

# The CSU, Chico Research Foundation

## California State University, Chico

**Minutes for the Board of Directors**  
Wednesday, December 10, 2014, 2:30 – 4:30 pm  
BMU Room 209

### **MEMBERS PRESENT:**

Interim Provost, Susan Elrod; President Paul Zingg, VP Student Affairs; Drew Calandrella, VP/Business & Finance  
Lorraine Hoffman; Community Member, Dan Hunt; Faculty Representative, Russell Shapiro; Community Member,  
Mike Wiltermood

**ALSO PRESENT:** Research Foundation (RF) staff Catherine Thoma, Jessica Bourne, Gina McCammon, Michele  
Flowerdew, Patti Chezek

1. **Call to Order** – at 2:35 pm by Interim Provost Susan Elrod. Elrod requested introductions from around the table and gave background on herself.
2. **Public Comments** – None
3. **Approval of the Minutes**  
Interim Provost Elrod asked for a motion to approve two sets of minutes: the September 29, 2014 regular Board Meeting, and the Annual Board of Director's meeting. Motion was made and seconded for the Annual Meeting.  
**Move to approve and accept the Annual Meeting minutes from September 29, 2014** (Wiltermood/Hoffman)  
**Motion carried** (6-0-1)  
  
Discussion on Regular Board Meeting minutes - Russell Shapiro voiced concern over grammar in Section 6a, Software Update. Wording will be corrected. Elrod asked for vote to approve and accept the Regular Meeting minutes:  
**Move to approve and accept the Regular Board Meeting minutes from September 29, 2014** (Hunt/Hoffman)  
**Motion carried** (7-0-1)
4. **University President's Report** – President Zingg  
President Zingg stated he had 3 updates:
  - a) Zingg met with the Chancellor and other CSU Presidents along with a collective bargaining team. He reported the faculty and staff compensation plan was approved by the Chancellor's office and legal counsel.
  - b) Zingg explained that every other year the CSU participates in the National Survey of Student Engagement. This survey measures student involvement in their institution both in and outside of the classroom. This year's survey focused on "high impact" learning practices such as civic engagement, community service, and research opportunities with faculty. Our students reported 16% higher than any other CSU.

- c) Zingg reported the University Foundation voted to divest our investment portfolio in fossil fuels. Very few colleges across the country have done this.

5. Provost's Report – Interim Provost Susan Elrod

During her first two months, the campus goal of research has emerged as one of her top priorities. She plans to meet with the RF Administration Office and the RESP staff to obtain a clear picture of the organization and its activities. She has been part of conversations about forming a broader taskforce to set goals and priorities to support research on campus. Elrod noted the RF needs to move forward with support of faculty research, scholarship and community engagement. One of the goals of the taskforce will be to look at the current model of providing incentives and other support back to the colleges, departments, and principal investigators.

6. Business

a. Financial Report

1. Fiscal Year 2015 - 1<sup>st</sup> Quarter Financial Report – RF Treasurer & VP, Business & Finance, Lorraine Hoffman deferred to Financial Director, Jessica Bourne. Bourne reported that RF is working to provide more comprehensive financial reports. More accounting work within the Foundation is necessary to recognize expenses more timely to give a clearer picture. Budget to actual financial information included in the board packet was discussed. Hoffman thanked Bourne for all of her hard work in gathering data, analyzing and preparing it for the Board.
2. Omni Circular - Potential impact to accrued leave – Flowerdew spoke on behalf of E.K. Park. Bourne gave background of the Omni Circular, guidance issued by the Federal Office of Management and Budget. Changes resulting from the revised guidance may create challenges for the RF relating to the lack of accrued time off for employees funded through grants or contracts. A potential unfunded liability of \$300,000 may need to be funded. This issue will be brought back to the Board with more information. Dan Hunt asked if there will be an additional cost. Thoma answered yes, the contracts and grants were done on a cash basis. Flowerdew added that paid time-off is currently funded by grants and that should employees reduce their hours of accrued time, the potential liability will decrease.
3. Capacity Funding review – Flowerdew spoke on behalf of Park – Park is recommending to the board to hold off on disbursing the \$50,000 until the next Board meeting. Hoffman gave background on incentive dollars: In 2007/2008 there were no incentive dollars allocated. Prior to that there was about \$200K per year. In 2008/2009 Provost Flake moved those incentive dollars from \$200K to \$400K; \$300K went back to the colleges and \$100K went to Provost's office for disbursement to other things that would promote contracts and grants. This amount was approved up until the most recent budget because the Board decided the budget could not endure this amount. Hoffman asked how much Provost Wei had spent. Bourne advised in 2013/2014 \$100K was allocated and \$50K was spent. In 2012/2013 zero (0) was spent. Hoffman stated there is \$150K still available for incentives. The Board could decide to reallocate that \$150K of unused incentive dollars back to the colleges and PI's under a different methodology and she deferred to the Provost and Park; \$50K could be allocated to Interim Provost Elrod. Other alternatives could be explored for the existing \$200K. An information item will need to be on the next agenda to change the budget.

Bourne clarified that budgeted allocated funds in prior years were not identified in the general fund or transferred to a board designated fund. These funds have remained in the general fund.

Spending of prior years' budgets will be unbudgeted expenses in this current fiscal year. Future board approved allocations will be transferred to a board designated account. Dr. Zingg stated that when he discovered that we were in arrears by two years, he asked the Provost to put this as a high priority item. The funds needed to be allocated as incentive funds for faculty. Funds need to be monitored that have a specific purpose and need to be expended to that purpose.

Another point of clarification from Bourne – 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.

Hoffman noted there seem to be more dollars available than originally realized for allocation. Were Park at this meeting, he could present that rather than the \$50K we actually have \$150K in unspent funds that can be additionally allocated with the correct motion and Board approval. After further discussion Hoffman made a **Motion that of the \$150,000 from the 2012/2013 and 2013/2014 approved budget allocations, that \$100,000 be allocated back to the colleges and PIs, to be distributed as the Provost and the Vice-Provost for Research deem fit, and that \$50,000 go to Interim Provost Elrod for the distribution for this year. We will wait on the additional \$50,000 until Park is in attendance at the next Board of Director's meeting in March 2015.**

Mike Wiltermood seconded.

