

HUMBOLDT STATE UNIVERSITY CENTER
BOARD OF DIRECTORS

Meeting on Thursday, December 7, 2017

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, Chant'e Catt, Gregg Foster, T. Mike Kirakosyan, Nicole Laureano, Steve Martin, Destiny Mendoza, Joey Mularky, Casey Park, Armeda Reitzel, Mark Rizzardi, Sylvia Shively, Sarah Spurlock

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

MINUTES

SUBJECT: Approval of Agenda

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

ACTION: The Agenda was approved.

SUBJECT: Approval of Minutes

MOTION: It was moved (Kirakosyan) and seconded (Spurlock) to approve the Minutes of the Board Meeting on November 9, 2017.

ACTION: The motion was approved.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Chair's Report – Casey Park, reporting

Spring Class Schedules – Student and faculty Board members were asked to submit their spring 2018 class schedules to Administrative Coordinator, Linda Pereira, by the end of the meeting.

Business Enterprise and Programs & Facilities Boards' Meeting Minutes – Copies of the approved minutes of the Business Enterprise Board meeting held on April 17, 2017, and the Programs & Facilities Board meeting held on April 14, 2017, are enclosed with the Board meeting packets.

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

General Updates – HSU is currently undergoing the 2018-19 budget process and has developed a list of preliminary options for budget reductions, efficiencies, and potential revenue sources called Phase 2. A potential impact on the University Center's budget is that the campus is developing a methodology for cost allocation because state dollars in the general fund cannot be used to support auxiliaries. The campus is looking to see if money is being spent correctly and recouping some of those costs from auxiliaries and other self-support operations. Another option listed in Phase 2 that might affect the UC is consolidating three campus auxiliary organizations. This idea was vetted by the UC Board a few years ago. The next Budget Open Forum takes place on Friday, December 8th, at 1:00 p.m., in Goodwin Forum. There will be roundtable discussions on different scenarios and it is open for anyone to attend.

SUBJECT: Executive Committee Report – Casey Park, reporting

CalPERS Public Agency Review Finding #6, Settlement Conference – The Executive Committee met on December 4, 2017, with Executive Director, Dave Nakamura. This finding refers to the membership status of three management staff members who are CSU employees where the UC reimburses HSU for the cost of their salaries and benefits. CalPERS takes issue with this employment relationship. A settlement conference took place in Oakland between legal counsel representing the CSU/HSU and the three UC employees, and CalPERS. The intent of the conference was to determine a possible settlement between the parties to avoid an Administrative Hearing. The three employees impacted by the finding were present, but minimal time spent with them. Additional information on this item is under Old Business.

Resolution #45, Addressing CalPERS Public Agency Review Finding #6 – This resolution addresses certain issues contained in Finding #6. The Executive Committee reviewed the resolution and recommended Board adoption. This item will come up for action under New Business.

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

SUBJECT: Finance Committee Report – Sylvia Shively, reporting

Student Center Fee Adjustment – The Finance Committee met on November 29, 2017, with Dave Nakamura and Accounting Manager, Wendy Sotomayor. Using financial data prepared by staff, the Committee discussed long-range financial projections with various fee increase scenarios and voted to recommend two models for Board consideration. The first model would be a straight increase of \$65 per semester. The second model is a graduated increase over a three year period that tops at

\$65 per semester. Both options are tied to the Higher Education Price Index (HEPI). This item will be taken up under Old Business.

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

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

Election of Officer, Vice Chair – The Business Enterprise Board met on November 28, 2017, and Armeda Reitzel was elected Vice Chair.

HSU Bookstore Report – Book buyback is underway and spring textbook adoptions from faculty are below what they'd like to see this time of year. This poses a disservice to students because when adoptions are late, they don't receive the maximum amount of money for their books during buyback. A new course materials manager was hired which will help to smooth out past issues with textbook orders. The Bookstore offers price matching, so if students find textbooks on Amazon or other retailers for less money, they will match the lower price. The C-Card is accepted as a form of payment, and the deadline to return textbook rentals is on December 15th.

