

Cal Poly Humboldt FOUNDATION

Minutes of the BOARD OF DIRECTORS

Friday, March 20, 2026
10:00 AM

Humboldt Bay Aquatic Center
921 Waterfront Drive • Eureka, CA

Members Present:

Jack McGurk, Chair
Dan Phillips, Vice Chair
Jason Carlson, Treasurer
Steve Karp, Executive Director & Secretary
Richard Carvajal, University President
Mike Fisher, Staff Representative
Eden Donahue, Faculty Representative
Robin Smith, Immediate Past Chair
Philip Anton, Member
John Ballard, Member
Michelle Donahue, Member
Ken Fulgham, Member
Scott Hunt, Member
Carin Kaltschmidt, Member
Sherman Schapiro, Member

Members Absent:

Jordan Kemme, Student Representative

Guests: Adrienne Colegrove-Raymond, Jeff Crane, Ana Davis, Jorie Emory, Marie Forrest-Murray, Kevin Furtado, Kacie Flynn, Bethany Gilden, Sabrina Graham-Martinez, Chrissy Holliday, Heather Honig, Sei Hee Hwang, Stephanie Lane, Stacie Lyans, Sarah Long, Cyril Oberlander, Justus Ortega, Angie Petroske, Nick Pettit, Samantha Puentes, Jason Ramos, Jamie Rich, Eric Riggs, Sharon Rubio, Guido Setton, Connie Stewart, Brian Walther, Travis Williams, Teresa Wilmott, and Shawna Young

A regular meeting of the Cal Poly Humboldt Foundation Board of Directors was held on Friday, March 20, 2026 at 10:00 AM at the Humboldt Bay Aquatic Center in Eureka, CA.

1. Call to Order / Land Acknowledgement / Roll Call

The meeting was called to order by Board Chair Jack McGurk at 10:03 AM.

2. Public Comments

Cyril Oberlander, Cal Poly Humboldt University Library Dean, shared with the Board that, thanks to donors, over 5,000 students have published documents since 2015 through The Press at Cal Poly Humboldt. The Library has a new interactive display on the Arcata Marsh as well as augmented reality programs and was recently host to thousands of IBAC (I've Been Admitted to College) student visitors. The Library helps to inspire learners of all ages and augments college curriculum by offering paid internships.

3. Accept Minutes of October 3, 2025 Meeting

Upon motion duly made (Robin Smith), seconded (Philip Anton), with one abstention (Sherman Schapiro), and otherwise unanimously carried, it was:

RESOLVED, that the Minutes of the October 3, 2025 meeting are accepted.

4. President's Comments

Cal Poly Humboldt President Richard Carvajal shared the following updates:

- The University is seeing multiple years of enrollment increase, outpacing other universities, and against the current national trend.
- The WSCUC accreditation team will be arriving on campus mid April to assess academic programs, student success programs, finances, and how engaged the University is in continuous improvement, among other things. Accreditation is tied to the University's ability to provide financial aid.
- There are several interim placements in key leadership positions that will be filled within the next few months.

President Carvajal's approach is to learn from people who know and love this place and is holding listening sessions as well as written options to achieve this goal. He has heard from constituents that the University has been moving along several different paths and he hopes to consolidate by synthesizing input from all those who provide it. He will soon begin working on developing a strategic plan and will work with the Foundation Board to strategize how to fund priority initiatives.

5. Enrollment & Housing Update

Chrissy Holliday, Vice President of Enrollment Management and Student Success shared updates regarding enrollment and housing at Cal Poly Humboldt. She reviewed the revised enrollment targets for the fall semesters 2026 through 2029, noting that Cal Poly Humboldt is one of the highest recruiters for out of state as well as out of region students. Recruitment efforts are visible in the 2025-26 enrollment numbers showing the fourth consecutive fall semester with growth and the first spring semester with new student growth since 2022, outperforming state and national trends. Increased local outreach, including direct admission agreements, the Humboldt First initiative, and the Green & Gold Guarantee, has resulted in a 6.1% increase in enrollment of local students.

