

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

Board of Directors
December 12, 2023
8:30-10:00 a.m.
Nelson Hall East, Room 106
&
Zoom Meeting ID: 994 8018 9845

MEMBERS PRESENT: Alice Zhang
Chrissy Holliday
James Woglom
Jason Ramos
Kerry Byrne
Kevin Fingerman
Shawna Young
Taylor Bloedon
Frank Whitlatch
Jenn Capps

MEMBERS ABSENT: Tom Jackson
Amanda Hahn
Amber Gaffney
C.D. Hoyle
Jake Vargas

OTHERS PRESENT: Kacie Flynn, SPF
Sam Caudill, SPF
Julie Stewart, OAA
Kelly Dickey, Accounting
Danielle Hewitt, Accounting
Sarah Kuba, Wildlife

I. Call to Order

Jenn Capps called the meeting to order at 8:34 a.m.

II. Student Researcher Presentation: Sarah Kuba, Wildlife Department

**Note - This time certain was tabled until 9:30am.*

Sarah Kuba is an undergraduate student researcher from the Wildlife Department who presented at today's meeting. Sarah is working with Wildlife faculty Micaela Szykman Gunther on a funded research study. The California Department of Transportation (Caltrans) is implementing

an Electronic Detection System (EDS) that will warn drivers when elk are near the highway. This study aims to understand how elk behave on and near roads to make the System as accurate and useful as possible, ideally preventing future collisions. Sarah presented her findings and answered questions from the group.

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

There were no guest speakers present.

IV. Review and Approval of Minutes of September 26, 2023 Board Meetings

Action Item: Jim Woglom m/s Kerry Byrne “Motion to approve the Minutes of the September 26, 2023 Annual Board Meeting (Attachment A)” Motion carried unanimously.

Action Item: Kevin Fingerman m/s Chrissy Holliday “Motion to approve the Minutes of the September 26, 2023 Business Board Meeting (Attachment B)” Motion carried unanimously.

V. Annual Report of Indirect Cost Recovery Expenditures FY 22/23

Kacie Flynn presented Attachment C. Per our Indirect Revenue Distribution Policy, all distributions of indirect revenue are to be managed by the respective groups to facilitate additional research opportunities within their areas. The policy calls for a brief annual update of how the funds were spent from the President’s Office, the Office of Research, the Academic Colleges, and any other major units overseeing research on campus. This is the annual report of spending for distributions made in FY 22/23, which will also be publicly available online.

The board went into a detailed group discussion on the use of ‘departmental’ research trust accounts. Departments have been inconsistently imposing additional ‘policies’ around spending, and/or limiting to more narrow categories of acceptable use.

Overall the board did not feel this trend necessitates intervention by SPF, and agreed departments should maintain some level of autonomy in deciding how best to invest those funds.

Strategies to encourage transparency and consistency across departments were discussed including additional outreach efforts such as email communications, new chair onboarding materials, and monitoring of higher fund balances. Kacie encouraged board members to help demystify the governance of these funds when confronted with conversations on the topic, and to assist with the education around spending best practices.

VI. Finance Committee Report

Jim Woglom will give a brief recap of the meeting that took place in November as outlined in Attachment D.

Kelly Dickey of Accounting presented the 1st Quarter Financial Report ending September 30, 2023. For the first three months, the effective IDC rate was 13.6% which is a 1.1-point increase from the prior year. The first quarter revenue is above the projected amount in all revenue

categories for FY 23/24 (32%), particularly investment income (76%). General Operations Expenses for the first quarter came to 20% of the annual budget.

At the end of the 1st Quarter, there were 559 active projects with a total award portfolio of \$159 million. Comparatively, at this point in FY 21/22 there were 565 active projects with a total award portfolio of \$125 million, which is an increase of \$34 million. Through the end of the first quarter, the foundation submitted 99 new proposals (historical average of 67 proposals), requesting \$41.9 million in funding. In that same time, SPF received 61 new awards totaling \$17.5 million, and the proposal pipeline is \$80 million strong.

Action Item: Frank Whitlatch m/s Kevin Fingerma “Motion to accept the Finance Committee Report.” Motion carried unanimously.

VII. General Operations FY 23-24 Budget with Proposed Revisions

Kacie Flynn presented Attachment E, after it was previously reviewed and recommended for adoption by the Finance Committee. There are four proposed revisions to the FY 23/24 General Operations budget including an increase to the General Operation salaries and benefits, bringing the Total Operating Expenses from \$3,515,769 to \$3,530,910. Two items were added to the University Use Funds including the previously approved \$40,000 allocated toward the Research and Creative Projects for Equity and Justice for AY 23-24 competition, as well as a new position to support institution compliance. Discussion ensued.

Action Item: Chrissy Holliday m/s Kerry Byrne “Motion to approve the proposed revisions of the Fiscal Year 2023/2024 General Operations Budget.” Motion carried unanimously.

VIII. Equipment Transfer to Cal Poly Humboldt for the Quarter Ended September 30, 2023

Kacie Flynn presented Attachment F for the board’s consideration. All equipment is in fair, working condition.

Action Item: Jim Woglom m/s Frank Whitlatch “Motion to approve the transfer of ownership of equipment & assets on the attached list from the Sponsored Programs Foundation to Cal Poly Humboldt for the quarter ended September 30, 2023.” Motion carried unanimously.

IX. Other

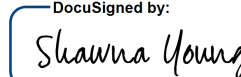
X. Adjournment at 9:41 a.m.

Respectfully Submitted,

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Jenn Capps, President

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Shawna Young, Secretary