

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

May 9, 2017

8:30-10:00a.m.

Corbett Conference Room, SH 222

MEMBERS PRESENT: Lisa Rossbacher
Alex Enyedi
Peg Blake
Jason Ramos
Steve Karp
Richard Boone
Ronnie Swartz
Alison O'Dowd
Craig Wruck
Rick Brown
Chris Dugaw
Amy Spowles
C.D. Hoyle
Ivy Widick

MEMBERS ABSENT: Renee Byrd
Sue Ringwald
Steven Shoemaker

OTHERS PRESENT: Kacie Flynn, HSU SPF
Andrea Barrera, HSU SPF
Denise Bettendorf, Accounting
Sally Hang, Graduate Student, Psychology

I. Call to Order

Lisa Rossbacher called the meeting to order at 8:31 a.m.

II. Research Presentation: Sally Hang, Graduate Student

Psychology graduate student Sally Hang presented her research. Her thesis is called *Window into the Brain: BDNF Levels Over 30 Days*. High levels of BDNF (Brain-Derived Neurotrophic Factor) has been linked to cognition and memory. Much of the preexisting research on BDNF is done on animals (few on humans), and the span of the research typically lasts no more than a few days. Sally's research is measuring these levels through human capillary blood over the course of 30 days. If this method proves to be reliable then this would allow more research to be done on BDNF through a less invasive manner. Sally thanked the Office of Research, Sponsored Programs Foundation, and Rhea Williamson, for helping support this research project.

III. Time Certain 8:45- 9:00 am: Open Forum for the Campus Community

There were no guest speakers present.

IV. Proposed Meeting Dates for Fiscal Year 2017-2018

Our Board meetings will continue to be held Tuesday/Thursday mornings in an effort to avoid peak hours in the course blocks and to accommodate as many teaching schedules as we can.

September 26, 2017

December 14, 2017 **finals week*

March 6, 2018

May 8, 2018 **finals week*

Action Item: Ronnie Swartz m/s Amy Sprowles “Motion to approve the new meeting schedule for the 17/18 fiscal year.” 13 ayes. 1 abstention. Motion carried.

V. Review and Approval of Minutes of March 7, 2017 Board Meeting

Action Item: Christopher Dugaw m/s Alison O’Dowd “Motion to approve the meeting minutes of March 7, 2017.” 11 ayes. 3 abstentions. Motion carried.

VI. Finance Committee Report

Amy Sprowles gave a brief recap of their last meeting. For the first nine months, the effective IDC rate was 9.6%. Invoiced and unbilled Accounts Receivables (AR) totaled \$5.7 million. At the end of the 3rd Quarter, there were 364 active projects with a total award portfolio of \$66 million. Steve Karp presented Pre-Award metrics with year to date comparative data on routed proposals and new awards. In the first three quarters, the foundation submitted 203 proposals requesting \$48.3 million in funding. In that same time, SPF received 134 new awards totaling \$21.5 million. The Effective IDC on new awards is healthy at 13.81%.

Steve Karp presented the proposed budget for general operating revenue and expenses. The proposed operating revenue for FY 17/18 is \$2,156,675. The proposed operating budget for FY 17/18 is \$1,439,824. The Finance Committee reviewed and recommended the proposed Fiscal Year 2017/2018 General Operations Budget to the Board of Directors for approval.

The Finance committee discussed the presentations from the two outside vendors that SPF were reviewing to manage the 403 (b) retirement plan. The committee recommended authorizing SPF Management to contract with NFP to manage our 403(b) retirement plan.

Action Item: Peg Blake m/s C.D. Hoyle “Motion to authorize SPF Management to contract with NFP to manage our 403(b) retirement plan, as recommended by the Finance Committee.” 12 ayes, 2 abstentions. Motion carried.

Action Item: Christopher Dugaw m/s Alexander Enyedi “Motion to accept the Finance Committee report.” Motion carried unanimously.

VII. Sponsored Programs Foundation FY 17/18 Proposed Budget

The budget is being presented after having been reviewed and recommended by the Finance Committee. Steve Karp spoke to a few of the highlights.

Chris Dugaw had a question regarding the 'Reserve Policy Set-Aside.' Steve Karp explained we previously met our \$4 million goal, and will not need to budget for this expense in the FY 17/18. Alison O'Dowd asked for clarification on the purpose of the, "President Special Projects" listed under University Use Funds. President Rossbacher explained this is discretionary money allocated to fund ad hoc research related needs such as paying for grant writers on large campus wide proposals.

Steve Karp explained that the FY 17/18 budget reflects a 13% increase of \$77K from the prior year. Ronnie Swartz asks for clarification on how the \$164 thousand cost reduction is determined. Steve explained that CSU policy allows campuses to recoup expenses from auxiliaries or determine an acceptable 'exchange of value' in lieu of cash payments. Last year SPF managed \$4 million in campus programs with no recovered costs. The campus gives a 20% 'exchange of value' credit of \$164 thousand that reduces our fees in return for those \$4 million campus services we provide.

Action Item: Alexander Enyedi m/s C.D. Hoyle "Motion to approve the Fiscal Year 2017-2018 General Operating Budget as recommended by the Finance Committee." Motion carried unanimously.

VIII. Equipment Transfer to HSU for the Quarter Ended March 31, 2017

Steve reviewed the items as outlined in Attachments D and gave a brief recap of the process for transferring equipment purchased on HSU SPF grants and contracts.

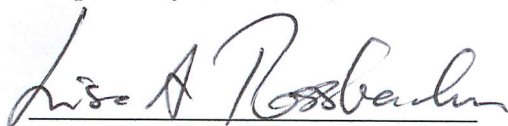
Action Item: Amy Sprowles m/s C.D. Hoyle "Motion to approve the transfer of ownership of equipment on the attached list from the Sponsored Programs Foundation to Humboldt State University effective March 31, 2017." Motion carried unanimously.

IX. Other

President Rossbacher formally thanked Sue Ringwald (Community Director), Rick Brown (Faculty), and Peg Blake (Ex-Officio Director) for their years of service to the Board of Directors. Sue and Rick's terms will be ending in September, while Peg is retiring in August. We have one new faculty director elected to the Board who will be starting in September: Peter Alstone from Environmental Resources Engineering.

X. Adjournment at 9:19 A.M.

Respectfully Submitted,



Lisa Rossbacher, President



Chris Dugaw, Secretary