Regarding Housing, Chrissy noted that one tower of the Hinarr Hu Moulik complex for continuing and transfer students opened in Fall 2025 and the second tower will open in Fall 2026 and that overall housing occupancy is strong, at 84%. A two-year live-on

requirement has been initiated (Humboldt and Del Norte counties exempted) with second-year residence life programming in place to support persistence and success.

6. Annual Giving Summary Report FY 24-25

Stephanie Lane, Executive Director of Alumni Relations provided a summary of the Annual Giving Summary Report for Fiscal Year 2024-2025. The report is an overview of annual giving contributions, highlighting top appeals, key year-over-year metrics, and strategies to build on fundraising momentum in the following fiscal year. Annual giving (defined as gifts under \$25k) saw a strong performance with 5,105 donors, surpassing the 5k donor goal, and raising over \$2 million - a 3.11% increase over the prior fiscal year. Donations were made through 50 different appeals, the most lucrative being Giving Day and the Athletic Auction. Unrestricted funds represented 18% of all gifts raised, while the remaining 82% raised went toward restricted funds.

7. Major Gift Summary Report

Teresa Wilmott, Associate Vice President of Development, noted that the \$13.4 million was raised last fiscal year and that \$11.6 million has been raised so far this fiscal year, including \$7.8 million for an endowed professorship in cannabis studies. Planned gifts (estate planning) amount to \$3.6 million, including \$1 million each for Engineering and Wildlife. These totals reflect gifts from 4,061 individuals, with 1,629 being new donors. Teresa also mentioned that the Office of Development has hired alumna Jorie Emory in the newly-created position of Corporate and Foundation Relations.

8. Committee Reports

Carin Kaltschmidt, Chair of the Donor Intention & Fulfillment Committee, reported that during the February 27, 2026 meeting, the committee reviewed their Roles & Responsibilities document and discussed how to take action when shortfalls in funds exist, noting that Advancement staff communicates with departments regarding their available current use funds and the expectations for spending based on donor intent. The committee was provided a Check 5 Update covering October 2025 through January 2026 as well as a donor impact presentation on the Rou Dalagurr Food Sovereignty Lab & Traditional Ecological Knowledges Institute from the Chair of the Native American Studies Department, Cutcha Risling Baldy.

John Ballard, Chair of the Philanthropy & Advocacy Committee, shared that the kickoff meeting for this committee occurred on November 14, 2025 and regular committee meeting was held on February 27, 2026, with a subcommittee meeting, focusing on Needs Assessment, occurring in-between. An additional subcommittee for Fundraising & Strategy will convene in the future. During the kickoff meeting, the committee reviewed the campaign consultant's post-campaign assessment of the Boldly Rising Campaign, specifically focusing on proposed campaign phases and benchmarks for the next campaign, reviewed the Roles & Responsibilities document and the CSU Strategic Plan, and discussed committee build-out. The February meeting featured a Gift Summary Report, a review of the subcommittee meeting discussion, and brainstorming to identify current and future needs of Cal Poly Humboldt in order to help focus campaign priorities.

Jason Carlson, Chair of the Finance & Investment Committee reported that the committee met for two RVK quarterly workshops (November 14, 2025 and February 13, 2025) prior to the February 27, 2026 committee meeting. The Foundation's investment advisor reviewed quarterly performance reports at the workshops and provided an ESG U.S. Large Cap Manager Review. The committee meeting included a review of the Roles & Responsibilities document and the Foundation's 2nd Quarter financial statements. RVK's presentation included an investment performance update and a robust analysis for a Large Cap U.S. Equity Manager Recommendation resulting in the committee passing a resolution to terminate the Brown Advisory Sustainable Growth Fund, replacing it with Calvert U.S. Large Cap Growth Responsible Index Fund. Lastly, the committee reviewed draft updates to the Contribution Administration Fee Policy, passing a resolution recommending the Executive Committee accept the proposed changes.

