

**Humboldt State University Center  
Board of Directors**

Meeting on Thursday, April 9, 2020

Teleconference Zoom Meeting: <https://humboldtstate.zoom.us/j/296573554>

Meeting ID: 296 573 554

5:15 PM

*This meeting is being facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20, suspending certain meeting law restrictions.*

**MINUTES**

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

**Directors Absent:** Liz Cano Sanchez, Dana Lopez, Breannah Rueda

**Also Present:** Dave Nakamura, Katie Burnham, Bridget Hand, Roy Furshpan, Ruth Sturtevant, Wendy Sotomayor, Deserie Donae, Mairead Sardina

**SUBJECT:** Approval of the Agenda.

**MOTION:** It was moved (Reitzel) and seconded (Martin) to approve the April 9, 2020 Meeting Agenda.  
Y: 8, N: 0, A: 0

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Meeting Minutes from February 13, 2020.

**MOTION:** It was moved (Catt) and seconded (Martin) to approve the Meeting Minutes from February 13, 2020.  
Y: 7, N: 0, A: 2

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment - *None*

**SUBJECT:** Official Reports

**SUBJECT:** Board Chair's Reports

**SUBJECT:** Student Elections Committee

Pertaining to the 2020-21 Academic Year, the UC Board of Directors has three seats available and looking to fill. As there are only two students present, there will be an email sent to all students to assemble the Student Elections Committee to oversee the elections process.

SUBJECT: Student-at-Large Elections

Filing for Student-at-Large vacancies ends April 16<sup>th</sup>, concurrent with AS filing. There has only been one application submitted. Nakamura noted that both AS and UC student elections were delayed by two weeks to accommodate the need for more time due to the COVID19 Pandemic. Additionally, some of the filing process has been waived, due to the virtual campus.

SUBJECT: Executive Director's Annual Performance Appraisal Process

Discussion about conducting the Executive Director's Annual Performance Appraisal Process ensued. It was decided that Katie would work with the Dean of Students to gather previous years' questions and assemble a Doodle Poll for Board Members to complete.

SUBJECT: Executive Director's Report

SUBJECT: COVID19 Report

Nakamura provided an overview of University Center's response to the COVID19 Pandemic throughout the last month (Mid-March to present). Before spring break (March 16-20), the EOC initiated the planning process and activated the Pandemic Planning Committee. There were many logistics to work out including: dining operations, the potential closing of facilities, and determining the ability to continue programming for campus and the community (Center Activities and Center Arts).

The week before spring break there were meetings scheduled for the University Center Business Enterprise Committee (March 9), Programs and Facilities Advisory Committee (March 10), and the monthly Board of Directors Meeting (March 11). No meeting was able to meet quorum, likely due to the heightened awareness of the Pandemic. (Note: at this time, there was no shelter in place order and CA Governor's Executive Order N25-20, suspending certain meeting law restrictions, had not been enacted).

On March 17<sup>th</sup>, the campus announced the move to a "virtual campus" after Spring Break and for the remainder of the semester. At this point, many students returned to their permanent residences off campus. However, about 300 students currently remain on campus and in the dorms.

Since this transition, the UC and Dining has had to scale down operations while continuing to provide food to the remaining students, ensuring employee safety, and continuing back-end essential functions (such as paying the bills, human resources functions, and payroll).

College Creek Market Place and Giants Cupboard remain open with (mostly) normal hours providing grab-and-go ready-made meals, microwaveable meals, and has increased availability of fresh food (fruits and vegetables). Library café was open for the week prior to spring break, but closed March 27<sup>th</sup> when the Library closed (due to increased awareness of COVID19 spread via flat surfaces).

With the shelter in place order and social gathering restrictions, University Center has had to shut down Center Activities facilities (including the Rec Center and HBAC), cancel all Center Activities trips, close dining locations (The J, Windows Café, The Depot, and Catering), and cancel all Center Arts shows for the remainder of the semester. The University Center Building remained open through March 27<sup>th</sup> and was closed for the semester on March 30<sup>th</sup> due to lack of need. Refunds and Budget will be discussed later during New Business.

