

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

Board of Directors

March 8, 2022

8:30-10:00 a.m.

ZOOM Meeting ID: 994 8018 9845

MEMBERS PRESENT: Jenn Capps  
Jeff Kane  
Amber Gaffney  
Jason Ramos  
Samantha Diel  
Shawna Young  
James Woglom  
C.D. Hoyle

MEMBERS ABSENT: Tom Jackson  
Carly Marino  
Jason Meriwether  
Taylor Bloedon  
Katia Karadjova  
Amelia Towse  
Frank Whitlatch

OTHERS PRESENT: Kacie Flynn, SPF  
Binta Wright, SPF  
Sam Caudill, SPF  
Erika Wright, SPF  
Cara Peters, SPF  
Cynthia Hawking, Accounting  
James Graham, Environ. Science & Mgmt

**I. Call to Order**

Jenn Capps called the meeting to order at 8:35 a.m.

**II. Research Presentation: Dr. James Graham, Environmental Science & Management**

Dr. James (Jim) Graham has participated as a Principal Investigator with SPF for a number of years in addition to serving as faculty in the Environmental Science & Management Department. Jim specializes in Geographic Information Systems (GIS), computer systems that analyze and display geographically referenced information. Through the course of his research, Jim works with Cal Poly Humboldt students on GIS programming, modeling, research methods, and surveying with Unoccupied Aircraft Systems (UAS).

His past research projects have spanned habitat suitability, salmon population modeling, the applications of UAVs to natural resource management, and digital aerial photogrammetry. Externally funded GIS and UAV work helps support hands-on training and experience for our students that contribute to their overall career success. A number of Jim's past students are now GIS Analysts at State and Federal agencies. Discussion ensued.

**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 December 14, 2021 Board Meetings**

**Action Item:** James Woglom m/s Amber Gaffney "Motion to approve the Minutes of the December 14, 2021 Board Meeting (Attachments A)." 7 Ayes, 1 Abstention. Motion carried.

**V. Incentives Committee Report**

James Woglom gave a brief recap of their meeting that took place last December as outlined in Attachment B. The committee awarded 6 faculty members a total of \$12,114 in assigned time and \$16,000 in summer salary for a total Incentives Award of \$28,114 this academic year.

Last academic year, the committee voted to revise the timeline of the competition to better accommodate academic planning. There were a number of unforeseen complications resulting from this change, including: lower participating from faculty applicants, lower participation from review committee members, difficulty scheduling adequate review time, negative feedback from applicants, etc. It was agreed that next year the Incentives Program will revert back to the original timeline of releasing the RFA in the fall, and awarding in early spring. Discussion ensued.

**Action Item:** Jeff Kane m/s Jason Ramos "Motion to accept the Incentives Committee Report." 7 Ayes, 1 Abstention. Motion carried.

**VI. Finance Committee Report**

Jeff Kane gave a brief recap of their meeting that took place last month as outlined in Attachment C. For the first six months, the effective IDC rate was 10.3% which is a 1.3-point decrease from the prior year. At the end of the 2nd Quarter, there were 578 active projects with a total award portfolio of \$100.7 million. Comparatively, at this point in FY 20/21 there were 546 active projects with a total award portfolio of \$99.9 million.

In the first six months, the foundation submitted 108 proposals requesting \$46.7 million in funding. In that same time, SPF received 107 new awards totaling \$26.2 million; both record highs for SPF.

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

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**VII. Equipment Transfer to Cal Poly Humboldt for the Quarter Ended December 31, 2021**

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

**Action Item:** Sam Diel m/s Jeff Kane “Motion to approve the transfer of ownership of equipment on the attached list from the Sponsored Programs Foundation to Cal Poly Humboldt for the quarter ended December 31, 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 submission deadline has now passed and they received 11 proposals. The review committee which includes Elavie Ndura, Douglas Smith, Nievita Bueno-Watts, Adrienne Colegrove-Raymond, and Fernando Paz will make final award decisions by mid-April. If any SPF Board members are interested in joining the review panel, please email SPF. An update will be brought back at the May meeting on the final awards.

**IX. Other**

Jeff Kane suggested looking into ways to better support Graduate students at Cal Poly Humboldt through tuition assistance, and prompted a group discussion about possible funding sources and avenues to provide direct support.

There are some opportunities available and promoted annually for Graduate students (such as the NSF Graduate Research Fellowships Program) as well as donor funded fellowships through Advancement. One challenge for students seeking Graduate support is the lack of clarity on where to direct services (ACAC, Graduate Studies, SPF, etc.). Sam Diel spoke to some of their own barriers as a current Graduate student, and echoed support for more tuition assistance (versus paid internships/employment). Kacie Flynn agreed to discuss with campus partners and look into potential support sources both externally and internally to provide options for the board to consider at their next meeting.

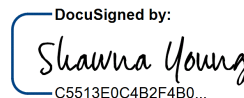
**X. Adjournment at 9:27 a.m.**

Respectfully Submitted,

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Jenn Capps, President

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Shawna Young, Secretary