

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

Board of Directors

December 14, 2021

8:30-10:00a.m.

ZOOM Meeting ID: 994 8018 9845

MEMBERS PRESENT: Jenn Capps  
Taylor Bloedon  
Carly Marino  
Jeff Kane  
Amber Gaffney  
Jason Ramos  
Frank Whitlatch  
Samantha Diel  
Jason Meriwether  
Shawna Young  
James Woglom

MEMBERS ABSENT: Tom Jackson  
Katia Karadjova  
C.D. Hoyle  
Amelia Towse

OTHERS PRESENT: Kacie Flynn, HSU SPF  
Binta Wright, HSU SPF  
Denise Bettendorf, Accounting  
Cynthia Hawking, Accounting  
Amber Blakeslee, Business & Finance  
Marisol Cortes-Rincon, Anthropology/CRF  
Nick Angeloff, Anthropology/CRF

**I. Call to Order**

Jenn Capps called the meeting to order at 8:32 a.m.

**II. Research Presentation: Marisol Cortes-Rincon, Professor of Anthropology, Co-Director of the Cultural Resources Facility (CRF)**

Dr. Marisol Cortes-Rincon serves as the Director of the HSU Cultural Resources Facility, along with Co-Director Dr. Nick Angeloff. CRF has provided services for most of the tribal, federal, state, and local governments in Northern California and has completed numerous projects treating archaeological and historic resources in the Northern California region. The CRF provides valuable hands on opportunities for student engagement and experiential learning.

Dr. Cortes-Rincon provided an overview of HSU's Belize Archaeology Field School, which involves field surveys, excavation at several Maya sites, and laboratory experience working directly with excavated Maya artifacts. Field techniques, lectures on Maya culture history and instruction concerning artifact analysis are all part of their research program. The field school is directed by Dr. Cortes-Rincon and they are currently planning to run the program in Summer 2022, so long as the pandemic is under control and travel is permitted at that time.

**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 28, 2021 Board Meetings**

**Action Item:** Jim Woglom m/s Amber Gaffney "Motion to approve the Minutes of the September 28, 2021 Annual & Business Board Meetings (Attachments A & B)." Motion carried unanimously.

**V. Annual Report of Indirect Cost Recovery Expenditures FY 20/21**

Kacie Flynn reviewed the Annual Report of Indirect Cost Recovery expenditures. Per the HSU SPF 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 Academic Colleges, the Office of Research, and any other major units overseeing research on campus as outlined in Attachment C. The current and past years' annual reports are all available to the public on the SPF website.

**VI. Finance Committee Report**

Jeff Kane gave a brief recap of their meeting that took place earlier this month as outlined in Attachment D. For the first three months, the effective IDC rate was 11.8% which is a 1.4-point decrease from the prior year. At the end of the 1st Quarter, there were 520 active projects with a total award portfolio of \$96,515,533 million. Comparatively, at this point in FY 20/21 there were 473 active projects with a total award portfolio of \$91,159,073 million.

In the first three months, the foundation submitted 62 proposals requesting \$29.3 million in funding. This is a record high and double the volume we've seen in preceding years. In that same time, SPF received 69 new awards totaling \$20.8 million; another record high.

Amber Blakeslee was recently appointed as the Executive Director of Finance & Budget for Humboldt State University. Amber provided an overview of the Business Management Services Agreement (BMSA), and discussed some of the assessment steps their group is taking to ensure quality service and continued improvement in the areas experiencing challenges. A 'Cost Allocation Survey' was recently conducted that highlighted current deficiencies that need to immediately be addressed.

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**Action Item:** Carly Marino m/s Jason Ramos “Motion to accept the Finance Committee Report.” Motion carried unanimously.

**VII. Equipment Transfer to HSU for the Quarter Ended September 30, 2021**

Kacie Flynn reviewed the proposed equipment transfer items as outlined in Attachment E and gave a brief recap of the process for transferring equipment purchased on HSU SPF grants and contracts.

**Action Item:** Jeff Kane m/s Amber Gaffney “Motion to approve the transfer of ownership of equipment on the attached list from the Sponsored Programs Foundation to Humboldt State University for the quarter ended September 30, 2021.” Motion carried unanimously.

**VIII. Research and Creative Projects for Equity and Justice**

Kacie Flynn provided an update of the pilot project initiated by the Board last academic year. The call for proposals has now been released with a February 28<sup>th</sup> deadline. Awards will be reviewed in March with final decisions announced in early April. Advancement contributed an additional \$25,000 to the pool, bringing the total available funding to \$65,000 total. The campus community can access the application through HSU’s Engagement Hub at <https://humboldt.inforeadyscale.com/hub>.

**IX. Incentives Program Update**

The committee members: James Woglom, C.D. Hoyle, Amber Gaffney, Taylor Bloedon, Jason Meriwether, Amelia Towse, and Jason Ramos please stay on zoom at the conclusion of this meeting. The Incentives Program outcomes will be voted on today directly after we adjourn so notifications may be sent prior to winter break

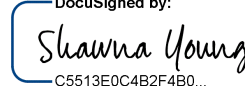
**X. Other**

**XI. Adjournment at 9:07 a.m.**

Respectfully Submitted,

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Jenn Capps, President

DocuSigned by:  
  
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Shawna Young, Secretary