

**HUMBOLDT STATE UNIVERSITY CENTER
BOARD OF DIRECTORS**

Meeting on Thursday, September 12, 2019
University Center Banquet Room
Humboldt State University, Arcata, California
5:17 PM

Directors Present: Chant'e Catt, Yadira Cruz, Jeremiah Finley, Amanda Hubacek, Jourden Lamar, Steve Martin, Armeda Reitzel (arrived late), Mark Rizzardi, Breannah Rueda, Lynne Sandstrom, Eboni Turnbow (arrived late).

Directors Absent: Gregg Foster, Andrew Russell.

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

MINUTES

SUBJECT: Approval of Agenda

An amendment was made to Agenda Item #4 under Seating of New Board Members. President Jackson recently appointed the new Dean of Students, Eboni Turnbow, to serve as the Presidential Designee on the University Center Board of Directors.

MOTION: It was moved (Finley) and seconded (Cruz) to approve the Agenda with the amendment.

ACTION: The action was approved.

SUBJECT: Approval of Minutes

MOTION: It was moved (Catt) and seconded (Finley) to approve the Minutes of the Board Meeting on May 9, 2019.

ACTION: The motion carried.

Prior to the election of officers, the Board of Directors introduced themselves.

SUBJECT: Election of Officers

University Center Executive Director, Dave Nakamura, opened the floor to nominations or self-nominations for the position of Board Chair.

MOTION: It was moved (Martin) and seconded (Reitzel) to nominate Jourden Lamar for the position of Board Chair. Jourden accepted the nomination.

MOTION: It was moved (Lamar) and seconded (Catt) to nominate Jeremiah Finley for the position of Board Chair. Jeremiah declined the nomination.

MOTION: It was moved (Catt) and seconded (Finley) to close nominations.

ACTION: The motion to elect Jourden Lamar as Board Chair carried.

Chair Lamar called for a motion to open nominations for the position of Board Vice Chair.

MOTION: It was moved (Martin) and seconded (Rizzardi) to nominate Jeremiah Finley for the position of Board Vice Chair. Jeremiah accepted the nomination.

MOTION: It was moved (Rueda) and seconded (Finley) to nominate Breannah Rueda for the position of Board Vice Chair.

Chair Lamar called for a vote for the Office of Board Vice Chair by a show of hands.

ACTION: Call to vote by show of hands for Finley for the Office of Board Vice Chair: 6
Call to vote by show of hands for Rueda for the Office of Board Vice Chair: 4

ACTION: The board elected Jeremiah Finley to the Office of Board Vice Chair.

Secretary/Treasurer – University Center Bylaws stipulate the HSU Controller shall hold the Office of Secretary/Treasurer. Financial Controller, Lynne Sandstrom, will serve in that capacity.

SUBJECT: Public Comment

No public comment

Item #8, was moved forward in the agenda due to a time restraint with Moss Adams.

SUBJECT: Official Reports

Chair's Report – Katie Burnham, recording secretary, in place of the new Chair, Jourden Lamar, reported on important handouts including the Conflict of Interest Statement for Board Members, Class Schedules and Committee Assignments, and Board Member Privileges.

SUBJECT: Executive Director's Report – Dave Nakamura reporting

Introduction of UC Management Team – All University Center Directors were present and introduced.

Appointment for vacant Student-at-Large 1-year term seat – The Board is one Student-at-Large short and UC put a call out for an additional student Board member, stipulated in UC Bylaws, Section 4. The deadline for applicants is 4 PM September 16th.

Summer construction update – The Depot project had some complicating factors, but was a fairly quick face-lift with upgrades and an additional stage space for a coffee house series. The new stage will reduce labor and time for concert set-up.

The electrical sub-station for the University Center Building had a \$600,000 upgrade.

The elevator build for the University Center Building was pushed back again.

Last spring, HSU and UC were planning a new housing project by Library Circle; in late May, the project was put on hold due to declining enrolment and lack of funding. This opened up funding for an upgrade to the rec room on the first floor of the J, (which had not been updated since 1997).

