

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

March 5, 2019  
8:30-10:00 a.m.

Corbett Conference Room, SH 222

- MEMBERS PRESENT:** Lisa Rossbacher  
Jason Ramos  
Wayne Brumfield  
Ronnie Swartz  
Alison O'Dowd  
Peter Alstone  
Carly Marino  
Dale Oliver  
Chih-Wei Hsu  
Alex Enyedi  
Bryan Mistler  
C.D. Hoyle  
Claudia Sifuentes
- MEMBERS ABSENT:** Craig Wruck  
Harold Zald  
Renee Byrd
- OTHERS PRESENT:** Kacie Flynn, HSU SPF  
Nalee Yang, HSU SPF  
Douglas Dawes, Administrative Affairs  
Sylvia Shively, HSU Accounting

**I. Call to Order**

President Rossbacher called the meeting to order at 8:32 a.m.

**II. Research Presentation: Alison O'Dowd, Environmental Science & Management, Co-Director of the HSU River Institute**

Professor Alison O'Dowd, Co-Director of the HSU River Institute, gave an overview of their recent research projects. Since its formation in 2012, the River Institute has conducted over 12 research projects, garnered over \$1.2 million in grant and contracts, and involved over 50 students in research. The River Institute has collaborated with a long list of partners including tribal entities, governmental agencies, non-profits, universities and consulting firms. Dr. O'Dowd described three of the River Institute's projects in detail, including an estimation of salmonid habitat and population capacity upstream of the impassable Scott Dam on the Eel River.

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

There were no guest speakers present.

**IV. Review and Approval of Minutes of December 11, 2018 Board Meeting**

**Action Item:** Dale Oliver m/s Carly Marino “Motion to approve the Minutes of the December 11, 2018 Board Meeting.” Motion carried unanimously.

**V. Incentives Committee Report**

Ronnie Swartz gave a brief recap of the meeting that took place at the end of February. The committee awarded eight faculty members a total of \$25,610 in assigned release time and \$16,000 in summer salary for total Incentives Award of \$41,610 this academic year, as outlined in Attachment B. *(Please note: although \$40,000 was allocated for the incentives Awards, the \$1,610 above that allocation was covered by unspent funds from previous years.)*

**Action Item:** Peter Alstone m/s C.D. Hoyle “Motion to accept the Incentives Committee Report.” Motion carried unanimously.

**VI. Finance Committee Report**

C.D. Hoyle gave a brief recap of the Finance Committee meeting that took place in February as outlined in Attachment C. Accounting presented the 2<sup>nd</sup> Quarter Financial Report ending December 31, 2018. For the first six months, the effective IDC rate was 12.3%, which is a 0.7-point increase from the prior year. At the end of the 2<sup>nd</sup> Quarter, there were 469 active projects with a total award portfolio of \$74.9 million. Comparatively, at this point in FY 17/18 there were 425 active projects with a total award portfolio of \$79.8 million. In the 2<sup>nd</sup> Quarter, the foundation submitted 122 proposals requesting \$25.8 million in funding. Of those proposals, 75 (61%) were \$25K or greater. In that same time, SPF received 99 new awards totaling \$21.2 million. Of those new awards, 56 (57%) were \$25K or greater (Strategic Plan Objective 4.3 – Increase Grants over \$25,000 by 30%).

C.D. relayed the committee’s discussion regarding the current Accounts Receivable staffing situation, and the concerns from SPF Management regarding compliance risk. If SPF’s final invoices are not sent out in a timely manner it can jeopardize business in a number of ways. Funding Agencies can withhold or decline payment for late invoices, the organization could be considered “high risk” by our external auditor, and it can negatively affect the foundation’s cash flow. Discussion ensued regarding the level of service being provided versus the cost being paid by SPF to the University. The topic of ‘Cost-Allocation’ will carry over to our next Meeting agenda, as that will be the time for the Board to review & approve our SPF General Operations Budget proposal for next year.

Chih-Wei Hsu requested a copy of the current Business Management Service Agreement (BMSA) with Humboldt State University for FY 18-19. SPF agreed to distribute the BMSA to all of the board members shortly after the meeting.

**Action Item:** Bryan Mistler m/s Jason Ramos “Motion to approve increasing the Disbursement Review and Approval Limit from \$5,000 to \$50,000 as recommended by the Finance Committee.” Motion carried unanimously.

**Action Item:** Ronnie Swartz m/s Alison O’Dowd “Motion to accept the Finance Committee Report.” Motion carried unanimously.

**VII. Audit Committee Review**

Sylvia Shively gave a brief recap of the meeting that took place at the end of February. Request for Proposals yielded seven bids. The external auditor selection committee met to rank the bids according to a scoring matrix which included a number of factors such as cost efficiency, responsiveness, and experience level. Based on the recommendation of the external auditor selection committee, HSU’s campus-wide auditing firm for the auxiliary & ancillaries will be Moss Adams for the contract years 2019-2023.

**Action Item:** Dale Oliver m/s C.D. Hoyle “Motion to accept the Audit Committee Report.” Motion carried unanimously.

**VIII. Other**

The McCrone Awards Ceremony will be held this year on Thursday April 18th from 4:00-6:00 p.m. in the Great Hall. The three Faculty Scholars selected this year were Dr. Kerry Byrne (Environmental Science & Management), Dr. Lucy Kerhoulas (Forestry & Wildland Resources), and Dr. John Steele (Biological Sciences). The Graduate Student Fellowship was awarded to Christopher Ramponi (English).

**IX. Adjournment at 9:22 a.m.**

Respectfully Submitted,



Lisa Rossbacher, President



Alison O’Dowd, Secretary