

HUMBOLDT STATE UNIVERSITY CENTER
BOARD OF DIRECTORS

Meeting on Thursday, April 5, 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, Chant'e Catt, Gregg Foster, T. Mike Kirakosyan, Nicole Laureano, Destiny Mendoza, Casey Park, Armeda Reitzel, Mark Rizzardi

Directors Absent: Dana Carrillo, Steve Martin, Joey Mularky, Sylvia Shively, Sarah Spurlock (all excused)

Staff Present: Douglas Dawes, Roy Furshpan, Scott Gerving, Dave Nakamura, Linda Pereira, Ron Rudebock, Wendy Sotomayor, Ruth Sturtevant

M I N U T E S

SUBJECT: Approval of Agenda

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

ACTION: The Agenda was approved.

SUBJECT: Approval of Minutes

MOTION: It was moved (Reitzel) and seconded (Catt) to approve the Minutes of the Board Meeting on March 8, 2018.

ACTION: The motion was approved.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Chair's Report – Casey Park, reporting

Student-at-large Elections – There are two 1-year positions and one 2-year position available. Two candidates are vying for the 1-year position: Destiny Mendoza and Emily Adams. One candidate is running for the 2-year seat, Chant'e Catt. Elections take place from April 17th through April 19th. The newly elected students-at-large will be seated at the end of the May Board meeting. Voting takes place online and AS will send an email to HSU students with a link to the elections site.

Year-end Board & Management Staff Dinner – The Year-end Board & Management Staff dinner is being held in Windows Café on May 3, 2018,

immediately following the Board meeting. Invitations are forthcoming, and Board members are welcome to bring a guest to dinner.

Student Center Fee Adjustment – The fee referendum will be on the ballot during the upcoming AS elections. Student Board members will be tabling at The “J” and other locations encouraging students to vote.

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

Housing Project Update – Recently, the University Cabinet met with HSU staff who are involved with the planning process to review site assessments prepared by the Brailsford & Dunlavey (B&D) consultants and agreed to focus on the Mill Street site, which is off of the Library Circle. Future assessments will examine what’s feasible on that site while taking into account different factors such as the number of bed spaces that will make the project pencil out, and how Dining Services, the Student Health Center, and Counseling & Psychological Services will integrate into the plans. Consultants from Webb Foodservice Design, who conducted the Dining Services assessment in 2015, was brought in by B&D to provide insight from a dining perspective and they are assessing aspects such as food service delivery, transaction counts, and foot traffic. The scope of this project is unique and one of the first to have this combination of services in one building complex.

Facilities Projects’ Report – This summer, the clock tower elevator on the UC Quad will be rebuilt. In addition, staff from Facilities Management is assessing the electrical switchgear project, and there might be a need for the UC building to be without power for a few days. Staff is looking into utilizing a generator to maintain key areas such as the Bookstore, the Business Office, and IT services functioning during the assessment. Presently, this project is a little behind, and it’s possible that it will take place next summer.

Other Reports – Staff is working behind the scenes to get the word out about the student fee referendum. Board Chair, Casey Park, and Executive Director, Dave Nakamura, were interviewed for an article about the fee adjustment that came out in the Lumberjack Newspaper. The University Center’s website contains comprehensive information about the fee increase including FAQ’s and rationale statements. Fliers and posters with information are available to distribute, and there will be tabling during the elections where students are encouraged to vote.

SUBJECT: Executive Committee Report – Casey Park, reporting

Board Resolution on UC Business Services Operations – The Executive Committee met on March 22, 2018, with Dave Nakamura and Administrative Coordinator, Linda Pereira. The committee reviewed Resolution #46 drafted by members of the Board following discussion at the March meeting and voted to recommend Board adoption. Additional information on this item is under New Business.

University Center Bylaws Amendments – The Committee reviewed the second draft of proposed amendments and voted to recommend Board adoption. Additional information on this item is under Old Business.

Student Center Fee Adjustment Update – Staff provided an update on the fee adjustment process and the Committee discussed various options for outreach and letting people know about the referendum.

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

SUBJECT: Finance Committee Report – Gregg Foster, reporting

University Center 2018-19 Budget Draft – The Finance Committee met on March 29, 2018, with Director of Financial Services, Wendy Sotomayor, and reviewed a revised budget draft prepared by staff. The Budget assumes no Student Union fee increase, and while it shows an overall net revenue of \$198,200, it reflects a lean and bare-bones budget with a thin profit margin of 1.3%. Following discussion, the Committee voted to recommend Board adoption and agreed to revisit this item pending the results of the fee referendum.

MOTION: It was moved (Kirakosyan) and seconded (Catt) to accept the Finance Committee report. The motion carried.

SUBJECT: Old Business

University Center Bylaws Amendments – Board members were referred to a marked-up copy of the UC's Bylaws indicating proposed amendments prepared by staff and the Executive Committee. Following the Executive Committee meeting on March 22, 2018, staff forwarded a copy of the proposed amendments to the University Center's general legal counsel, the Erickson Law Firm. Attorneys from the firm suggested a few minor changes for clarity and consistency and recommended new language added to Article VIII regarding Committees. These recommendations were integrated into a second document for the Board's review.

Overall, the amendments proposed by staff, the Executive Committee, and legal counsel include various housekeeping items such as updating staff titles and organizational names; stipulating the Office of Vice Chair is held by a student, and provides an option allowing for Board member participation in meetings via teleconference devices. The amendments also clarify the Executive Director's employment relationship with the CSU to address CalPERS Finding #6, and added language that provides for Board input and participation in the Executive Director's hiring process. Additionally, the Business Enterprise and Programs & Facilities sub-boards are being replaced by the Business Enterprise Committee and the Programs & Facilities Advisory Committee respectively. During discussion, it was noted that staff and the Executive Committee devoted a significant amount of time and effort to the proposed revisions and there could be some incremental amendments

brought back to the Board in the next academic year. Following discussion and review, a motion was called for from the floor.

