

**HUMBOLDT STATE UNIVERSITY CENTER
BOARD OF DIRECTORS**

Meeting on Thursday, February 7, 2019

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, Joshua Sales, called the meeting to order at 5:16 p.m.

Directors Present: Steve Martin, Armeda Reitzel, Mark Rizzardi, Benjamin Anderson, Jourden Lamar, Amanda Hubacek, Jazmin Sandoval, Chant'e Catt, Gregg Foster

Directors Absent: Emily Adam, Destiny Mendoza, W. Wayne Brumfield- Excused

Staff Present: Roy Furshpan, Dave Nakamura, Chele Shaw, Ron Rudebock, Wendy Sotomayor.

MINUTES

SUBJECT: Approval of Agenda

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

ACTION: The Agenda was approved.

SUBJECT: Approval of Minutes

MOTION: It was moved (Reitzel) and seconded (Hubacek) to approve the Minutes of the Board Meeting on December 6, 2018.

ACTION: The motion was approved.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Chair's Report – Joshua Sales

Call for Names of Board Members Not Returning in 2019-20 – The students not returning for 2019/2020 are Joshua Sales, Benjamin Anderson, and Destiny Mendoza.

Student Election 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, Joshua Sales, will make appointments to the committee which will meet to discuss publicity, advertising, and

outreach. Up for election is the Chair, AS president and two student at large positions.

SUBJECT: Executive Director's Report – Dave Nakamura

2018-19 Goals & Objectives Mid-Year Review – CenterArts Director, Roy Furshpan; Dave Nakamura standing in for Center Activities Manager Bridget Hand; and Dining Services Director, Ron Rudebock, provided a mid-year status report on their respective objectives. CenterArts is offering a more diverse schedule of student focused programs. They are in the process of completing this goal with venues such as the HSU Downtown Block Party, Growlers and Iron & Wine. Another goal for Center Arts was to integrate alternative venues such as, the Arkley Center, the Arcata Community Center & the Arcata Plaza. Dining Services, is continuing to promote their goal & partnering with the Office of Sustainability to hire and manage multiple student interns to assist with implementing a new sustainability practice; offering culturally themed meal programs, such as Chinese New Year; and collecting over \$6,000 for the OH Snap meal share program. Center Activities has collaborated with HOP in providing outdoor outings with an increase in participation this year as well as Discover Humboldt Series; on the draft schedule next fall, instructors from Center Activities will present a class on Safety Outdoor 101 for incoming students. Through the fall semester operational / usage patterns were analyzed with some adjustments made to open hours for SRC. An ongoing problem for the University Center is branding. Posters will be coming out as well as an updated website.

Housing Project Update – Rolled into C-1

SUBJECT: Business Enterprise Committee Report – Jazmine Sandoval / Dave Nakamura

Proposed Housing Project & HSU Dining Services

The Business Enterprise Committee met on February 4, 2019. Initially three different locations were looked at. The main location now being considered is north of the Library Circle. This is being proposed as a multi-department project, including Housing, Student Health Center & Dining Services. The project is progressing with consultants working on a revised demand study, the schematic design and the budget attached to it. The intent is to present it to the Chancellor's Office for the bond that is needed.

Follett Bookstore Contract

College Bookstore Consultants (CBC) were again contracted to assist with negotiations for a potential extension. Per the recommendations of staff and CBC, it is proposed to the Board that a two year extension on the Bookstore management contract be granted to Follett Higher Education Group.

MOTION: It was moved (Steve Martin) and seconded (Armeda Reitzel) to approve committee reports. The motion carried

SUBJECT: Finance Committee Report – Sylvia Shively

2018-19 Mid-Year Financial Statements

The Finance Committee met February 6, 2019. The Committee reviewed the financial statements for the period ending December 31, 2018 in detail. The numbers show the hard work the UC has done to keep expenses down. Compared to last year some numbers look lower due to expected reduced enrollment but in December the budget is in line with where to be expected.

2019-20 Budget Timeline & Goals and Objectives

Circumstances such as, the Housing Project and Student Fee Adjustment are leaving goals and objectives stalled for a month at this point.

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

SUBJECT: Old Business

University Center Fee Adjustment – Dave Nakamura

Dave Nakamura reported the Student Fee Advisory Committee met February 6, 2018. The committee did provide feedback on the draft marketing materials provided. The branding project is very complex when it relates to budgets and student fee increases. Once the edits are complete, marketing will begin in anticipation of the April vote.

SUBJECT: New Business

Follett Bookstore Contract – Dave Nakamura

Staff worked with College Bookstore Consultants to produce a negotiating letter that was sent to Follett Higher Education Group (FHEG) asking for a proposal that would ask for a plan to increase sales and to modify the financial component. FHEG came back with a renewal proposal for an extended 2 year contract, half percent increase on existing sales rate, and a \$50,000.00 signing bonus. After staff and CBS reviewed the offer, it is recommended that the Board accept a two year extension on the Bookstore management contract with FHEG.

MOTION: It was moved (Armeda Reitzel) and seconded (Chant'e Catt) to approve the Bookstore Management Contract with Follett Higher Education. The motion carried.

SUBJECT: Mid-Year Financial Statements

Previously discussed with Finance Committee Report. Gregg Foster acknowledges the managers and their great job.

MOTION: It was moved (Gregg Foster) and seconded (Chant'e Catt) to approve the 2018-19 Mid-Year Financial Statements. The motion carried.

SUBJECT: General Board Announcements

Gregg Foster announced a second flight to LAX coming May 29th and a new direct flight to Denver on June 7th.

Chant'e Catt announced Educated Landlord Community Forum town hall meeting for students tomorrow from 11am-1pm with a taco bar.

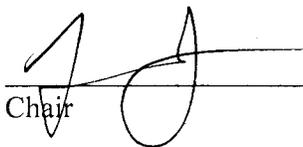
Ron Rudebock announced a Food Handlers training course for dining staff as well as a Vegan Chief's training the staff on planted based cooking.

SUBJECT: Adjournment

The meeting adjourned at 6:20pm.

Submitted by:
Chele Shaw
Accounting Technician

Agreed and Accepted:

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Chair Date

3-25-19