

# THE CSU, CHICO RESEARCH FOUNDATION

California State University, Chico

## Minutes for the Board of Directors

Thursday, May 31, 2018, 1:30 – 4:00 pm

Kendall 207/209

### MEMBERS PRESENT:

Debra Larson, David Hassenzahl, Angela Trethewey, Eric Bartelink, Russell Shapiro, Tod Kimmelshue, Tom Lando, Bob Kittredge, Gayle Hutchinson, Milton Lang

### MEMBERS ABSENT:

Ahmad Boura, Alisha Sharma

### ALSO PRESENT:

Jessica Bourne, Russell Wittmeier, Richard Tafalla, Michele Flowerdew, Jennifer Morgan, Amanda Bullock, Matthew Bentley, Stacie Corona, Eli Goodsell, Kristin Gruneisen, Pam Hollis, Mike Thorpe

1. **Call to order and introductions** – Larson called the meeting to order at 1:35 PM and asked for introductions from the Board and gallery.
2. **MINUTES**
  - a. **March 12, 2018 meeting**  
**Motion to approve the meeting minutes of March 12, 2018**  
**(Lando/Kimmelshue)**  
  
**Motion carried (10/0/0)**
3. **Public comments and announcements** – Eli Goodsell shared that the Big Chico Creek Ecological Reserve will be holding a butterfly count event on June 1<sup>st</sup> and expects around 80 attendees.
4. **Consent Agenda – Action Item**
  - a. **FY18-19 RF General Fund Budget**
  - b. **Reserves Policy**
  - c. **F&A Reserve Policy**
  - d. **Foundation Cash Management and Loans Policy**  
**Motion to approve the consent agenda**  
**(Kimmelshue/Hutchinson)**  
**(10/0/0)**
5. **Reports**
  - a. **Provost's Report** – Larson thanked Board members for their participation in the Executive Director search and congratulated Bourne on being selected for the position. Searches will also be underway for both the Dean of the College of Business and the Dean of the College of Humanities and Fine Arts. Vice Provost Daniel Grassien will be working with Richard Tafalla this summer to untangle State-funded centers from self-funded centers and an emergency Executive Memorandum will be accompanying this effort. Lastly, the Academic Affairs division has been working to adjust the budget for

next fiscal year in anticipation of limited State funding.

- b. President's Report** – Hutchinson shared that the State budget continues to be a concern and Chico State will experience significant impacts if the Governor does not increase the budget. In response, work is being done to reduce deficit spending and to increase fundraising. A national search for the Vice President for Business & Finance will commence in August and the position is anticipated to be filled by the end of 2018. In the interim, Jenni Kitchell will serve as the CFO on campus and Stacie Corona will serve as the Treasurer for the auxiliaries. Commencement was a success as 4000 students graduated from CSU, Chico. Siskiyou Hall and a few college park houses are being demolished to allow for new construction and Campus expansion. The WASC accreditation and the strategic planning and campus master planning continue to progress on schedule.
- c. Audit Committee** – Shapiro shared that the Audit Committee met in April to discuss past findings and to choose an auditor for this fiscal year. This will be the third year engaged with Aldrich Advisors. Kimmelshue asked how often an organization should change auditors and Kittredge explained that it is common to stay with the same firm and rotate audit partners every 4-5 years.
- d. Finance and Investment Committee** – Hassenzahl shared that the FIC reviewed the budget report for FY 2018-19 and highlighted some changes from prior years. The budget for the Ecological Reserves and the Surplus Policy Report were also discussed. Kittredge commented that although there was good discussion at the FIC meeting, he would still like to participate in a session that explains the inner workings of the Research Foundation further. Bourne explained this will be forthcoming. Changes in the accounting methodology and the impending software upgrade continue to affect the budget report and how it is compiled.
- e. Executive Director Report** – Bourne reviewed the items that she wants to focus on as the permanent Executive Director. She shared the implementation timeline for One Solution software and discussed where the Research Foundation is in the process.
- f. Research and Sponsored Programs Report** – Tafalla reviewed current processes in the Office of Research and Sponsored Programs and described the possible efficiencies and improvements of implementing new grant management software. Kimmelshue asked if a grant is ever turned away because the administrative costs outweigh the benefits. Hutchinson shared that grant-writers often start with smaller grants until they gain more experience and that training would be an effective mode for increasing grant revenue. Bourne reframed the question and asked how the Research Foundation could pay for the grant management as the indirect rates do not currently cover the costs. She added that with strategy and creative thinking, the Research Foundation could begin to focus on development rather than budget cuts and offer more support to the university. Lando reiterated that he supports grant-funded research but wants to ensure the administration is being sufficiently subsidized. Hutchinson explained that as part of the campus strategic planning, she would like to see the focus on learning, knowledge and innovation and research opportunities being offered to students play a part in that vision. Larson asked the Board for permission to send out a request for quote (RFQ) for new grant management software for the Office of Research and Sponsored Programs and the Board approved.