In regards to employee human resources, there's been a lot of new information released and relief packages passed by the Federal Government, which the Business Office has been working to comprehend and make available to full time employees. All student hourly employees will be paid through the end of the semester, per HSU Presidential Mandate.

At this point, UC is at a steady state with reduced operations. Resident halls remain open for about one more month, and dining services expect to continue operations to serve about 300 students daily.

A partnership between Dining Services and Oh! Snap has formed, whereby Dining is utilizing its vendor relationships so that Oh! Snap can continue providing food bags for students—about 200 a week. Oh! Snap's usual resources (Winco and Costco) are not presently viable, as there are food purchasing and social distancing limitations.

SUBJECT: Other Reports – *None*

SUBJECT: Business Enterprise Committee Meeting / Programs and Facilities Advisory Committee Meeting Reports – **Informational Items**

Both informational items, as neither meeting had quorum. However, the times were utilized to provide information and updates, as listed on the Agenda. The Goals and Objectives, which were previously discussed during the Retreat are largely moot, as a result of COVID19.

SUBJECT: Old Business

SUBJECT: Retreat Notes and Feedback

This was integrated into BEC and PFAC meetings and follow-up was incorporated into the Budget Draft.

SUBJECT: New Business

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

Nakamura presented on the current and projected University Center Budget and noted the typical approval sequence is different from present circumstances.

Of note, UC has refunded a tremendous amount of money including: dining J Points, all Center Arts tickets, and all Center Activities programs. Additional impacts to the current AY budget include: paying student hourly employees for the remainder of the semester (working or not) and paying full time employees (working or not through various leave programs). UC is keeping extensive records of losses associated with the COVID19 Pandemic if reimbursement through FEMA or State programs becomes available. Due to these constraints, this Fiscal Year's Budget is negative by about \$1.3 million.

In regards to the 2020-21 Budget, the University is now projecting a 30% decline in enrollment—an unprecedented decline in students and potential revenue.

The Budget Draft assumed a 14% decline in enrollment. Now that enrollment is projected to decline by 30%, that degree is unforeseen, unprecedented, and catastrophic from a budget perspective.

The UC management team is processing these new projections, whereby the typical budget process is about one month behind. The Finance Committee will need at least two meetings with a revised Budget and could potentially have the Budget approved during the May 7<sup>th</sup> Board Meeting.

Board discussion ensued. Of note, the current Pandemic has changed the world in unprecedented ways and it's impossible to predict when normal business practices will resume. Many Board members agreed that the typical formalized budget process would likely be unnecessary at this time. However, the Board asked that Management present projected budget numbers to the Finance Committee and to have an extensive Budget presentation during the May 7<sup>th</sup> Board meeting. The Board agreed that it trusts the UC to “do right” by the students, its employees, and would make the best decisions to protect the organization. It was also suggested that the Board potentially hold virtual meetings in June and July to receive Budget updates.

Nakamura summarized that the next steps would be to keep working on Budget projections, keep the Draft Budget as is for the Finance Committee’s oversight, and have a high-level Budget update presentation during the May 7<sup>th</sup> Board Meeting.

MOTION: It was moved (Foster) and seconded (Rizzardi) to refer the Budget Draft (as is) to the Finance Committee for review and develop a recommendation for the May 7<sup>th</sup> Board meeting.

Y: 9, N: 0, A: 0

ACTION: The motion was approved.

SUBJECT: General Board Comments

Bridget Hand, Center Activities Manager, announced that two of her full-time employees (Deserie and Mairead) are currently working with Rec 220 students to meet course goals and objectives. “Humboldt Hidden Talents” will be released virtually. Please spread the word and submit.

Board Member Foster noted that NCRDC has new funding coming tomorrow and encouraged all business owners to apply. Additionally, EDD is doing a lot of work to streamline and boost advantages for people that have lost their jobs due to COVID19. Unemployment has gone up to 16 million nationally.

SUBJECT: Announcements

**\*\* The May Board Dinner has been cancelled due to the COVID19 Pandemic and Shelter in Place order.**

The meeting was adjourned at 6:24 PM.

Minutes Submitted By:

*K Burnham* May 7, 2020  
Katie Burnham, Recording Secretary Date

Minutes Accepted By:

*Jourden Lamar*  
Jourden Lamar, Board Chair Date