

# The CSU, Chico Research Foundation

## California State University, Chico

### Minutes for the Board of Directors

Thursday, March 26, 2015, 2:30 – 4:30 pm  
Selvester's Rm 104

#### MEMBERS PRESENT:

Interim Provost, Susan Elrod; VP Student Affairs, Drew Calandrella; VP Business & Finance, Lorraine Hoffman; Community Member, Dan Hunt; Faculty Representative, Russell Shapiro; Community Member, Mike Wiltermood; and Student Representative, Crystal Vasquez

ALSO PRESENT: Research Foundation (RF) staff Catherine Thoma, Jessica Bourne, Jesse Converse, Victoria Stephenson, E.K. Park, Michele Flowerdew, and Patti Chezek

1. Call to Order – at 2:30 pm by Interim Provost Susan Elrod. Elrod requested introductions from around the table and offered time for public comments. Chancellor Timothy White stopped by to introduce acting President Rollin Richmond. Elrod shared that President Zingg recently had bi-pass surgery. Chancellor White appointed Richmond to act as President until Zingg's return. Acting President Richmond will have full authority; he will check with President Zingg only when absolutely necessary.
2. Public Comments – Kristina Schierenback, member of faculty for 20 years. She has had six (6) NSF Grants and will not apply for one again due to her feeling of lack of support from campus. She feels that it is impossible to accomplish work due to the lack of release time; incentives given for writing grants or research grants in her opinion are pathetic. \$5,000 in Biology is meaningless. Though the gesture is appreciated, it is not realistic in big scheme of things. She feels there needs to be a review of how faculty is being supported.

Betsy Boyd, Chair of EPPC – She thanked Catherine Thoma for keeping EPPC informed on things happening at the BCCER and Preserve. She asked that the Chair of the EPPC and possibly Senate Officers be added to the email list for agenda and supporting documents for upcoming RF Board meetings.

Paul Maslin, Biology Professor Emeritus, regarding BCCER. Maslin reminded the Board that President Zingg liked the idea of a partnership between the University and a local land trust. He suggested that members of this (RF) Board and the BCCER Technical Advisory Committee review details of the proposal and make recommendations as to its merit and necessary changes.

Maris Thompson – She would like to see more faculty representation on the Board.

Cindy Wolff – Dr. Wolff said as a long standing faculty member, involved in grants and contracts, and as co-chair of the External Funded Coordinating Council (not sanctioned), requested the Board to add a second, possibly a 3<sup>rd</sup> faculty seat on the Board.

Rick Ford - Advised Thursday afternoon RF Board meetings conflicted with the Senate meetings.

Chuck Zartman – Will there be an update from the Research Task Force? Provost Elrod advised she would give an update on the Task Force later in the meeting.

### Approval of the Minutes

Interim Provost Elrod asked for a motion to approve minutes of the December 10, 2014 regular Board Meeting. Catherine Thoma advised Michele Flowerdew's name was spelled wrong in the minutes. It will be corrected. Motion was made and seconded.

**Move to approve the December 10, 2014 Meeting minutes** (Calandrella/Shapiro)

**Motion carried** (7-0-0)

### 3. Administration/Provost's Report – Susan Elrod

Elrod spoke in support of the Chancellor's support in having President Richmond fill in until President Zingg's return. Elrod advised Richmond would be spending two to three days a week on campus. He can be reached via email at [rcrichmond@csuchico.edu](mailto:rcrichmond@csuchico.edu).

Elrod offered her thanks to E.K. Park who will be stepping down the end of the semester. He will be returning to his full professorship in the Computer Sciences department. Park was thanked for the growth in the external grant and contract numbers. A process for selecting an interim position will be announced. In the meantime, Sharon Barrios will continue in her role as Associate Dean of Graduate Studies and report directly to the Provost. A search for a permanent Dean of Graduate Studies will start in the fall. Russell Shapiro questioned who will be signing in Park's absence. Elrod answered that E.K. is here through the end of the semester and she plans for the transition to be seamless with the appointment of an interim.

Elrod deferred to Randy Miller, Chair of the Research Task Force, who reported they will begin meeting the following week.

Elrod has authorized E.K. Park to make additional awards in the research scholarship and creative activity competition. The Provost will augment ten awards funded by the Chancellor's office with the Incentive Funds.

Elrod advised the Policies on Centers and Institutes will be reviewed as they are operating out of compliance with the Chancellor's office policies and guidelines. The Board will be updated as progress is made.

In December of 2015, the RF will submit an Indirect Cost Proposal. A consultant has been hired to work with the RF on the proposal and through the negotiation.

### 4. Business

#### a. Financial Report

1. Fiscal Year 2015 – 2<sup>nd</sup> Quarter Financial Report – RF Treasurer & VP Business & Finance, Lorraine Hoffman deferred to Financial Director, Jessica Bourne. Bourne reported financials through December 31, 2014. The Board approved budget for the fiscal year included a positive change in net assets of \$35,000. It had been discussed at the June 2014 meeting that the budget will likely not be realized due to budgeted rental income for 25/35 Main that would not be collected. A negative change in net assets is expected this fiscal year. Some additional allocations have been made by the Board: Last meeting accounting transition costs were approved for Phase IA - \$188K approved through June 30<sup>th</sup> to bring accounting in-house. Bourne advised there should be no surprise to have a negative balance at the end of this fiscal year. Reviewing numbers, Bourne anticipates negative change to be higher than it stands at 12/31. Russell Shapiro asked what "Miscellaneous Income" meant on revised handout, page 3, Sponsored Programs revenue. E.K. Park will report back at next Board meeting. Shapiro asked about equipment maintenance cost being budgeted so low --- Park answered you never know when something will break down. Shapiro suggested this should be changed moving forward.

