THE CSU, CHICO RESEARCH FOUNDATION
California State University, Chico

Minutes for the Board of Directors
Monday, September 10, 2018, 1:40 – 4:00 pm
Kendall 207/209

MEMBERS PRESENT:
Debra Larson, Angela Trethewey, Ben Seipel, Tom Lando, Bob Kittredge, Gayle Hutchinson, Milton Lang, Jeni Kitchell, Ahmad Boura, Alisha Sharma

MEMBERS ABSENT:
David Hassenzahl, Tod Kimmelshue, David Stachura

ALSO PRESENT:

1. Call to order and introductions – Larson called the meeting to order at 1:39 PM and asked for introductions from the Board and gallery.

2. Approval of minutes from May 31, 2018 -

Motion to approve the meeting minutes from May 31, 2018
(Lando/Hutchinson)
Motion carried (11/0/0)

3. Public comments and announcements – None

4. Consent Agenda – Action Item
   a. Authorized signers for Local Agency Investment Fund (LAIF)
   b. Health insurance, 2019 Foundation contributions – Larson requested that this item be moved to a business item for discussion.

   Motion to approve item a. of the Finance & Investment Committee consent agenda
   (Lando/Kittredge)
   (11/0/0)

5. Reports
   a. Provost’s Report – Larson shared that there is currently no update on the Alcohol and Beverage Control license for University Public Engagement and that Bourne will follow-up with Stephen Cummins before the next meeting. North State Public Radio is working to replace a transmitter that was destroyed in the Carr Fire and currently has no service in the Redding area. An insurance claim was filed and an account has been set-up in the interim to fund the repair expenses. Service is expected to be returned before October 8th. Phil Wilke was hired as the new General Manager of the station and Larson plans to work with him, Stephen Cummins and Jessica Bourne to determine if an advisory board should be established.
An interim executive memorandum was drafted during the summer to provide guidance and procedures for ancillary units. An audit of these units will be commencing on October 1st and the findings will be shared with the Board when available.

b. **President’s Report**—Hutchinson shared that the foundation for the new physical sciences building is being constructed and the opening ceremony will take place in fall 2020. The WASC accreditation is in process. The self-study was completed ahead of schedule, the off-campus review will take place in the fall and the campus review will complete the process in March. Strategic planning and physical master planning continue and a page on the website has been created to provide updates and receive public comments.

c. **Audit Committee**—Kittredge explained that the Audit Committee will be meeting on September 14th. The final draft of the financial statements is expected from the auditors on September 11th and will be distributed to Board members once received. The Audit Committee’s recommendation will be announced following the meeting and members will have until September 17th at 2:00 PM to raise any questions or concerns.

**Motion to accept the Audit Committee’s recommendation of the financial statement draft unless objections are raised before September 17th at 2:00PM**
(Lando/Kitchell)
(11/0/0)

d. **Finance and Investment Committee**—Bourne highlighted the financials ending June 30, 2018 and spoke briefly about the increase in revenue. She noted that accounts receivable continues to be an opportunity for improvement and that the auditors will likely note this in the financial statements. Additionally, this will be the first year of clean financial statements since switching auditors which is a significant improvement from 2 years ago.

Bourne shared that the financial reporting format was improved following a meeting with Kittredge and Bullock. She reviewed the RF general fund and explained that it was recently cleaned-up in order to provide a more accurate financial picture. She shared that an in-depth review of the 25/35 Main buildings cost allocations will be presented to the Board for review soon. Lando asked for clarification of the software amortization and whether funds are currently being set aside for future updates. Larson acknowledged the need for further discussion at a later time to address this topic. Bourne continued that analysis of cash flow needs will allow the Research Foundation to be more creative with cash management and create opportunities for growth.

