

**HUMBOLDT STATE UNIVERSITY CENTER  
BOARD OF DIRECTORS**

Meeting on Thursday, November 14, 2019  
University Center Banquet Room  
Humboldt State University, Arcata, California  
5:15 PM

**MINUTES**

Directors Present: Chant'e Catt, Yadira Cruz, Sean Donohue, Jeremiah Finley, Jourden Lamar, Steve Martin, Marissa Miller, Mark Rizzardi, Breannah Rueda, Lynne Sandstrom, Eboni Turnbow

Directors Absent: Gregg Foster, Amanda Hubacek, Armeda Reitzel

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

SUBJECT: Approval of Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of Minutes

MOTION: It was moved (Catt) and seconded (Miller) to approve the Minutes of the Board Meeting on September 12, 2019.

ACTION: The motion was approved.

SUBJECT: Seating of New Board Members

MOTION: It was moved (Finley) and seconded (Catt) to seat the new Board Members:  
A. Presidential Designee, Eboni Turnbow, Interim Dean of Students  
B. Student-at-Large, Sean Donohue, 1 Year term ending May 2020  
C. RHA Representative, Marissa Miller, 1 Year term ending May 2020

ACTION: The motion was approved.

SUBJECT: Public Comment

*There was no public comment.*

SUBJECT: Official Reports

SUBJECT: Chair's Report

1. Committee Assignments – Available on the website and a hard copy available.
2. Board Roster and Email Contact Information – Available on the website.
3. New Board Member Orientation – Happened on October 3rd from 5-7. All new members were present.
4. December End of Semester Board & Management Staff Dinner – The end of semester dinners are a tradition that the University Center has done for several years to honor the work of the Board members and its managers. It is typically a sit-down dinner at Windows Café after the December Board Meeting. Would like to bring the subject to the Board for discussion.

Board discussion ensued. It was decided that Board Chair Lamar would meet with Katie to discuss options for alternatives to a sit-down dinner after the December Board Meeting.

SUBJECT: Executive Director's Report

1. HSU Programming & Activities Model Meetings – This group is led by Board Member Turnbow, Interim Dean of Students, with an intent to increase collaboration among organizations and groups on campus that put on events. There have been three meetings thus far and now the group is breaking into subcommittees to spearhead different projects: campus traditions, general programming, new initiatives, and large/campus-wide & community events.
2. Power Outages Report – (Public Safety Power Shutoffs, PSPS) there were two in October, resulting in several campus-wide closures. As the UC is responsible for food service on campus, it is considered an essential operation and some operations remained opened. There was only about 12 hours' notice for the first power shutoff, which was not enough time to request generators to power facilities. As a result, the UC lost a considerable amount of food due to spoilage and The J operated at very limited capacity. There was several days advanced notice for the second power outage and the campus was able to secure generators that powered many dorms, the UC Building, College Creek Marketplace, and The J. Because of this, the UC was able to provide better services for the entire community—which continued to be free meals for students, faculty, staff, and their family members.

CenterArts had several shows cancelled during both power outages, which resulted in lost revenue and refunded tickets for sold out events.

In alignment with the State, UC paid employees that were scheduled to work (but could not because of the campus closure), which resulted in payroll losses.

University Center is working with its insurance company and HSU in an attempt to recoup some of the money lost from the power outages.

3. Capital Projects Report – there are several deferred maintenance projects the University Center will be working on soon including: The J remodel, replacing The J dishwasher, and rebuilding the two elevators in the UC Building. There will be additional information about these projects during December Board Meeting.
4. IRS Form 990 Tax Return – is now available on the UC website.
5. Other Reports – there were no other reports.

**SUBJECT:** Audit Committee Report – **Action Item**

Reviewed & Accepted the 2018-19 Audited Financial Statements

**MOTION:** It was moved (Catt) and seconded (Sandstrom) to accept the Audit Committee’s Report.

**ACTION:** Motion was approved.

**SUBJECT:** Finance Committee Report – **Action Item**

Chair Sandstrom recapped the Finance Committee Meeting that took place on September 19<sup>th</sup>. The committee elected the chair (Sandstrom), reviewed the 2018-19 University Center Financial and Audit Report, reviewed the University Center Reserves, reviewed the Voluntary Employees’ Beneficiary Association (VEBA) Trust, reviewed the 2019-20 Budget, recommended approval of the CalPERS Resolution no. 50, and unanimously approved the line of credit to the Arcata Community Pool.

**MOTION:** It was moved (Donohue) and seconded (Catt) to approve the report.

**ACTION:** The motion was approved.

**SUBJECT:** Old Business

**SUBJECT:** 2019-20 Employer Health Insurance Contribution: CalPERS Resolution #50, Fixing the Employer Contribution at an Equal Amount for Employees & Annuitants Under the Public Employees’ Medical and Hospital Care Act – **Action Item**

There was discussion about University Center’s Employer Health Insurance Contribution for benefitted employees.

MOTION: It was moved (Sandstrom) and seconded (Donohue) to approve the 2019-20 Employer Health Insurance Contribution: CalPERS Resolution #50, Fixing the Employer Contribution at an Equal Amount for Employees & Annuitants Under the Public Employees' Medical and Hospital Care Act.

ACTION: The motion was approved and the Board delegated Board Chair Lamar and HSU Controller Sandstrom to sign the resolution.

SUBJECT: New Business

SUBJECT: University Center Department Introduction and 2019-20 Update – University Center Managers reintroduced themselves and provided updates for their departments: CenterArts, Accounting & Business Office, General Operations, and HSU Dining. There will be an update regarding Center Activities during the December meeting.

SUBJECT: General Board Comments

Cruz: The semester went by really fast. Is there a possibility to meet more frequently? Nakamura replied that there's several committee meetings coming up and next semester we'll start with the Retreat.

SUBJECT: Announcements

Rudebock: This year's pancake breakfast dinner is moving to Thursday night, December 12 from 8-10 PM in the J.

SUBJECT: The meeting was adjourned at 6:47 PM.

Submitted By:

  
\_\_\_\_\_  
Katie Burnham, Recording Secretary

12/12/19  
Date

Accepted By:

  
\_\_\_\_\_  
Jourden Lamar, Board Chair

12/12/2019  
Date

*Meeting Agendas and Board approved Minutes are available to view at: [www.humboldt.edu/uc/agendas-and-minutes](http://www.humboldt.edu/uc/agendas-and-minutes).*

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