

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

December 15, 2020

8:30-10:00 a.m.

ZOOM Meeting ID: 994 8018 9845

MEMBERS PRESENT: Dale Oliver
Peter Alstone
Taylor Bloedon
Carly Marino
Jeff Kane
Amber Gaffney
C.D. Hoyle
Samantha Diel
Jenn Capps

MEMBERS ABSENT: Tom Jackson
Katia Karadjova
Jason Ramos
Frank Whitlatch
Jason Meriwether
Amelia Towse

OTHERS PRESENT: Kacie Flynn, HSU SPF
Binta Wright, HSU SPF
Leslie Rodelandier, HSU SPF
Pia Gabriel, HSU SPF
Sarah Long, Accounting
Denise Bettendorf, Accounting
Claire Till, Chemistry

I. Call to Order

Dale Oliver called the meeting to order at 8:32 a.m.

II. Research Presentation: Claire Till, Chemistry

Dr. Claire Till is an Assistant Professor in the Chemistry department and recent recipient of the prestigious Cottrell Scholars Award. Dr. Till's current research investigates the chemical and distributional similarity of scandium and iron in the ocean. Her work with HSU Students involves boat trips for sampling and laboratory experiments growing phytoplankton in the presence of different Scandium and Iron concentrations. With the support of external funding from the National Science Foundation along with Cottrell, she is developing curricular improvements based on best practices for multi-cultural teamwork to reduce the opportunity gap for underrepresented minority students in her analytical chemistry classes.

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 29, 2020 Board Meetings

Action Item: C.D. Hoyle m/s Carly Marino “Motion to approve the Minutes of the September 29, 2020 Annual Board Meeting (Attachment A).” Motion carried unanimously.

Action Item: Peter Alstone m/s Jeff Kane “Motion to approve the Minutes of the September 29, 2020 Business Board Meeting (Attachment B).” Motion carried unanimously.

V. Annual Report of Indirect Cost Recovery Expenditures FY 19/20

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. Incentives Committee Report

C.D. Hoyle gave a brief recap of the meeting that took place in December, as outlined in Attachment D. The committee received a request to consider broadening the scope/eligibility of the HSU Incentives Program. Under the previous Request for Applications (RFA), only tenured/tenure-track faculty were eligible to apply. The committee voted in favor of modifying the program to also include lecturers with their Research Associate status. This change will go into effect starting with the AY 20/21 competition.

The committee also discussed the current timeline of the program and the challenges it can pose to academic departments with regards to scheduling. They may consider moving up the competition to run late summer through the end of fall. This topic will be added to their spring meeting agenda to discuss amending the timeline for the AY 21/22 call.

Action Item: Jeff Kane m/s Carly Marino “Motion to accept the Incentives Committee Report.” Motion carried unanimously.

VII. Finance Committee Report

Jeff Kane gave a brief recap of their meeting that took place earlier this month as outlined in Attachment E. Financial Services presented the 1st Quarter Financial Report ending September 30, 2020. For the first three months, the effective IDC rate was 13.2% which is a 0.5-point increase from the prior year. At the end of the 1st Quarter, there were 473 active projects with a total award portfolio of \$91 million. Comparatively, at this point in FY 19/20 there were 442 active projects with a total award portfolio of \$81 million.

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In the first three months, the foundation submitted 67 proposals requesting \$15.2 million in funding. In that same time, SPF received 56 new awards totaling \$4.4 million.

Accounting gave a brief update on the banking transition from Bank of America to Wells Fargo. The process has been moving forward smoothly, and they expect to have our new account up and running in the next few months. With this banking change comes the opportunity for SPF employees to enroll in 'direct deposit' for grant reimbursements.

Action Item: Peter Alstone m/s C.D. Hoyle "Motion to accept the Finance Committee Report." Motion carried unanimously.

VIII. Equipment Transfer to HSU for the Quarter Ended September 30, 2020

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

Action Item: Samantha Diel m/s Jeff Kane "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, 2020." Motion carried unanimously.

IX. Other

Sponsored Programs has contracted with a local videographer to create films highlighting research projects at Humboldt State University. The first film produced, featuring Dr. Jasper Oshun (Geology), was screened for the Board members. This will be the kickoff to a series of short films produced by our office, in a new effort to showcase grants & sponsored programs at HSU.

X. Adjournment at 9:04 a.m.

Respectfully Submitted,

DocuSigned by:

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Dale Oliver, President

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Amber Gaffney, Secretary