

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

MINUTES

Board of Directors
December 13, 2024
10:30a.m. – 12:00p.m.
Nelson Hall East Room 106
&
Zoom Meeting ID: 874 8660 5423

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

OTHERS PRESENT: Kacie Flynn, SPF
Binta Wright, SPF
Sam Caudill, SPF
Kelly Dickey, Accounting
Monica Myers, Accounting
Devin Shannon-Aguirre, Cal Poly Humboldt Student
John Ballard, Lost Coast Ventures

I. Call to Order

Jenn Capps called the meeting to order at 10:30 a.m.

II. Time Certain 10:45-11:00 am: Open Forum for the Campus Community

There were no guest speakers present.

III. Review and Approval of Minutes of October 4, 2024 Board Meetings

(Attachments A & B)

Action Item: James Woglom m/s Mark Johnson “Motion to approve the Minutes of the October 4, 2024 Annual Board Meeting (Attachment A)” Motion carried unanimously.

Action Item: Kerry Byrne m/s James Woglom “Motion to approve the Minutes of the October 4, 2024 Business Board Meeting (Attachment B)” Motion carried unanimously.

IV. Annual Report of Indirect Cost Recovery Expenditures FY 23/24
(Attachment C)

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 23/24, which will also be publicly available online.

Kerry Byrne inquired about the President’s Office efforts to establish a partnership with Charles Darwin University (CDU). Provost Jenn Capps and Dean Eric Riggs spoke about the objectives and progress of the partnership efforts. Board members encouraged the President’s Office to advertise the partnership and opportunities for faculty involvement more broadly.

V. Finance Committee Report
(Attachment D)

James Woglom gave a brief recap of their meeting that took place earlier this week as outlined in Attachment D. Accounting presented the 1st Quarter Financial Report ending September 30, 2024. Indirect cost revenue increased by \$552K. Invoiced and unbilled Accounts Receivables (AR) of the foundation totaled \$15.3 million, which is a \$665K increase from the prior year. The first quarter revenue is above the projected amount in all revenue categories for FY 24/25 (40%), particularly investment income (63%). General Operations Expenses for the first quarter came to 21% of the annual budget.

Kacie Flynn presented Pre-Award metrics with year to date comparative data on routed proposals and new awards. Through the end of the first quarter, the foundation submitted 88 new proposals, requesting \$45.4 million in funding. In that same time, SPF received 62 new awards totaling \$23.4 million, and the proposal pipeline is \$135.3 million strong.

Kevin Fingerma requested that the finance committee be prepared to review a written proposal for a change to the foundation’s indirect cost distribution policy at the Q2 meeting.

Action Item: Mark Johnson m/s Claire Till “Motion to accept the Finance Committee Report.” Motion carried unanimously.

VI. Equipment Transfer to Cal Poly Humboldt for Quarter Ended September 30, 2024
(Attachment E)

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

Action Item: Kevin Fingerman m/s Mark Johnson "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, 2024." Motion carried unanimously.

VII. StartUp Humboldt Innovation Hub: Brief Overview

The Sponsored Programs Foundation is proud to announce the opening of StartUp Humboldt. The collaborative workspace occupies the former Internews Building at 876 7th St. Arcata, CA 95521. The advent of this space is meant to centralize entrepreneurship growth efforts in Humboldt County by co-locating both higher learning institutions (CR and CPH) and other major players in the community.

Kevin Fingerman asked how the StartUp Humboldt space will be available for community members doing remote work, who are interested in partnering. The long-term intention is to provide flexible co-working space options for more individuals once the interior space has been completely outfitted.

VIII. Time Certain 11:10am: PI Researcher Presentation: *Dr. Rafael Cuevas Uribe, Fisheries Biology*

Dr. Rafael Cuevas Uribe presented to the board about his research journey at Cal Poly Humboldt. Dr. Cuevas Uribe started his work with an aquaculture lab. Later he began a partnership with the private company Green Wave to procure a CSU Agricultural Research Institute (ARI) grant, focused on sustainable seaweed farming in Humboldt County. The project involves a number of graduate students. As a result of the work, we now know that California ranks fourth in seaweed farming in the United States. Rafael is hoping to procure funding for 2025 to continue his research and continued opportunities for students.

IX. Other

Congratulations were given to Kacie Flynn for her elevation to the Associate Vice President for Research (AVP) and Executive Director of the Cal Poly Humboldt Sponsored Programs Foundation (SPF). This position elevation does not redirect the responsibilities of the SPF Executive Director position, but instead emphasizes the increased visibility and influence of the research office within our academic community, acknowledging the additional duties the office assumed following the retirement of the Dean of Research in 2016.

Kerry Byrne shared specific feedback from some faculty researchers regarding the effort involved with administrative tasks associated with being a Principal Investigator. These concerns were previously conveyed to SPF Management in the fall. Discussion ensued. This topic will be added to the next meeting's agenda to allow for more thorough discussion time.

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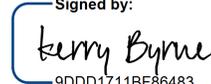
X. Adjournment at 11:40 a.m.

Respectfully Submitted,

Signed by:

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Jenn Capps, President

Signed by:

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Kerry Byrne, Vice President