

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
FINANCE COMMITTEE MEETING

**MINUTES**

April 30, 2018  
9:00-10:00 a.m.  
SBS 405

**MEMBERS PRESENT:** Amy Sprowles  
C.D. Hoyle  
Lisa A. Rossbacher  
Alex Enyedi

**MEMBERS ABSENT:** Chris Dugaw  
Jason Ramos

**OTHERS PRESENT:** Kacie Flynn, SPF  
Steve Karp, SPF  
Andrea Barrera, SPF  
Leslie Rodelandier, SPF  
Denise Bettendorf, Accounting  
Sylvia Shively, Accounting  
Douglas Edgmon, Accounting

**I. Call to Order**

Amy Sprowles called the meeting to order at 9:07 a.m.

**II. Review 2nd Quarter Financial Statements**

(Attachment A)

Denise Bettendorf of Financial Services presented the 3<sup>rd</sup> Quarter Financial Report ending March 31, 2018. For the first nine months, the effective IDC rate was 11.9%, which is a 1.3-point increase from the prior year. Thus far, SPF has earned 88% of their total budgeted operating revenue. If this trend continues, it would put the foundation on track to meet or exceed the budgeted revenue goals for the year.

Invoiced and unbilled Accounts Receivables (AR) of the Research Foundation totaled \$6.8 million, which was a \$1.1 million increase from the prior year. At the end of the 3<sup>rd</sup> Quarter, there were 462 active projects with a total award portfolio of \$82 million. Comparatively, at this point in FY 16/17 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 nine months, the foundation submitted 198

proposals requesting \$39.7 million in funding. Of those proposals, 108 (55%) were \$25K or greater. In that same time, SPF received 128 new awards totaling \$18.4 million. Of those new awards, 65 (51%) were \$25K or greater (Strategic Plan Objective 4.3 – Increase Grants over \$25,000 by 30%).

Steve noted the proposal pipeline is \$71 million strong, citing over the course of the next fiscal year there are: 179 "Pre-Routing Proposals" in the que totaling \$38.3 million in potential submissions, 12 "Routings approved but not yet submitted" in the amount of \$3.6 million, and 109 "Proposals submitted still waiting on notification" totaling \$29.1 million requested.

### **III. Review Sponsored Programs Foundation FY 18/19**

Steve Karp presented the proposed budget for general operating revenue and expenses. The total operating revenue for FY 17/18 was approved at \$2,156,675. The proposed operating revenue for FY 18/19 is \$2,400,115. The total operating expenditures for FY 17/18 was approved at \$1,439,824. The operating budget for FY 18/19 was proposed with two options: Option A with expenditures at \$1,558,566 and Option B with expenditures at \$1,658,566.

The University's budget for the Office of Research, Economic, & Community Development includes campus IRB, Centers & Institutes, Compliance and Pre-Award. HSU proposed \$100K be cut from University support this year, which would shift that expense to the Auxiliary Budget as outlined in Option B. This revised model would split funding for the 'SPF Executive Director' position 50/50 between the University Operating Fund and the Auxiliary Budget. The rationale being that this position spends half their time managing Post-Award, and the other half managing Pre-Award.

Steve highlighted other major changes from the prior year budget including the \$46 K increase to 'Contract Services (HSU)' for campus services, as well as the \$39K addition for Contract Services (Outside HSU). This includes SPF's new contract with KRONOS, an electronic time keeping system. Amy Sprowles asked if automating our time keeping would increase efficiency for Business Services, and if so, could this mean a decrease in our fees paid for campus services? Steve Karp explained that yes, it would increase efficiency for multiple stakeholders. SPF will wait until the system is fully implemented prior to determining what effect it should have on our campus fees. Discussion ensued on the viability of both options presented. The committee agreed to recommend Option B to the Board.

**Action Item:** C.D. Hoyle m/s Alex Enyedi "Motion to recommend the proposed Option B Fiscal Year 2018/2019 General Operations Budget to the Board of Directors for approval." Motion carried unanimously.

**IV. Quick Facts for Board Members**

Per the Committee's request, Steve Karp drafted a one-page handout that outlines key speaking points that Board Members can reference or distribute when discussing the role SPF plays in aiding with the current budget crisis. Steve Karp reviewed the draft handout with the committee.

President Rossbacher recommended adding a date to the handout. She envisions this to be a document SPF could update annually to provide to Board Members and post to the website. Alex Enyedi recommended clarifying the headcount of "Faculty/Staff Employees" by elaborating on the amount of Full/Part Time auxiliary employees and HSU Faculty.

**V. Other**

**VI. Adjournment**

The meeting adjourned at 10:00 a.m.

Respectfully Submitted,

  
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Amy Spowles