Kittredge questioned why there is nothing budgeted in the professional development fund for FY18-19. Flowerdew explained that a large portion will be funding new equipment for SAP and plans for the remainder have not yet been made.

e. **Executive Director Report**—Bourne shared that the software upgrade went live August 6th, however, some technical difficulties have been experienced creating challenges for both RF staff and the end-user. The project team continues to work with the vendor to resolve the ongoing issues.
The fringe rate was established in FY17-18 and $127,000 was set aside to offset resulting negative projects, $35,000 of which has been used so far. After evaluating the first year, the rate is being renegotiated and a decrease is expected.

f. Research and Sponsored Programs Report – Tafalla shared that the request for proposal for new pre-award software is in the final stages and will be distributed to vendors once finalized. He continued to present information on the Office of Research and Sponsored Programs and explained that the activity is made up of 8% research, 63% service/education and 29% fees for service. A large portion of the funding received is from federal sources and the negotiated F&A rates paid are variable depending on the agency. Broken down by college, The College of Behavioral and Social Sciences generated the most award funding last year. In 2017, 136 principal investigators wrote 402 grant proposals with a 41% success rate. The success rate for federal awards was 30% in 2017. Development outreach is underway to make an effort towards increasing these statistics. A grant writing boot camp was offered in July 2018 with the intention of providing coaching and mentoring that may be passed on to others by the 18 faculty members that attended.

g. RF/RESP Organizational Structure ad hoc Committee – Larson shared that following the establishment of the organizational ad hoc committee at the May 31st meeting, the membership was voted on via email. The committee has been working to prepare its findings and should be presenting a report next week. The information will be presented at the December 10th Board meeting.

6. Business Items

a. Gateway Science Museum, internal financing – Action Item - Bourne shared that a loan was made to the Gateway Science Museum in January 2018 for $86,000. After the new director, Adrienne McGraw, was hired, the financials were evaluated again and an extension of the loan to $161,000 to be repaid by 12/31/21 is being requested. Lando requested clarification on the means of repayment. McGraw offered her business plan for the future of the museum. Bourne added that the College of Natural Sciences is backing the loan as the guarantor. Kitchell requested regular status updates starting at the next Board meeting in December.

Motion to amend the existing MOU to the Gateway Science Museum to increase the amount to $161,000 and extend the payment terms to December 2021.

(Kittredge/Lando)

(8/0/0)

Ecological Reserves, Eagle Lake request for proposals – Goodsell shared information about recent partnerships and funding granted to the BCCER to work on various environmental projects, mainly fire education and protection. Bourne explained that the Research Foundation would like to explore options for disposition of the Eagle Lake Field Station property. A request for proposal will be drafted and presented at the December Board meeting for approval. If approved, the RFP would be issued in January and she would ask that a committee be established to review the responses. Larson added that campus communication will be imperative. Lando expressed concern for potential unforeseen negative effects of disposition. Goodsell explained that knowing this discussion was coming to the Board, he and Randy Miller began the communication with key individuals on campus.

b. Health insurance, 2019 Foundation contributions – Wittmeier briefly reviewed the
benefits options and Kittredge added that the FIC reviewed in detail and recommended approval of the benefits package with a 3-year term.

Motion to approve the Research Foundation 2019 benefits offering to employees with the consideration for alternative dental, vision and ancillary vendor/plan offering, and the employee/employer premiums for a 3-year term (Lando/Boura) (8/0/0)

7. Passages presentation – Joseph Cobery, the director of Passages, shared that they have been a part of the Research Foundation since 1981. They serve adults aged 60 or above in all the local counties with the mission to support and improve their lives. Together with the Deputy Director, Mary Neumann, they supervise 7 individual programs within Passages. As an organization, Passages is directed by a policy board and an advisory council. They are funded by multiple sources and allocate a portion to pay for the staff that run the programs. He reviewed the programs that Passages administers, such as supportive services, elder abuse prevention, health insurance counseling and foster grandparent. In addition, they sub-contract out services like home delivered meals, transportation and legal services. Larson asked for more information regarding how Passages ties in with the campus and its students. Cobery explained that they currently collaborate with the School of Social Work to acquire student interns, however, in the past, student involvement was greater. Larson requested that an effort be made to strengthen the relationship with campus and students.

8. Next regular meeting – Monday, December 10, 2018

9. Closed Session – 3:58 PM

10. Adjournment – 4:05 PM

Respectfully submitted,

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Jessica Bourne, Secretary