

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
EXECUTIVE COMMITTEE MEETING

**MINUTES**

September 16, 2022

10:00-10:30am

ZOOM Meeting ID: 882 1848 5673

MEMBERS PRESENT: Jenn Capps  
Amber Gaffney  
Shawna Young  
Carly Marino  
Jeff Kane  
C.D. Hoyle  
Frank Whitlatch

MEMBERS ABSENT:

OTHERS PRESENT: Kacie Flynn, SPF  
Binta Wright, SPF

**I. Call to Order**

Jenn Capps called the meeting to order at 10:02 a.m. There are numerous vacancies that need to be resolved this semester in order to maintain our minimum board quorum of 14.

The Vice President of Enrollment Management holds an Ex-Officio voting seat on the board. Based on the recruitment timeline, the committee agreed it would be prudent to wait and seat the incoming VP EM later this fall, rather than seat an Interim for the sake of 1-2 meetings.

There are two open seats for Cal Poly Humboldt students waiting to be appointed. Student Directors serve two-year terms, but the board could accommodate a shorter 1-year term if needed. SPF has been in contact with Associated Students seeking these placements. If any members of the committee have students they would like to encourage to serve, please forward their contact information to Kacie Flynn. We are still seeking 1 Graduate Student and 1 Undergraduate Student.

Katia Karadjova, Faculty Director, will remain on leave through August 2023. Since her elected term is concluding September 2023, we will contact the Senate Office to solicit nominees for her replacement. If possible, we will recruit a full 4-year member to start this fall rather than a 1-year temporary appointment.

**II. Review Current Vacancies with Proposed Changes**

(Attachments A, B, & C)

The Executive Committee reviewed the vacancies with proposed changes for academic year 2022-2023 as outlined in Attachments B & C. Proposed slates for membership have been assembled from those who expressed interest in serving. Discussion ensued.

**III. Nominations of 2022-2023 Committee Members**

The committee will submit the following slate of nominations at the Annual Meeting of the Board on September 27, 2022, for approval by the full board:

**Executive Committee – Standing**

|                 |                                   |
|-----------------|-----------------------------------|
| Jenn Capps      | President (Chair)                 |
| Amber Gaffney   | Vice President                    |
| Shawna Young    | Secretary                         |
| C.D. Hoyle      | Treasurer                         |
| Jeff Kane       | Chair, Finance Committee          |
| <i>Vacant</i>   | <i>Chair, Personnel Committee</i> |
| Frank Whitlatch | Chair, Governance Committee       |

**Audit Committee – Standing**

|                         |                                   |
|-------------------------|-----------------------------------|
| Sarah Long (Non-Voting) | HSU Controller                    |
| Amber Gaffney           | Vice President (Chair)            |
| Shawna Young            | Secretary                         |
| Jeff Kane               | Chair, Finance Committee          |
| <i>Vacant</i>           | <i>Chair, Personnel Committee</i> |
| Frank Whitlatch         | Chair, Governance Committee       |

**Finance Committee - Sequential Annual Appointments**

|              |                          |
|--------------|--------------------------|
| Jeff Kane    | Faculty Director (Chair) |
| James Woglom | Faculty Director         |
| Jenn Capps   | President                |
| Tom Jackson  | Ex-Officio Director      |
| Jason Ramos  | Community Director       |
| C.D. Hoyle   | Treasurer                |

**Personnel Committee – Sequential Annual Appointments**

|                 |                                   |
|-----------------|-----------------------------------|
| <i>Vacant</i>   | <i>Chair, Personnel Committee</i> |
| Shawna Young    | Dean Director                     |
| Frank Whitlatch | Ex-Officio Director               |

**Incentives Committee – Sequential Annual Appointments**

|                 |                            |
|-----------------|----------------------------|
| James Woglom    | Faculty Director (Chair)   |
| Kerry Byrne     | Faculty Director           |
| Amber Gaffney   | Faculty Director           |
| Kevin Fingerman | Faculty Director           |
| <i>Vacant</i>   | <i>Ex-Officio Director</i> |
| <i>Vacant</i>   | <i>Student Director</i>    |
| Jason Ramos     | Community Director         |

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**Governance Committee – Sequential Annual Appointments**

|                 |                             |
|-----------------|-----------------------------|
| Frank Whitlatch | Ex-Officio Director (Chair) |
| Jenn Capps      | President                   |
| Shawna Young    | Secretary                   |
| Jason Ramos     | Community Director          |
| Kevin Fingerman | Faculty Director            |
| James Woglom    | Faculty Director            |
| Amber Gaffney   | Faculty Director            |
| <i>Vacant</i>   | <i>Student Director</i>     |

**Investment Committee – Ad Hoc Advisory Committee for the 403(b) Retirement Plan**

|                          |                                |
|--------------------------|--------------------------------|
| Kacie Flynn (Non-Voting) | SPF Executive Director (Chair) |
| C.D. Hoyle               | Treasurer                      |
| Jeff Kane                | Chair, Finance Committee       |
| Jason Ramos              | Community Director             |

**Action Item:** Jeff Kane m/s Carly Marino “Motion to recommend the above slate of 22/23 Officers and Committee Members, for approval by the board.” Motion carried unanimously.

**IV. Other**

A question arose around the ‘need’ for a Personnel Committee in particular since it meets so infrequently. The Governance Committee may be charged at times to review and make recommendations to add, modify, or dissolve any committees as SPF business needs change over time.

**V. Adjourn**

The meeting adjourned at 10:26 a.m.

Respectfully Submitted,

DocuSigned by:



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Jenn Capps