

**HUMBOLDT STATE UNIVERSITY CENTER  
BOARD OF DIRECTORS**

Meeting on Thursday, February 15, 2018

The Humboldt State University Center Board of Directors met on the above date in the University Center Banquet Room, at Humboldt State University, Arcata, California. Chair, Casey Park, called the meeting to order at 5:15 p.m.

Directors Present: W. Wayne Brumfield, Dana Carrillo, Nicole Laureano, Steve Martin, Destiny Mendoza, Casey Park, Armeda Reitzel, Mark Rizzardi, Sarah Spurlock

Directors Absent: Chant'e Catt, Gregg Foster, T. Mike Kirakosyan, Joey Mularky, Sylvia Shively (all excused)

Staff Present: Roy Furshpan, Bridget Hand, Dave Nakamura, Linda Pereira, Ron Rudebock, Wendy Sotomayor, Ruth Sturtevant

**MINUTES**

SUBJECT: Approval of Agenda

MOTION: It was moved (Reitzel) and seconded (Spurlock) to approve the Agenda.

ACTION: The Agenda was approved.

SUBJECT: Approval of Minutes

MOTION: It was moved (Reitzel) and seconded (Mendoza) to approve the Minutes of the Board Meeting on December 7, 2017.

ACTION: The motion was approved.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Chair's Report – Casey Park, reporting

Call for Names of Board Members Not Returning in 2018-19 – The following Board members have terms that expire in 2018: Dana Carrillo, Chant'e Catt, T. Mike Kirakosyan, Nicole Laureano, Destiny Mendoza, Joey Mularky, Casey Park, Armeda Reitzel, Mark Rizzardi, and Sarah Spurlock.

Process for Review, Discussion, and Action on the 2018-19 Proposed Goals & Objectives – Members of the Programs & Facilities Board, the Business Enterprise Board, and the Finance Committee have each reviewed the

proposed objectives prepared by management staff. The Chairs of each sub-board will provide a report on the 2018-19 objectives that fall under their purview. Board discussion and action on the full document will take place under New Business.

Programs & Facilities and Business Enterprise Boards' Meeting Minutes – Copies of the approved minutes of the Programs & Facilities Board meeting held on November 30, 2017, and the Business Enterprise Board meeting held on November 28, 2017, were made available to interested Board members.

Student Selection Screening Committee – AS elections will soon be underway. The purpose of this committee is to oversee the student-at-large election process for the upcoming Board year. Chair, Casey Park, will make appointments to the committee which will meet to discuss publicity, advertising, and outreach. All three student-at-large positions are available. Application packets to run for a seat will be ready the first week of March. The elections take place beginning Tuesday, April 17, lasting through Thursday, April 19.

SUBJECT: Executive Director's Report – Dave Nakamura, reporting

Basic Needs Initiative Conference – Last week, Executive Director, Dave Nakamura, and some others from HSU including Board members Chant'e Catt and Joey Mularky, attended the CSU Basic Needs Initiative Conference in Sacramento. The event featured speakers and sessions to help equip campuses with the knowledge to develop and deliver basic needs services to students. HSU Social Work professor Jennifer Maguire, along with a colleague from CSU Long Beach, was among the keynote speakers. Dave and Mira Friedman from Student Health & Wellbeing Services spoke on getting CalFresh and EBT onto campuses. All told, representatives from the campus provided about six presentations on addressing student basic needs, and HSU was recognized for its efforts in this area.

Last fall, the California legislature passed a bill that awards funding intended to help address student food and housing insecurities on college campuses. There are three required elements to qualify for the award: a food pantry, a CalFresh point-of-contact, and a meal-sharing program. HSU has the first two in place, and Dining Services is partnering with the university to develop a meal-sharing program where designated meal points can be redistributed to students in need.

Food Recovery Challenge Certificate of Achievement – The US EPA awarded HSU with a 2017 Food Recovery Challenge Certificate of Achievement. The recognition notes the amount of food recovery the campus has done for post-consumer waste and food diversion to programs such as OhSNAP! that address student food insecurity.

2017-18 Goals & Objectives Mid-Year Review – CenterArts Director, Roy Furshpan; Center Activities Manager, Bridget Hand; and Dining Services Director, Ron Rudebock, provided a mid-year status report on their respective objectives. Among those in CenterArts included producing a comprehensive lecture series and utilizing alternate venues for events. Center Activities expanded programming that targets first-time and entry-level participation; built relationships with student groups focusing on those traditionally underrepresented in the outdoor activities community; and developed materials and programming that makes the Student Rec Center a more welcoming environment. Dining Services is developing materials that provide ingredient, allergen, and nutritional information; increased professional development opportunities for its staff; and is promoting measures that improve environmental sustainability. A formal written report will be presented to the Board in May.

