

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

Board of Directors  
March 5, 2024  
8:30-10:00 a.m.  
Nelson Hall East, Room 106  
&  
Zoom Meeting ID: 994 8018 9845

MEMBERS PRESENT: Alice Zhang  
Chrissy Holliday  
James Woglom  
Jason Ramos  
Kerry Byrne  
Kevin Fingerman  
Shawna Young  
Taylor Bloedon  
Frank Whitlatch  
Jenn Capps  
Amanda Hahn  
Amber Gaffney

MEMBERS ABSENT: Tom Jackson  
C.D. Hoyle  
Jake Vargas

OTHERS PRESENT: Kacie Flynn, SPF  
Sam Caudill, SPF  
Binta Wright, SPF  
Sarah Sanders, SPF  
Kelly Dickey, Accounting  
Monica Myers, Accounting  
Sara Hart, Religious Studies

**I. Call to Order**

Jenn Capps called the meeting to order at 8:31 a.m.

**II. PI Presentation: Dr. Sara Hart, Religious Studies Department, College Corp Program**

Sarah Hart is the Director of “College Corp” which operates out of the Cal Poly Humboldt Center for Community Based Learning. The grant, also known as the ‘Californians for All College Corp Program’ is a service fellowship that provides college students with funding (up to \$10,000) in exchange for completing 450 hours of service under the supervision of local

community partner agencies. The community partners must have a focus of K-12 education, climate action, or food insecurity. So far 190 Cal Poly Humboldt and College of the Redwoods students have completed 55,000 service hours and \$1.2 million of college funding plus \$500K for community partners has been distributed.

Jenn Capps acknowledged Dr. Hart as the Scholar of the Year winner. Dr. Hart will be giving a lecture titled *Jim Hart's Magical Mystery Tour* on April 10, 2024 at 5:00pm in the Goodwin Forum (NHE 102).

**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 12, 2023 Board Meetings**

**Action Item:** James Woglom m/s Kevin Fingerma “Motion to approve the Minutes of the December 12, 2023 Board Meeting (Attachment A)” Motion carried unanimously.

**V. Finance Committee Report**

Jim Woglom gave a brief recap of the meeting that took place in February as outlined in Attachment B.

Kelly Dickey of Accounting presented the 2<sup>nd</sup> Quarter Financial Report ending December 31, 2023. Kacie Flynn presented at the February meeting on the history, process, and policies governing indirect costs (IDC) in an informational session, followed by questions and answers.

Kevin Fingerma inquired about the correct process for making a formal proposal to the Board of Directors regarding the indirect cost distribution policy. Any proposed policy changes are first presented to the Finance Committee for consideration, who then in turn make recommendations to the full board to vote on proposed changes. Jenn Capps affirmed the importance of regularly reviewing the indirect cost policy to ensure that it’s still aligned with the University’s current goals.

**Action Item:** Chrissy Holliday m/s Kerry Byrne “Motion to accept the Finance Committee Report.” Motion carried unanimously.

**VI. Equipment Transfer to Cal Poly Humboldt for the Quarter Ended December 31, 2023**

Kacie Flynn presented Attachment C for the board’s consideration. All equipment is in fair, working condition.

**Action Item:** Frank Whitlatch m/s Amanda Hahn “Motion to approve the transfer of ownership of equipment & assets on the attached list from the Sponsored Programs Foundation to Cal Poly Humboldt for the quarter ended December 31, 2023.” Motion carried unanimously.

**VII. Incentives Committee Update**

After pre-screening the Incentives Program submissions, SPF received 5 proposals that were complete and met the minimum qualifications for funding. At this stage in the competition, the Incentives Committee would typically review and competitively score those proposals to determine funding outcomes. This year the available funding exceeded the total value of the eligible proposals. The Incentives Committee conferred via email and recommended ‘approving the slate’ of proposals at today’s meeting in lieu of competitively scoring this competition cycle.

Bonnie Ludka	Engineering	Fall 2024 (3 WTU)	\$6,492
Nicole Jean Hill	Art + Film	Summer Salary 2024	\$4,000
Kishan Lara-Cooper	Child Development	Summer Salary 2024	\$4,000
Joshua Zender	Business	Summer Salary 2024	\$4,000
Justin Luong	Forestry, Fire &RM	Summer Salary 2024	\$4,000

**Action Item:** Kevin Fingerman m/s James Woglom. “Motion to approve the slate, awarding the listed 5 faculty members a total of \$6,492 in assigned time and \$16,000 in summer salary for a total Incentives Award of \$22,492 this academic year.” Motion carried unanimously.

**VIII. Update LAIF Resolution for Current Delegated Signers**

Kacie Flynn explained the necessary updates to SPF’s Local Agency Investment Fund (LAIF) account. The current delegated signers as well as our new legal name both need to be updated. This requires a formal resolution from the Board. Frank Whitlatch discussed the Cal Poly Humboldt Foundation has recently switched to a money market account, which is equally as fluid and may be something for SPF to consider in the future. Frank has shared the details of this change with Kacie Flynn for review.

**Action Item:** Taylor Bloedon m/s Kevin Fingerman. “Motion to approve the LAIF Resolution for updating current delegated signers.” Motion carried unanimously.

**IX. Other**

Jake Vargas, one of the Student Directors has been unresponsive this term. A campus Care Report was filed with the Dean of Students Office; they have been unsuccessful in contacting Jake. He will be removed from the roster at the next meeting.

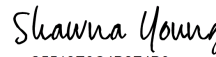
Four teams have been selected to represent Cal Poly Humboldt at the 2024 CSU Student Research Competition this April at Cal Poly San Luis Obispo. In 2025, Cal Poly Humboldt will be hosting the 39<sup>th</sup> CSU Student Research Competition for the first time ever.

**X. Adjournment at 9:05 a.m.**

Respectfully Submitted,

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Jenn Capps, President

DocuSigned by:  
  
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Shawna Young, Secretary