

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
ANNUAL MEETING OF THE BOARD OF DIRECTORS

MINUTES

September 25, 2018

8:30-9:00a.m.

Corbett Conference Room, SH 222

MEMBERS PRESENT: Lisa Rossbacher
Alex Enyedi
Wayne Brumfield
Jason Ramos
Ronnie Swartz
Alison O'Dowd
Amy Sprowles
Peter Alstone
Brian Mistler
Carly Marino
Dale Oliver
Chih-Wei Hsu
Claudia Sifuentes

MEMBERS ABSENT: Renee Byrd
C.D. Hoyle
Craig Wruck

OTHERS PRESENT: Kacie Flynn, HSU SPF
Andrea Barrera, HSU SPF
Nalee Yang, HSU SPF
Erika Wright, HSU SPF
Pia Gabriel, HSU SPF
Leslie Rodelandier, HSU SPF
Denise Bettendorf, Accounting
Douglas Edgmon, Accounting
Jasper Oshun, Geology

I. Call to Order

President Rossbacher called the meeting to order at 8:30 a.m.

II. Seating of New Board Members

- President Rossbacher welcomed six new Board members:
 - Carly Marino (Library Special Collections)
 - Harold Zald (Forestry & Wildland Resources)
 - Dale Oliver (Interim Dean of CNRS)
 - Brian Mistler (Director Student Health & Wellbeing Services)

- Claudia Sifuentes (Undergraduate Student Director)
- Chih-Wei Hsu (Graduate Student Director)

Action Item: Ronnie Swartz m/s Alison O’Dowd “Motion to formally seat those six named to the Board.” Motion carried unanimously.

III. Nomination and Approval of 2018-2019 Vice President of the Board

Action Item: Peter Alstone m/s Jason Ramos “Motion to approve Ronnie Swartz as the 2018-2019 Vice President of the Board.” Motion carried unanimously.

IV. Nomination and Approval of 2018-2019 Secretary of the Board of Directors

Action Item: Ronnie Swartz m/s Harold Zald “Motion to approve Alison O’Dowd as the 2018-2019 Secretary of the Board.” Motion carried unanimously.

V. Nomination and Approval of 2018-2019 Treasurer of the Board of Directors

Action Item: Alison O’Dowd m/s Peter Alstone “Motion to approve Carly Marino as the 2018-2019 Treasurer of the Board.” Motion carried unanimously.

VI. Nomination and Approval of 2018-2019 Committee Membership & Chairs

Action Item: Carly Marino m/s Jason Ramos “Motion to approve the slate of the 2018-2019 Committee Membership & Committee Chairs as outlined in Attachment A.” Motion carried unanimously.

VII. Annual Managerial Report

Kacie Flynn presented the managerial report as outlined in Attachment B. One major change in management last year was the departure of Steve Karp, who took a position as AVP of Research at Sonoma State University. Kacie took over as the Interim Executive Director effective July 1st and will remain as such until a university wide search can be conducted.

Sponsored Programs Foundation (SPF) had a total of 1064 unique employees working on grants and contracts which is an increase of 125 employees from the prior year. Of the 1064 employees, 342 were students who benefited from the learning experience of working on research projects as well as receiving \$844K in wages and \$2.3 million in grants scholarships and stipends.

For fiscal year 2017/18 grant and contract, revenue was \$25.1 million. This is an increase of \$1.8 million from prior year. This is an all-time high revenue level for SPF. The cash reserve policy calls for SPF to build up an operating checking account of \$4 million in order to pay for expenses on grants and contracts prior to being reimbursed from the funders. Sponsored Programs maintained the operating fund at \$4 million throughout the fiscal year. SPF ended the year with a positive net balance of \$1.2 million after covering all required expenses. This amount will be considered by the Board of Directors later today for distribution in accordance with the IDC distribution policy.

President Rossbacher asked how our research activity compares to other CSU campuses. Kacie explained that when compared to our six peer CSU's campuses, who have enrollment between 6 - 12 thousand students, HSU has been at the top of the list in each of the metrics for the past few years (e.g. number of proposals, number of awards, etc.). SPF is waiting for the FY 17/18 comparative data.

Alison O'Dowd asked if SPF plans on hiring additional staff to fit their growth. Kacie explained that is an ongoing conversation. It will be reviewed again when the budget for FY 19/20 is being drafted. In order for SPF to grow successfully, they'll need the additional support from other departments such as Accounting, Accounts Payable and Payroll.

VIII. Annual Board of Directors Report

President Rossbacher presented the Board of Director's report as outlined in Attachment C. SPF accomplished multiple goals in 2017-2018 to support and advance research, scholarship, and creative activity. The Incentives Committee recommended funding nine faculty members for \$25,339 in assigned time and travel plus \$20,000 in summer salary, totaling \$45,339. Recipients of these awards used their assigned time to develop proposals for submission to external funding agencies or organizations to further HSU's strategic goals and objectives.

The FY 2017-18 operating budget was approved at \$2,156,675. Significant changes from the 2016-17 budget included a 13% increase to Contract Services (HSU) for campus services, as well as an addition of a \$10,000 contract fee for NFP, the new fiduciary of our 403(b) retirement plan. The Sponsored Programs Foundation continues to follow its five-year business plan and budget plan for 2015-2020.

Harold Zald asked if the \$45,339 included all of the funds allocated for Incentives Awards in 2017-18 and if not, do unused funds roll over to the next year. Kacie explained that \$40,000 is allocated for incentives awards each year, the additional \$5,339 was from rollover from the previous year.

IX. Annual Financial Report and Auditor's Report

The Financial & Auditor's Report as outlined in Attachment D was reviewed and accepted by the Audit Committee a few weeks ago, per the bylaws. It was subsequently forwarded to the Chancellor's Office by the September deadline and is being included today as informational only; no action need be taken. Ronnie Swartz will recap the details in the Audit Committee Report during the business meeting that follows.

X. Adjournment at 8:56 A.M.

Respectfully Submitted,



Lisa Rossbacher, President



Alison O'Dowd, Secretary