Interim Provost Elrod asked for discussion. Zingg spoke to the June meeting where a non-balanced budget was presented for approval and the hesitancy to do so. This will be corrected. There needs to be a solid understanding of where funds that have a specific purpose are located and should be distributed. Elrod asked for further comments on the motion. Being none, she asked for a vote.

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

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

Dan Hunt asked if there is a correlation between incentives and what they drive back to the University and Research Foundation. The Provost said she did not have a direct answer. The question is duly noted. She will be doing analysis to answer that question. Discussion ensued. Elrod will review “return on investment” and “how we currently distribute incentive dollars.” She is putting together a task force who will review and report on these items.

#### 4. Accounting Services Proposal – Bourne/Thoma

At the September board meeting, Thoma requested to the Board to prepare an in-depth analysis of the possibility of assuming accounting responsibilities provided by the Associated Students. RF management believes significant costs savings and efficiencies may be realized.

Hunt asked why UF did not contract directly with the AS rather than contracting with the RF, and whether there may be concerns the UF would terminate the services agreement with the RF. Thoma responded not that the RF is aware of. This change will be advantageous to the UF as well. Elrod suggested the accounting coming in-house will reduce the complexity and confusion for the PI's for accounting related questions. The processes will be simplified. Hunt asked if the new

process will help Bourne produce a balance sheet. Bourne confirmed that by consolidating all financial management within the office she will gain control of the general ledger. She continued explanations supporting changes and savings.

Zingg asked if the AS has been given "one last chance?" Thoma answered that this has been under discussion for the past 5 years; the AS has known this was coming. Bourne also noted that due to the complex and fiduciary financial responsibilities of the RF, dividing accounting tasks has resulted in challenges. Elrod added that compliance is an important factor and that separating duties puts the RF at risk of non-compliance. Thoma added there are some serious disconnects; the AS is far removed from the customer. Efficiencies have been realized in the RF office as a result of recent process and systems review and modification.

Mike Wiltermood made a **Motion to accept the proposal.**  
Drew Calandrella seconded

Discussion – Hoffman acknowledged Elizabeth (Betsy) Boyd from gallery. She asked about efficiencies; will everyone (all accounting) be housed in one area and could they communicate with each other easily? Bourne answered yes. Secondly she asked about IT and the cost of new software. Hoffman answered using the AS as an example. Last year the AS hoped to contract with Sungard to install software. This was going to cost approximately \$700,000. Yesterday David Buckley presented a cost for software of under \$200K to the AS Board of Directors. It is so much less than last year because the AS will not have to purchase the Grants and Contracts software. The RF will have to purchase that software. Thoma and Bourne have asked for 18 months lead time and may be looking at PeopleSoft. The cost could be minuscule if the RF uses the University PeopleSoft package with modifications. RESP has concerns about the Grants and Contracts module as they feel it is underdeveloped for their needs. The PeopleSoft Grants and Contracts module is at the top of the review list. Boyd asked about proposed savings being eaten up by the cost of the software.

Wiltermood asked a question regarding phase 1A – Is the start-up cost not in the budget; would it will be realized at the end of the year after cost savings payback. The payback was confirmed by Bourne. 2<sup>nd</sup> question – Under University policy is it required that displaced AS personnel be hired, or can RF hire whomever they want? Hoffman assured the RF could hire AS personal if they so choose, but it is not required. McCammon confirmed that because the AS and the RF are auxiliaries to the University, they are not governed under the CSU regulations and thus not required to hire or take on AS staff, though AS Staff will be encouraged to apply.

Hunt asked about termination costs. Hoffman explained the termination clause on page 26 of the Board packet. The clause regards early termination; asking for a prorated share for a partial year. This is not a request for damages.

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

**Motion to approve** (Wiltermood/Calandrella)  
**Motion carried** (7-0-0)

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

Flowerdew reported and recommended approval, on behalf of Park, 4 current projects under Special Set-up requests for a total of \$128,339: UC Berkeley -\$88,367.64; California Dept. of Aging – \$31,443.60; and NIH for 8,528.36 in costs through 11/30/14.

Hunt made **Motion to approve Special Set-ups request.**  
Calandrella seconded

Discussion – Hoffman asked if Flowerdew expects any problems with the Set-ups. She did not.

**Motion to accept the Special Set-ups Report (Hunt/Calandrella)**

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

## 7. Other Business

### a. Big Chico Creek Ecological Reserve Update

Thoma reported the Outdoor Ed Coordinator has been hired. New equipment (Kubota, hand tools, safety equipment) has been purchased for the Reserve. The open house planned for Friday afternoon has been postponed due to inclement weather. It will be rescheduled in the spring. Hunt asked if bathrooms are going to be built on the Reserve. Thoma answered yes.

### b. Eagle Lake Field Station Update

Thoma reported that she and Hoffman met with the BLM several times to discuss the possible transfer of the field station to the BLM. At one point the BLM was willing to take the land back including buildings despite the patent saying “you must return the property as you found it.” The BLM did due diligence and found formaldehyde in the soil behind the lab, asbestos in some of the buildings and a grease pit behind the kitchen. These findings must be remediated prior to the transfer. BLM agreed to take the conference center, one of the wells, one of the septic and all of the power. The RF would be obligated to remove the remaining buildings and septic systems.

Interim Provost Elrod met with the College of Natural Science Dean Hassenzahl and Associate Dean Miller to discuss level of faculty interest, and how they are integrating ELFS it into the educational programs. She challenged Dean Hassenzahl to come back with evidence that there is real faculty commitment in the station. If there is not, then ELFS should be transferred back to the BLM. Elrod is willing to give College of Natural Sciences one last attempt at keeping the field station. Russell Shapiro advised there is an ongoing search for an applied ecologist and each candidate has brought up Eagle Lake. With new faculty coming into the University there may be new interest.