MOTION: It was moved (Catt) and seconded (Reitzel) to adopt the University Center Bylaws as amended.

ACTION The motion was approved.

University Center 2018-19 Budget Approval – Board members were provided copies of a revised budget draft. Wendy Sotomayor reported that when the initial draft was presented in March, the campus was in the process of developing a new cost allocation model to determine the amount that auxiliaries and other self-support operations should reimburse HSU for services such as UPD, facilities, IT, and accounting. In the initial budget draft, the line item for Services Provided by HSU allocated \$25,500 based on historical data. Since that time, the campus determined that the University Center’s cost allocation for the 2018-19 fiscal year is approximately \$64,000. Of this, 50% (\$32,000) will be implemented in the first year. This additional amount is reflected in the revised budget draft and divided up between UC Operations, Center Activities, and Dining Services based on the square foot calculation provided in the cost allocation model. In 2019-20, the amount will be \$64,000 less a 20% exchange of value rate. At the conclusion of Board discussion, a motion was called for from the floor.

MOTION: It was moved (Reitzel) and seconded (Catt) to adopt the 2018-19 University Center Budget as revised and recommended by the Finance Committee.

ACTION: The motion was approved.

SUBJECT: New Business

Board Resolution #46, Regarding the University Cabinet’s Decision to Integrate UC Business Operations into the State – Board members were referred to copies of Resolution #46. Chair Park reported that this resolution resulted from Board discussion during the March meeting about the University Cabinet’s “Outline of Budget Reduction Decisions” memo sent to the campus community on February 22, 2018. One item cited in the report proposes to “Integrate UC business operations in the State business operations to have a single business operation...” This resolution about the proposal was written by a collaboration of Board members for the Executive Committee to review and make a recommendation for the April meeting. Members of the Committee considered the resolution and added a distribution list that includes the University Cabinet, URPC, University Senate, Associated Students Board of Directors, and the Residence Hall Association, and voted to recommend Board adoption.

During the ensuing discussion, four minor revisions were made to the document for clarity. Following review by the Board, Chair Park called for a motion from the floor.

MOTION: It was moved (Catt) and seconded (Kirakosyan) to adopt Resolution #46, Regarding the University Cabinet's Decision to Integrate UC Business Operations into the State, and authorize the Chair and Vice Chair to sign the document with the agreed upon changes by the Board, and distribute to the entities listed in the Resolution.

ACTION: The motion was approved with one abstention (Brumfield).

CalPERS Resolution #47, Approving and Adopting a Publicly Available Pay Schedule Effective January 1, 2018 – Board members were referred to copies of a handout that contained background information about publically available pay schedules, CalPERS Resolution No. 47, and an updated schedule prepared by management staff. CalPERS, via the California Code of Regulations, requires pay schedules to be publicly available and duly approved and adopted by the agency's governing body. The regulation requires that pay schedules include the job title for each employee position; the pay rate for each position; the position's time base; and the effective date and date of any revisions. Additionally, 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, 2018, the California minimum wage increased from \$10.50 per hour to \$11.00 per hour. The increase in the minimum wage impacts the pay schedule for certain part-time positions. The increases to the base hourly rate for any rates that were below \$11.00 have been updated.

MOTION: It was moved (Foster) and seconded (Kirakosyan) to adopt CalPERS Resolution #47, Approving and Adopting a Publicly Available Pay Schedule Effective January 1, 2018.

ACTION: The motion was approved.

Operating Agreement and Lease between California State University and Humboldt State University Center Board of Directors – The University Center's operating agreement with the CSU is up on June 30, 2018. Dave Nakamura reported that he recently received a draft copy of the new agreement. The contract has been delayed in part due to the facilities portion which is complicated and was included in previous agreements. The University Center manages and operates numerous facilities on and off campus. Staff on the UC and Stateside determined that it would be better streamlined to keep the UC building listed and the other facilities in a separate agreement. Another factor was the cost allocation portion which has recently been determined. The new Operating Agreement will be reviewed by the Executive Committee with a recommendation for the May Board meeting.

Executive Director's Annual Performance Appraisal – The Executive Director's evaluation is conducted on an annual basis. As stipulated in Board policy, the Vice President of Student Affairs is responsible for developing a written performance appraisal by the close of each fiscal year. To that end, Interim VP

of Student Affairs, W. Wayne Brumfield, will solicit feedback from the Board to evaluate the Executive Director's performance over this past year. Board members will receive an email containing a link to a brief questionnaire, and the responses will be compiled and presented to the Executive Committee in closed session for review and to formulate a recommendation. The final written performance appraisal will be presented to the full Board for action in closed session at the May meeting.

SUBJECT: General Board Comments

There were no comments.

SUBJECT: Announcements

Dave Nakamura reported that the Student Disability Resource Center recently presented a Recognition Award to Dining Services Director, Ron Rudebock, for outstanding service to students with disabilities for Dining's response to disability-related dietary requests from SDRC. Ron gave credit to his staff for making it all possible.

Chant'e Catt announced that the Homeless Student Advocate Alliance has opened an office at the Labor Temple in Eureka and filed papers for nonprofit status with plans in place to offer student internships. She also got 70 students registered to vote locally, and will be acting in a play at the Arcata Playhouse called, A Woman's Place is in Her Home, which is an exploration of women facing housing insecurity in Humboldt County. The play runs April 27-29.

SUBJECT: Adjournment

The meeting adjourned at 6:35 p.m.

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

Agreed and Accepted:


Chair Date