

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

March 7, 2017

8:30-10:00a.m.

Corbett Conference Room, SH 222

MEMBERS PRESENT: Lisa Rossbacher
Sue Ringwald
Jason Ramos
Steve Karp
Richard Boone
Ronnie Swartz
Alison O'Dowd
Craig Wruck
Rick Brown
Chris Dugaw
Ivy Widick
Steven Shoemaker

MEMBERS ABSENT: Peg Blake
Alex Enyedi
Renee Byrd
Amy Sprowles
C.D. Hoyle

OTHERS PRESENT: Kacie Flynn, HSU SPF
Andrea Barrera, HSU SPF
Denise Bettendorf, Accounting
Chrissie Anderson, Accounting
Joyce Lopes, Administration & Finance
Amber Gaffney, Psychology

I. Call to Order

Lisa Rossbacher called the meeting to order at 8:33 a.m.

II. Review and Approval of Minutes of December 13, 2016 Board Meeting

Action Item: Chris Dugaw m/s Allison O'Dowd. "Motion to approve the minutes of December 13, 2016 Board Meeting." Motion carried unanimously.

III. Seat Students Vacancies on Open Committees

There are two vacancies on our standing committees designated for our Student Directors: Incentives Committee and Governance Committee.

Action Item: Allison O'Dowd m/s Chris Dugaw "Motion to formally seat Steven Shoemaker on the 2016-2017 Incentives Committee." Motion carried unanimously.

Action Item: Sue Ringwald m/s Rick Brown "Motion to formally seat Ivy Widick on the 2016-2017 Governance Committee." Motion carried unanimously.

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

There were no guest speakers present.

V. Incentives Committee Report

Steve Karp gave a brief recap of the meeting. The Incentives Committee met and considered the proposals faculty submitted to the HSU SPF Incentives Program for 2017/2018. They awarded 8 faculty members a total of \$12,866 in assigned time and \$24,000 in summer salary for a total Incentives Award of \$36,866 this academic year. Recipients of awards are to use their assigned time or summer salary to develop full proposals to external funding agencies.

Action Item: Rick Brown m/s Jason Ramos "Motion to accept the Incentives Committee Report." Motion carried unanimously.

VI. Finance Committee Report

Rick Brown gave a brief recap of their meeting. For the first six months, the effective IDC rate was 9.2%, which is a 1.1-point decrease from this time last year. Invoiced and unbilled Accounts Receivable totaled \$4.4 million. At the end of 2nd quarter, there was 352 active projects with a total award portfolio of \$65.5 million. SPF submitted 123 proposals requesting \$37.1 million in funding. In that same time, SPF received 82 new awards totaling \$15.3 million. The effective IDC on those new awards was 13.6%.

They also reviewed and recommend the transfer of property held by HSU SPF to the new HSU Real Estate Holdings, which will be discussed further in the next agenda item.

SPF is currently searching for a new 403(b) vendor. NFP will be presenting, Wednesday, April 12th from 12:00-1:00 p.m. in the CCR. Premiere will be presenting Thursday, April 13th from 12:00-1:00 p.m. in the CCR. Both of these meetings are open to all SPF Board Members.

VII. Transfer of Property to HSU for the Quarter Ended December 31, 2016

Craig Wruck gave a brief explanation of the purpose of the HSU Real Estate Holdings (HSUREH). This organization was established in 2016 as a subsidiary organization to the Advancement Foundation. The HSUREH provides an efficient mechanism to acquire, manage, and dispose of real estate that protects both HSUAF and HSUSPF from risk and liability connected with real estate holdings.

Joyce Lopes discussed the recommended transfer, as outlined in Attachment D. There was also discussion regarding the Shelter Cove parcel. A potential buyer has been identified, so that property will remain with SPF for the time being. Discussion ensued.

Action Item: Sue Ringwald m/s Chris Dugaw “Motion to approve the transfer of property held by HSU SPF to the new HSU Real Estate Holdings, as recommended by the Finance Committee.” 10 ayes, 2 abstentions. Motion passed.

VIII. Equipment Transfer to HSU for Quarter end December 31, 2016

Steve Karp gave a brief recap of the equipment outlined in Attachment E. Joyce Lopes requested further information regarding insurance/liability associated with some of the items located at the Schatz Tree Farm. Steve will collect additional information on the operating risk associated with the equipment, insurance required, and current/future maintenance needed to keep the equipment in good working condition. This item was tabled until the next Board meeting.

IX. CSU Research & Sponsored Programs: Proposals & Awards from Comparable Institutions

SPF submitted comparative metrics against similar size CSU research organizations as part of its annual Five-year business and budget-planning meeting. At the last board meeting, Joyce Lopes requested this be distributed to the full board. Steve Karp presented that data as outlined in Attachment F. HSU is currently exceeding the comparable institutions in terms of dollars of Awards, and matching for the highest dollars of proposals.

X. Time Certain 9:30-9:40 a.m. Research Presentation: Amber Gaffney, Psychology

Amber Gaffney, Assistant Professor of Psychology, presented on her current and future research activities with HSU Students. Amber studies social psychology, specifically social change coming from minority influences. With the 2016 election, Amber took students to the RNC and DNC to survey those participating in political demonstrations. Their shared research will be presented at International Society of Political Psychology this summer.

XI. SPF 2016 Customer Service Survey Results

Steve Karp gave a recap of the 2016 Customer Service Survey Results, as outlined in attachment G. Faculty, Staff, and Students were invited to participate in a short survey to share their feedback on Sponsored Programs Services. The survey was anonymous and participation was voluntary. The overall results were very favorable. Suggestions were made for future surveys to look at experiences based on customer type. Discussion ensued.


XII. Other

XIII. Adjournment at 9:47 A.M.

Respectfully Submitted,



Lisa Rossbacher, President



Chris Dugaw, Secretary