CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION
BOARD OF DIRECTORS BUSINESS MEETING

MINUTES

Board of Directors
May 13, 2025
9:00-11:00a.m.
ZOOM Meeting ID: 874 8660 5423

MEMBERS PRESENT:	Chrissy Holliday Claire Till Eric Riggs James Woglom Jason Ramos Jenn Capps Kerry Byrne Kevin Fingerman Rafael Cuevas Uribe Sydney Lyons Taylor Bloedon Mark Johnson Michael Spagna
MEMBERS ABSENT:	Celena Linares Amanda Hahn
OTHERS PRESENT:	Kacie Flynn, SPF Sam Caudill, SPF Binta Wright, SPF Easton Connell, SPF Monica Myers, Accounting Samantha Puentes, Accounting Harmony Switzer-Tryon, Psychology

I. Call to Order

Jenn Capps called the meeting to order at 9:01 a.m.

II. Research Presentation: Harmony Switzer-Tryon

Psychology Undergraduate and McNair Scholar, Harmony Switzer-Tryon was a 2nd place winner in Behavioral, Social Sciences and Public Administration at the 2025 CSU Student Research Competition. She gave her winning presentation to the Board. Her research presentation is titled: *Emotional Intelligence Scores of Adult Children of Narcissistic Mothers.* The hypothesis of her work is that the emotional intelligence score of the adults surveyed would decrease as the perceived maternal narcissism scale score of the individual's mother increases. Lower emotional intelligence is linked to challenges in social interactions, communication and relationship-building. Early intervention is important to identify and support at-risk youth and implement emotion skills training. Harmony believes that our K-12 education system will greatly benefit from a shift toward social-emotional learning which is where she plans to dedicate her career work.

III. Time Certain 9:15-9:30 am: Open Forum for the Campus Community

There were no guest speakers present.

IV. Meeting Dates for Fiscal Year 2025-2026

Board meetings are traditionally held on Tuesday mornings in Nelson Hall East, Room 106 and on Zoom from 9:00am-11:00am in an effort to avoid peak hours in the course blocks and to accommodate as many teaching schedules as we can. The following is the proposed meeting schedule for the 25/26 fiscal year:

September 30, 2025
December 9, 2025
March 10, 2026
May 12, 2026 *finals week

Action Item: James Woglom m/s Taylor Bloedon "Motion to approve the new meeting schedule for Fiscal Year 2025-2026." Motion carried unanimously.

V. Review and Approval of Minutes of March 11, 2025 Board Meeting

Action Item: Claire Till m/s James Woglom "Motion to approve the meeting minutes of the March 5, 2024 Board Meeting." Motion carried unanimously.

VI. Review and Approval of Minutes of April 16, 2025 Ad Hoc Board Meeting

Discussion ensued regarding the trajectory and timing of beta testing an Administrative Support Coordinator (ASC) pooled support model. Work toward achieving this beta test will happen summer 2025.

Action Item: Taylor Bloedon m/s Mark Johnson "Motion to approve the meeting minutes of the March 5, 2024 Board Meeting." Motion carried unanimously.

VII. Investment Committee Report

Kacie Flynn gave a brief recap of the Investment Committee meeting that took place in April. Vince Learned walked the committee through the roles and responsibilities of those entities present: NFP, Principal, and FuturePlan and reviewed the current investment market statistics for SPF's portfolio and the Scorecard Methodology with the Committee.

Kevin Fingerman proposed exploring automatic enrollment in voluntary retirement plans for eligible auxiliary employees to boost participation and enhance long-term financial security.

It was agreed that further analysis is needed to understand the operational and cost implications. Next steps include conducting a preliminary feasibility review. Findings will be reported at a future meeting.

Action Item: Mark Johnson m/s Claire Till "Motion to accept the Investment Committee Report." Motion carried unanimously.

VIII. Finance Committee Report

James Woglom gave a brief recap of the meeting that took place earlier this month as outlined in Attachment D. For the first nine months, the effective IDC rate was 12.5% which is a 1.9-point increase from the prior year. Invoiced and unbilled Accounts Receivables (AR) totaled $12.6 million, which was a $1.2 million decrease from the prior year. The current projection for IDC return is $1.4 million. At the end of the 3rd quarter, there were 631 active projects with a total award portfolio of $195 million and a strong proposal pipeline.

The committee also reviewed the proposed Fiscal Year 2025/2026 General Operations Budget as presented by SPF management, and made a formal recommendation to the Board for adoption today.

As a part of the ongoing discussion around indirect cost distribution, James Woglom suggested at the May meeting that the committee draft language to be added to the IDC Distribution Policy, outlining an option by which Principal Investigators may request a second review of the distribution calculation. Draft language will be prepared by the Sponsored Programs Foundation and presented to the Finance Committee in September for their consideration.

The Board discussed the potential implications of offering an ad hoc second review. Kevin Fingerman explained his proposal in depth to the Board. Kevin requests that the committee, along with Accounting staff, develop a distribution method where the indirect cost distribution fraction is calculated based on Modified Total Direct Cost rather than Total Direct Cost. The Finance Committee agreed to meet an additional time before September 2025.

Action Item: Kerry Byrne m/s Rafael Cuevas Uribe "Motion to accept the Finance Committee Report." Motion carried unanimously.

IX. Sponsored Programs Foundation FY 25/26 Proposed Budget

Kacie Flynn presented the proposed FY 25/26 general operating budget with explanations of the budget notes on page two of Attachment E. Discussion ensued.

The total operating revenue for FY 24/25 was approved at $4,647,500. The proposed operating revenue for FY 25/26 is $5,290,000. The total operating expenditures for FY 24/25 was approved at $4,202,894. The proposed operating expenditures for FY 25/26 are $4,911,429. The significant differences year over year are reflected in notes 1-5.

Action Item: Kevin Fingerman m/s Claire Till "Motion to approve the Fiscal Year 2025-2026 General Operating Budget as recommended by the Finance Committee." Motion carried unanimously.

X. Equipment Transfer to Cal Poly Humboldt for Quarter Ended March 31, 2025

Action Item: Kevin Fingerman m/s James Woglom "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 March 31, 2025." Motion carried unanimously.

XI. Federal Funding Updates

Kacie Flynn presented updates about the current state of affairs. The Cal Poly Humboldt Sponsored Programs Foundation has not been affected as heavily as other CSU research organizations. SPF Management is submitting an appeal, with the assistance of the Chancellor's Office, for every termination. There is a precedent at other campuses for appeals being approved. SPF has been able to minimize the effect on students and staff employed by terminated awards. The NSF and NIH indirect cost rate cap will result in the largest impact to SPF's revenue, especially if applied to existing grants vs. future grants. Policy changes continue to be monitored carefully and addressed promptly.

XII. Old Business: CSU Student Research Competition Recap

Kacie Flynn recapped the 39th annual CSU Research Competition in 2025 which took place at the end of April. She expressed sincere thanks to the Board, many of whom participated as jurors, moderators, and supporters. The event was a success; many visitors from the other CSUs were impressed by the beauty of the campus and surrounding area as well as the friendliness of the staff and community members. Two Cal Poly Humboldt students placed 2nd in their session and another Cal Poly Humboldt student received an Honorable mention.

XIII. Other

Jenn Capps expressed gratitude to Dr. James Woglom for his past four years of service. His elected term ends September 2025 so this will be his last official Board meeting as a member.

XIV. Adjournment at 10:25 am

Respectfully Submitted,

Signed by: Jenn Capps 3C5FBCB4085640B...	Signed by: Kerry Byrne 9DDD1711BF86483...
Jenn Capps, President	Kerry Byrne, Vice President