### c. By-law Update

Thoma advised that at the last meeting she proposed a possible change to the bylaws to read “Community Members may serve two (2) consecutive three (3) year terms with a one (1) year break.” The second proposal she received from the AS President was to have two (2) students appointed; one (1) as a voting member and one (1) as a proxy. The next year the two would cycle off. This would give the students two years on the board and a good introduction for them to the RF. Shapiro asked for by-law review with the attorney regarding faculty. Thoma engaged an attorney to review these proposed by-law changes. Conversation timing caused a problem with the required deadline to make notification at least 30 days in advance of the Board meeting. Due to missing this timing requirement,

there is no official request for the by-law change at this meeting. Changes will be presented at the next Board of Directors meeting.

Zingg suggested furthering the discussion on additional representation on the board. Will additional representatives further the work of the RF? Are two students necessary with only one faculty member? A larger conversation is needed regarding representation aligned with purpose. Shapiro clarified his request was for a Center's representative. He feels there is an overlap of different needs from the Center Directors. The Provost has a task force that may review this question.

8. 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 change the range of the Executive Director's salary to between \$90K and \$125,000.

9. Adjournment – The meeting adjourned at 4:45 pm.

Respectfully submitted,



Catherine Thoma, Secretary

### **General Fund and Plant/Bond Fund Summary**

Change in Fund Balance for the General Fund overall are negative through December 31. Rent that will be charged in the second half of the fiscal year will offset some of the negative change. Incentive and capacity allocations have been awarded per the board approved budget, totaling \$400,000. A significant portion of General Fund net assets are held in the Plant/Bond fund in the form of property.

### **Foundation Administration**

Revenue realized is 42% of budget. Recovery of costs has historically been recorded once per year. Cost recovery for University Foundation services and RESP accounting have been accrued; other cost center costs will be recorded at fiscal year-end.

Expenses are slightly under budget. Payroll and benefits are below 50% due to staffing changes. Professional services are under budget at December 31 due to timing of services. General office expenses account for the largest under-budget item, but costs should increase through the transition of accounting services.

### **Computer Center**

The Computer Center is under-budget at December 31 due to no billings for the budgeted charges for email services.

### **Research and Sponsored Programs**

Revenue realized is 42% of budget. Net Indirect income is 45% of budget at December 31.

Expenses are under-budget, largely due to staffing costs which are 38% of budget. Allocated costs shared with the Foundation Administration office have been accrued at budgeted amounts and will be reconciled at the end of the fiscal year.

### **Projects Management**

The Soccer Stadium and Nettleton Stadium are held for campus. The soccer stadium assets will transfer to campus during this fiscal year.

### **Property Management**

25/35 Main have incurred operating losses totaling \$197,773. Rent for the fiscal year has not yet been charged; the Administration office will be working to charge rent to tenants in the second half of the fiscal year.

Foundation  
General Fund and Plant Bond Fund Summary  
December 31, 2014

	Foundation Reserves	Plant & Bond	Administration	Computer Center	Sponsored Programs	Projects Management	Property	Custodial	Total
<b>Fund Balance at July 1, 2014</b>	<b>\$ 1,891,801</b>	<b>\$ 8,706,451</b>				<b>\$ 868,999</b>	<b>\$ 10,963</b>		<b>\$ 11,478,214</b>
<b>Revenue</b>									
Indirect earned					1,287,447				1,287,447
Admin charge income			82,015		87,956				169,971
Admin fees - UF			133,703						133,703
Admin fees - RESP			175,275		(175,275)				-
Interest & earnings	6,896		4,339		27		128	3,091	14,480
Rent income							43,278		43,278
Misc income			100		15,312				15,412
Realized gain/(loss) on investments								2,649	2,649
Unrealized gain/(loss) on investments	(54,448)							14,053	(40,394)
Gain/(loss) on disposal of assets						(32,645)	188,338		155,693
<b>Revenue Total</b>	<b>(47,552)</b>	<b>-</b>	<b>395,431</b>	<b>-</b>	<b>1,215,468</b>	<b>(32,645)</b>	<b>231,744</b>	<b>19,793</b>	<b>1,782,238</b>
<b>Expenses</b>									
Salaries & wages			(254,166)	(34,485)	(301,744)		(2,215)	(49,992)	(642,602)
Benefits			(89,405)	(12,681)	(135,126)		(147)	36,264	(201,095)
Contract services			(85,731)		(53)		(7,500)	(1,257)	(94,541)
AS Accounting services			(258,697)						(258,697)
AS IT services			(51,114)			(515)	(3,001)		(54,629)
General office expense & supplies			(12,204)		(6,242)		(187)		(18,634)
Depreciation						(17,180)	(113,014)		(130,194)
Insurance			(161,890)						(161,890)
Interest expense		(23,491)							(23,491)
Merchant & bank fees			(204)						(204)
Misc expense			(1,666)		(439)		(587)		(2,692)
Property taxes			(251)				(39)		(290)
Public relations			(3,330)		(2,377)				(5,707)
Registration & conferences			(1,375)		(1,700)				(3,075)
Repairs & maintenance			(824)				(54,748)		(55,573)
Scholarships / awards			(318)	(18)	(18)				(354)
Small equipment			(3,797)				(3,827)		(7,624)
Subscriptions			(76)		(981)				(1,057)
Telephone			(2,439)	(106)	(39)		(719)		(3,302)
Travel, lodging, & meals			(310)	(142)	(4,545)		(31)	(519)	(5,548)
Utilities							(52,841)		(52,841)
Advertising & publicity			(3,683)		(334)				(4,018)
UF reimbursed costs			147,509						147,509
RESP reimbursed costs			276,444		(276,444)				-
Capacity allocation	(50,000)								(50,000)
Unit incentive allocation	(350,000)								(350,000)
<b>Expenses Total</b>	<b>(400,000)</b>	<b>(23,491)</b>	<b>(507,528)</b>	<b>(47,432)</b>	<b>(730,041)</b>	<b>(17,695)</b>	<b>(238,856)</b>	<b>(15,505)</b>	<b>(1,980,547)</b>
<b>Transfers</b>									
Transfer to Board designated	(51,250)								(51,250)
<b>Transfers Total</b>	<b>(51,250)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(51,250)</b>
<b>Change in Fund Balance</b>	<b>(498,802)</b>	<b>(23,491)</b>	<b>(112,097)</b>	<b>(47,432)</b>	<b>485,427</b>	<b>(50,340)</b>	<b>(7,112)</b>	<b>4,288</b>	<b>(249,559)</b>
<b>Fund Balance at December 31, 2014</b>	<b>\$ 1,392,999</b>	<b>\$ 8,682,960</b>	<b>\$ (112,097)</b>	<b>\$ (47,432)</b>	<b>\$ 485,427</b>	<b>\$ 818,659</b>	<b>\$ 3,851</b>	<b>\$ 4,288</b>	<b>\$ 11,228,655</b>



