

**HUMBOLDT STATE UNIVERSITY CENTER  
BOARD OF DIRECTORS**

Meeting on Thursday, October 11, 2018

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. Joshua Sales, called the meeting to order at 5:15 p.m.

Directors Present: Benjamin Anderson, Chant'e Catt, Gregg Foster, Jourden Lamar, Destiny Mendoza, Armeda Reitzel, Mark Rizzardi, Joshua Sales, Jazmin Sandoval, Sylvia Shively

Directors Absent: Emily Adams (excused), W. Wayne Brumfield (excused), Steve Martin (excused)

Also Present: Rob Christensen, Roy Furshpan, Bridget Hand, Dave Nakamura, Linda Pereira, Ron Rudebock, Wendy Sotomayor, Ruth Sturtevant

**M I N U T E S**

**SUBJECT: Approval of Agenda**

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

ACTION: The Agenda was approved.

**SUBJECT: Approval of Minutes**

MOTION: It was moved (Sandoval) and seconded (Mendoza) to approve the Minutes of the Board Meeting on September 6, 2018.

ACTION: The motion carried.

MOTION: It was moved (Anderson) and seconded (Lamar) to approve the Minutes of the Board Meeting on September 22, 2018.

ACTION: The motion carried.

**SUBJECT: Seating of New Board Members**

Nakamura noted that he would be meeting with candidates to discuss the alumni position next week.

**SUBJECT: Public Comment**

Casey Park, former Chair of the UC Board, encouraged student members to meet in advance of the Board meetings to review the agenda.

**SUBJECT Official Reports**

**Chair's Report – Joshua Sales, reporting**

Committee Assignments – Board members were referred to a roster of assignments contained in their meeting packet and asked to make a note of their appointments.

Board Roster and Email Contact Information – A roster with email contact information was included with the agenda. The list is posted on the University Center's website.

Special Board Meeting/Retreat – The retreat was held on September 22nd and shape priorities for the remainder of the current Board's term.

**Executive Director's Report – Dave Nakamura, reporting**

Facilities Projects' Update – The Programs and Facilities Advisory Committee will meet in November and receive an update on the Library and Theater reconstruction project and the effects it will have for CenterArts programming and the Library Café'.

UC and HSU Business Operations Integration Research Meetings – Nakamura reported that the University and the UC Business Office continue to meet to discuss and compare their operations. The facilitator of the research meetings plans to present a report to the University administration by Fall recess.

Committee to Select 2019-2023 Component Unit Audit Firm – Nakamura explained that the committee would have a staff and board member representative from each of the University's auxiliaries to assist in selecting an auditor for the University for a five-year term. The University will seek to choose a single auditor to conduct annual external audits of auxiliaries and other campus self-support units, including the Children's Center and Housing.

MOTION: It was moved (Catt) and seconded (Anderson) to appoint Joshua Sales to the Committee to Select the 2019-2023 Component Unit Audit Firm.

ACTION: The motion was approved.

**Audit Committee Report – Joshua Sales, reporting**

Review & Accept the 2017-18 Audited Financial Statements – The Audit Committee met on September 9, 2018, with Executive Director, Dave Nakamura and Director of Financial and Administrative Services, Wendy

Sotomayor. Chris Knopik, CPA, a principal with the firm CliftonLarsonAllen LLP, presented a report on the financial statements. Following discussion and review, the committee voted to accept the audit report on the Board's behalf following action during the meeting on September 6, 2018. A copy of the final audit report was provided to Board Members.

MOTION: It was moved (Mendoza) and seconded (Reitzel) to accept the Audit Committee report. The motion carried.

**Finance Committee Report – Sylvia Shively, reporting**

2017-18 University Center Financial & Audit Report Update – The Finance Committee met on October 4, 2018, with Dave Nakamura and Wendy Sotomayor. The Committee reviewed the Audited Financial Statements report and in-house comparative financial statements prepared by staff for the years ending on June 30, 2018, and 2017.