Dining Services Report – The EBT food card program at College Creek Marketplace has been in place for more than a year and sales continue to increase. HSU is the first college campus in California and the second in the nation to accept EBT. A recent article in the Lumberjack newspaper reporting that Dining Services is no longer sending its compostable waste to a local worm farmer was misleading. There was just one load missed due to an issue the farmer had with the county and it has since been resolved. About 90% of compostable waste is diverted from the landfill. Dining switched to using recyclable nitrile gloves from Kimberly Clark and recently sent back 1,000 pounds of used gloves for recycling. A student intern has been hired to focus on sustainability issues including a big push to promote reusable OZZI containers. This year's welcome bags for new students contained a free OZZI token which avoids having to purchase one.

Where feasible, Dining donates leftover food from catered events to the OhSNAP! food pantry. The campus is applying for a CSSA Greenovation grant to use toward the purchase of a 40 ft. shipping container converted into a hydroponic greenhouse for growing vegetables.

Special Board Meeting/Retreat Work Session Notes – This item was touched on briefly, and staff requested input to consider while developing next year's Goals & Objectives.

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

SUBJECT: Programs & Facilities Board of Directors Report – T. Mike Kirakosyan, reporting

Election of Officers – Chair and Vice Chair – The Programs & Facilities Board of Directors met on November 30, 2017. T. Mike Kirakosyan was elected Chair; Steve Martin elected Vice Chair.

Center Activities Report – Staff is developing partnerships across campus to expand programming that appeals to a diverse student population, such as co-hosting with the Multicultural Center a climbing night for people of color. Additional female staff is being trained on setting climbing routes that are more conducive to women’s bodies. Staff helped facilitate the new Discover Humboldt series with local outings for resident students which included trips to Moonstone Beach and Trinidad that are accessible by public transit. Staff is working with a group of Computer Science students to develop an app used as an equipment inventory tracking system and then will employ those students to assist with implementation and resolve potential issues.

CenterArts Report – AS Presents ticket sales have increased significantly over the same period last year. The Distinguished Speakers Series continues with three lectures scheduled for the spring semester.

Facilities Projects’ Report – University Center-managed facilities are now included in the 25Live scheduling system where users can view conference room availability and request reservations. New exterior LED lights are installed on the UC building which has backup power in the event of electrical outages. Upcoming projects during winter break include a new speaker system in the KBR which will improve sound quality, and LED lighting in the Karshner Lounge for energy efficiency.

Special Board Meeting/Retreat Work Session Notes – This item was touched on briefly, and staff requested input to consider while developing next year’s Goals & Objectives.

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

SUBJECT: Old Business

Student Center Fee Adjustment – Board members were referred to a report prepared by staff providing background information for seeking a student center fee adjustment and a five-year financial projection analysis with two fee increase models recommended by the Finance Committee. The first option is to raise the fee by \$65 per semester all at once, and the second option is a graduated scale increasing the fee by \$35 per semester in year one, \$50 per semester in year two, and \$65 per semester in year three. Both options are tied

to the HEPI. The amount of \$65 was determined to be the break-even point that keeps the organization status quo going into the next three to five years.

The current University Center fee totals \$185 per year (\$93 fall semester, \$92 spring semester). This amount consists of the Student Center Fee of \$89 per year, and the Student Recreation Center (SRC) fee of \$96 per year. Both are the lowest in the 23 campus CSU system. The last Student Center fee increase was 30 years ago in 1987. The SRC fee was set 16 years ago in 2001.

Dave Nakamura reported that as an organization, the University Center has managed to maintain a wide-level of service and operations while keeping costs down as much as possible. However, future financial costs out of the organization's control are rising, and it's becoming more difficult to maintain programs and operations at current levels. The upcoming California minimum wage increases are among the most substantial financial impacts.

The Finance Committee considered the University Center's financial outlook if the fee remained unchanged. Ultimately, the effects would hit CenterArts, Center Activities, operating hours and other support in UC facilities. Another part to consider when looking at cutting programs and hours of operations is student wages because the organization employs more than 400 part-time employees. As a department, University Center is the biggest student employer on campus. Cutting back operations and services would affect student employment. The organization is thinly staffed at the management/professional level, and more than 90% of hourly wages are paid to student employees.

The University Center is also facing upcoming deferred maintenance projects with significant costs. The total estimate for deferred maintenance is more than \$9 million over a ten year period. Major projects include electrical switches and transformers, HVAC controls, elevator rebuilds, roof replacement, and fire systems upgrades. Additionally, there are unknown projects on the campus side that involve facilities development which could affect the University Center's operations.