**CSU, Chico Research Foundation**  
**Research Foundation Administration**  
FY15 Budget to Actual  
December 31, 2014

	FY 2015			
	Approved Budget	Actual through 12/31/14	Remaining Budget	% Realized
<b>REVENUE AND OTHER SUPPORT</b>				
Earnings on Investments	\$ 16,894	\$ 4,339	\$ 12,555	
Insurance Dividends	53,690	-	53,690	
Administrative Fees	203,847	73,536	130,311	
Administrative fees - Pooled Investment	17,762	8,479	9,283	
Other income	-	100	(100)	
Interest income		-	-	
Recovery of Allocated Costs - Development	267,405	133,703	133,703	
Recovery of Allocated Costs - RESP	350,549	175,275	175,275	
Recovery of Allocated Costs - Computer Center	8,258	-	8,258	
Recovery of Allocated Costs - Farm	13,239	-	13,239	
Recovery of Allocated Costs - Property	16,804	-	16,804	
Recovery of Allocated Costs - Projects	1,094	-	1,094	
<b>Total Revenue and Other Support</b>	<b>949,541</b>	<b>395,431</b>	<b>554,111</b>	<b>42%</b>
<b>EXPENSES</b>				
<b>Office Expenses</b>				
Salaries and Benefits - Career Employees	499,071	245,365	253,706	
Salaries - Student Employees	20,355	8,802	11,553	
Payroll Taxes and Benefits	195,777	89,405	106,372	
Professional Services - 401K/403(b) Plan	25,000	3,957	21,043	
Professional Services - Other	3,650	-	3,650	
Legal Fees	25,000	371	24,629	
General Office Expenses/Postage	26,133	7,306	18,827	
Memberships, Conferences, Subscriptions	3,000	1,912	1,088	
Printing	6,000	4,652	1,348	
Equipment Maintenance	4,500	3,797	703	
Telephone	6,000	2,439	3,561	
Board Meetings/Public Relations	9,500	3,330	6,170	
Property Costs - Taxes	290	251	39	
Other Expenses	8,500	6,790	1,710	
State Equipment Management Office	21,000	25,200	(4,200)	
Admin. Office Space Costs	66,635	-	66,635	
Depreciation Expense	15,271	-	15,271	
<b>Total Office expense</b>	<b>935,682</b>	<b>403,577</b>	<b>532,105</b>	<b>43%</b>
<b>Shared Costs</b>				
AS Accounting Service Costs	148,935	309,810	(160,875)	
AS Data Processing Costs	30,546	-	30,546	
Foundation Computer Center	31,069	-	31,069	
AS Accounting & Data Processing Depreciation	2,523	-	2,523	
Professional Audit Services	7,528	56,203	(48,675)	
Corporate Insurance	14,447	161,890	(147,443)	
UF reimbursed costs	-	(147,509)	147,509	
RESP reimbursed costs	-	(276,444)	276,444	
<b>Total Shared costs</b>	<b>235,047</b>	<b>103,951</b>	<b>131,096</b>	<b>44%</b>
<b>Total Expenses</b>	<b>1,170,728</b>	<b>507,528</b>	<b>663,201</b>	<b>43%</b>
<b>Change in Net Position</b>	<b>\$ (221,187)</b>	<b>\$ (112,097)</b>	<b>\$ (109,090)</b>	<b>51%</b>

**CSU, Chico Research Foundation**  
**Computer Center**  
 FY15 Budget to Actual  
 December 31, 2014

	FY 2015			
	Approved Budget	Actual through 12/31/14	Remaining Budget	% Realized
<b>REVENUES AND OTHER SUPPORT</b>				
Reimbursement from University Foundation	\$ 64,641		\$ (64,641)	
Reimbursement from Foundation Administration	25,538		(25,538)	
Reimbursement from Sponsored Programs	40,393		(40,393)	
Reimbursement from Property Projects	636		(636)	
Reimbursement from Projects	32		(32)	
Reimbursement from Farm	1,133		(1,133)	
<b>Total Revenue and Other Support</b>	<b>132,373</b>	<b>-</b>	<b>(132,373)</b>	<b>0%</b>
<b>EXPENSES</b>				
Salaries and Benefits	77,143	47,165	(29,977)	
General Office Expenses/Postage	-		-	
Memberships, Conferences, Subscriptions	-		-	
Training	-	142	142	
Equipment Maintenance	-		-	
Telephone	230	106	(124)	
Other Expenses	55,000	18	(54,982)	
Allocated Accounting Service Costs	-		-	
Allocated Data Processing Costs	-		-	
Allocated Accounting & Data Processing Depreciation	-		-	
Allocated Admin Office Costs	-		-	
Allocated Audit Services Cost	-		-	
Allocated Corporate Insurance Cost	-		-	
<b>Total Expenses</b>	<b>132,373</b>	<b>47,432</b>	<b>(84,941)</b>	<b>36%</b>
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ (47,432)</b>	<b>\$ (47,432)</b>	<b>---</b>