HSU Budget Update – The campus is undergoing its 2018-19 budget process and faces a severe budget deficit. As reported in December, one item that the campus is looking at closely is its cost allocation model because general fund dollars cannot be used to support auxiliaries and other self-support operations. The University Center recently reached an agreement with HSU Information Technology for campus network and internet access. A big unknown at this point is the allocation for facilities as the UC leases several buildings on campus. On the reverse side, the University Center provides a lot of space and services to the state that it doesn't charge for. Staff is in the process of reviewing its operations to determine these items.

SUBJECT: Executive Committee Report – Casey Park, reporting

CalPERS Public Agency Review Finding #6, Administrative Hearing Update – The Executive Committee met on February 5, 2018, with Dave Nakamura. This finding refers to the membership status of three University Center management staff who are employed by the CSU. CalPERS took issue with this employment relationship. A settlement conference held in November was unsuccessful, so the matter went to an Administrative Hearing which took place in January at the Aquatic Center in Eureka. The inquiry lasted two days with a judge, attorneys, and witnesses including the employees. Witnesses for CalPERS couldn't make the hearing, so a second one to receive their testimony is scheduled for March 1, in Oakland. Following that, the attorneys have 45 days to enter a written brief, and the judge has 60 days to make a judgment.

University Center Bylaws Amendments – The Committee discussed the need to review and amend the Bylaws and identified a few areas to revise and start working on the updates.

Student Center Fee Adjustment Update – The Committee received an update on the fee adjustment process from staff.

MOTION: It was moved (Martin) and seconded (Spurlock) to accept the Executive Committee report. The motion carried.

SUBJECT: Finance Committee Report – Casey Park, reporting

2017-18 Mid-Year Financial Statements – The Finance Committee met on January 31, 2018, with Dave Nakamura and Director of Financial Services, Wendy Sotomayor. The Committee reviewed the financial statements for the period ending December 31, 2017, in detail with staff. At the conclusion of the meeting, the Committee voted to recommend the mid-year financial statements for Board approval. Further discussion and action on this item takes place under New Business.

2018-19 Proposed Goals & Objectives – The Committee reviewed the proposed Goals & Objectives prepared by management staff with discussion primarily focused on the facility deferred maintenance items.

Student Center Fee Adjustment Update – The Committee received an update on the process from staff and is still on board with moving forward.

MOTION: It was moved (Reitzel) and seconded (Spurlock) to accept the Finance Committee Report. The motion carried.

SUBJECT: Business Enterprise Board of Directors Report – Dave Nakamura, reporting

HSU Bookstore Report – The Business Enterprise Board (BEB) met on February 12, 2018. The textbook price match program was used more successfully this semester. Staff is continuing to work with campus IT to develop and implement “Follett Discover,” an online portal for faculty and students to use for placing orders, looking up class schedules and historical data. In partnership with Athletics, the Bookstore offers \$7,500 in textbook scholarships for athletes. The graduation website through Herf Jones is now live where students can order regalia.

Dining Services Report – At the end of fall semester, full-time Dining staff participated in ServSafe manager-level training. Upcoming “monotony breakers” at The “J” include a Fat Tuesday lunch special, Valentine’s dinner on Wednesday, and Chinese New Year dinner on Friday. St. Patrick’s Day is being observed on March 7, featuring corned beef and cabbage for lunch. Safety training sessions are taking place this weekend led by a risk control consultant from Alliant. The training will include presentations, quizzes, and hazard identification exercises.

2018-19 Proposed Goals & Objectives – Members discussed and reviewed the Goals & Objectives proposed by the UC management team. Staff provided background information on three objectives that fall under the BEB’s purview and voted to recommend Board approval.

Follett Bookstore Management Contract – The seven-year contract arrangement with Follett Higher Education Group commenced in July 2011 and expires on June 30, 2018. The agreement provides the option to renew the contract for an additional three one-year terms. The college bookstore industry is currently in a bit of upheaval and a consultant engaged by the UC who was involved with the original contract negotiations strongly recommends extending the agreement for at least one additional year because the terms are very favorable at this time. Following discussion, it was agreed by consensus to recommend going forward and extend the agreement for one additional year. This item will come before the Board for action in March.

MOTION: It was moved (Reitzel) and seconded (Spurlock) to accept the Business Enterprise Board of Directors Report. The motion carried.

