

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

May 14, 2019

8:30-10:00 a.m.

Corbett Conference Room, SH 222

MEMBERS PRESENT: Wayne Brumfield
Ronnie Swartz
Alison O'Dowd
Peter Alstone
Carly Marino
Dale Oliver
Chih-Wei Hsu
C.D. Hoyle
Harold Zald

MEMBERS ABSENT: Lisa Rossbacher
Jason Ramos
Alex Enyedi
Bryan Mistler
Claudia Sifuentes
Craig Wruck
Renee Byrd

OTHERS PRESENT: Kacie Flynn, HSU SPF
Nalee Yang, HSU SPF
Denise Bettendorf, HSU Accounting
Douglas Dawes, Administrative Affairs
Gabriel Goff, CSU Student Research Competition Winner

I. Call to Order

Ronnie Swartz called the meeting to order at 8:31 a.m.

II. Seating of New Board Member

With Craig Wruck's retirement, his seat as an Ex-Officio Director will be filled by Frank Whitlatch as the Interim Vice President for University Advancement.

Action Item: C.D. Hoyle m/s Harold Zald "Motion to formally seat Frank Whitlatch to the Board." Motion carried unanimously.

III. Research Presentation: Gabriel Goff, CSU Student Research Competition Winner

Gabriel Goff, HSU graduate student and 2nd place winner at the 2019 CSU Student Research Competition, presented to the Board. Gabriel's research examines physiological responses to White Oak encroachment and removal of both Douglas-Fir and Oak trees in the Northern Pacific region. By deepening the understanding of local tree species competition and response to environment, his research adds to the growing dialogue for protecting Northern Pacific wildland.

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

There were no guest speakers present.

V. Proposed Meeting Dates for Fiscal Year 2019-2020

Our Board meetings will continue to be held Tuesday mornings from 8:30-10:00 am 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 19/20 fiscal year:

September 24, 2019

December 17, 2019 **finals week*

March 10, 2020

May 12, 2020 **finals week*

Action Item: Alison O'Dowd m/s Peter Alstone "Motion to approve the new meeting schedule for the 19/20 fiscal year."

VI. Review and Approval of Minutes of March 5, 2019 Board Meeting

Action Item: C.D Hoyle m/s Carly Marino "Motion to approve the meeting minutes of March 5, 2019." Motion carried unanimously.

VII. Investment Committee Report

Kacie Flynn gave a brief recap of the Investment Committee meeting that took place in March as outlined in Attachment B.

Action Item: Dale Oliver m/s Alison O'Dowd "Motion to accept the Investment Committee Report." Motion carried unanimously.

VIII. Finance Committee Report

C.D. Hoyle gave a brief recap of the Finance Committee meeting that took place in April as outlined in Attachment C. Accounting presented the 3rd Quarter Financial Report ending March 31, 2019. For the first nine months, the effective IDC rate was 11.9%, which is the same from the previous year. At the end of the 3rd Quarter, there were 522 active projects with a total award portfolio of \$80.8 million. Comparatively, at this point in FY 17/18 there were 462 active projects with a total award portfolio of \$82 million. In the 3rd Quarter, the foundation submitted 187 proposals requesting \$39.2 million in funding. In that same time, SPF received 140 new awards totaling \$30.5 million.

Kacie Flynn presented the proposed budget for general operating revenue and expenses. The proposed operating revenue for FY 19/20 is \$2,287,600. The proposed operating budget for FY 19/20 is \$1,775,081. The finance committee previously reviewed and recommended the proposed fiscal year 2019/2020 General Operations Budget to the Board of Directors for approval today.

Action Item: Peter Alstone m/s Harold Zald "Motion to accept the Finance Committee Report." Motion carried unanimously.

IX. Sponsored Programs Foundation FY 19/20 Proposed Budget

The budget is being presented after having been reviewed and recommended by the Finance Committee as outlined in attachment D. Kacie Flynn highlighted a few of the major line items that included notes to the Board. Discussion ensued.

Action Item: Harold Zald m/s C.D. Hoyle "Motion to approve the Fiscal Year 2019-2020 General Operating Budget as recommended by the Finance Committee." Motion carried unanimously.

X. Equipment Transfer to HSU for the Quarters Ended March 31, 2019

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 HSU SPF grants and contracts.

Action Item: Alison O'Dowd m/s Carly Marino "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, 2019." 8 ayes. 1 abstention. Motion carried.

XI. Other

Kacie Flynn acknowledged and thanked Claudia Sifuentes for the idea of celebrating student research and highlighting their achievements with a Commencement pin.

Kacie Flynn formally thanked President Lisa Rossbacher, Ronnie Swartz, and C.D. Hoyle for their years of service to the Board of Directors. President Rossbacher is retiring after the 2018/19 academic year. Ronnie and C.D.'s terms will be ending in September. We have two new faculty directors selected to the Board who will be starting fall 2019: Jeff Kane (Forestry & Wildland Resources) and Katia Karadjova (Library).

XII. Adjournment at 9:25 a.m.

Respectfully Submitted,



Lisa Rossbacher, President



Alison O'Dowd, Secretary