

Region III Business Meeting
NCURA 2009 Annual Meeting
Washington Marriott Wardman Park
October 23, 2009

The meeting was called to order by Region III Chair, Jill Frazier Tincher (University of Miami) at 3:15 p.m.

Recognition of New Members and First Time Attendees

Jill Frazier Tincher recognized all new members and first time attendees at the meeting. Jill encouraged new members to volunteer with the region.

Approval of Minutes

Bruxanne Hein (Coastal Carolina University) presented the minutes from the May 2009 Regional Business Meeting held at the Marriott Bay Point, Panama City, Florida. The minutes were approved as submitted.

Submission of Treasurer's Report

Cindy Hope (University of Alabama) presented the Treasurer's Report for the period ending September 30, 2009. Region III did not meet our minimum rooming nights at Panama City; therefore, we had to pay \$12,720 in attrition to the Bay Point. While this represents an expense incurred at this time, that amount will act as a credit towards our 2012 Region III Meeting to be held at the Bay Point in Panama City, FL. Further, even with this unexpected expense the Region did not lose money on the meeting.

Regional Committee/Officer's Reports

Membership & Awards Committee – Jill Frazier Tincher recognized Committee Chair Stephanie Smotherman (Vanderbilt University Medical Center) and gave the Membership & Awards Committee report on Stephanie's behalf. She recognized the Region III National Meeting Travel Award recipient, Becky Wakefield (University of Alabama at Birmingham) and thanked the committee members for their participation in this selection process.

Nominations and Elections – Chair Amanda L. Green (University of New Orleans) gave her report on the elections. Riddick Smiley (East Carolina University) was elected as the Chair-Elect. His one-year term will begin the day following the 2010 Regional Meeting. Beryline Temples (University of Central Arkansas) was elected as the secretary and her two-year term will begin 1/1/10. Erica Gambrell (The University of Alabama) was elected as the treasurer-elect and her one-year term will begin on 1/1/10. Erica will then become the Treasurer 1/1/2011 for two years. Amanda thanked the committee members, the NCURA national staff, and the membership for their outstanding support.

Hospitality Committee – Chair Rodney Granec (University of West Alabama) reported on the successes of the Region III Hospitality Suite. They have had a lot of Region III and non-Region III members stopping by the Hospitality Suite for networking, fun and games. Rodney encouraged all members to volunteer to help out in the hospitality suite.

Regional Newsletter – Editors Sam Gannon (Vanderbilt University Medical Center) and Laura Letbetter (Kennesaw State University) encouraged members to contribute information for inclusion in the Region III Regional Corner.

Volunteer Coordinator – Chair Riddick Smiley (East Carolina University) recognized and thanked all those who volunteered at the National Meeting. He encouraged people to volunteer as this is a volunteer organization reliant on the assistance of our members.

Website - Sofia Aymerich (University of Miami) was not in attendance; therefore, Jill thanked her for her time and efforts and encouraged the membership to provide information and ideas to improve our website.

Regional Meeting

Jennifer Shambrook (St. Jude Hospital) Region III Chair-Elect and 2010 Region III Program Committee Chair introduced the members of the Program Committee: Erica Gambrell (University of Alabama), Melvin Horton (University of Memphis), Kim Linkous (Virginia Polytechnic Institute and State University), Charles Patterson (Georgia Southern University), Brigitte Pfister (Clemson University), Vicky Ratcliffe (Virginia Polytechnic Institute and State University), Rob Roy (Georgia Institute of Technology), Dhanonjoy Saha (Carolinas Healthcare System), Debbie Smith (University of Tennessee Health Science Center), Beryline Temples (University of Central Arkansas), Maureen Tice (St. Jude Children's Research Hospital), Maria Valero-Martinez (University of Miami), and Cindy White (Belmont University).

The upcoming Region III Meeting will be held April 24th – 28th and is well before Mother's Day. The program committee is working on finalizing the program and securing presenters. If anyone has ideas on programming, please share this with Jennifer and/or the Program Committee members. The preliminary program will be published very soon. Jennifer also shared information about the location, The Peabody in downtown Memphis right off of Beale Street and the Duck Master competition. Jennifer also passed out various memorabilia in honor of this upcoming meeting.

National Committee Updates

Financial Management Committee – Susan Wilhelm (University of Louisville)

Professional Development Committee – Jerry Pogatshnik (Eastern Kentucky University) reported on the National PDC as per the attached.

Nominating & Leadership Development Committee – Cathy Snyder (Vanderbilt University) reported on the National NLDC as per the attached.

National Board of Directors – Tom Roberts (Florida Gulf Coast University)

Old Business

Senior Service Award - Tony Ventimiglia (Auburn University) recognized Thomas Coggins (University of South Carolina) as the Senior Service Award recipient. Since Tommy had to leave the meeting earlier, this was presented to him earlier at the Region III Hospitality Suite.

Pre-Award Neighborhood – Robyn Remotigue (Mississippi State University) highlighted the NCURA Neighborhoods – Virtual Communities of Professional Interest. NCURA has Neighborhoods surrounds the key areas of Research Administration – Compliance; Departmental Administration; Electronic Research; Financial Research; International; Pre-Award; and Predominantly Undergraduate. Each Neighborhood has an overview, town hall, events and a library where you can stay current with the newest information. Robyn encouraged the Region III members to refer to these, become a member of the list serves that impact your day-to-day roll, as well as learn about other areas. Specialized areas have been a focus of NCURA for many years and include specialized meetings. As an example, Robyn promoted the Pre-Award Conference in Providence, Rhode Island July 19-21, 2010, and encouraged members to attend. Robyn also encouraged members to volunteer for positions associated with these Neighborhoods. NCURA is always looking for volunteers.