2019 Employer Health Insurance Contribution – Committee members discussed management's proposed health insurance contribution rates for 2018, and reviewed CalPERS Resolution #48, fixing the University Center's employee health insurance contributions. The Committee agreed to recommend Board adoption. Additional information on this item is under Old Business.

Voluntary Employees' Beneficiary Association (VEBA) Trust Update – Committee members received a report on the VEBA Trust's performance with staff. The purpose of the Trust is to fund health benefits for retired employees and their spouses.

University Center Reserves Review – The Committee reviewed the UC's reserves policy and reserves balances for the years ending in 2018 and 2017.

Consideration of a recommendation to increase the Student Union Annual Fee (University Center Fee) – The finance committee reviewed multiple fee scenario options and determined that based on the current projections of student enrollment and future obligations related to minimum wage increases the most appropriate scenario was to recommend a fee increase of \$60 dollars per semester (\$120 annually) beginning in Fall 2019, with an annual adjustment after the first year based on changes to the Higher Education Price Index (HEPI).

MOTION: It was moved (Catt) and seconded (Reitzel) to accept the Finance Committee Report.

ACTION: The motion carried.

**SUBJECT: Old Business**

2019 Employer Health Insurance Contribution: CalPERS Resolution #48, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act – Board members were referred to a copy of CalPERS Resolution #48. Management staff reviews the University Center's contribution to its employees' health insurance on an annual basis. Modifying the contribution requires a Board resolution with the California Public Employees' Retirement System.

Up until 2015, the University Center's employer health insurance contribution mirrored the State's rates. In 2015, the Board voted to augment the UC's contribution so that its employees' share for the most commonly used insurance plan, PERS Choice, was equal to that of a State employee's share of contribution. To that end, staff again recommends modifying the 2019 health insurance contribution in the same manner. The total cost will be approximately \$20,000 to fund the increase.

**MOTION:** It was moved (Foster) and seconded (Sandoval) to adopt CalPERS Resolution #48, Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act, that the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members in a health benefits plan, up to a maximum of \$836.17 per month with respect to employee or annuitant enrolled for self alone, \$1,602.34 per month for employee or annuitant enrolled for self and one family member, and \$2,053.64 per month for employee or annuitant enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund assessments.

**ACTION:** The motion was approved.

Recommendation of a Fee Adjustment to the Student Union Annual Fee (University Center Fee) - At the September 22<sup>nd</sup> UC Board of Directors Retreat, the Board recommended that the Finance Committee consider an adjustment to the Student Union Annual Fee and provide a recommendation to the Board for consideration at their October Board Meeting. The Finance Committee met on Thursday, October 4th and recommends an adjustment from the annual fee of \$185 (\$93 Fall, \$92 Spring) to an annual fee of \$305 (\$153 Fall, \$152 Spring) with an annual adjustment of the fee using the Higher Education Price Index to determine the adjustment amount. After the approval by the Board to advance the fee, the University Center will meet with the Student Fee Advisory Committee to commence the process.

**MOTION:** It was moved (Catt) and seconded (Lamar) to recommend to the Student Fee Advisory Committee an adjustment to the Student Union annual fee

from \$185 (\$93 Fall, \$92 Spring) to an annual fee of \$305 (\$153 Fall, \$152 Spring) with an annual adjustment of the fee using the Higher Education Price Index.

**ACTION:** The motion was approved.

**SUBJECT: General Board Comments**

There were no Board Comments.

**SUBJECT: Announcements**

The Student Housing Alliance has now been formed into a non-profit organization and will be hosting a free movie night on October 12th. Center Activities will be hosting a "Hike a Thon" the weekend of October 27<sup>th</sup> in Trinidad to support scholarships. The Student Recreation Center will begin to offer its second session of fitness classes for the Fall Semester. AS Presents will be bringing *The Marias* to campus on December 4<sup>th</sup>.

**SUBJECT: Adjournment**

The meeting adjourned at 5:50 p.m.

Submitted:

Rob Christensen

Recording Secretary/Assistant to Executive Director

Agreed and Accepted:

  
\_\_\_\_\_  
Joshua Sales, Chair

12/6/18

Date