SUBJECT: Programs & Facilities Board of Directors Report – Steve Martin, reporting

Center Activities Report – The Programs & Facilities Board (PFB) met on January 29, 2018. Staff is collaborating with Housing to bring back “Discover Humboldt” for the second year, which is a series of local outings for resident students that are accessible by public transportation. A Center Activities employee was named this year’s Outdoor Nation ambassador, and the program received funding to create new outdoor events that are free for students. Staff implemented gym orientation tours on Saturdays where new users are walked through the facilities, shown equipment and locker rooms. A new belly dancing class is being offered that is taught by an instructor who promotes body positivity.

CenterArts Report – New events that have been added to the spring line-up include LA-based musician Cuco in February which is close to selling out, and Bonnie Raitt in March which had the fastest sellout in years. In April, Welcome to Nightvale, which is a popular podcast that will be recorded live – a first for CenterArts. Staff is collaborating with Preview Plus to put on a JVD event in March.

Operations Report – The LED lighting project in the Karshner Lounge and speaker replacement project in the KBR were completed during winter break.

Facilities Projects’ Report – Upcoming projects that may occur this summer include replacing the Windows Café dishwasher with a bigger model, and at least one major deferred maintenance project such as replacing one of the UC’s elevators or the electrical main switch gear. The major projects will be paid for by monies held in the Campus Union Trust Fund that are earmarked for building repair and maintenance.

2018-19 Proposed Goals & Objectives – Members discussed and reviewed the Goals & Objectives proposed by the UC management team. Staff

provided background information on nine objectives that fall under the PFB's purview and voted to recommend Board approval.

MOTION: It was moved (Spurlock) and seconded (Reitzel) to accept the Programs & Facilities Board of Directors Report. The motion carried.

SUBJECT: Old Business

Student Center Fee Adjustment – Dave Nakamura reported the next step in the adjustment process is to present the proposal and supporting materials to the campus Student Fee Advisory Committee (SFAC). The committee met at the end of January where he provided a broad overview of the University Center's fees. SFAC is set to meet again on Monday, February 19, at 2:00 p.m., at which point Dave will deliver a more detailed presentation that provides the need for a fee increase, the amount being proposed, what the additional funds will be used for, and the benefit to HSU students. The meeting is open and student Board members were encouraged to attend.

SUBJECT: New Business

2017-18 Mid-Year Financial Statements – Board members were referred to a copy of the University Center's financial statements prepared by staff for the six months ending December 31, 2017. The documents provide a snapshot of where the organization stands financially at the fiscal mid-year point compared to the same period in 2016 and this year's budget. Dave Nakamura reported that the Finance Committee reviewed the statements thoroughly and the organization is pretty close to where staff felt it would be at the halfway point in the year.

MOTION: It was moved (Reitzel) and seconded (Spurlock) to approve the Humboldt State University Center Financial Statements for the Six Months Ended December 31, 2017, as presented.

ACTION: The motion was approved.

2018-19 Proposed Goals & Objectives – Board members were referred to a copy of the proposed goals and objectives prepared by management staff. This report is part of the annual budget process in which items that have a financial impact are included in next year's budget. The goals and objectives are closely integrated with themes of the HSU 2015-20 Strategic Plan, incorporates Board input provided during the fall Board retreat, and contains elements of the UC's 2015 Strategic Plan. The Programs & Facilities and Business Enterprise Boards both recommend adoption. During discussion, Dave Nakamura noted this document is a stripped down version compared to previous years which had larger dollar amounts attached. Next year's goals reflect staff's intention to keep the objectives at a low-level budget wise, using staff time and expertise and avoiding big-ticket budget items.

MOTION: It was moved (Brumfield) and seconded (Reitzel) to adopt the University Center 2018-19 Proposed Goals & Objectives as presented.

ACTION: The motion was approved.

SUBJECT: General Board Comments

Sarah Spurlock inquired on who can be approached regarding some ideas that may help alleviate the parking problem on campus. Dave reported that he sits on the Parking and Transportation Committee and last fall the campus engaged the services of a consultant to study the parking issue. Their report is set to come out in the next month or two. Some ideas being floated include a ride-sharing program and an HSU-based shuttle service for students and staff.

There was discussion on ways to increase participation in social justice issues on campus. The monthly Cupcakes with Corliss event is a good resource to share HSU student experiences.

SUBJECT: Announcements

Nicole Laureano reported that RHA is working with the National Residence Honorary Hall on donation drives and have given donations to the campus food pantry. They've also worked with CA's and purchased \$1,500 worth of condoms to give out to students and bought three pool tables that are free for residents' use.

SUBJECT: Adjournment

The meeting adjourned at 6:45 p.m.

Submitted by:  
Linda Pereira  
Recording Secretary/Assistant to Executive Director

Agreed and Accepted:

 03/08/18  
Chair Date