

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS ANNUAL MEETING

MINUTES

September 29, 2016

8:30-10:00a.m.

Corbett Conference Room, SH 222

MEMBERS PRESENT: Lisa Rossbacher
Sue Ringwald
Rick Brown
Amy Sprowles
Jason Ramos
Craig Wruck
Steve Karp
Richard Boone
Ronnie Swartz
Alison O'Dowd

MEMBERS ABSENT: Peg Blake
Alex Enyedi
C.D. Hoyle
Chris Dugaw
Renee Byrd

OTHERS PRESENT: Kacie Flynn, SPF
Denise Bettendorf, Accounting
Chrissie Anderson, Accounting
Joyce Lopes, Administration & Finance
Paul Brisso, Attorney
Steven Shoemaker, HSU Student
Ivy Widick, HSU Student

I. Call to Order

Lisa Rossbacher called the meeting to order at 8:31 a.m. Introductions were made by all in attendance.

II. Seating of New Board Member

President Rossbacher welcomed new board members Richard Boone – Ex-Officio Dean Director (CNRS), Alison O'Dowd – Faculty Director (Environmental Science & Mgmt.) and Renee Byrd – Faculty Director (Sociology). Renee is on leave until spring, so she won't be joining us until the March 7th meeting.

Action Item: Sue Ringwald m/s Ronnie Swartz. "Motion to formally seat Richard Boone, Alison O'Dowd, & Renee Byrd to the Board." Motion carried unanimously.

III. Nomination and Approval of 2016-2017 Vice President of the Board

Action Item: Rick Brown m/s Amy Sprowles. “Motion to approve Ronnie Swartz as the 2016-2017 Vice President of the Board.” Motion carried unanimously.

IV. Nomination and Approval of 2016-2017 Secretary of the Board of Directors

Action Item: Jason Ramos m/s Sue Ringwald. “Motion to approve Chris Dugaw as the 2016-2017 Secretary of the Board.” Motion carried unanimously.

V. Nomination and Approval of 2016-2017 Treasurer of the Board of Directors

Action Item: Sue Ringwald m/s Amy Sprowles. “Motion to approve Rick Brown as the 2016-2017 Treasurer of the Board.” 1 abstention, 9 ayes; Motion carried.

VI. Nomination, Discussion and Approval of 2016-2017 Committee Membership & Chairs

Action Item: Steve Karp m/s Sue Ringwald. “Motion to approve the slate of the 2016-2017 Committee Membership & Committee Chairs as outlined in Attachment A.” Motion carried unanimously.

VII. Annual Managerial Report

Steve Karp presented the Annual Managerial Report to the board (Attachment B). Sponsored Programs Foundation had a total of 878 unique employees on all grants and contracts in the 2015-2016 fiscal year. Of the 878 employees, 327 of these were students who benefited from both the learning experience of working on research projects as well as receiving \$885 thousand in direct pay and \$329 thousand in grant scholarships to help with their college expenses. The other 551 employees were faculty and staff who also benefited by being able to do research in their specialty field while receiving additional pay in the amount of \$7.4 million.

Sponsored Programs Foundation had 407 active grant projects at the end of the year with an award value of \$68.8 million. Of this amount, \$16.1 million is unspent backlog. There are 110 principal investigators at HSU managing these projects.

For the fiscal year, Sponsored Programs submitted 245 proposal funding requests in the amount of \$48.6 million to various funders with an effective indirect rate of 15%. A total of 166 awards were received in the amount of \$26.4 million with an effective indirect rate of 9%. Currently the foundation is waiting to hear outcomes on 83 proposals previously submitted totaling \$23 million in requested funding.

Action Item: Amy Sprowles m/s Rick Brown. “Motion to accept the Annual Managerial Report.” Motion carried unanimously

VIII. Annual Board of Directors Report

Lisa Rossbacher presented the Annual board of Director’s Report (Attachment C). The Incentives Committee recommended funding 10 faculty members for \$17,444 in assigned time and travel, plus an additional \$23,853 in summer salary. The total

Incentive Awards funding in 2015-2016 was \$41,297. Recipients of these awards use their assigned time or summer salary to develop full proposals to external funding agencies or organizations to further HSU's strategic goals and objectives.

The Sponsored Programs Foundation prepared a five-year business plan and budget plan for 2015-2020. This report includes alignment of SPF activities with the University's strategic plan and establishes a five-year planning horizon that will continue to be rolled forward each year into the future.

SPF's budget has now exceeded the \$4 million goal identified in the current reserve policy. This last year the board allocated \$403,083 from Recovered Indirect Costs to the campus in support of research. At today's meeting, we'll be reviewing available amounts for the 2016-2017 potential distribution of indirect revenue. President Rossbacher commended the foundation for its financial success this past year and for meeting the \$4 million reserve goal set forth by this board.

Action Item: Sue Ringwald m/s Jason Ramos. "Motion to accept the Annual Board of Directors Report." Motion carried unanimously

IX. Annual Financial Report and Auditor's Report

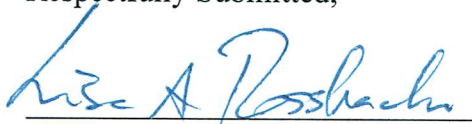
The Financial & Auditor's Report (Attachment D) was reviewed and accepted by the Audit Committee a few weeks ago, per the bylaws. It was subsequently forwarded to the Chancellor's Office by the September deadline and is being included today as informational only; no action need be taken. Joyce Lopes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

X. Other

Amy Spowles and Matt Johnson received notification yesterday that their proposal to the Hispanic-Serving Institutions STEM and Articulation Program was awarded by the U.S. Department of Education. The grant is aimed at increasing the number of Hispanic and/or low-income students attaining bachelor degrees in Science, Technology, Engineering, and Math (STEM) fields. Their project will focus on place-based learning communities and strengthened relationships with two year HSI institutions. This should result in an increase in the six-year graduation rate of Hispanic and low-income freshmen and should reduce gaps between student groups. The award will be for \$3.9 million over the next 5 years.

XI. Adjournment at 8:58 A.M.

Respectfully Submitted,



Lisa Rossbacher, President



Chris Dugaw, Secretary