

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

Board of Directors  
September 27, 2022  
8:45-10:00 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  
Amber Gaffney

**MEMBERS ABSENT:** Tom Jackson  
Katia Karadjova  
Shawna Young  
Frank Whitlatch

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

**I. Call to Order**

Jenn Capps called the meeting to order at 8:50 a.m.

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

There were no guest speakers present.

**III. Time Certain 9:00am: Research Presentation: Dr. Laurie Richmond, Environmental Science & Management**

Dr. Laurie Richmond spoke about a recent research partnership with Cal Poly Humboldt and the Wiyot Tribe. This effort, named *Reclaiming Mouralherwaqh: Wiyot Tribe Acquires Coastal Property for Cultural and Water Quality Protection*, was largely funded by the California Ocean

Protection Council with the aim of supporting innovation and sustainability as well as the main focus of restorative justice. The partnership resulted in a newly acquired parcel of land that is once again part of the Wiyot ancestral territory. With this project, the Cal Poly Humboldt Sea Level Rise Institute will study tectonic properties of the surrounding area. The goal of the study is to analyze the consequences and potential solutions of rising sea levels. The institute emphasizes the importance of collaboration with local tribes and strengthening community. Laurie thanked SPF for their financial support with the appraisal during the land acquisition process.

**IV. Review and Approval of Minutes of May 10, 2022 Board Meeting**

**Action Item:** C.D. Hoyle m/s Kevin Fingerman “Motion to approve the Minutes of the May 10, 2022 Board Meeting.” Motion carried unanimously.

**V. Audit Committee Reports**

Sarah Long 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.

**Action Item:** Jim Woglom m/s C.D. Hoyle “Motion to accept the Audit Committee Report.” 9 Ayes, 1 Abstention Motion carried.

**VI. Executive Committee Report**

Jenn Capps gave a brief recap of the meeting that took place in September, as 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:** Kerry Byrne m/s Jim Woglom “Motion to accept the Executive Committee Report.” Motion carried unanimously.

**VII. Finance Committee Report**

Jeff Kane 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, 2022. For the year-end, the effective IDC rate was 9.7% which is a 0.1-point decrease from the prior year. Invoiced and unbilled Accounts Receivables (AR) of the Research Foundation totaled \$14.4 million, which was a \$943K increase from the prior year. The aging in report in particular has shown improvement since last fiscal year as collection efforts on the 91-120, 121-150, and Over 151 Days invoices have been made a higher priority. At the end of the 4th Quarter, there were 632 active projects with a total award portfolio of \$116 million. Comparatively, at this point in FY 20/21 there were 630 active projects with a total award portfolio of \$112 million.

Through the end of fiscal year 2021-22, SPF submitted 304 proposals requesting \$131.7 million in funding. In that same time, SPF received 205 new awards totaling \$61.3 million. This is a

record high and double the volume we've seen in preceding years. The committee reviewed the current Indirect Cost Revenue Distribution policy and voted in favor of distribution. After first setting aside 20% of the available balance towards the reserve, there is \$683,031 remaining for consideration today.

**Action Item:** Kevin Fingerman m/s C.D. Hoyle "Motion to accept the Finance Committee Report." Motion carried unanimously.

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

Kacie Flynn reviewed the current policy and presented the proposed distribution of the \$683,031 Indirect Cost Revenue in following 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.

**Action Item:** C.D. Hoyle m/s Jeff Kane "Motion to distribute indirect revenue in following with the approved board policy as recommended by the Finance Committee." Motion carried unanimously.

**IX. Cal OES 130 Authorized Agent Resolution**

Kacie Flynn explained that the 'Authorized Agent Resolution' for Non-State Agencies is a requirement of all applicants to be eligible to receive funding. The current award held through KHSU cannot draw down funds without this approved board resolution.

**Action Item:** Jim Woglom m/s C.D. Hoyle "Motion to approve the Cal OES Authorized Agent Resolution as presented to the board." 9 Ayes, 1 Abstention Motion carried.

**X. Official Name Change to Cal Poly Humboldt Sponsored Programs Foundation**

Kacie Flynn addressed the plan to begin the legal name change of Humboldt State University Sponsored Programs Foundation (HSU SPF) to Cal Poly Humboldt Sponsored Programs Foundation (Cal Poly SPF). The first step is for the board to make a motion in favor of adopting the new proposed name. If approved, Sarah Long will file the paperwork with the California Secretary of State. The official name change from the state will be the preamble to changing our name with funders. It will take anywhere from 2-3 years to update our name with all funding agencies due to the volume and variety of funders that SPF is in business with.

**Action Item:** C.D. Hoyle m/s Jeff Kane "Motion to change the name of the auxiliary from the Humboldt State University Sponsored Programs Foundation to the Cal Poly Humboldt Sponsored Programs Foundation." Motion carried unanimously.

**XI. Business Management Services Agreement (BMSA) Update**

Sherie Cornish Gordon was invited to provide an update on the state of SPF's Business Management Services Agreement, and in particular progress with Accounts Payable. Sherie took time to acknowledge the challenges that Business Services have experienced and how those challenges have not only affected SPF but the campus as a whole. She was candid about the pain points and expressed that they are working to bridge support for all departments and business

partners that they provide services for on campus. She explained how they plan to perform a “reset” in regard to cost allocation and process improvement, working to resolve the challenges as expeditiously as possible. Some immediate steps taken to ease workload burdens include leveraging employees internally from other departments on campus, as well as utilizing remote staff from other CSUs. They are currently advocating for technical leads in Accounts Payable as well as additional transactional staff. Discussion ensued.

**XII. Meeting Modality: Zoom, In-Person, or Hybrid for AY 22-23**

Kacie Flynn addressed the question of future meeting preferences and challenges regarding Zoom, in-person, or hybrid with conflicting meetings and travel schedules in mind. Most did not support meetings being *exclusively* in-person. Zoom is considered very accessible but the desire to meet in-person also exists. The board agreed that hybrid meetings would be the most viable option moving forward starting with the December 13, 2022 meeting.

**XIII. Sponsored Programs Foundation’s 70<sup>th</sup> Anniversary**

Previous milestone years have passed us by without recognition. With SPF at such a high point, it felt appropriate to gather and acknowledge how far the foundation has come in the past 70 years. Kacie Flynn extended an invitation to all board members to join the celebration scheduled for September 29, 2022 at Septentrio Winery in Arcata.

**XIV. SPF Quick Facts Sheet 2021-2022**

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.

**XV. Other**


Kevin Fingerman posed a question about the earned IDC revenue and how it relates to the total grants & contracts managed. Kacie clarified that last year SPF spent \$33.3 million in grant funding resulting in \$3 million in earned revenue. She explained the differences in revenue based on an individual project’s allowable IDC Rate. Discussion ensued.

Jenn Capps requested SPF Management revisit the topic of proxy voting eligibility and quorum restrictions to confirm what flexibility, if any, the board may have to make changes in the future. Kacie will bring back an update to their next meeting.

**XVI. Adjournment at 9:56 a.m.**

Respectfully Submitted,

DocuSigned by:  
  
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Jenn Capps, President

DocuSigned by:  
  
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Amber Gaffney, Vice President