Scott Hunt, Chair of the Audit Committee, had nothing to report at this time.

Jack McGurk, Chair of the Executive Committee noted that during the Executive Committee's meeting on March 6, 2026, the committee's Roles & Responsibilities document was reviewed, Committee Chair and Executive Director reports were received, and a resolution was passed to recommend the Board of Directors approve and update to the Contribution Administration Fee Policy.

9. Contribution Administration Fee Policy

Executive Director Steve Karp stated that there have been requests over time to make exceptions to the Contribution Administration Fee and that the Foundation does not have an explicit policy allowing for a deviation from the standard 5% gift fee. Past Executive Directors have made exceptions on a case-by-case basis, but amending the official policy would create the authority needed to make exceptions, formalizing and guiding the process. Both the Finance & Investment and Executive Committees passed resolutions recommending the policy be updated.

After discussion of the resolutions passed in both committees and a minor rewording of the draft policy update, a motion was duly made, seconded, and unanimously carried. It was:

RESOLVED, that the Cal Poly Humboldt Foundation Board of Directors accepts the recommendation of the Executive Committee to approve the update to the Contribution Administration Fee Policy, previously approved at the October 18, 2019 Board of Directors meeting. The update includes the addition of Section E, as follows:

E. Exceptions to the Fee established by this policy may be considered under the following circumstances:

1. When a non-individual donor entity (corporate, foundation, etc.) has a published policy that limits the Fee to a percentage below the amount in this policy.

- a. If so, the donor entity would submit the written guidelines that detail the maximum donation fee allowed by their entity with a request to the Foundation to have a lower fee applied to their donation.
2. When an individual donor has requested a fee lower than the one established by this policy
 - a. If so, the individual donor would submit a written request to the Foundation for consideration.
3. Any request for a Fee reduction may be approved based on donation level as follows:
 - a. For donations of less than \$1 million dollars can be approved by affirmative vote of both the Foundation Board Chair and Foundation Executive Director.
 - b. For donations \$1 million dollars or more must be brought to the Executive Committee for review and approval.

10. AI Notetaking & Video Recording Policy

Executive Director Steve Karp noted that the Foundation does not currently have a policy regarding the use of AI and recording devices during Board and Committee meetings. A discussion regarding privacy and data protection followed.

After discussion and upon motion duly made (Robin Smith), seconded (Eden Donahue), and unanimously carried, it was:

RESOLVED, that the Cal Poly Humboldt Foundation Board of Directors approves the adoption of a new policy governing the use of AI notetaking and video recording tools during Foundation meetings entitled, “AI Notetaking & Video Recording Policy,” effective immediately.

11. Public Comment Procedure

Board Chair Jack McGurk reviewed the Foundation’s procedure for public comment periods during Board and Committee meetings.

12. Executive Director’s Report

Executive Director Steve Karp shared University Advancement’s updated Organizational Chart, reflecting some direct-reporting changes to facilitate operational efficiency prior to launching a new fundraising campaign. He thanked members for attending the scholarship reception which highlighted examples of support to students

and indicated that the Foundation is making progress in identifying campus needs and increasing donors in pursuit of improving the lives of students.

13. Chair's Remarks

Board Chair Jack McGurk noted that the Foundation's Strategic Plan goes through the end of this calendar year and that a new plan will be informed by a new University Strategic Plan, to be developed by early 2027.

14. Other Business

Carin Kaltschmidt, Chair of the Donor Intention & Fulfillment Committee, noted that 3 Board Members will be terming out in October 2026 (Carin Kaltschmidt, Robin Smith, and Jack McGurk) and that recruiting new members is a priority as well as creating transition plans in regard to committee work.

19. Adjournment

Without objection, the meeting was adjourned at 12:12 PM



Steve Karp
Executive Director & Secretary
Cal Poly Humboldt Foundation

Sep 21, 2026

Dated