

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

Board of Directors  
September 23, 2023  
8:45-10:00 a.m.  
Nelson Hall East, Room 106  
&  
Zoom Meeting ID: 994 8018 9845

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

MEMBERS ABSENT: C.D. Hoyle  
Frank Whitlatch  
Jake Vargas  
Jenn Capps  
Tom Jackson

OTHERS PRESENT: Kacie Flynn, SPF  
Binta Wright, SPF  
Sam Caudill, SPF  
Kelly Dickey, Accounting  
Tom Heuer, NFP  
Pam Bowers, Social Work  
Debbie Gonzalez, Social Work

**I. Call to Order**

Amber Gaffney called the meeting to order at 8:58 a.m.

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

There were no guest speakers present.

**III. Research Presentation: Dr. Pam Bowers and Dr. Debbie Gonzalez, Social Work**

Pam Bowers and Debbie Gonzalez presented highlights from their project “Expanding Education around Compliance, Sovereignty, and Family Preservation Rights with ICWA: A Rural Virtual

Simulation.” Local tribal leadership expressed that they would like to see improved education for social work students around the Indian Child Welfare Act (ICWA). ICWA has been a law since the 1940s, but there are persistent non-compliance issues throughout the state. Drs Bowers and Gonzalez have developed an intentional, interactive, and multimodal curriculum, in collaboration with the local tribes, to ensure that social work students are prepared to be in compliance in the field. Drs Bowers and Gonzalez will be attending a conference to present their work this upcoming spring and will begin qualitative analysis around the efficacy of this new curriculum.

#### **IV. Review and Approval of Minutes of May 9, 2023 Board Meeting**

**Action Item:** Shawan Young m/s Alice Zhang “Motion to approve the Minutes of the May 9, 2023 Board Meeting.” Motion carried unanimously.

#### **V. Audit Committee Reports**

Kacie Flynn gave a brief recap of the meeting that took place in September, as outlined in Attachment F, as well as the results of the Audit report. Moss Adams reported a “clean opinion” on the financial statements, stating there are no issues to be brought forward. With regards to the Internal Control & Compliance audit, there were no instances of noncompliance or other matters noted at the financial level. This is the final year of the foundation’s five-year contract with Moss Adams. The foundation will be going out to bid for a new auditor this year and Moss Adams will be invited to be a part of that process.

**Action Item:** Kevin Fingerman m/s James Woglom “Motion to accept the Audit Committee Report.” Motion carried unanimously.

#### **VI. Executive Committee Report**

Minutes from the Executive Committee meeting that took place in September are outlined in Attachment G. The Executive Committee met to nominate officers and committee vacancies, as approved in the Annual Meeting of the Board of Directors.

**Action Item:** Alice Zhang m/s Kevin Fingerman “Motion to accept the Executive Committee Report.” Motion carried unanimously.

#### **VII. Finance Committee Report**

Kacie Flynn gave a brief recap of their meeting that took place in September as outlined in Attachment H. Accounting presented the 4<sup>th</sup> Quarter Financial Report ending June 30, 2023. For the year-end, the effective IDC rate was 9.5% which is a 0.6-point increase from the prior year. At the end of the 4th Quarter, there were 690 active projects with a total award portfolio of \$165 million. Comparatively, at this point in FY 21/22 there were 632 active projects with a total award portfolio of \$116 million.

Through the end of fiscal year 2022-23, SPF submitted 339 proposals requesting \$134.3 million in funding. In that same time, SPF received 237 new awards totaling \$67.6 million. The committee discussed the current Indirect Cost Revenue Distribution policy and voted in favor of distribution. They collectively decided to revisit the reserve policy in depth at the upcoming

quarterly meeting. After first setting aside 20% of the available balance towards the reserve, there is \$850K remaining for consideration today.

**Action Item:** Shawna Young m/s Jim Woglom “Motion to accept the Finance Committee Report.” Motion carried unanimously.

**VIII. Tom Heuer, Senior Retirement Advisor, NFP**

Tom Heuer, Fiduciary Advisor from NFP provided a brief description of the ‘fee benchmarking’ process. It has been almost three years since SPF last went out to bid for retirement providers and NFP is about to undergo the process on the foundation’s behalf once again. The process will allow NFP to compare bids against current market rate data, and negotiate for the best rates possible.

**IX. Proposal for Indirect Cost Revenue Distribution**

Kacie Flynn reviewed the proposed distribution of \$850,304 Indirect Cost Revenue in accordance with the Board approved policy. This is included in Attachment I. The Finance Committee has unanimously recommended distributing the full amount back to the campus community. Discussion ensued.

**Action Item:** Shawna Young m/s James Woglom “Motion to distribute indirect revenue in following with the approved board policy as recommended by the Finance Committee.” Motion carried unanimously.

**X. Equipment Transfer to Cal Poly Humboldt for the Quarter Ended June 30, 2023**

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

**Action Item:** Alice Zhang m/s Kevin Fingerma “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 June 30, 2023.” Motion carried unanimously.

**XI. SPF Quick Facts Sheet 2022-2023**

By the board’s request, SPF management maintains a 1-page document that provides all major highlights and metrics for easy reference. It serves as a quick overview so that board members can easily access high level data related to SPF. The most up-to-date version is always publicly available on the SPF website.

**XII. Old Business: Research and Creative Projects for Equity and Justice**

This initiative supports research and scholarship that benefits historically marginalized communities served by Cal Poly Humboldt, with a focus on black, indigenous, and other people of color (BIPOC). At the last meeting, the Board requested the total value of all proposals received compared to the amount funded. Pilot Year received 11 proposals (\$301,273), funded 4 (\$85,501). Second Year received 7 proposals (\$178,291), funded 3 (\$65,000). The Board also requested to review the AY 22/23 proposals as well as the AY 21/22 award outcome reports

*SPF Board of Directors Business Meeting  
September 26, 2023  
Page 4*

before deciding to base fund this program as an established 'University Use Fund.' Those were shared with all board members on 9/25/23 via Google Drive. Discussion ensued.

**Action Item:** Shawna Young m/s Amanda Hahn "Motion to amend the University Use Funds line item of the foundation's annual budget to include \$40,000 allocated toward the Research and Creative Projects for Equity and Justice." 8 ayes, 1 nay. Motion carries.

**XIII. Other**

Kevin Fingerman requested to discuss the ongoing review of graduate programs. He will follow up via email with SPF management to include this topic formally on the December board meeting agenda.


**XIV. Adjournment at 10:04 a.m.**

Respectfully Submitted,

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Amber Gaffney, Vice President

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Shawna Young, Secretary