**CSU, Chico Research Foundation**  
**Research and Sponsored Programs**  
FY15 Budget to Actual  
December 31, 2014

	FY 2015			
	Approved Budget	Actual through 12/31/14	Remaining Budget	% Realized
<b>REVENUE AND OTHER SUPPORT</b>				
Net Indirect Income	\$ 2,850,000	\$ 1,287,447	\$ 1,562,553	
Sponsored Programs Services Income	130,000	15,312	114,688	
Administrative Fees	180,000	87,956	92,044	
Interest Income	150	27	123	
University lease - 25 Main	65,975	-	65,975	
Other Income (bankruptcy settlement)	60,000	-	60,000	
<b>Total Revenue and Other Support</b>	<b>\$ 3,286,125</b>	<b>\$ 1,390,742</b>	<b>\$ 1,895,383</b>	<b>42%</b>
<b>EXPENSES</b>				
<b>Office expenses</b>				
Salaries - Career Employees	708,037	296,462	411,575	
Salaries - Non-Career Employees	2,800	5,282	(2,482)	
Salaries - Student Employees	22,800	-	22,800	
Payroll Taxes and Benefits	341,580	110,067	231,513	
Professional Services - Legal	2,500	2,376	124	
General Office Expenses & Supplies	10,000	1,856	8,144	
Memberships, Conferences, Subscriptions	10,000	5,351	4,649	
Printing	11,000	1,582	9,418	
Equipment Maintenance	1,500	26,759	(25,259)	
Outreach/Public Relations	1,000	-	1,000	
Grant Cost Disallowance Reserve	3,500	-	3,500	
Recognition Lunch	1,500	2,774	(1,274)	
Bad Debt	1,500	175	1,325	
Project Cost Overruns	3,000	-	3,000	
Depreciation Expense	2,387	-	2,387	
RESP Space Costs	73,622	-	73,622	
Space Fees Paid to Campus for Spons Projects	204,359	-	204,359	
Other Expenses	2,000	913	1,087	
<b>Total Office expenses</b>	<b>1,403,085</b>	<b>453,597</b>	<b>949,488</b>	<b>32%</b>
<b>Shared costs</b>				
Accounting Service Costs	272,514	136,257	136,257	
Data Processing Costs	55,891	27,945	27,945	
Foundation Computer Center	56,848	28,424	28,424	
Accounting & Data Processing Depreciation	4,616	2,308	2,308	
Professional Audit Services	57,152	28,576	28,576	
Corporate Insurance	105,868	52,934	52,934	
<b>Total Shared costs</b>	<b>552,888</b>	<b>276,444</b>	<b>276,444</b>	<b>50%</b>

**CSU, Chico Research Foundation**  
**Research and Sponsored Programs**  
 FY15 Budget to Actual  
 December 31, 2014

	FY 2015			
	Approved Budget	Actual through 12/31/14	Remaining Budget	% Realized
Allocated Admin office costs				
Non-HR related Salary/Benefit Costs	37,385	18,693	18,693	
HR related Salary/Benefit Costs	210,738	105,369	105,369	
Professional Services - 401K Plan	19,038	9,519	9,519	
Professional Services - Other	1,565	783	783	
General Office Expenses, Supplies & Postage	7,290	3,645	3,645	
Memberships, Conferences, Subscriptions	3,216	1,608	1,608	
Printing - General Office	3,988	1,994	1,994	
Equipment Maintenance	1,372	686	686	
Telephone	2,573	1,287	1,287	
Board Meetings/Public Relations	686	343	343	
Property Costs - Taxes	107	54	54	
Compliance Contingency	2,702	1,351	1,351	
Other Expenses	3,645	1,823	1,823	
Property Management Office	19,402	9,701	9,701	
Admin. Office Space Costs	35,230	17,615	17,615	
Depreciation Expense	1,611	805	805	
<b>Total Allocated Admin office costs</b>	<b>350,549</b>	<b>175,275</b>	<b>175,275</b>	<b>50%</b>
<b>Total Expenses</b>	<b>2,306,522</b>	<b>905,315</b>	<b>1,401,207</b>	<b>39%</b>
<b>Change in Net Position</b>	<b>\$ 979,603</b>	<b>\$ 485,427</b>	<b>\$ 494,176</b>	<b>50%</b>

**CSU, Chico Research Foundation**  
**Projects Management**  
 FY15 Budget to Actual  
 December 31, 2014

	<b>FY 2015</b>			
	<b>Approved Budget</b>	<b>Actual through 12/31/14</b>	<b>Remaining Budget</b>	<b>% Realized</b>
Fund Balance at July 1, 2014		\$ 868,999		
Proration of Bond Liability		(454,353)		
<b>REVENUE AND OTHER SUPPORT</b>				
Lease income - University	78,793	-	(78,793)	
<b>Total Revenue and Other Support</b>	<b>78,793</b>	<b>-</b>	<b>(78,793)</b>	<b>0%</b>
<b>EXPENSES</b>				
Shared costs (AS Acct, Ins, etc)	325	-	(325)	
Allocated admin office costs	1,087	-	(1,087)	
Other	47,615	33,159	(14,456)	
Depreciation	-	17,180	17,180	
Interest - LT Financing	-	-	-	
Insurance	-	-	-	
Chancellor's Office Indirect on Bond Admin	-	-	-	
<b>Total Expenses</b>	<b>49,027</b>	<b>50,340</b>	<b>1,313</b>	<b>103%</b>
<b>Net Change in Position</b>	<b>29,766</b>	<b>(50,340)</b>	<b>(80,106)</b>	<b>-169%</b>
Fund Balance at December 31, 2014		\$ 364,307		