It was discussed if the student overnight study space could be moved to the rec room once the remodel was complete.

The Business Office upgraded the payroll system.

Other Reports – No other reports.

SUBJECT: Special Presentation

2018-19 Independent Audit Report – Dave Nakamura, UC Executive Director, introduced the new audit firm Moss Adams, which joined the meeting via teleconference. Moss Adams issued an unmodified clean opinion, whereby no material items were found that would cause the financial items to be misstated or deemed fraudulent. There was no instance of non-compliance noted based on the audit procedures. Moss Adams further stated that there were no disagreements with management and had no difficulties in performing the audit.

MOTION: It was moved (Reitzel) and seconded (Finley) to delegate the Audit Committee final authority to review and accept the 2018-19 Audited Financial Statements on behalf of the Humboldt State University Center Board of Directors.

ACTION: The motion was accepted.

SUBJECT: Old Business

2019-20 Board Meeting Calendar – During the meeting held on May 9, 2019, the Board approved the first meeting date of September 12, 2019.

MOTION: It was moved (Catt) and seconded (Reitzel) to approve the 2019-20 Board Meeting Calendar.

ACTION: The motion to approve the 2019-20 Board Meeting Calendar was carried.

SUBJECT: Special Board Meeting/Retreat – Action Item

Informational item on the Board retreat, including new Board members' orientation meeting, scheduled for September 21, 2019, on campus in the Goodwin Forum Room, Nelson Hall East (Room 102).

Dave Nakamura, UC Executive Director, noted several logistical/planning goals that present issues with holding the Retreat on September 21st. He asked the Board to consider delaying the Retreat to the spring semester to better align with schedules, campus changes, and planning.

After Nakamura's information and ensuing Board discussion, Chair Lamar called for a motion from the floor to postpone the Retreat and have a New Board Member Orientation within the next 2-3 weeks, pending availability.

MOTION: It was moved (Sandstrom) and seconded (Hubacek) to postpone retreat until next semester and have a New Board Member Orientation within the next 2-3 weeks.

ACTION: The motioned carried.

SUBJECT: New Business – Action Item

2020 Employer Health Insurance Contribution – Nakamura explained that each year the UC receives new health insurance rates and information on what plans are available to employees. It is currently open enrollment and the Board typically refers this item to the Finance Committee to review and approve UC's contribution.

MOTION: It was moved (Reitzel) and seconded (Finley) to refer the University Center's 2020 Employer Health Insurance Contribution to the Finance Committee for a recommendation.

ACTION: The motion was approved.

Line of Credit for Arcata Community Pool – Nakamura explained that the University Center has provided HR, accounting, and management services to the Arcata Community Pool since 1993 and asked the Board to consider reactivating a \$300,000 line of credit, which is a low interest and low risk loan, and to refer to the Financial Committee to finalize terms.

MOTION: It was moved (Finley) and seconded (Rizzardi) to refer the line of credit for the Arcata Community Pool to the Finance Committee.

ACTION: The motion was approved.

SUBJECT: General Board Comments

There were no general Board comments.

SUBJECT: Announcements

Catt – Humboldt tenant landlord collaboration is underway and Nelson 113 overnight study hall was officially open for the semester and emergency housing for students that qualify is available. As of September 12th, campus housing had helped >694 students with housing issues.

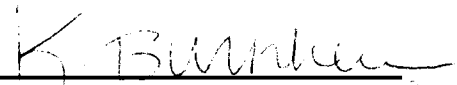
Bridget Hand – Announced the AORE challenge that HSU will be participating in. She suggested that everyone download the app, take part in the outdoor challenges, and help HSU regain its title as Most Outdoor Campus in the nation.

Chair Lamar called for a motion from the floor to adjourn the meeting.


SUBJECT: Adjournment

The meeting adjourned at 6:55 PM.

Submitted by:

X 
Katie Burnham
Recording Secretary 11/14/2019

Approved by:

X 
Jourden Lamar
Board Chair 11/14/2019