

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION  
BOARD OF DIRECTORS BUSINESS MEETING

**MINUTES**

Board of Directors  
March 11, 2025  
9:00-10:30 a.m.  
Nelson Hall East, Room 106  
&  
Zoom Meeting ID: 874 8660 5423

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

MEMBERS ABSENT:      Amanda Hahn  
                                 Michael Spagna  
                                 Jason Ramos

OTHERS PRESENT:      Kacie Flynn, SPF  
                                 Sam Caudill, SPF  
                                 Binta Wright, SPF  
                                 Erika Wright, SPF  
                                 Peter Zerkel, Accounts Payable  
                                 Kelly Dickey, Accounting  
                                 Monica Myers, Accounting  
                                 Samantha Puentes, Accounting  
                                 Lonny Grafman, Engineering

**I.      Call to Order**

Jenn Capps called the meeting to order at 9:03 a.m.

**II.      Time Certain 9:00-9:15 am: Open Forum for the Campus Community**

There were no guest speakers present.

### **III. Review and Approval of Minutes of December 13, 2024 Board Meetings**

**Action Item:** Claire Till m/s Taylor Bloedon “Motion to approve the Minutes of the December 13, 2024 Board Meeting (Attachment A)” Motion carried unanimously.

### **IV. Finance Committee Report**

Jim Woglom gave a brief recap of the meeting that took place early in the month as outlined in Attachment B. Monica Myers of Accounting presented the 2<sup>nd</sup> Quarter Financial Report ending December 31, 2024. For the first half of the year, the effective IDC rate was 13.1% which is a 1.5-point increase from the prior year. Indirect cost revenue increased by \$689K. Invoiced and unbilled Accounts Receivables (AR) of the foundation totaled \$16.1 million, which is a 798K decrease from the prior year. The second quarter revenue is higher than projected in all categories for FY 24/25 at 70%, particularly investment income. General Operations Expenses for the second quarter came to 45% 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 second quarter, the foundation submitted 151 new proposals, requesting \$87 million in funding. In that same time, SPF received 109 new awards totaling \$39 million, and the proposal pipeline is \$126.8 million strong.

Kevin Fingerma presented his proposal for modifying the foundation’s indirect cost distribution policy along with a detailed explanation and mock scenarios. Kevin expressed concern that the existing policy disincentivizes Principal Investigators from pursuing grants that include large equipment purchases or subawards. The committee agreed to allocate additional time at the next meeting for further discussion of these options.

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

### **V. Equipment Transfer to Cal Poly Humboldt for the Quarter Ended December 31, 2024**

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

**Action Item:** Mark Johnson m/s Chrissy Holliday “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 December 31, 2024.” Motion carried unanimously.

### **VI. Incentives Committee Update**

After pre-screening the Incentives Program submissions, SPF received 7 proposals that were complete and met the minimum qualifications for funding. At this stage in the competition, the Incentives Committee would typically review and competitively score those proposals to determine funding outcomes. This year the available funding exceeded the total value of the

eligible proposals. The Incentives Committee conferred via email and recommended ‘approving the slate’ of proposals at today’s meeting in lieu of competitively scoring this competition cycle.

James Woglom	Art + Film	Fall 2025 (3 WTU)	\$7,464
Daniel Mar	Sociology	Fall 2025 (3 WTU)	\$7,464
JuEun Lee	Engineering	Spring 2026 (3 WTU)	\$7,464
Qualla Ketchum	Engineering	Summer Salary 2025	\$4,000
Kamila Larripa	Mathematics	Summer Salary 2025	\$4,000
Jianmin Zhong	Biological Sciences	Summer Salary 2025	\$4,000
Catalina Cuellar Gempeler	Biological Sciences	Summer Salary 2025	\$4,000

**Action Item:** Eric Riggs m/s Mark Johnson. “Motion to approve the slate, awarding the listed 7 faculty members a total of \$22,392 in assigned time and \$16,000 in summer salary for a total Incentives Award of \$38,392 this academic year.” 10 Ayes. 0 Nays. 1 Abstentions. Motion Carries.