**CSU, Chico Research Foundation**  
**Projects Management**  
 FY15 Projects Management Detail  
 December 31, 2014

	30230 & 30256	30254 & 30255	
	Soccer Stadium	Nettleton Stadium	Total
Fund Balance at July 1, 2014	\$ 821,183	\$ 47,815	\$ 868,999
Proration of Bond Liability	(454,353)	-	(454,353)
<b>REVENUE AND OTHER SUPPORT</b>			
University Lease/ARD Income			\$ -
Total Revenue and Other Support	-	-	-
<b>EXPENSES</b>			
Shared costs (AS Acct, Ins, etc)			-
Allocated admin office costs			-
Other	33,159		33,159
Depreciation	17,180		17,180
Interest - LT Financing - current year			-
Insurance			-
Chancellor's Office Indirect on Bond Admin			-
Total Expenses	50,340	-	50,340
Net Change in Position	(50,340)	-	(50,340)
Fund Balance at December 31, 2014	\$ 316,491	\$ 47,815	\$ 364,307
Asset value	1,324,015		1,324,015
Accumulated depreciation	(470,766)		(470,766)
Property net of accumulated depreciation at 12/31/14	\$ 853,249	\$ -	\$ 853,249

**CSU, Chico Research Foundation**  
**Property Management**  
FY15 Budget to Actual  
December 31, 2014

	FY 2015			
	Approved Budget	Actual through 12/31/14	Remaining Budget	% Realized
Fund Balance at July 1, 2014		\$ 10,963		
<b>REVENUE AND OTHER SUPPORT</b>				
Rent income	328,374	43,278	(285,096)	-87%
Lease income - University	-	-	-	---
Lease income - AS	28,482	-	(28,482)	-100%
Interest income	2,000	128	(1,872)	-94%
<b>Total Revenue and Other Support</b>	<b>358,856</b>	<b>43,406</b>	<b>(315,450)</b>	<b>-88%</b>
<b>EXPENSES</b>				
Management fees	15,000	10,501	(4,499)	-30%
Shared costs (AS Acct, Ins, etc)	7,283	-	(7,283)	-100%
Allocated admin office costs	16,804	-	(16,804)	-100%
Utilities	102,661	53,560	(49,101)	-48%
Other	1,522	2,988	1,466	96%
Repairs & maintenance	112,059	58,794	(53,265)	-48%
Depreciation - current year	209,906	113,014	(96,893)	-46%
Interest - LT Financing	71,260	-	(71,260)	-100%
Insurance	17,487	-	(17,487)	-100%
Property taxes	6,288	-	(6,288)	-100%
Chancellor's Office Indirect on Bond Admin	11,775	-	(11,775)	-100%
Transfer to CSUC	128,260	-	(128,260)	-100%
<b>Total Expenses</b>	<b>700,304</b>	<b>238,856</b>	<b>(461,448)</b>	<b>-66%</b>
<b>Net Operating Activity</b>	<b>(341,448)</b>	<b>(195,450)</b>	<b>145,998</b>	<b>-43%</b>
Realized gain (loss)	-	188,338	188,338	---
<b>Net Change in Position</b>	<b>\$ (341,448)</b>	<b>\$ (7,112)</b>	<b>\$ 334,336</b>	<b>-98%</b>
Fund Balance at December 31, 2014		\$ 3,851		

CSU, Chico Research Foundation  
Property Management  
FY15 Property Detail  
December 31, 2014

	30203	30221	30224	30228	30206	30273 - 30285	
	Eagle Lake	35 Main St	25 Main St	Cal Water	Railroad Property	College Park Houses	Actual through 12/31/14
Fund Balance at July 1, 2014	\$ -	\$ -	\$ -	\$ 158,756	\$ -	\$ (147,793)	\$ 10,963
<b>REVENUE AND OTHER SUPPORT</b>							
Rent income						43,278	43,278
Lease income - University							-
Lease income - AS							-
Interest Income				128			128
Total Revenue and Other Support				128		43,278	43,406
<b>EXPENSES</b>							
Management fees		3,327	3,874			3,300	10,501
Shared costs (AS Acct, Ins, etc)							-
Allocated admin office costs							-
Utilities	302	20,632	28,415			4,211	53,560
Other		376	2,529		39	45	2,988
Repairs & maintenance	517	17,189	27,471		650	12,967	58,794
Depreciation	2,259	47,719	46,241			16,794	113,014
Interest - LT Financing							-
Insurance							-
Property taxes							-
Chancellor's Office Indirect on Bond Admin							-
Transfer to CSUC							-
Total Expenses	3,078	89,243	108,530	-	689	37,316	238,856
Net Operating Activity	(3,078)	(89,243)	(108,530)	128	(689)	5,962	(195,450)
Realized gain (loss)		77,003	111,335	-	-	-	188,338
Net Change in Position	(3,078)	(12,240)	2,804	128	(689)	5,962	(7,112)
Fund Balance at December 31, 2014	\$ (3,078)	\$ (12,240)	\$ 2,804	\$ 158,884	\$ (689)	\$ (141,830)	\$ 3,851
Asset purchase value	762,771	2,776,722	2,963,784	234,128	98,915	1,995,523	8,831,843
Accumulated depreciation	(619,533)	(1,097,150)	(1,002,062)	-	-	(278,247)	(2,996,992)
Property net of accumulated depreciation at 12/31/14	\$ 143,238	\$ 1,679,572	\$ 1,961,722	\$ 234,128	\$ 98,915	\$ 1,717,276	\$ 5,834,851



Special Set Ups as of 2/28/15

Project Director	Sponsor	Proposal & Project No.'s	Project Begin & End Dates	Project Title	Last Action	Award Amount	Costs Incurred through 2/28/15
Stachura, David	National Institutes of Health (NIH)	14-329 / 60648	8/20/14 - 12/31/15	Zebrafish Stem and Progenitor Cells and their Dysregulation in Leukemogenesis (Transfer of Award from UC San Diego)	2/2 NIH received relinquishment statement from transferor UCSD, but waiting for UCSD's final financial report before issuing award to transferee Chico.	\$38,411.00	\$23,624.35
Stephens, Anne / Aranguren, Brandi	Tehama County Department of Education	15-092 / 64482	1/1/15 - 9/30/16	Environmental STEM for Secondary Science and Technology Teachers	2/20 TCDE recvd its prime award from CA Dept. of Education and is drafting subcontract.	\$175,000.00	\$0.00

