

Region III Business Meeting  
NCURA Joint Region II/III Spring Meeting  
TradeWinds Resort – St. Pete Beach, FL  
May 6, 2014

The meeting was called to order by Region III Chair, Rodney Granec (University of West Alabama) at 12:30 p.m.

**Approval of Minutes:** David Smelser (University of Tennessee) presented the minutes from the August 5, 2013 Annual Business Meeting held in Washington, DC and asked for a motion to approve. Justo Torres (University of North Carolina – Chapel Hill) made a motion to approve and Tony Ventimiglia (Auburn University) seconded. Members were in agreement and the motion to approve the minutes carried.

**Treasurer's Report:** Kay Gilstrap (Georgia State University). Kay welcomed everyone and announced attendance numbers for the meeting. 386 were in attendance (13 sponsors, 126 Region II, 9 from other Regions, and 238 Region III). Region III had 2/3 of the meeting's attendance.

Kay gave a special thank you to the University of Central Florida for being our Host Institution and asked everyone to go by and say hi at their table in the Banyan Breezeway. She also mentioned the 10 sponsors located in the Banyan Breezeway and asked everyone to please go by and speak with them about what they have to offer.

Kay announced the dinner the following night with the reception starting at 6:30 and that there would be a DJ for dancing 8-10.

Kay closed by reporting that the region is in good shape financially.

### **Regional Committee/Officer Reports**

**Professional Development Committee:** Kay Gilstrap (Georgia State University) presented on behalf of Rick Smiley (East Carolina University). She reported that the last PDC meeting was in August 2013 at the National Meeting. There has been no new activity since then but the region is anticipating that there will be more to report in the coming year.

**Membership & Awards Committee:** David Smelser (University of Tennessee) presented on behalf of Carolyn Elliott-Farino (Kennesaw State University). He reported that the awardees of the Region's Travel Awards have been selected. There were 5 candidates for the 2014 Annual Meeting Travel Award and Natasha Stark (Georgia State University) and Victoria Dean (Eastern Virginia Medical School) were selected. There were 7 candidates for the 2014 Regional Meeting Travel Award and Janet Weins (University of Memphis) was selected.

**Nominating & Elections Committee:** Rodney Granec (University of West Alabama) presented on behalf of Nancy Thoman (Florida Atlantic University). The 2013 Region III elections were held last fall for the positions of Chair-Elect, Treasurer-Elect, and Secretary. A call for nominations was sent to members on July 30 and the region responded with a strong slate of candidates. Elections were launched on September 15 and closed October 2. Electronic ballots were sent to members via e-mail blast resulting in 212 ballots. The Region III By-laws required that a candidate receive a majority of the votes cast (at least 50%) so there was only one clear winner. Danielle McElwain (University of South Carolina) was elected Chair-Elect.

A run-off election for Treasurer-Elect and Secretary was launched on October 8 and closed October 22. A total

of 204 members voted. David Smelser (University of Tennessee) was elected Secretary. A second run-off election was required for the Treasurer-Elect position since no one received a majority vote. The election was launched on October 25 and closed November 8. A total of 128 members voted. Alex Atkinson (Tennessee State University) was elected. All candidates were advised of the results and the official announcement was released on November 12.

**Hospitality Committee:** Cameron Craft (Medical University of South Carolina). Cameron reminded everyone that the hospitality suite will be open from 10pm-midnight, following the dinner party. It is being held in Snowy Egret on the 2nd floor. Sunday and Monday nights hospitality suites were well attended. Everyone had a great time, especially on Monday night as we celebrated Cinco de Mayo! She thanked all of the volunteers who helped make it a success! She asked everyone that if they hadn't yet visited the hospitality suite, please come out tonight after the dinner party and that there will be games available, music, and refreshments. She reminded everyone that the hospitality suite is a great opportunity to meet new people, network with colleagues, and learn more about NCURA volunteer opportunities in a relaxed and fun environment. As a reminder, please no smoking in the suite or on the carpeted area immediately outside the suite, as it is a fire hazard.

**Regional Newsletter:** David Smelser (University of Tennessee) presented on behalf of Bill Lambert (Emory University). A reminder was given that any information for NCURA Magazine's Regional Corner should be emailed to Bill Lambert.

**Volunteer Committee:** David Smelser (University of Tennessee) presented on behalf of Hagan Walker (Clemson University). Hagan thanked all those that helped organize the many volunteers for this year's meeting: Danielle McElwain, Mentor Program; Bruxanne Hein, Conference Ambassadors; Mandy McCaslan, Paige Robinson, and Tina Hood, Volunteer Communications; Jill Frankenfield, the Region II Volunteer Coordinator; and Kay Gilstrap, for fielding questions and providing support! She asked all mentors and mentees to stand for recognition. Region III has 12 mentees this year paired with 12 mentors. Region III is proud to offer this program to help educate those new to the profession and new to NCURA.

She asked all volunteers to stand to be recognized. Region III members serve as room monitors, conference ambassadors, registration desk volunteers, and hospitality suite volunteers. She appreciated everyone's time and energy in making this conference a success. Region III was solidly represented in the meeting with over 50 volunteers filling the many positions. For anyone attending the Annual Meeting in DC, there will be several positions available so please email Hagan to get connected.

**Program Committee:** Laurianne Torres (Duke University). She thanked everyone who participated on the program committee this year and asked them to stand and be recognized. She also encouraged everyone to join us next year in Isle of Palms, showed the video of the meeting location, and let them all know that Danielle McElwain was the lead for that meeting. She also mentioned that a call for volunteers and session proposals for next year's meeting would likely be out in late summer/early fall.

