020: Failure to Comply with Operational Agreement and Attachments](#) – Sherie Gordon, Interim Vice President for Administration and Finance at HSU, spoke on behalf of the University. The University received the University Center’s Initial Response and interpreted the title “Initial” to mean that the University Center would provide a “Final” response.

There was discussion that the title of “Initial Response” was intended to label the response as the first response, potentially as a final response. The term initial was in case the University responded with feedback, to which the University Center may provide a secondary response. It was noted that the University’s response that was provided today requested additional information but was unclear on the specifics of the requested information. Gordon responded that the term “initial” was interpreted literally and the University’s response did say they were open to receive any additional information the University Center may provide.

Members clarified with Sotomayor that the Initial Response was not a draft, and was not intended to indicate that there would be any further response unless the University requested further communication or action. The University Center’s Initial Response states the proposed cures and the UC management and staff are actively acting on those propositions. The only proposed cure that has not yet been acted upon is the termination of the Pool Business Service Agreement. That action has a couple of different options on how to achieve the end result of termination and the Board will discuss those options in today’s closed session.

MOTION: It was moved (Rizzard) and seconded (Miller) to table further discussion and action until after the New Business Item “Closed Session.”

ACTION: The motion to table was approved unanimously.

Student Body Center Fee – In the process of the Annual Audit and in Sotomayor’s preparation of the “Management Discussion and Analysis” section, the topic of the Student Body Center Fee arose. The University Center prepared and finalized the 2020-21 Budget with the assumption of the fee’s increase being implemented. However, the fee increase was not implemented. Initially, this lack of increase was inadvertent. Later, the University President took action in light of COVID-19 to not implement any of the Category II Mandatory Fee Increases, including the Student Body Center Fee. Sotomayor asked the University Budget Office Director, Amber Blakeslee to ask 1. Where do the conversations regarding fees take place? 2. When can the UC expect to be notified of those conversations and the outcomes of the conversations? 3. Since the fee increase was voted in by the student body, will the increase now be scheduled to be implemented in the next

fiscal year? Blakeslee was invited and is present to discuss these questions with the Board.

Blakeslee recommends that the Board of Directors incorporate a review or discussion of the fee as an annual item. Blakeslee also explained the multi-step process for a fee increase. Fee increases must go through a Student Fee Referendum or through Alternative Consultation, both of which are facilitated by the Student Fee Advisory Committee. In the case of the most recent increase of the Student Body Center Fee, the students voted in favor of the proposed increase, the Student Fee Advisory Committee recommended the fee increase to the President, and at the time the President approved the increase to occur over the next two years. For the second year of those approved increases, which would have increased the UC's fee revenue this fiscal year, the campus held the fee increase. Blakeslee explained that this is not a practice that has much precedence or process. She recommended submitting a formal inquiry to campus leadership to gain an understanding of what will be happening with the fee moving forward. She noted that ultimately it is up to the President's discretion as to whether or not to increase fees.

Gordon added that campus leadership has not yet started discussion on next year's fees, and the Student Fee Advisory Committee has not yet started meeting. She acknowledged the unprecedented year and that the leadership will continue to take into consideration the impacts of COVID-19 and aim to mitigate financial impacts on students during the pandemic.

SUBJECT: New Business

[CalPERS Resolution #55: Approving and Adopting a Publicly Available Pay Schedule Effective January 1, 2021](#) – On August 10, 2011, the California Public Employees' Retirement System (CalPERS) adopted California Code of Regulations (CCR), Title 2, Section 570.5; and Section 571 subsection (b) was amended by the CalPERS Board of Administration. These sections require pay schedules and special compensation to be publicly available and duly approved and adopted by the agency's governing body.

The regulation requires that the pay schedule includes the job title for each employee position; the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range; the time base; and the effective date and date of any revisions. In addition, the schedule must be posted at the office of the employer or on the employer's website, be retained for not less than five years, and not reference another document in lieu of disclosing the pay rate.

