

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

MINUTES

Board of Directors
September 27, 2022
8:30-8:45 a.m.
ZOOM Meeting ID: 994 8018 9845

MEMBERS PRESENT: Jenn Capps
Jeff Kane
C.D. Hoyle
James Woglom
Kerry Byrne
Kevin Fingerman
Jason Ramos
Alice Zhang

MEMBERS ABSENT: Tom Jackson
Katia Karadjova
Shawna Young
Amber Gaffney
Frank Whitlatch

OTHERS PRESENT: Kacie Flynn, SPF
Binta Wright, SPF
Sam Caudill, SPF
Erika Wright, SPF
Sarah Long, Accounting
Amber Blakeslee, Budget & Finance
Sherie Cornish Gordon, Administrative Affairs

I. Call to Order

Jenn Capps called the meeting to order at 8:35 a.m.

II. Seating of New Board Members

Jenn Capps welcomed four new Board members: Kerry Byrne (Faculty, Environmental Science & Management), Kevin Fingerman (Faculty, Environmental Science & Management), Alice Zhang (Graduate Student) and Jake Vargas (Graduate Student).

Action Item: Jim Woglom m/s C.D. Hoyle “Motion to formally seat those named to the Board.”
6 Ayes, 2 Abstention. Motion carried.

III. Nomination and Approval of 2022-2023 Vice President of the Board

Action Item: Jeff Kane m/s Kevin Fingerman “Motion to approve Amber Gaffney as the 2022-2023 Vice President of the Board.” Motion carried unanimously.

IV. Nomination and Approval of 2022-2023 Secretary of the Board of Directors

Action Item: Jim Woglom m/s C.D. Hoyle “Motion to approve Shawna Young as the 2022-2023 Secretary of the Board.” Motion carried unanimously.

V. Nomination and Approval of 2022-2023 Treasurer of the Board of Directors

Action Item: Jeff Kane m/s Jason Ramos “Motion to approve C.D. Hoyle as the 2022-2023 Treasurer of the Board.” 6 Ayes, 2 Abstention Motion carried.

VI. Nomination and Approval of 2022-2023 Committee Membership & Chairs

Action Item: Jim Woglom m/s Jeff Kane “Motion to approve the slate of the 2022-2023 Committee Membership & Committee Chairs as outlined in Attachment A.” Motion carried unanimously.

VII. Annual Managerial Report

Kacie Flynn presented the Annual Managerial Report as outlined in Attachment B. No management changes occurred in 2021-2022. An additional Post-Award Grant Analyst was added, along with one new specialized support position; Human Resources Coordinator. In total, there will be twelve full time university employees, ten full time auxiliary employees, and two part time student assistants.

Sponsored Programs is currently piloting a 50/50 split funded position with Information Technology Services (ITS) to provide additional support to external programs with ‘above baseline’ needs. This position is funded through the Office of Research’s discretionary research trust and will be assessed for ongoing support at the end of the fiscal year.

Sponsored Programs Foundation had 766 unique employees on all grants and contracts. This is an increase of 30 employees from the previous year. Of these employees, 281 were students who benefited from both the learning experience of working on research projects as well as receiving \$1.0 million in direct pay and \$2.0 million in grant scholarships and stipends to help with their college expenses. The other 485 employees were faculty and staff who also benefited by being able to do research in their specialized field while receiving additional pay in the amount of \$10.8 million.

Sponsored Programs Foundation had 632 active grant projects at the end of the year with an award value of \$116 million. There are 158 principal investigators at Cal Poly Humboldt managing these projects.

Action Item: C.D. Hoyle m/s Kevin Fingerman “Motion to accept the Annual Managerial Report.” Motion carried unanimously.

VIII. Annual Board of Directors Report

Jenn Capps presented the Annual Board of Directors Report as outlined in Attachment C.

The Incentives Committee funded 6 faculty members a total of \$12,114 in assigned time and \$16,000 in summer salary for a total Incentives Award of \$28,114.

The Sponsored Programs Foundation total operating revenue for Fiscal Year 2021-22 was approved at \$2,672,000, and the total operating expenditures for Fiscal Year 2021-22 were approved at \$2,139,210. The planned operating revenue for Fiscal Year 2022-23 is \$2,925,900, and the proposed operating budget is \$2,661,432.

The Board allocated \$974,122 from Indirect Costs recovered during 2020-21 to the campus in support of research.

The Sponsored Programs Foundation continues to work with campus leadership on the implementation of the 2020-2025 strategic plan to ensure alignment of research & creative activities with the University's new strategic vision as a Polytechnic university.

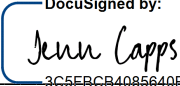
Action Item: Jeff Kane m/s C.D. Hoyle "Motion to accept the Annual Board of Director's Report." Motion carried unanimously.

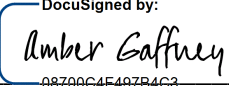
IX. Annual Financial Report and Auditor's Report

The Financial & Auditor's Report 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 earlier September deadline and is being included today as informational only; no action need be taken. Sarah Long will recap the results in the Audit Committee Report during the business meeting that follows.

X. Adjournment at 8:50 a.m.

Respectfully Submitted,

DocuSigned by:

3C5FBCB4085640B...
Jenn Capps, President

DocuSigned by:

08700C4F487B4C3...
Amber Gaffney, Vice President