

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

Board of Directors
Ad Hoc Extended Discussion Session
April 16, 2025
12:00-1:00 p.m.
Student Business Services (SBS) 405
&
Zoom Meeting ID: 889 1522 5587

MEMBERS PRESENT: Chrissy Holliday
 Claire Till
 Eric Riggs
 Jenn Capps
 Kerry Byrne
 Kevin Fingerman
 Taylor Bloedon

MEMBERS ABSENT: Sydney Lyons
 Amanda Hahn
 Celena Linares
 James Woglom
 Jason Ramos
 Mark Johnson
 Michael Spagna
 Rafael Cuevas Uribe

OTHERS PRESENT: Kacie Flynn, SPF
 Sam Caudill, SPF
 Binta Wright, SPF
 Erika Wright, SPF
 Leslie Rodeland, SPF
 Monica Myers, Accounting
 Samantha Puentes, Accounting

- I. **Call to Order**
Jenn Capps called the meeting to order at 12:08 p.m.
- II. **Old Business: Ongoing Discussion - Administrative Responsibilities of Principal Investigators**

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During the discussion, participants explored whether Principal Investigators (PIs) who generate significant Indirect Cost (IDC) recovery could receive additional support to alleviate administrative burdens associated with grant work. The board addressed concerns about consistency of support across PIs and over the grant lifecycle. Board members emphasized the value of budgeting for administrative support in proposals and the foundation expressed readiness to train such staff.

The Board discussed practical approaches for implementation, including a trial period using summer staff or students, setting clear expectations, and developing tiered administrative support packages (e.g., Package A for basic tasks, Package B for comprehensive support). Remaining questions about supervision, fluctuating assignments, and sustainability persist and warrant continued, ongoing discussion.

There was consensus among the Board on the need to establish a pilot program, though questions remain regarding funding sources and the potential use of ASCs in 9-month or overload roles. SPF management agreed to explore the development of an ASC “temp pool” to support Principal Investigators and will begin creating outreach materials to recruit interested staff and match them with PIs interested in participating in this model.

III. Adjournment at 1:00 p.m.

Respectfully Submitted,

Signed by:

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Jenn Capps, President

Signed by:

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Kerry Byrne, Vice President