Total Expended      \$23,624.35

**CSU, Chico Research Foundation  
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2014-2015**

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Nana block for Susan Elrod

# THE CSU, CHICO RESEARCH FOUNDATION

California State University, Chico

## Board of Directors

Wednesday December 10, 2014, 2:30 to 4:30 PM

BMU, Room 209

7

### In Attendance

v	<input checked="" type="checkbox"/>	Susan Elrod	President
v	<input checked="" type="checkbox"/>	Dan Hunt	Community Member
v	<input checked="" type="checkbox"/>	Drew Callandrella	EXO
v	<input type="checkbox"/>	Jatinder Kullar	Community Member
v	<input checked="" type="checkbox"/>	Lorraine Hoffman	EXO/Tresurer
v	<input checked="" type="checkbox"/>	Mike Wiltermood	Community Member
v	<input checked="" type="checkbox"/>	Paul Zingg	EXO
v	<input type="checkbox"/>	Peter Smits	EXO <del>via phone</del>
v	<input checked="" type="checkbox"/>	Russell Shapiro	Faculty Member
v	<input type="checkbox"/>		Community Member
v	<input type="checkbox"/>		Student Member
	<input checked="" type="checkbox"/>	Katy Thoma	Secretary

	<input checked="" type="checkbox"/>	E.K. Park ←			
	<input checked="" type="checkbox"/>	Jessica Bourne			
	<input checked="" type="checkbox"/>	Gina McCammon			
	<input checked="" type="checkbox"/>	Patti Chezek			

Recorder Michelle Flowerdew Folder B

Michelle Flowerdew  
Brandij Eringaren  
Amargusen

### 1 Call to order/Introductions Time: 2:35

Provost asked for introductions. Talked about herself.

### 2 Public Comments

None - Work hard

### 3 Approval Of Minutes

09/29/14 Annual Meeting - ACTION ITEM

1st Mike W.

2nd Lori

Aye 6 all all Nay  AB 1 Drew

Comments:

Russell - Move Re: Regular minutes

Russell Requested grammar corrections Sec. 6a bottom of 1st pt

### 3 Approval Of Minutes

09/29/14 Regular Meeting - ACTION ITEM

1st Dan

2nd Lori

Aye 7 Nay \_\_\_\_\_ AB \_\_\_\_\_

Comments:

Page 5 - Russell - Corrections

### 5 President's Report - Pres. Zingg

1- Met w/ Chancellor - collective bargaining team Compensation plan approved by Chancellor & counsel.

Student research & staff to support. Our approach passes muster in Long Beach. &

Contract implementation Mtg next wk

2- Research - Survey Nat'l Survey of student engagement. In & out of Classroom. High impact - Civic Engagement...

*Chico* 16% higher than other CSUs.

3- He also UFusted to divest <sup>investment</sup> portfolio in fossil fuels

Very few colleges have done this.

Climate control commitment. Proud of students for Presentation

5 **Provost's Report - Susan Elrod** - 2 mos here campus goals ... top priority.

Plans to meet w/ RESP, RF + other staff ~~next~~  
learning more of what's happening. Task forces - looking to  
support research on campus. Thinking deeply. Integral of  
what we do.

Goals to look at FNA. Support back to colleges + PI's.



## 6 Business

### a Financial Report

#### 1. Fiscal year 2015, 1st Qtr Fin. Report - Hoffman

Lori → Jessica Provide more info & standard reports  
Goal to be more comprehensive!

9/30/14 - 2nd report. Go back to Qtr end. w/ Detail.

Review 2pg report - JB has accounting follow up & recognize timely.

(Cal Water - Property RF bot for Univ 199X? - one of our  
(Lori thanked Jessica -)  
parking lots.

Pd off loan w/ interest from —

RF - bought 14 homes - College Park Homes - Office of housing.

Only 5 left on RF books.

Mike ask about \$ loss being reallocated.

Jess explained.

Bal Sheet explanation.

#### 2. Omni Circular potential impact to accrued leave - Park/Bourne

Katy - JB gave background. Office of Mgmt & Budget  
Eff 12/26.

Terminal leave issue -

\$300K ~~in~~ in Vacation accrual

How to move to accrual basis.

Bring issue back -

Don Hunt, Michelle, JB, KT discuss

3. Capacity Funding review - Park - Action item

Michelle - Recommend to hold off on \$50K request until March mtg

Lori explained background

07-08 no incentive -

08-09 Provost Flake asked for 400K - 300 to campus 100 to Provost.

Allocation of \$50k 2014/15

How much

13/14 - \$150 allocated \$50 left

12/13 - \$100 - allocated

JB explanation

P2 - 2 yrs in areas. incentive funds - Susan shd monitor funds make sure expended.

Susan - input

Zingg

Mike W.

Lori - Ask <sup>Park</sup> to

JB - 50k to be reviewed at 12/14 mtg.

Lori

P2 - multiple strategy on incentives & return to P1s focus on policy + practice, Susan to

Zingg - Correct non balanced budget. Understand where funds are sitting. Unlock funds. Hold on to some

Dan asked correlation

Susan looking at payoffs

Dan, Russell

Lori

\$150 for 12/13 + 13/14 \$100 reallocated to colleges as Provost + Park deem fit. <sup>13/14</sup> 50 to provost. & wait on \$50 for EK.

1st Lori

2nd Mike.

Aye 7 Nay      AB



4. Accounting services proposal - Bourne/Thoma - Action Item

Thoma Explained AS duties and back ground.

RF Reviewed numbers & items uncovered.

we can do at signif. less.

