

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
EXECUTIVE COMMITTEE MEETING

MINUTES

September 13, 2017
2:00-3:00pm
SBS 405

MEMBERS PRESENT: Lisa A. Rossbacher
Ronnie Swartz
Rick Brown
Amy Sprowles
Richard Boone
Alex Enyedi

MEMBERS ABSENT: Chris Dugaw

OTHERS PRESENT: Steve Karp, SPF
Kacie Flynn, SPF

I. Call to Order

Lisa A. Rossbacher called the meeting to order at 2:08 p.m.

II. Review Current Vacancies with Proposed Changes

(Attachments A, B, & C)

The Executive Committee reviewed the vacancies with proposed changes for fiscal year 2017-18 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 2017-2018 Committee Members

The committee will submit the following slate of nominations at the Annual Meeting of the Board on September 26, 2017, pending approval of the full board:

Executive Committee – Standing

Lisa A. Rossbacher	President (Chair)
Ronnie Swartz	Vice President
Alison O’Dowd	Secretary
Chris Dugaw	Treasurer
Amy Sprowles	Chair, Finance Committee
Richard Boone	Chair, Personnel Committee
Alex Enyedi	Chair, Governance Committee

Audit Committee – Standing

Sylvia Shively (Non-Voting)	HSU Controller
Ronnie Swartz	Vice President (Chair)
Alison O’Dowd	Secretary
Amy Sprowles	Chair, Finance Committee
Richard Boone	Chair, Personnel Committee
Alex Enyedi	Chair, Governance Committee

Finance Committee - Sequential Annual Appointments

Amy Sprowles	Faculty Director (Chair)
Lisa A. Rossbacher	President
Chris Dugaw	Treasurer
Alexander Enyedi	Ex-Officio Director
Jason Ramos	Community Director
C.D. Hoyle	Faculty Director

Personnel Committee – Sequential Annual Appointments

Richard Boone	Ex-Officio Director (Chair)
C.D. Hoyle	Faculty Director
Ronnie Swartz	Faculty Director

Incentives Committee – Sequential Annual Appointments

Steve Karp	Interim Ex-Officio Director (Chair)
Craig Wruck	Ex-Officio Director
Amy Sprowles	Faculty Director
Ronnie Swartz	Faculty Director
C.D. Hoyle	Faculty Director
Alison O’Dowd	Faculty Director
Steven Shoemaker	Student Director

Governance Committee – Sequential Annual Appointments

Alexander Enyedi	Ex-Officio Director (Chair)
Lisa A. Rossbacher	President
Alison O’Dowd	Secretary
Richard Boone	Ex-Officio Dean Director
Jason Ramos	Community Director
Chris Dugaw	Faculty Director
Renee Byrd	Faculty Director
Ivy Widick	Student Director

Action Item: Alex Enyedi m/s Rick Brown “Motion to recommend the above slate of 17/18 Officers and Committee Members, for approval by the board.” Motion approved unanimously.

IV. Establish Ad Hoc 403(b) Investment Committee
(Attachment D)

Last spring the Board authorized SPF Management to contract with NFP to act as fiduciary to our 403(b) retirement plan. As a best practice, NFP recommended forming a separate Investment Committee to work with them to provide additional oversight and governance. The main charge of the Investment Committee would be to establish and maintain the investment policy, select investment options, periodically evaluate investment performance, and recommend investment options. This committee would meet with NFP representatives to hear plan recommendations and make decisions on behalf of the Board.

In lieu of establishing a new Standing Committee, Steve Karp proposed creating an Ad Hoc temporary committee. The majority of their work would be during this first transition year. After that time, they could reassess if the work could be folded into the existing Finance Committee, or whether it deemed necessary to formally create a new Standing Committee. Discussion ensued.

Action Item: Richard Boone m/s Ronnie Swartz “Motion to establish an Ad Hoc 403(b) Investment Committee.” Motion approved unanimously.

Because this is an Ad Hoc Committee, no action is needed from the full Board at this time. SPF Management will identify at least three interested Board members to serve on the Investment Committee, although more are welcome to participate. The first meeting of the committee will be held Wednesday, September 27th with the NFP vendors.

Steve offered to serve as a member on the Investment Committee if the Executive Committee felt there was no conflict of interest since he is also a plan participant. After discussion, the members agreed they had no concerns with Steve serving on the committee.

V. Other

VI. Adjourn

The meeting adjourned at 2:24 p.m.

Respectfully Submitted,



Lisa A. Rossbacher