

**HUMBOLDT STATE UNIVERSITY CENTER
BOARD OF DIRECTORS**

Meeting on Thursday, December 12, 2019
University Center Banquet Room
Humboldt State University, Arcata, California
5:15 PM

Directors Present: Chant'e Catt, Sean Donohue, Jeremiah Finley, Gregg Foster, Amanda Hubacek, Jourden Lamar, Steve Martin, Armeda Reitzel, Mark Rizzardi, Breannah Rueda, Lynne Sandstrom, Eboni Turnbow, Liz Cano Sanchez

Directors Absent: Marissa Miller

Also Present: Dave Nakamura, Ron Rudebock, Roy Furshpan, Bridget Hand, Wendy Sotomayor, Ruth Sturtevent, and Katie Burnham (recording secretary).

MINUTES

SUBJECT: Approval of Agenda

MOTION: It was moved (Finley) and seconded (Reitzel) to approve the meeting agenda with the amendment to seat the new Ex-Officio Board member, as the need to take action arose after the agenda was posted.

ACTION: The motion to approve the agenda with the amendment was approved.

SUBJECT: Approval of the meeting minutes from November 14, 2019.

MOTION: It was moved (Finley) and seconded (Catt) to approve the meeting minutes from November 14, 2019.

ACTION: The motion was approved.

SUBJECT: Seating of new Board member.

MOTION: It was moved (Rueda) and seconded (Finley) to seat Lizbeth Cano Sanchez, Associated Students President, as an Ex-Officio University Center Board Member.

ACTION: The motion was approved.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Official Reports

SUBJECT: Chair's Reports

SUBJECT: Spring Class Schedules – turn into Katie by end of the night or next week.

SUBJECT: Spring Retreat

Discussion ensued regarding the date, time, and place the Spring Board Retreat will occur. It was decided that the Retreat will be held at the Humboldt Bay Aquatic Center on February 1st from 10-3 PM. Board members Lamar and Rueda will meet with Nakamura prior to the Retreat to set the agenda.

SUBJECT: Executive Director's Report

HSU Programming & Activities Model Meetings – Board Member Turnbow provided an update and noted that there are four committees moving forward and planning concerts for the spring, fall 2020, and spring 2021; planning a homecoming for fall 2020; planning tailgating around basketball games; and the gamer room in the JGC is in the planning stages.

Power Outages Report – Nakamura reported on two planned power outages in October and another unplanned outage just before Thanksgiving. UC had unexpected expenses including excess labor, food spoilage, and free food, which was calculated at about \$200,000 in losses. There is a pending insurance claim.

Other Reports - none

SUBJECT: Business Enterprise Committee Meeting Report – **Action Item**

The committee met on November 14, 2019 and received an update from the Follett Bookstore Manager and HSU Dining Services. Follett is working to pilot a course packet program, where students purchase materials at registration, whereby reducing costs. Dining will be replacing The J dishwasher and working on a JGC remodel.

MOTION: It was moved (Finley) and seconded (Catt) to approve the Business Enterprise Committee Meeting Report.

SUBJECT: The motion was approved.

SUBJECT: Programs and Facilities Advisory Committee Meeting Report – **Action Item**

The committee met on December 3, 2019 and received updates regarding Center Activities, CenterArts, and UC Facilities. Much of the meeting was spent on the Programming & Activities Model Meetings Update, which was discussed earlier.

MOTION: It was moved (Finley) and seconded (Reitzel) to approve the Programs and Facilities Advisory Committee Meeting Report.

ACTION: The motion was approved.

SUBJECT: Old Business

UC Building Condition Report and Capital Improvement Plan – Nakamura reported that the UC is financially responsible for the UC Building. There was a three year building assessment done for all buildings on campus and the UC Building was one of the first to be assessed. From that, there were numerous recommendations for deferred maintenance. Over the course of 10 years, the UC expects to spend \$9.5 million on projects outlined in the report. The UC

has already started tackling some deferred maintenance including replacing the substation, boiler, carpet on the 2nd floor, and 2nd floor lights in the University Center Building.

Board discussion ensued in regards to creating a non-discretionary reserve fund for deferred maintenance projects.

SUBJECT: New Business

SUBJECT: CalPERS Resolution No. 51 Approving and Adopting a Publicly Available Pay Schedule Effective January 1, 2020 – **Action Item**

Director of Finance Wendy Sotomayor commented that the starting rate for all full-time employees is now \$15 per hour to match the State’s pay rate. She also noted that a couple of positions were removed and others renamed, but these changes did not affect anyone already working for the UC. Adopting a Publicly Available Pay Schedule is mandatory for transparency.

MOTION: It was moved (Foster) and seconded (Donohue) to approve and adopt CalPERS Resolution No. 51 a Publicly Available Pay Schedule Effective January 1, 2020.

ACTION: The motion was approved.

SUBJECT: University Center 2020-21 Budget Timeline – **Action Item**

MOTION: It was moved (Reitzel) and seconded (Sandstrom) to approve the University Center 2020-21 Budget Timeline.

ACTION: The motion was approved.

SUBJECT: University Center Department Introduction and 2019-20 Update

Center Activities Manager Bridget Hand updated the Board on programs, activities, and contests Center Activates has been involved in throughout the fall. Of note, HSU won 4th in the nation and 1st place in the North West for the AORE Challenge. Activities hopes to be more flexible in the future by providing “pop-up” activities that take advantage of good weather conditions, as many trips were cancelled or rescheduled this fall due to weather.

SUBJECT: General Board Comments.

Board Member Catt commented about the need for more lockers on campus, especially at the Marketplace. Nakamura and Board Member Finley are meeting early next semester to discuss lockers and invited others to join the conversation.

SUBJECT: Announcements

There were no announcements

The meeting adjourned at 6:34 PM.

Submitted by:

K. Burnham 2/13/2020
Katie Burnham, Recording Secretary Date

Approved by:

J. Lamar 2/13/2020
Jourden Lamar, Board Chair Date

*Meeting Agendas and Board approved Minutes are available to view at:
<https://uc.humboldt.edu/governance/agendas-minutes>.*

To obtain copies of meeting materials, contact the University Center Administrative Office at (707) 826-4878, or email: katie.burnham@humboldt.edu