## **VII. Update LAIF Resolution for Current Delegated Signers**

Kacie Flynn explained the necessary updates to SPF’s Local Agency Investment Fund (LAIF) account. The current delegated signers will be updated to list Kelly Dickey as the Assistant Controller. This requires a formal resolution from the Board.

**Action Item:** James Woglom m/s Taylor Bloedon. “Motion to approve the presented LAIF Resolution for updating current delegated signers.” Motion carried unanimously.

## **VIII. PI Presentation: *Lonny Grafman, School of Engineering / Cal Poly Humboldt Makerspace***

Engineering Professor Lonny Grafman provided an overview of his ENG 205: Intro to Design Projects course, which challenges students to apply their creativity and engineering skills to solve real-world problems. Over the years, local and international organizations have partnered with Professor Grafman to serve as "clients," tasking students with designing and building solutions to meet their needs. Previously, students relied on scattered campus and community resources—often working from their dorm rooms—to bring their projects to life. However, in the Fall semester, students gained access to the Swetman Makerspace, significantly expanding their ability to design and prototype using state-of-the-art tools. With this dedicated space, the possibilities for hands-on learning and innovation have greatly increased.

Professor Grafman shared his vision for the future of the Makerspace at Cal Poly Humboldt and emphasized the importance of securing sustainable funding to ensure its continued growth and impact.

## **IX. 39<sup>th</sup> CSU Student Research Competition April 25-26, 2025**

The 39th CSU Student Research Competition will take place on April 25–26, 2025. Cal Poly Humboldt has selected a full slate of ten presenters to represent our campus in this prestigious

event. The Sponsored Programs Foundation encourages faculty, staff, and administration to attend the competition in support of our students and to consider volunteering. Volunteer roles include competition jurors, moderators, information desk staff, and other active positions. All volunteers will receive lunch and a tote bag featuring custom artwork by Cal Poly Humboldt student Mariah Kirkpatrick. Winners of the 2025 Student Research Competition will be awarded a cash prize and a unique trophy, designed by an ENG 205 student and built in the Swetman Makerspace.

**X. Old Business: Ongoing Discussion - Administrative Responsibilities of Principal Investigators (Presentation)**

Kacie Flynn and Erika Wright from SPF presented on *Demystifying Indirect Costs & Administrative Responsibilities of Principal Investigators*, as part of an ongoing discussion about the administrative support available to Principal Investigators (PIs).

In November 2024, SPF conducted a survey to assess stakeholder perceptions of its role, impact, and services. The results showed that 84% of respondents agreed or strongly agreed that SPF is generally helpful, while 70% indicated awareness of the annual indirect return to campus. However, 27% disagreed or strongly disagreed that they understood the administrative workload involved in managing a grant, and 48.6% expressed uncertainty about how SPF utilizes indirect costs. When asked about the fairness of administrative task distribution between PIs and SPF, 44.9% felt it was fair, 27.5% were neutral, and 26.1% disagreed.

In response to these findings, SPF plans to scale up campus support services by adding additional staff to meet the changing needs of researchers. Efforts will also include developing a marketing plan to clarify indirect costs and how they are allocated, creating resources such as organizational charts and materials outlining roles and responsibilities, and implementing training modules for faculty focused on financial and personnel management. Additionally, SPF aims to update its internal training protocols to ensure all PIs receive consistent information and support.

They highlighted various models for additional direct support including co-funding administrative support positions, fundraising for endowed positions, establishing partnership with a campus Center or Institute, and collaborating with Pre-Award Services to incorporate direct administrative support into grant budgets.

Kerry Byrne requested additional time for discussion. In response, the Board President agreed to schedule an ad hoc discussion before the May meeting.

**XI. Other**

**XII. Adjournment at 10:30 a.m.**

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Respectfully Submitted,

Signed by:  
  
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Jenn Capps, President

Signed by:  
  
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Kerry Byrne, Vice President