New Business

No new business was presented.

The meeting was adjourned at 4:00 p.m.

Prepared by: Beryline Temples

**National Council of University Research Administrators
Report to the Board of Directors**

Report from: Professional Development Committee - Oct, 2009

Board Action Items Requested (add items as necessary):

Recent Activity (Please provide an overview of activity since last report.)

- PDC approved two direct-to-DVD topics for 2010: “Guiding the Principal Investigator through Proposal Submission and Award Management” and “Building a Culture for Scholarship at a PUI: The Role of the Research Administrator.”
- PDC Evaluation Subcommittee recommended that NCURATV have official peer evaluation of its programs and the committee agreed. Beginning in January 2010, PDC will identify members to evaluate NCURATV 2010 programs via DVD.
- PDC received over 50 volunteer applications for the 2010-2011 committee. PDC reviewed all applications and recommended 3 committee members to the BOD for confirmation.
- PDC approved the appointment of incoming Magazine Co-editors, Tom Wilson, Rush University Medical Center and Debbie Smith, University of Tennessee Health Science Center.
- PDC approved the job description for NCURA Magazine Senior Editor.

Outstanding Business (Please provide a list of any tasks not completed. If none, please note.)

- PDC anticipating FMC analysis of costs in order to offer Blue Ribbon workshops in 2010.
- Beta test Threaded Delivery programming for 2010, to be launched with NCURATV in January and NCURATV in March (this was de-coupled from the Blue Ribbon to expedite the beta process).
- Website Enhancement/Expanded member profile database subcommittee to be formed, report due before end of calendar year.
- PDC request to FMC research to cost out traveling workshop related items such as reformatting slides for 2010.

- PDC request to cost train-the-trainer workshops for national conferences' workshop faculty and other highly evaluated conference speakers to determine feasibility. (reference: matrix priority #6).
- PDC outreach to Regional Leadership for future programming integration
- PDC review of feasibility of completing four modules (Management, Compliance, Pre-award, Post-award) for Online Tutorial for Management Strategies. PDC request FMC to analyze related costs for developing/building during 2010.
- PDC preliminary assessment of the Evaluation Subcommittee configuration and reporting hierarchy and develop recommendations, as needed.
- Faculty Handbook for 2010 Traveling Workshop Faculty.

Review and approval of Neighborhood Chairs for 2010.

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Nominating & Leadership Development Committee Update
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Outgoing NLDC Committee Members:

Vivian Holmes, Broad Institute; Glenda Luecke, Washington University; Debbie Newton, University of Tulsa

New members to the NLDC:

Diane Barrett, University of Wisconsin-Madison; Kay Ellis, University of Texas at Austin; Gary Smith, Massachusetts General Hospital

As of January 1, 2010, Pam Whitlock (recently retired – UNC Wilmington) will become Chair of the NLDC, and Vivian Holmes (Broad Institute) the Vice Chair

Leadership Development Institute Updates:

Congratulations to the 2009 LDI Graduates from Region III:

Carolyn Elliott-Farino, Kennesaw State University
Charna Howson – UNC Greensboro

For the LDI 2010 class, the NCURA Executive Committee, with input from both the Chair and Vice Chair of the NLDC, invited several students who were already proven leaders at the regional level to join those selected last Spring. As a result, the incoming LDI Class of 2010 is:

Students

Erin Bailey, University of Buffalo
Margarita Cardona, University of Baltimore
Natalie Goodwin Frank, Washington University in St. Louis
Julie Guggino, Central Washington University
Mary Louise Healy, Towson University
Helena Moynahan, University of Maryland College Park
Govind Narasimhan, The University of Texas M. D. Anderson Cancer Center
Robyn Remotigue, Mississippi State University
Amanda Snyder, University of Maryland Baltimore
Michelle Vazin, Vanderbilt University
Randi Wasik, University of Massachusetts Medical School
Samantha Westcott, California Institute of Technology

Advisors

Garrett Sanders, Research Foundation of SUNY
Marjorie Forster, University of Maryland Baltimore
Robert Barbret, University of Michigan-Ann Arbor
Josie Jimenez, New Mexico State University
Erica Kropp, University of Maryland Center for Environmental Science
Gunta Lidars, University of Rochester
Jan Madole, The Society of Exploration Geophysicists
Patrick Green, Vanderbilt University
Alexandra McKeown, Johns Hopkins Bloomberg School of Public Health
Cynthia White, Belmont University
Ben Prince, University of Massachusetts Medical School at Worcester
Denise Wallen, University of New Mexico

*Highlighted Region III members.

National Elections Update:

Congratulations to newly-elected officers and board members from Region III:
Secretary – Barbara Gray, Valdosta State University
At-large Board Member – Tony Ventimiglia, Auburn University
Presidential-appointed Board Member – Michelle Vazin, Vanderbilt University

Presidential Charges:

The NLDC is reviewing the posted position descriptions for national volunteer positions to assess whether the descriptions are accurate as far as responsibilities and time required. This activity is still on-going.

The NLDC was asked to review the Leadership Development Institute, and a subcommittee of the NLDC, with representation for the national NCURA office and an individual who had been involved in an earlier review of the LDI, completed the review. A report has been submitted to the NCURA Board of Directors.

Report presented by Cathy Snyder, NLDC Committee Member