

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

Board of Directors  
December 13, 2022  
8:30-10:00a.m.  
Nelson Hall East, Room 106  
ZOOM Meeting ID: 994 8018 9845

MEMBERS PRESENT: Jenn Capps  
Jeff Kane\*  
C.D. Hoyle\*  
James Woglom\*  
Kerry Byrne\*  
Alice Zhang  
Amber Gaffney  
Shawna Young\*  
Frank Whitlatch\*

MEMBERS ABSENT: Tom Jackson  
Kevin Fingerman  
Jason Ramos  
Amanda Hahn  
Jake Vargas

OTHERS PRESENT: Kacie Flynn, SPF  
Binta Wright, SPF  
Erika Wright, SPF\*  
Kelly Dickey Accounting\*  
Jamie Jensen, Social Work

*\*Attended virtually*

**I. Call to Order**

Jenn Capps called the meeting to order at 8:36 a.m.

**II. Research Presentation: Dr. Jamie Jensen, Assistant Professor Social Work & CalSWEC  
Principal Investigator**

Jamie Jensen gave a brief talk about Social Work grants at Cal Poly Humboldt. She highlighted the main aspects of leadership, partnerships and workforce development that have had a positive impact on students as they start building toward a career in Social Work. Workforce development projects like the California Social Work Education Center (CalSWEC) and the Mentored Internship Program (MIP) provide students & interns with valuable experience to take with them into their careers. The newest opportunity includes a statewide Adult Protective

Services (APS) Training Program for those who are working toward a Master's Degree of Social Work which CalSWEC anticipates to be very beneficial to our regional community.

**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 September 27, 2022 Board Meetings**

**Action Item:** C.D. Hoyle m/s Frank Whitlatch “Motion to approve the Minutes of the September 27, 2022 Annual Board Meeting (Attachment A).” 8 Ayes, 0 Nays, 1 Abstention. Motion carried.

**Action Item:** Jim Woglom m/s Jeff Kane “Motion to approve the Minutes of the September 27, 2022 Business Board Meeting (Attachment B).” 8 Ayes, 0 Nays, 1 Abstention. Motion carried.

**V. Seat Student Directors to Committees**

Alice Zhang & Jake Vargas, newly appointed SPF Student Directors, joined the Board after the proposed committee slate had been finalized in September. This updated roster, outlined as Attachment C, appoints Alice Zhang to the Incentives Committee and Jake Vargas to the Governance Committee for Academic Year 22-23.

**Action Item:** Jeff Kane m/s C.D. Hoyle “Motion to formally seat Alice Zhang and Jake Vargas to the specified subcommittees.” Motion carried unanimously.

**VI. Annual Report of Indirect Cost Recovery Expenditures FY 20/21**

Kacie Flynn reviewed the Annual Report of Indirect Cost Recovery expenditures. Per the Indirect Revenue Distribution Policy, all distributions of indirect revenue are to be managed by the respective groups to facilitate additional research opportunities within their areas. The policy calls for a brief annual update of how the funds were spent from the President's Office, the Academic Colleges, the Office of Research, and any other major units overseeing research on campus including Advancement and Enrollment Management as outlined in Attachment D. The current and past years' annual reports are all available to the public on the SPF website. Discussion ensued regarding one-time investments versus on-going commitments made with these types of allocations. This is an informational item only; no action required.

**VII. Finance Committee Report**

Jeff Kane gave a brief recap of their meeting that took place earlier this month as outlined in Attachment E. For the first three months, the effective IDC rate was 14.3% which is a 2.5-point increase from the prior year. At the end of the 1st Quarter, there were 565 active projects with a total award portfolio of \$125,188,726 million. Comparatively, at this point in FY 21/22 there were 520 active projects with a total award portfolio of \$96,515,533 million.

In the first three months, the foundation submitted 78 proposals requesting \$33.7 million in funding. In that same time, SPF received 70 new awards totaling \$20 million.

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

**VIII. Equipment Transfer to Humboldt for the Quarter Ended September 30, 2022**

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

**Action Item:** Kerry Byrne 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 September 30, 2022.” Motion carried unanimously.

**IX. Old Business: Proxy Voting and Quorum Restrictions**

At the September 27, 2022 Board of Directors meeting, the board requested SPF Management revisit the topic of proxy voting eligibility and quorum restrictions to confirm what flexibility, if any, the board may have to make changes in the future. This was presented as an informational item as Attachment G. Discussion ensued.

**X. Other**

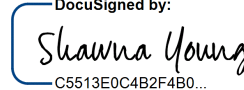
Kerry Byrne requested a status update on Accounts Payable processing. Kacie provided a brief summary of services since their last meeting. Overall the timeliness is improving and services are in a better place than they were in September, but still not where we need to be to sustain current operations.

**XI. Adjournment at 9:17 a.m.**

Respectfully Submitted,

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Jenn Capps, President

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Shawna Young, Secretary