

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION
ANNUAL MEETING OF THE BOARD OF DIRECTORS

MINUTES

Board of Directors
September 30, 2025
9:00am-11:00 a.m.
NHE 106
&
ZOOM Meeting ID: 827 5088 4589

MEMBERS PRESENT: Amanda Hahn
Chrissy Holliday
Claire Till
Eric Riggs
Jason Ramos
Kevin Fingerman
Rafael Cuevas Uribe
Rouhollah Aghasaleh
Steve Karp
Taylor Bloedon

MEMBERS ABSENT: Celena Linares
Jenn Capps
Kerry Byrne
Michael Spagna

OTHERS PRESENT: Kacie Flynn, SPF
Binta Wright, SPF
Erika Wright, SPF
Sam Caudill, SPF
Samantha Puentes, Accounting
Monica Myers, Accounting
Kelly Dickey, Accounting
Silvia Pavan, Biological Sciences

I. Call to Order

Eric Riggs called the meeting to order at 9:00 a.m.

II. Seating of New Board Members

Eric Riggs welcomed two new Board members: Rouhollah Aghasaleh (Faculty, Education) and Interim Vice President Steve Karp (University Advancement). The Board currently has one Graduate Student Director vacancy we expect to seat at the December Board meeting,

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once an appointment recommendation is received by Associated Students. Our previous Graduate Student Director Sydney Lyons has now graduated.

Action Item: Taylor Bloedon m/s Kevin Fingerman “Motion to formally seat those two aforementioned directors to the SPF Board.” Motion carried unanimously.

III. Nomination and Approval of 2025-2026 Vice President of the Board

Action Item: Amanda Hahn m/s Claire Till “Motion to approve Kerry Byrne as the 2025-2026 Vice President of the Board.” Motion carried unanimously.

IV. Nomination and Approval of 2025-2026 Secretary of the Board of Directors

Action Item: Taylor Bloedon m/s Rafael Cuevas Uribe “Motion to approve Claire Till as the 2025-2026 Secretary of the Board.” Motion carried unanimously.

V. Nomination and Approval of 2025-2026 Treasurer of the Board of Directors

Action Item: Amanda Hahn m/s Taylor Bloedon “Motion to approve Kevin Fingerman as the 2025-2026 Treasurer of the Board.” Motion carried unanimously.

VI. Nomination and Approval of 2025-2026 Committee Membership & Chairs

Action Item: Eric Riggs m/s Kevin Fingerman “Motion to approve the slate of the 2025-2026 Committee Membership & Committee Chairs as outlined in Attachment A.” Motion carried unanimously.

VII. Annual Managerial Report

Kacie Flynn presented the Annual Managerial Report as outlined in Attachment B. The Office of Research & Sponsored Programs Foundation transitioned to the Division of University Advancement in fall 2024 to enhance collaboration and growth opportunities for research and philanthropic initiatives. Since that time, divisional leadership has changed, with Steve Karp now providing oversight as Interim Vice President for Advancement. In addition, Leslie Rodelander has transitioned from an interim role to a permanent appointment as Post-Award Manager, continuing to lead the Post-Award team of six full-time analysts.

The restructuring effort launched in 2023 to strengthen and co-locate institutional compliance services remains underway. SPF continues to focus on building awareness of compliance requirements, improving access to support resources, and ensuring adherence to regulatory and ethical standards. This ongoing work is essential to sustaining Cal Poly Humboldt’s reputation for integrity in research and positioning the university for continued growth.

Action Item: Claire Till m/s Rafael Cuevas Uribe “Motion to accept the Annual Managerial Report.” Motion carried unanimously.

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VIII. Annual Board of Directors Report

This report is provided by the SPF Board President to recap last year's board activity. As Jenn Capps is not able to be present today, the report is being provided in writing included as Attachment C.

Action Item: Chrissy Holliday m/s Amanda Hahn "Motion to accept the Annual Board of Director's Report." Motion carried unanimously.

IX. Annual Financial Report and Auditor's Report

The Financial & Auditor's Report was reviewed and accepted by the Audit Committee a few weeks ago, per the board's delegation. It was subsequently forwarded to the Chancellor's Office by the earlier September deadline and is being included today as informational only. Kacie Flynn will recap the results in the Audit Committee Report during the business meeting that follows.

Attachment D this year does not include the single audit package as OMB has not issued the compliance supplement that is required for Baker Tilly to issue their final audit reports. This is an issue that is affecting organizations nation-wide. Baker Tilly does not anticipate any significant changes to their findings thus far. The Chancellor's Office is aware of this delay which is affecting all CSU auxiliaries, and they have requested that the single audit report be issued separately. That second part of the report will be provided to the Board at a later date.

X. Other

Rouhollah raised a point of order regarding the bylaws, specifically about which officers are permitted to chair the meeting in the President's absence. Kacie explained that, due to travel schedules and other absences, the Board President had approved Eric Riggs to preside over the meeting on her behalf. Typically, the Vice Chair would be the next in line to preside over the meeting.

XI. Adjournment at 9:16 a.m.

Respectfully Submitted,

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Eric Riggs, Dean Director

Signed by:

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Claire Till, Secretary