

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION  
ANNUAL MEETING OF THE BOARD OF DIRECTORS

**MINUTES**

Board of Directors  
October 4, 2024  
10:30a.m. - 12p.m.  
Siemens Hall, Room 222  
&  
Zoom Meeting ID: 874 8660 5423

MEMBERS PRESENT: Amanda Hahn  
Celena Linares  
Chrissy Holliday  
Claire Till  
Eric Riggs  
James Woglom  
Jenn Capps  
Kerry Byrne  
Kevin Fingerman  
Mark Johnson  
Michael Spagna  
Rafael Cuevas Uribe  
Sydney Lyons  
Taylor Bloedon

MEMBERS ABSENT: Shawna Young  
Jason Ramos

OTHERS PRESENT: Kacie Flynn, SPF  
Binta Wright, SPF  
Sam Caudill, SPF  
Kelly Dickey, Accounting  
Monica Myers, Accounting  
Sarah Long, Controller  
Cynthia Ammerman Munoz, Native American Studies  
Brenda Perez, Centro del Pueblo

**I. Call to Order**

Jenn Capps called the meeting to order at 10:33 a.m.

**II. Seating of New Board Members**

Jenn Capps welcomed seven new Board members: Claire Till (Faculty, Chemistry), Rafael Cuevas Uribe (Faculty, Fisheries Biology), Sydney Lyons (Graduate Student), Celena

Linares (Undergraduate Student), Eric Riggs (Dean, College of Natural Resources & Sciences), University President Michael Spagna, and Vice President Mark Johnson (University Advancement).

**Action Item:** Kevin Fingerma n/s Taylor Bloedon “Motion to formally seat those seven aforementioned directors to the SPF Board.” Motion carried unanimously.

### **III. Nomination and Approval of 2024-2025 Vice President of the Board**

**Action Item:** James Woglom m/s Kevin Fingerma n “Motion to approve Kerry Byrne as the 2024-2025 Vice President of the Board.” Motion carried unanimously.

### **IV. Nomination and Approval of 2024-2025 Secretary of the Board of Directors**

**Action Item:** Kerry Byrne m/s Eric Riggs “Motion to approve Shawna Young as the 2024-2025 Secretary of the Board.” Motion carried unanimously.

### **V. Nomination and Approval of 2024-2025 Treasurer of the Board of Directors**

**Action Item:** Kerry Byrne m/s Claire Till “Motion to approve Kevin Fingerma n as the 2024-2025 Treasurer of the Board.” Motion carried unanimously.

### **VI. Nomination and Approval of 2024-2025 Committee Membership & Chairs**

**Action Item:** Taylor Bloedon m/s Claire Till “Motion to approve the slate of the 2024-2025 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. The Office of Research & Sponsored Programs Foundation transitioned to the Division of University Advancement to enhance collaboration and growth opportunities for research and philanthropic initiatives. SPF will retain its current staff and location, while continuing to maintain a strong connection to the Division of Academic Affairs. This move strengthens partnerships, increases faculty engagement with external stakeholders, and supports the university's cross-divisional initiatives for sustainable growth.

Leslie Rodelande r has been appointed as Interim Post-Award Manager and will now oversee the Post-Award team consisting of six full time analysts. This temporary role will remain in place until a formal search is conducted later this year.

Oversight of the Institutional Review Board (IRB) Coordinator position is being transitioned from the SPF's jurisdiction. The services and staff supporting IRB functions will soon be relocated to a newly established Institutional Compliance unit within the Library. Once fully

operational, this unit will provide campus-wide support for academic and research-related compliance protocols. Discussion ensued regarding how this change will affect the nature of the Office of Research and Sponsored Programs. Remaining data and metrics included in the written managerial report will be covered by subsequent presentations throughout today's meeting.

**Action Item:** Kerry Byrne m/s Eric Riggs "Motion to accept the Annual Managerial Report." Motion carried unanimously.

### **VIII. Annual Board of Directors Report**

This report is provided by the SPF Board President to recap last year's board activity. The Incentives Committee funded 5 faculty members a total of \$6,492 in assigned time and \$16,000 in summer salary for a total Incentives Award of \$22,492. The 'Research and Creative Projects for Equity and Justice' initiative, supports research and scholarship that benefits historically marginalized communities served by Cal Poly Humboldt, with a focus on black, indigenous, and other people of color (BIPOC). The 2023-24 review committee awarded 3 faculty members a total of \$65,000.

The Sponsored Programs Foundation planned operating revenue for Fiscal Year 2024-25 is \$4,647,500, and the proposed operating budget is \$4,202,894. There is a 20% 'reserve set-aside' budgeted for Fiscal Year 2024-25, as SPF is building up its reserve to the \$5 million goal identified in the reserve policy. The Board allocated \$850,304 from Indirect Costs recovered during 2022-23 to the campus in support of research.

When asked which topic had been the highest priority over the past year, the 'indirect cost distribution methodology' was identified as the area that has recently received the most time and attention. This metric is crucial for assessing the foundation's success and ensuring the sustainability of ongoing research on campus.

Internally funded competitions (such as the Incentives Program and RCEPJ) were highlighted as having the 'greatest impact on campus,' as they offer opportunities for individuals to engage in research while removing many common barriers to securing funding.

**Action Item:** Kevin Fingerma m/s Kerry Byrne "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 board's delegation. It was subsequently forwarded to the Chancellor's Office by the earlier September deadline and is being included today as informational only. Sarah Long will recap the results in the Audit Committee Report during the business meeting that follows.

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**X. Adjournment at 11:04 a.m.**

Respectfully Submitted,

Signed by:  
  
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Jenn Capps, President

Signed by:  
  
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Kerry Byrne, Vice President