On January 1, 2021, the California minimum wage will increase from \$13.00 per hour to \$14.00 per hour. The increase of the minimum wage impacts the pay schedule for certain positions. The increases to the base hourly rate for any rates that were below \$14.00 have been updated. Draft copies of the CalPERS

Resolution No. 55 and the Pay Schedule for the period effective January 1, 2021, are included.

MOTION: It was moved (Sandstrom) and seconded (Rizzardi) to adopt CalPERS Resolution #55: Approving and Adopting a Publicly Available Pay Schedule Effective January 1, 2021.

ACTION: The motion to adopt was approved unanimously.

[University Center 2021-22 Budget Timeline](#) – Board members were referred to the proposed budget timelines for the 2021-22 fiscal year. Interim Executive Director, Wendy Sotomayor, reported that compared to historical timelines, the impacts of COVID-19 generates more uncertainty in planning. This past spring, the Board began the process of adopting the 2020-21 Operating Budget early in the semester but went through several revisions in March, April, and May as the pandemic continued to change variables. Based on spring 2020's experience, the proposed timeline for this coming spring has management developing priorities in January, consultation with committees on the priorities in February, consideration, and adoption of priorities at the Board in March, and pushes that adoption of the budget into late April.

MOTION: It was moved (Martin) and seconded (Rizzardi) to adopt the 2021-22 Budget Timeline.

ACTION: The motion to adopt was approved unanimously.

[University Center Purchasing Policy](#) – This policy provides management with regulations governing University Center purchases of equipment, materials, supplies, and services necessary for support service activities. The Executive Committee thoroughly reviewed and vetted the proposed policy. During the committee's meeting, there was comparison between the current and proposed policy, with in-depth conversation on the formal bidding process.

MOTION: It was moved (Sandstrom) and seconded (Plata) to adopt the Purchasing Policy.

ACTION: The motion to adopt was approved unanimously.

CLOSED SESSION: Conference with Legal Counsel – Potential Litigation
([Education Code § 89923](#))

MOTION: It was moved (Sandstrom) and seconded (Miller) to enter into closed session with the UC legal counsel.

ACTION: The motion was approved unanimously.

MOTION: It was moved (Martin) and seconded (Sandstrom) to extend the meeting to adjourn by 7:45 p.m.

ACTION: The motion to extend was approved unanimously.

MOTION: It was moved (Miller) and seconded (Marchand) to authorize the Executive Director and legal counsel to act in response to the Notice of Termination.

ACTION: The motion was approved unanimously.

MOTION: It was moved (Sandstrom) and seconded (Lopez) to exit closed session.

ACTION: The motion was approved unanimously.

Notice of Termination Issued by HSU President on September 24, 2020: Failure to Comply with Operational Agreement and Attachments – The Board acknowledged that this item and potential action was tabled to after the closed session, but opted to move on and take appropriate action on the next business items.

Delegation of Authority to Interim Executive Director – Over the course of the academic winter break the Board is not scheduled to meet. Action may need to be taken on behalf of the University Center, for instance, to manage operational and legal matters arising from the Notice of Termination issued by HSU President on September 24, 2020.

MOTION: It was moved (Martin) and seconded (Miller) to delegate authority to the Interim Executive Director Wendy Sotomayor.

ACTION: The motion was approved unanimously.

Ad Hoc Committee – Instead of establishing and delegating authority to Ad Hoc Committee that would meet to carry out the ongoing business of the UC during the upcoming winter break, the Board discussed holding another Board meeting.

MOTION: It was moved (Lopez) and seconded (Martin) to hold a special meeting regarding the Notice of Termination on Thursday, December 17, 2020 at 5:15 p.m.

ACTION: The motion for a special meeting was approved unanimously.

SUBJECT: General Board Comments.

There were no comments at this time.

SUBJECT: Announcements

There were no announcements.

SUBJECT: Adjournment

MOTION: It was moved (Lopez) and seconded (Miller) to adjourn today's meeting.

ACTION: The meeting adjourned at 7:45 p.m.

Minutes Submitted By:

Casey Park 12/17/20
Casey Park Date

Minutes Agreed and Accepted:

Jourdan Lamar, Board Vice Chair Date