

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

Board of Directors
March 7, 2023
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
Alice Zhang
Amber Gaffney
Frank Whitlatch
Kevin Fingerman
Amanda Hahn
Jason Ramos
Kerry Byrne
Jake Vargas
Chrissy Holliday

MEMBERS ABSENT: Tom Jackson
Shawna Young

OTHERS PRESENT: Kacie Flynn, SPF
Binta Wright, SPF
Sam Caudill, SPF
Erika Wright, SPF
Leslie Rodelander, SPF
Kelly Dickey, Accounting
Erin Austin, PAC
Mark Taylor, PAC

I. Call to Order

Jenn Capps called the meeting to order at 8:32 a.m.

II. Research Presentation: James Woglom, Erin Austin, & Mark Taylor, Prison Arts Collective

Cal Poly Humboldt Art Department faculty and students have worked to develop and maintain a chapter of the Prison Arts Collective (PAC). The PAC offers art instruction and material support at Pelican Bay State Prison. The PAC is a statewide collaboration throughout California State University Art Departments. The program is designed to foster

self-expression and positive rehabilitation for people who are experiencing incarceration. An exhibit of artwork from Pelican Bay State Prison artists entitled, “More Than A Number” is currently on display through March 11th in the Cal Poly Humboldt’s Reese Bullen Gallery.

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 13, 2023 Board Meetings

Action Item: James Woglom m/s Amber Gaffney. “Motion to approve the Minutes of the December 13, 2023 Board Meeting (Attachment A).” Motion carried unanimously.

V. Seat New Board Member

Jenn Capps welcomed our new Ex-Officio Board member Dr. Chrissy Holliday, Vice President of Enrollment Management & Student Success.

Action Item: James Woglom m/s Amber Gaffney “Motion to formally seat Chrissy Holliday to the Board.” Motion carried unanimously.

Amanda Hahn noted she was also elected to the board mid-fall and had not yet been formally seated.

Action Item: Amber Gaffney m/s C.D. Hoyle “Motion to formally seat Amanda Hahn to the board.” Motion carried unanimously.

VI. Appoint Ex-Officio Director to the Committees

Chrissy Holliday is joining the Board after the proposed committee slate had been finalized in September. This updated roster, outlined as Attachment C, appoints Dr. Holliday to the Executive, Audit, Personnel, and Incentives Committees for 2022-2023.

Action Item: C.D. Hoyle m/s Kerry Byrne “Motion to formally seat Dr. Chrissy Holliday to the specified subcommittees.” 11 Ayes, 0 Nays, 2 Abstentions. Motion carried.

VII. Finance Committee Report

Jeff Kane gave a brief recap of their meeting that took place last week as outlined in Attachment D. For the first six months, the effective IDC rate was 11.5% which is a 2.2-point increase from the prior year. Invoiced and unbilled Accounts Receivables (AR) of the Research Foundation totaled \$12.7 million, which was a \$1.2 million decrease from the prior year. At the end of the 2nd Quarter, there were 622 active projects with a total award portfolio of \$140 million. Comparatively, at this point in FY 21/22 there were 578 active projects with a total award portfolio of \$100 million. In the first six months, the foundation submitted 157 proposals requesting \$72 million in funding. In that same time, SPF received 131 new awards totaling \$37.4 million. Both were record highs at this point in the year.

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

VIII. Equipment Transfer to Humboldt for the Quarter Ended December 13, 2022

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 SPF grants and contracts. Kerry Byrne noted transfers of assets to not guarantee stateside ‘refresh’ of computing devices.

Action Item: Jeff Kane m/s Kerry Byrne. “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 December 13, 2022.” Motion carried unanimously.

IX. Incentives Committee Update

After pre-screening the Incentives Program submissions, SPF received 8 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.

Kevin Fingerman inquired why ‘replacement rates’ would be used vs. the actual cost of faculty salaries for the Incentives Program. Many programs considered ‘internally funded’ such as CSU affinity group grants will often reimburse based on an established replacement rate, which only covers the cost of the lecturer hired to backfill that particular course. In contrast, external grants are primarily budgeted to reimburse for the actual effort committed to the grant. The Incentives Program in this case is considered internal funding and follows that model. Discussion ensued.

Kerry Byrne inquired about the eligibility structure and whether it would be beneficial to consider an indirect cost criteria in the review process. Currently any dollar proposal can be submitted, which means Incentives awards could be supporting grant submissions with little to no indirect costs included. Kacie explained that one intention of the program is to offer grant development coaching for newer and non-grant active faculty. By establishing an indirect cost criteria, it may create disparity for those in the Arts & Humanities which could discourage them from applying. Based on past experience, most proposals have been to larger agencies which came with higher or full indirect costs. Specific ‘return on investment’ metrics are tracked by SPF on this program and will be brought back to the full Board in May to answer any additional questions.

Action Item: Jeff Kane m/s Jason Ramos. “Motion to approve the slate, awarding the listed 8 faculty members a total of \$38,952 in assigned time and \$8,000 in summer salary

for a total Incentives Award of \$46,952 this academic year.” 11 Ayes, 0 Nays, 1 Abstention. Motion carried.

Jacky Baughman	Geology	Summer Salary 2023	\$4,000
Silvia Pavan	Biological Sciences	Summer Salary 2023	\$4,000
Karen Kiemnec-Tyburczy	Biological Sciences	Fall 2023 (2 WTU)	\$4,328
Laura Levy	Geology	Fall 2023 (3 WTU)	\$6,492
Amanda Hahn	Psychology	Fall 2023 (3 WTU)	\$6,492
Sara Hart	Religious Studies	Fall 2023 (3 WTU)	\$6,492
Andrea Delgado	English	Fall 2023 (4 WTU)	\$8,656
Michelle Cartier	Art & Film	Spring 2024 (3 WTU)	\$6,492

X. Future Business Services Management

Kacie Flynn addressed the sustainability of SPF’s portfolio growth. The business services arrangement that we have today was not created to be a permanent solution. SPF was in a very different position 13 years ago, and didn’t have the volume of grant activity to be able to stand up our own Accounting, HR, Payroll, services to the level that was needed. We entered into that partnership knowing that it was mutually beneficial; SPF needed the infrastructure support and the campus was in a better position to provide it at that time. The research foundation has since outgrown that model which should be viewed as a positive sign all around.

Succession planning is already in motion with support of leadership and those divisional leads providing current services. The current contract expires June 30, 2023 and after that SPF will be switching to direct reimbursements. This new model will cut out the middle layer that exists between SPF and their service providers, which will allow them to ‘right-size’ their staffing levels. SPF will be able to address their capacity needs more quickly and be responsive to growth. Discussion ensued.

The formal budget proposal will be reviewed with the Finance Committee at their April meeting prior to being presented to the full Board in May.

XI. Other


XII. Adjournment at 9:44 a.m.

Respectfully Submitted,

DocuSigned by:

 3C5FBCB4085640B...

Jenn Capps, President

DocuSigned by:

 08700C4F497B4C3...

Amber Gaffney, Vice President