There are advantages to both fee increase scenarios. The first option would bring the revenue needed to begin working on some of the large maintenance projects quickly. The graduated fee is more equitable for students nearing graduation and closely mirrors the minimum wage increases coming up in the next few years.

The process for a fee adjustment begins with the UC Board's review and support. Then staff will submit an application and supporting materials to the Student Fee Advisory Committee (SFAC) for review. If the committee allows the increase to move forward, there will be outreach including meetings with individuals and key constituent groups, and then a vote by the student body in April during AS Elections.

In the ensuing discussion, there was broad student Board member support for the fee increase particularly as it pertains student employment and ensuring facilities are maintained. Without the increase, students would lose out not only on jobs but also programming and services that provide low-cost activities and support campus retention efforts.

MOTION: It was moved (Kirakosyan) and seconded (Spurlock) to go forward with the graduated scale increase of \$35 per semester in year one, \$50 per semester in year two, and \$65 per semester in year three, with each rise tied to the Higher Education Price Index.

ACTION: The motion was approved unanimously.

CalPERS Agency Review Finding #6, Settlement Conference – This finding refers to the membership status of three University Center management staff who are employed by the CSU. CalPERS takes issue with this employment relationship. In November 2016, CSU appealed the CalPERS determination and the objective of the conference was to reach a possible settlement before it goes to a hearing. The meeting occurred on November 15th in Oakland. Dave Nakamura, Roy Furshpan, Heidi Chien (the three staff members), and Sylvia Shively (liaison between the UC and CSU) were present during the session but did not participate in the negotiations between the legal teams. An administrative law judge served as the mediator. A settlement offer put forth by CSU counsel was rejected by CalPERS, and as a result, this matter will go to an Administrative Hearing in January at the Aquatic Center in Eureka. A resolution addressing some of the items that CalPERS had an issue with is being taken up under New Business.

SUBJECT: New Business

CalPERS Resolution No. 45, Acknowledging the Employment Relationship for Designated Management Personnel between the California State University and Humboldt State University Center; and the Necessity of Future Bylaws Revisions – Dave Nakamura reported this resolution clarifies the employment relationship for certain management personnel between the CSU and University Center, and acknowledges the Board's intent to revise its Bylaws to reflect the current practice accurately. The process to amend the Bylaws will begin in spring.

MOTION: It was moved (Foster) and seconded (Spurlock) to adopt CalPERS Resolution No. 45, Acknowledging the Employment Relationship for Designated Management Personnel between the California State University and Humboldt State University Center; and the Necessity of Future Bylaws Revisions.

ACTION: The motion was approved.

February Meeting Date Change – The CSU Basic Needs Initiative Conference takes place February 7-8 in Sacramento. Dave Nakamura and

some Board members are slated to attend the conference which conflicts with the February Board meeting date. He is co-presenting a session on bringing Cal Fresh and EBT to college campuses. In light of this conflict, staff proposes moving the meeting back a week to February 15th.

MOTION: It was moved (Foster) and seconded (Kirakosyan) to change the meeting date from February 8, 2018, to February 15, 2018.

ACTION: The motion was approved.

2018-19 Budget Timeline – Board members were referred to a copy of the budget timeline for the 2018-19 fiscal year. Dave Nakamura reported that the University Center’s management team is in the process of developing department goals and objectives. The report will be presented to the respective standing committees and sub-boards for discussion and review before the February Board meeting. This item is the first step in the budgetary process. After the Board approves the objectives, those that have financial impacts will be incorporated into the draft budget if funding is available. In March, the Board will receive the 2018-19 Budget Draft and refer it to the Finance Committee to review and formulate a recommendation. In April, the Board will receive the final budget for adoption, and then it is sent to President Rossbacher for final approval.

MOTION: It was moved (Catt) and seconded (Spurlock) to adopt the 2018-19 Budget Timeline with a friendly amendment to update the February meeting date to the 15th.

ACTION: The motion was approved.

SUBJECT: General Board Comments

There were no comments.

SUBJECT: Announcements

Ron Rudebock announced the 25th annual free pancake breakfast for students is on Monday, December 11th, from 8:00 p.m. – 10:00 p.m.

SUBJECT: Adjournment

The meeting adjourned at 6:45 p.m.

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

Agreed and Accepted:

 02/15/17
Chair Date