

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

May 8, 2018
8:30-10:00a.m.

Corbett Conference Room, SH 222

MEMBERS PRESENT: Lisa Rossbacher
Renee Byrd
Steve Karp
Ronnie Swartz
Chris Dugaw
Amy Sprowles
C.D. Hoyle
Ivy Widick
Peter Alstone
Steven Shoemaker

MEMBERS ABSENT: Alex Enyedi
Alison O'Dowd
Craig Wruck
Jason Ramos
Wayne Brumfield

OTHERS PRESENT: Kacie Flynn, SPF
Andrea Barrera, SPF
Erika Wright, SPF
Leslie Rodeland, SPF
Denise Bettendorf, Accounting
Carly Marino, HSU Library

I. Call to Order

Lisa Rossbacher called the meeting to order at 8:33 a.m.

II. Research Presentation: Carly Marino, HSU Library

Carly Marino, faculty librarian for the HSU Special Collections presented on her research. Carly highlighted the mission of the Special Collections is to connect HSU students with primary sources. With the support of grants and donations, Carly been able to coordinate two main projects. The most recent, focused on digitalizing historic material related to tribal activism from *Lyng v. Northwest Indian Cemetery Protective Association*. The second focused on digitally cataloging field records from the Redwood National Park. Both of these projects provided paid internship opportunities for over 40 HSU students from various majors.

III. Time Certain 8:45- 9:00 am: Open Forum for the Campus Community

There were no guest speakers present.

IV. Proposed Meeting Dates for Fiscal Year 2018-2019

Tuesday's 8:30-10:00am, in the Corbett Conference Room (CCR)

September 25, 2018

December 11, 2018 **finals week*

March 5, 2019

May 14, 2019 **finals week*

Action Item: Chris Dugaw m/s C.D. Hoyle "Motion to approve the new meeting schedule for the 18/19 fiscal year." Motion carried unanimously.

V. Review and Approval of Minutes of March 6, 2018 Board Meeting

Action Item: Ronnie Swartz m/s Amy Sprowles "Motion to approve the meeting minutes of March 6, 2018." 6 ayes, 4 abstentions. Motion carried.

VI. Finance Committee Report

Amy Sprowles gave a brief recap of the Finance Committee meeting that took place in April as outlined in Attachment B. Accounting presented the 3rd Quarter Financial Report ending March 31, 2018.

Steve presented the proposed FY 18/19 budget for general operating revenue and expenses. The Finance Committee considered two options: Option A with expenditures at \$1,558,566 and Option B with expenditures at \$1,658,566. Both budgets are identical with one exception. The Option B model would split funding for the 'SPF Executive Director' position 50/50 between the University Operating Fund and the Auxiliary Budget. The rationale being that this position spends half their time managing Post-Award, and the other half managing Pre-Award. Steve highlighted other major changes from the prior year budget including the \$46K increase to 'Contract Services (HSU)' for campus services, as well as the \$39K addition for Contract Services (Outside HSU). This includes SPF's new contract with KRONOS, an electronic time keeping system.

The Finance Committee unanimously recommended Option B to the Board for approval today. Additionally, the Committee approved the proposed cap for existing campus services at \$700k for each future year. Any calculated campus expenditures above this number would be paid by document exchange of value amount available of up to \$1.98M (documented as forgone indirect costs) as presented to the full Board on March 6, 2018.

Chris Dugaw asked is the new investment in KRONOS would reduce our fees for Payroll servicing. Steve Karp explained that after implementation, SPF will do a cost evaluation to determine what efficiencies have been gained and what adjustment should be made in the cost allocation for FY 19/20. Discussion ensued.

Amy Sprowles presented the 'Quick Fact' sheet drafted by Steve Karp per the Committee's request. The one-page handout outlines key speaking points that Board Members can reference or distribute when discussing the role SPF plays in aiding with the current budget crisis. SPF will

make this document available to the public on its website, with slight revisions at the recommendation of the Board.

Action Item: Chris Dugaw m/s C.D. Hoyle “Motion to accept the Finance Committee Report.” Motion carried unanimously.

VII. Sponsored Programs Foundation FY 18/19 Proposed Budget: Option B

Detailed discussion of the proposed budget occurred during the Finance Committee Report.

Action Item: Peter Alstone m/s C.D. Hoyle “Motion to approve Option B, Fiscal Year 2018-2019 General Operating Budget as recommended by the Finance Committee.” 1 abstention, 9 ayes. Motion carried.

VIII. Equipment Transfer to HSU for the Quarters Ended March 31, 2018

Steve Karp reviewed the items outlined in Attachment D and gave a brief recap of the process for transferring equipment purchased on HSU SPF grants and contracts.

Action Item: Christopher Dugaw m/s Amy Sprowles “Motion to approve the transfer of ownership of equipment on the attached list from the Sponsored Programs Foundation to Humboldt State University effective March 31, 2018.” Motion carried unanimously.

IX. Steve Karp named AVP Research & Sponsored Programs, Sonoma State University

Steve thanked President Rossbacher, Board members, and SPF Staff for their continued support of the research community. He’s grateful for his time spent at HSU and feels comfortable that he is leaving SPF in good hands. President Rossbacher thanked Steve for his service and leadership. She highlighted that he was a key element to SPF’s success.

X. Other

President Rossbacher formally thanked Amy Sprowles and Chris Dugaw for their four years of service to the Board of Directors. Both of their terms will be ending in September. We have two new faculty directors selected to the Board who will be starting in September: Carly Marino (Library) and Harold Zald (Forestry & Wildland Resources).

President Rossbacher also congratulated our two student directors Ivy Widick & Steven Shoemaker, who are both graduating next week. Associated Students have selected two new student representatives that will be welcomed and formally seated at our Annual Meeting in September.

VII. Adjournment at 9:37 A.M.

Respectfully Submitted,


Lisa Rossbacher, President


Alison O'Dowd, Secretary