

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,

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 Rodelandier 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.

**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