JB - RESP is 18%. Michelle has reviewed + Gina.

Feedback - Review Analysis.

Susan Question - JB explained. Both Foundations

Thoma explained proposal.

Susan - This will reduce & simplify accounting procedure.

JB Will give her gl control/Access.

Cost Savings - Page 20 - Explanation

Paul - Question - give AS one last chance

KT explained - Yes - 5yr ongoing.

JB explained too. Complex accounting.

Great benefit of someone being accountable & fix years prior.

Susan - Compliance is difficult w/ 2 halves, taking under 1 roof

Katy - Serious disconnects, cited positives to the change.

Created efficiencies.

MB - motion -

Lori <sup>noticed</sup> ~~acknowledged~~ she asked if all <sup>thoused</sup> @ RF?

IT-SW - how feeling benefits outweigh - But what will SW cost.

Lori explained \$311K <sup>TORAF</sup> \$345 to AS <sup>implement for 18 mos</sup>

Drew <sup>found SW</sup> expect under \$200K. Not expecting to ~~use this~~ <sup>like to look @ Peoplesoft. Contract & Grants module.</sup>

Asked about proposed savings being eaten up

MB - 2 questions

JB - purpose for move is better structure. We have respect for AS

AS encouraged to apply.

1st MB

2nd Drew

Aye 7

Nay

AB

Dan asked about Termination pg 26 expenses

1/27/57  
Jessica



6 Business

Special Set-Ups Report - Park - Action item - Michelle explained

4 projects \$1  
asking approval

Berkeley 88K

Passages

Int'l research

NIH \$161K

LORI: Any problems -

Michelle - Berkeley - Stipend Contract change  
Park + Miner working on it.

Cobrey - late w/ contract

1st

Dan

2nd

Drew

A

7

D

AB

7 Other Business

a Big Chico Creek Ecological Reserve Update - Thoma

Outdoor Ed <sup>Hired</sup> ~~See~~ Jon Aull

Equipmt purchased.

Open Hs cancelled - Rescheduled in Spring.

Bathrooms will be built.

\$ in designated fund

## 7 Other business

### a. Big Chico Creek Ecological Reserve Update - Thoma

### b. Eagle Lake Field Station - Hoffman/Thoma

Returning property. BLM wanted bldgs -  
Discovered ~~was~~ good things.

BLM will take conf. ctr. . . . get rid of everything else.  
How much to fix?

Susan - Efforts in past to make it work. New leadership.  
mt w/ Miller & Hazenzell. OK to close field station?

Go back to faculty for engagement. Evidence in participation?

- One last chance: -

Eagle Lake & BCCER diff. ecosystems.

Russell - Reviewing Eagle Lake - ~~Peri~~ Interviewing new hires  
there may be new interest.

foster engagement possibilities.

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8 Closed Session - no minutes - Pursuant to California Education Code Section 89923

4:30 out

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Return to session: 4:55 in

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9 Adjournment Time: 4:55

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Next scheduled Board Meeting - Thursday March 26, 2015, 2:30 to 4:30 PM

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Location TBD

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③ Russell explained - Data exists?

DH: Incentive size?

RS - Diff pools for diff levels

Loe - asked Dan if... don't know if we know.

Susan to look into & learn how funds are used.

Larger investment

Zings - Dan 3 points

2. impact on teaching model

3. Dev. Better strategies

Dan - Provost arbitrator?

Susan - yes - she & park

RS -

SE - Task force in Spring.

Recognize Rick \_\_\_\_\_

SE Thank you.

Complicated issue.

DH - More Discussion

SE Return on Investment

Current Distribution - How?

Paul Recog. Rick. \_\_\_\_\_



7-C

Bilau update -

Review tape -

~~RS~~ - Went to Atty - 30 day Bd notification missed. Will be @ next mtg.

Paul - Representation <sup>needs to be</sup> reviewed. How do more people make a better board. Representation aligned w/ purpose.

Russell - Asking for a "Centers" rep on board

PE - Academic Affairs rep?

SE - This could be ~~scoped~~ under Task force

PE

Thoma

PE

Russell - Task force? RESP in review

SE - Task force just for making suggestions.

Chg Exec. F90-125K  
Director Range

Special Set Ups as of 11/30/14

Project Director	Sponsor	Proposal & Project No.'s	Project Begin & End Dates	Project Title	Last Action	Award Amount	Costs Incurred through 11/30/14
Bassett, David	University of California at Berkeley - California Social Work Education Center (CaiSWEC) / CA Office of Statewide Health Planning and Development (OSHDP)	14-209 / 73022 and 14-325 / 73037	7/1/14 to 6/30/15	California Mental Health Services Act (MHSA) - Educational Stipend Program and Distance Learning Initiative	12/9 - CaiSWEC and CSU campuses thru Chancellor's Office negotiated changes with OSHPD to agreement's stipend repayment terms - School of Social Work & College of BSS are reviewing.	\$170,601.00	\$88,367.64
Cobery, Joseph / Bianco, Stephanie	CA Dept. of Aging	14-291 / 64449, 64450	7/1/14 to 6/30/15	Supplemental Nutrition Assistance Program - Education (SNAP-Ed)	12/8 CDA approved revised project budgets; signed awards to be forwarded by CDA this week to CA Dept. of General Services for review.	\$154,732.00	\$31,443.60
Parks, Diana	International Research and Exchanges Board	15-095	64476	Teaching Excellence and Achievement	12/8 signed subgrant agreement returned to sponsor	\$183,336.00	\$0.00
Stachura, David	National Institutes of Health (NIH)	14-329 / 60648	8/20/14 - 12/31/15	Zebrafish Stem and Progenitor Cells and their Dysregulation in Leukemogenesis	11/20 - formal transfer of new faculty member's grant by NIH from UC San Diego to CSU Chico delayed by NIH, but NIH has assured that pre-award spending from 8/20 forward will be approved.	\$161,330.00	\$8,528.36

Total Expended \$128,339.60