

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

May 10, 2022  
8:30-10:00 a.m.

ZOOM Meeting ID: 994 8018 9845

MEMBERS PRESENT: Jenn Capps  
Jeff Kane  
Amber Gaffney  
Jason Ramos  
Samantha Diel  
James Woglom  
C.D. Hoyle  
Carly Marino  
Frank Whitlatch

MEMBERS ABSENT: Tom Jackson  
Katia Karadjova  
Shawna Young  
Jason Meriwether  
Taylor Bloedon  
Amelia Towse

OTHERS PRESENT: Kacie Flynn, SPF  
Binta Wright, SPF  
Sam Caudill, SPF  
Lonny Grafman, ERE & Environmental Studies

**I. Call to Order**

Jenn Capps called the meeting to order at 8:35 a.m.

**II. Proposed Meeting Dates for Fiscal Year 2022-2023**

Board meetings will continue to be held Tuesday mornings from 8:30-10:00am in an effort to avoid peak hours in the course blocks and to accommodate as many teaching schedules as we can. The following is the upcoming meeting schedule for the 22/23 fiscal year:

September 27, 2022  
December 13, 2022 *\*finals week*  
March 7, 2023  
May 9, 2023 *\*finals week*

**Action Item:** Jim Woglom m/s C.D. Hoyle “Motion to approve the new meeting schedule for the 22/23 fiscal year.” Motion carried unanimously.

**III. Review and Approval of Minutes of March 8, 2022 Board Meeting**

**Action Item:** Jeff Kane m/s Sam Diel. “Motion to approve the meeting minutes of the March 8, 2022 Board Meeting.” Motion carried unanimously.

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

There were no guest speakers present.

**V. Investment Committee Report**

Kacie Flynn gave a brief recap of the Investment Committee meeting that took place in March. NFP reviewed the current investment market and discussed their scorecard methodology with the Committee. One low performance fund was removed from the lineup and those assets will be mapped to a new AB Small Cap Growth fund. The full Fiduciary Investment Review is included as an executive summary.

**Action Item:** Carly Marino m/s Jeff Kane “Motion to accept the Investment Committee Report.” Motion carried unanimously.

**VI. Finance Committee Report**

Jeff Kane gave a brief recap of their meeting that took place last month as outlined in Attachment C. For the first nine months, the effective IDC rate was 10.1% which is a 0.7-point decrease from the prior year. At the end of the 3<sup>rd</sup> Quarter, there were 639 active projects with a total award portfolio of almost \$124 million. Comparatively, at this point in FY 20/21 there were 595 active projects with a total award portfolio of \$109 million. In the first nine months, the foundation submitted 198 proposals requesting \$76.1 million in funding; a record high for the foundation. In that same time, SPF received 145 new awards totaling \$30 million.

The committee also reviewed the proposed Fiscal Year 2022/2023 General Operations Budget as presented by SPF management, and made a formal recommendation to the Board for adoption today.

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

**VII. Sponsored Programs Foundation FY 22/23 Proposed Budget**

The budget is being presented after having been reviewed and recommended by the Finance Committee as outlined in Attachment D. Discussion ensued.

**Action Item:** Jim Woglom m/s C.D. Hoyle “Motion to approve the Fiscal Year 2022-2023 General Operating Budget as recommended by the Finance Committee.” Motion carried unanimously.

**VIII. Equipment Transfer to Cal Poly Humboldt for the Quarter Ended March 31, 2022**

Kacie Flynn reviewed the proposed equipment transfer items as outlined in Attachment E and gave a brief recap of the process for transferring equipment purchased on SPF grants and contracts.

**Action Item:** Sam Diel m/s Jeff Kane “Motion to approve the transfer of ownership of equipment on the attached list from the Sponsored Programs Foundation to Cal Poly Humboldt for the Quarter Ended March 31, 2022.” Motion carried unanimously.

**IX. Research and Creative Projects for Equity and Justice: AY 21/22 Awards**

Last spring the Board of Directors created a new pilot program aimed at supporting research and scholarship that would benefit historically marginalized communities with a focus on black, indigenous, and other people of color (BIPOC). The review committee met last month and considered 11 proposals submitted by Cal Poly Humboldt faculty and staff to our pilot program. We have now awarded 4 faculty members a total of \$85,051 this year.

Based on the interest level and quality of proposals from the pilot year, this program will again be offered in fall 2022 with an updated request for proposals incorporating feedback received during the implementation. Completion reports will be brought back to the Board next year highlighting the outcomes from this first round of awards.

**X. PI Presentation: Lonny Grafman, Lecturer, Environmental Resources Engineering & Environmental Studies Department**

Lonny Grafman, the 2020/21 Excellence in Teaching - Lecturer winner, has been working with SPF and Cal Poly Humboldt students on community-based innovations for sustainable practices and renewable resources in the sectors of agriculture, water and energy. Collecting data nationally and internationally, his studies look at practices in the realms of rainwater collection and harnessing solar energy.

**XI. Old Business: Supporting Graduate Student Research**

At the March meeting, there was an open discussion on strategies to better support graduate students at Cal Poly Humboldt. Since that time, Kacie Flynn met with campus partners in Financial Aid, Advancement, and Graduate Studies to explore potential support sources both externally and internally. Right now, there are simultaneous campus efforts to centralize information on Canvas and well as help reduce barriers for students seeking aid. Discussion ensued.

SPF will continue working with campus partners to provide guidance on strategies for supporting graduate students, such as pursuing donor support for 'research start-up costs' as an alternative to competitive scholarships.

**XII. Other**

Jenn Capps thanked Carly Marino for her past 4 years of service. Her elected term ends September 2022 so this will be her last official meeting as Treasurer. As well as Dr. Jason Meriwether for his service to the Board since this will be his last meeting as an Ex-Officio Director.

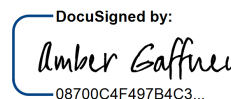
Both student Directors Amelia Towse and Samantha Diel terms end May 2022 and we are still waiting on new appointments from Associated Students. If you know of any undergraduate or graduate student researchers that you would like to encourage to serve on this board, please forward their names to Kacie.

**XIII. Adjournment at 9:45 a.m.**

Respectfully Submitted,

DocuSigned by:  
  
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Jenn Capps, President

DocuSigned by:  
  
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Amber Gaffney, Vice President