

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

December 17, 2019

8:30-10:00a.m.

Corbett Conference Room, SH 222

MEMBERS PRESENT: Dale Oliver  
Jason Meriwether  
Frank Whitlatch  
Alison O'Dowd  
Peter Alstone  
Carly Marino  
Harold Zald  
Katia Karadjova  
Jeffrey Kane  
Jason Ramos  
Brian Mistler  
Chih-Wei Hsu  
Alex Enyedi

MEMBERS ABSENT: Tom Jackson  
Renee Byrd

OTHERS PRESENT: Kacie Flynn, HSU SPF  
Angel Lomeli, HSU SPF  
Erika Wright, HSU SPF  
Pia Gabriel, HSU SPF  
Kristin Johnson, SBDC  
Allison Hansberry, SERC  
Arne Jacobson, SERC  
Doug Edgmon, Business & Finance  
Doug Dawes, Business & Finance  
Lisa Bond-Maupin, CAHSS  
Sherie Gordon, President's Office

**I. Call to Order**

Dale Oliver called the meeting to order at 8:33 a.m.

**Point of Order:** Dale Oliver was appointed by HSU President Tom Jackson to serve as the President of the SPF Board of Directors. This new appointment will be effective through the end of September 2020.

**II. PI Presentation: Kristin Johnson, Director of HSU's Small Business Development Center**

Kristin Johnson, Director of HSU's Small Business Development Center (SBDC), presented an overview of their program. The SBDC serves as the largest business assistance program in the nation with a focus on consulting and education to business owners and entrepreneurs. Northern California's SBDC is now the 3<sup>rd</sup> largest SBDC and provides opportunities for student learning, class involvement, and internships to bridge HSU's campus together with the business community while simultaneously building HSU brand awareness throughout the state. In 2018, HSU was awarded a second California region, bringing HSU's SBDC to 36 counties total between Oregon and California's Bay Area and \$19.8 million in program funds. This recent growth has direct local impact in Humboldt and other local counties by creating new businesses and jobs.

**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 24, 2019 Board Meeting**

**Action Item:** Harold Zald m/s Peter Alstone "Motion to approve the Minutes of the September 24, 2019, Annual Board Meeting." Motion carried unanimously.

**Action Item:** Harold Zald m/s Katia Karadjova "Motion to approve the Minutes of the September 24, 2019, Business Board Meeting." Motion carried unanimously.

**V. Annual Report of Indirect Cost Recovery Expenditures FY 18/19**

Kacie Flynn reviewed the Annual Report of Indirect Cost Recovery expenditures. Per the HSU SPF 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 as outlined in Attachment C. The current and past years' annual reports are all available to the public on the SPF website.

**VI. Finance Committee Report**

Harold Zald gave a brief recap of the Finance Committee meeting that took place in December as outlined in Attachment D. Accounting presented the 1<sup>st</sup> Quarter Financial Report ending September 30, 2019. For the first three months, the effective IDC rate was 12.7%, which is a 0.1-point increase from the prior year. At the end of the 1<sup>st</sup> Quarter, there were 442 active projects with a total award portfolio of \$81 million. Comparatively, at this point in FY 18/19 there were 403 active projects with a total award portfolio of \$64.3 million. In the 1<sup>st</sup> Quarter, the foundation submitted 65 proposals requesting \$15.6 million in funding. In that same time, SPF received 47 new awards totaling \$6 million.

SPF's Business Management Services Agreement (BMSA) with HSU was discussed at length, specifically regarding the approved 'cap' for existing campus services. In May 2019, the full Board voted to maintain cash payments at \$700k, with any calculated campus expenditures

above this number to be paid by documented exchange of value, in lieu of cash payments to the University. This was the second year the Board voted to cap the BMSA. Discussion ensued on whether or not to reconsider the cap.

Harold yielded his time to Arne Jacobson, Director of the Schatz Energy Research Center (SERC). Arne recently wrote to the Finance Committee, sharing SERC's concerns regarding HSU's ability to provide timely services. The letter highlighted various service deficiencies as a result of the critical staffing shortages in Accounts Receivable, and raised concerns for the future based on SPF's current rate of growth.

After additional discussion, it was determined further evaluation is needed to adequately offer recommendations to the Board. This topic will remain an agenda item for the next Finance Committee Meeting.

**Action Item:** Jeffrey Kane m/s Carly Marino "Motion to accept the Finance Committee Report." Motion carried unanimously.

#### **VII. Equipment Transfer to HSU for the Quarter Ended September 30, 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:** Jason Ramos m/s Harold Zald "Motion to approve the transfer of ownership of equipment on the attached list from the Sponsored Programs Foundation to Humboldt State University effective September 30, 2019." Motion carried unanimously.

#### **VIII. Seating of New Board Member**

Dale Oliver welcomed Lisa Bond-Maupin to the SPF Board of Directors. Lisa will be serving as an Ex-Officio Director in her role as Interim Vice President of Academic Affairs starting in January 2020.

**Action Item:** Brian Mistler m/s Jason Meriwether "Motion to formally seat Lisa Bond-Maupin to the Board." Motion carried unanimously.

Additionally, Dale Oliver thanked Alex Enyedi for his service on the SPF Board during his time at HSU, and congratulated him on his next endeavor.

#### **IX. Other**

Dale Oliver thanked Chih-Wei Hsu for his time as the SPF Board's Graduate Student Director. Chih-Wei is finishing this fall semester and this will be his last meeting with the Board. Associated Students has not made any new appointments to the Board at this time.

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Alison O'Dowd addressed past Finance Committee discussions related to the IDC Distribution Policy. The Board recommended this conversation continue in upcoming committee meetings.

**X.** Adjournment at 9:29 a.m.

Respectfully Submitted,

DocuSigned by:  
*Dale Oliver*  
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Dale Oliver, Board President

DocuSigned by:  
*Brian Mistler*  
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Brian Mistler, Secretary