## **6. Business Items**

### **a. Board and committee membership**

- i. Faculty membership** – Shapiro and Bartelink were thanked for their years of service on the Board. Four individuals were presented as possible candidates for

the faculty positions that are being vacated. Hutchinson will make the appointments prior to the next Board meeting in September. Larson expressed interest in adding another community member to the Board and asked for future recommendations.

- ii. **Audit committee membership – Action Item** – Larson explained that with Shapiro’s departure, there is a vacancy on the Audit Committee. Bourne suggested asking Annabel Grimm to join and then making her election official via an email vote later.

**Motion to elect Bob Kittredge to the Audit Committee  
(Kimmelshue/Bartelink)  
(9/0/0)**

- iii. **Treasurer vacancy** – Larson shared that Stacie Corona will be serving as the interim Treasurer for the Research Foundation Board, but in a non-voting capacity.
- b. **Research Foundation mission – discussion** – Larson explained that there is a need to structurally reorganize the Research Foundation and the Office of Research and Sponsored Programs.
- c. **RF/RESP organizational structure ad hoc committee – Action Item** – Larson presented and discussed the draft charge for the RF/RESP organizational structure ad hoc committee and possible membership was discussed.

**Motion to create a RF/RESP organizational ad hoc committee  
(Hutchinson/Kimmelshue)  
(9/0/0)**

- d. **Ecological Reserves Master Plan ad hoc committee – Action Item**
  - i. **Recommendations for committee membership** – Goodsell reviewed the thirteen recommended committee members. Hutchinson suggested adding “or designee” to the Tribal Representative member and adding an archaeological representative.

**Motion to accept the membership amendments  
(Shapiro/Kimmelshue)  
(9/0/0)**

**Motion to move forward with the amended committee proposal  
(Kimmelshue/Trethewey)  
(9/0/0)**

- e. **Alcohol and Beverage Control license for Concessions** – Thorpe assured the Board that any potential liability would be covered by the Research Foundation’s insurance if the Board chooses to move forward with obtaining the license. In speaking with ABC, he discovered that the Board can delegate the task to a single member or a committee, of which the majority would need to submit the application paperwork. Bourne suggested that Stephen Cummins should participate on the committee and the Board agreed. Larson summarized that Thorpe will talk with ABC and acquire further information regarding the committee option and Bourne will begin to coordinate with Cummins.

- f. **NSPR MOU loan – Action Item** – Bourne explained that the Board needs to formalize a loan to North State Public Radio (NSPR) who has been experiencing cash shortfalls since 2015. Under diligent management, the current debt has been reduced to \$261k. Bourne offered that the Research Foundation enter a memorandum of understanding (MOU) with NSPR to repay the debt over the next 10 years with interest not to exceed 2% and no prepayment penalty. Kimmelshue questioned whether the station will be able to make the loan payment based on their current financial strain. Hollis and Hutchinson assured that there is a plan in place to ensure success. Hollis added that there is an outstanding purchase order for a new transmitter which would add \$30k to the debt amount. Kittredge amended his motion to reflect this addition.

**Motion to approve the MOU to NSPR on the established terms for \$291,000  
(Kittredge/Hutchinson)  
(9/0/0)**

7. **Next regular meeting** – Monday, September 10, 2018
8. **Closed Session** – 4:05 PM
9. **Adjournment** – 4:20 PM

Respectfully submitted,



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Jessica Bourne, Secretary