2. Omni Circular Update – E.K. Park advised there little to report, but the work is expected to be done by April and then announcements should be made then. Bourne explained the change that will have the most impact is the potential unfunded liability of over \$300K for un-accrued vacation.
3. F&A Proposal – E.K. Park – Targeting December 31<sup>st</sup>, two contractor proposals have been received with one more forthcoming. The proposals have been sent out for review. One proposal shows total expense to be \$25K; another is on hourly rate but we don't know how many hours it will take to prepare the proposal. Hoffman asked if the cost was in the budget. Bourne answered no, but it will be budgeted in next FY year's budget. Hoffman asked if signing the contract July 1<sup>st</sup> will give the contractor sufficient time to do their job. Park answered yes, in fact they would have to wait until the financials are complete in August or September.
4. Capacity Funding review – E.K. Park – There is a \$50,000 Capacity Fund to be used. RESP sits at 42% as of 12/31/14. Park requested waiting until the next Board meeting to decide on spending this \$50K. Hoffman urged to go forward as RESP expenses are not at 50%. Flowerdew advised as of end of February they were approximately \$75K to the good and under expenses. Again Hoffman urged the Board to move the \$50K back out to the colleges. The Provost may distribute as she sees fit.

Bourne offered a point of clarification – the \$50K allocation to the Provost was to be reviewed at this meeting per the September board meeting. This was “approved upon review in December” in the September meeting. After further discussion Hoffman made a **Motion the Board allocates up to \$50,000 into either Capacity or Incentive dollars for fiscal year 2014/2015 to be used to cover either the additional research grants that the Provost has already approved or go into Incentive or Capacity building as the Provost sees fit for research dollars.** Bourne summarized: \$300K was approved in the budget in June (2014). At December 2014 meeting, an additional \$150K from prior years' allocations was approved by the Board. Today, \$50K is being recommended for distribution which had been included in the June budget meeting, to be reviewed at today's meeting. The total allocation between Capacity and Incentive for the 14/15 fiscal year is \$500K. **Hoffman reiterated the motion.**

**Mike Wiltermood seconded.**

Interim Provost Elrod asked for further discussion. Being none, she called for a vote.

**Motion to approve** (Hoffman/Wiltermood)

**Motion carried** (7-0-0)

5. Accounting Transition Update – Bourne/Thoma  
Transition is on schedule. Victoria Stephenson has been hired as Controller. Other positions have been posted; staff is meeting with the AS every other week; Thoma made a request of David Buckley to encourage his staff apply for the open positions; space issues are being reviewed and planned for. Bourne added we are working with consultants on our software, looking to optimize what the RF currently has. RF is looking forward to a software upgrade in the next fiscal year.

Dan Hunt asked if there was going to be more salary expense. Thoma answered yes. Bourne advised salaries will stay *under* budget this year due to the staffing changes. She expects overage in space costs, but under in staffing.

**b. Special Set-ups Report – E.K Park**

Park reported on two Special Set-ups:

1. NIH is requiring one more document. RESP and Dean of Natural Sciences working to provide that document. He does not feel there is any risk involved with this set-up.
2. Second – California Department of Education - Tehama County. Waiting for state funds to be issued to Tehama County. Park does not feel there is any risk involved.

Hoffman made **Motion to approve Special Set-ups request.**

Shapiro **seconded**

Interim Provost Elrod asked for any discussion. Being none, she called for a vote.

**Motion to approve the Special Set-ups Report (Hoffman/Shapiro)**

**Motion carried (7-0-0)**

**5. Other Business**

Board Retreat – Summer 2015 – Provost Elrod

Provost Elrod called for a discussion on a possible Board retreat to review mission, vision and purpose. A new Task Force has been assembled and they may have findings for the Board to review. It will also be a time to educate the Board on RF finances. Date and time will be forthcoming.

Russell Shapiro requested time for comment regarding Board Faculty representation and the BCCER. BCCER is unique. Decisions regarding BCCER come through the Board quarterly. Shapiro recommended creating an RF Board level sub-committee which he is willing to head-up. The committee will look at the history and use of the BCCER. Shapiro has heard bits of information from many different sources and would like to head up the definitive committee that can present recommendations to the Board.

Catherine Thoma reported Karla Zimmerlee, on behalf of the President, met with John Burghardt, representing the group proposing the land-trust. It has been decided to put the land trust proposal on hold until the President comes back from medical leave. There is no scheduled activity regarding the land trust shift.

Elrod suggested that both BCCER and Eagle Lake be reviewed by the sub-committee proposed by Shapiro. He concurred. Purpose and scope for both properties should be reviewed and decided upon. Shapiro clarified that his proposal is for Board representation on a subcommittee to review both properties. The sub-committee has yet to be determined; he is simply suggesting on be developed. Discussion ensued. A group will be created with Board representation.

Thoma lastly advised there would be a reception at the Gateway Science Museum hosted by the University Foundation. Bob Kittredge, Chair of the UF Board, wished to extend the invitation to the RF Board of Directors. The event starts at 4:00 today, 3/26/15.

Dan Hunt asked for an update regarding the proposed by-law changes. Thoma reported the minutes reflected that the President eluded that the Academic Senate would review the makeup of the by-laws. Hunt asked about additional faculty being added to the Board, Student and Community members as well. The Cabinet will review the proposal and bring to the next board meeting.

6. Closed Session – Interim Provost Elrod stated they would now be moving to the posted closed session and that only Board members would remain.

Report on closed session – The result of the executive session was to discuss the settlement with Karen Finley who filed a wrongful termination suit. The suit was settled as of December 19, 2014.

7. Adjournment – The meeting adjourned at 4:35 pm.

Respectfully submitted,

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Catherine Thoma, Secretary