**Site Selection Committee:** Cindy Hope (The University of Alabama). The Spring 2015 meeting will be held at the Isle of Palms. Rodney Granec is heading the site selection activities for the 2016 meeting and anticipates making an announcement via e-Blast within the next few weeks. Cindy has identified a potential location on St. Simon's Island for the 2017 meeting, but that has not been finalized so additional input is still welcomed.

### **National Reports**

**Nominating and Leadership Development Committee:** Tony Ventimiglia (Auburn University) presented on behalf of Pamela Napier (Agnes Scott College). Region III members serving on this committee are: Barbara Cole

(University of Miami) as an At Large Presidential Appointee; Michelle Powell (Georgia Institute of Technology) as Chair of the N&LDC; and Pamela Napier (Agnes Scott College) Region III elected representative.

The N&LDC met in April to review the nominations for the Joseph Carrabino Award, the Julia Jacobsen Distinguished Service Award, and the Outstanding Achievement in Research Administration Award to be given at the 2014 Annual Meeting. The committee also selected recipients of the Catherine Core Travel Award and selected the members whose names will appear on the ballot for the 2014 elections. The ballot should be released very soon.

A preview of the ballot was given: President Elect/President (2 names/1 position): Bob Andresen and Bruce Morgan. At Large Board Member (4 names /2 positions): Glenda Bullock, Joanne Altieri, Toni Shaklee, Robyn Remotigue (former Region III member, now a member of Region V). All of these candidates are outstanding and any of them would be great additions to the NCURA Board. He encouraged everyone to study the materials that will be published about each nominee and vote. In addition to voting, please be thinking about which members of Region III would be good representatives on the NCURA Board and nominate those people during the next call for nominations.

**NCURA Board of Directors:** Tony Ventimiglia (Auburn University). The NCURA Board met February 7-9, 2014 in Hollywood, FL. The Board approved the consent agenda (approval of past meeting minutes, committee reports and informational items). Consent Agenda: Minutes – Dec 11, 2013, Minutes – Jan 31, 2014 (Conference Call), FMC Report, PDC Report, INORMS Report, Executive Director’s Report, Select Committee on Peer Review, Education Scholarship Fund Report.

The Board approved an “end date” for those traveling faculty who retire during their term. The Board approved an addition to the Administrative Policies with regard to Emeritus Membership. The President appointed a Working Group to look at ways in which emeritus members can stay involved with NCURA, including a possible Alumni Club. The Board approved a one-day National/Regional Congress to take place the Friday preceding the Annual Meeting. The President appointed a Working Group to review the current regional boundary structure and determine if possible changes are needed. The Board approved that the criteria for the Special Designation of Distinguished Educator be developed in the N&LDC.

The Board also approved the development of a Senior Level Workshop based on trends that have been noted from the 60 institutional Peer Reviews NCURA has performed. Some suggested topics were as follows: Succession Planning/Staff Development, Bridging the Generational Gaps, Staffing Plans (transitional training), Retention, Change management, Strategic Planning/Planner, Buying Systems, Communicating with Top Level Leadership, Managing Up, Communicating Roles & Responsibilities (creating buy-in, metric building), Risk Assessment, Models of Office Structures, Not “Best” Practices from Peer Review, Lean Management Techniques.

**Professional Development Committee:** Bob Holm (Auburn University). The Social Networking Subcommittee (SNS) of the PDC: Goals for 2014 are to align subcommittee goals with larger PDC goals. Although the SNS has not yet held their first call, calls are now scheduled. The first call will discuss plans for the upcoming year. The SNS plays an important role in the National meeting in August. To prepare for that role, new SNS members will be given a brief on AM55 happenings and the SNS as a whole will begin to prepare for AM56. Future plans of the SNS include building upon a successful 2013 campaign by continuing to hone the Twitter and YouTube initiatives. The raffle/scavenger hunt/incentive program for members who participate in social media will continue.

Online Programming Subcommittee (OPS) of the PDC: The OPS is developing a series of research administration life-cycle webinars for 2014, including areas such as research administration toolbox, proposal and budget development, and award negotiation and management. Each of the life-cycle topic areas will be divided into a

more in-depth three-part webinar series. One webinar will likely be delivered per month, with bundled purchasing options, and recorded for future packaged delivery and purchase by institutions. The OPS is also planning to hold single webinars to focus on mid- and senior-level topics, and is working on drafting a multi-year plan for webinars, including updates and reviews of the material to ensure that the most current information is provided. The OPS is also conducting continuing review of NCURA TV and the online tutorial offerings in 2014.

Publications Subcommittee (PubSub) of the PDC: The PubSub, while waiting for formal charges from the Board, is continuing with the projects begun so ably by the previous lead of the committee, Jeremy Miner. The chief focus will be on the NCURA Micrograph and Sponsored Research Administration Guide (SRAG) rewrites, many of which will need to be made consistent with the new super-circular (A-81). Some Micrographs are close to complete and others will require identification of lead authors by the PubSub committee. The SRAGs, which are now under the aegis of NCURA, are being reviewed both for any need to currently rewrite as well as considerations of how often they will need to be reviewed. The PubSub members will help shepherd those rewrites as well as identify reviewers.

Traveling Faculty/PDC Members Subcommittee of the PDC: Currently the subcommittee for the selection of Traveling Workshop Faculty and PDC Members is working on review of the Faculty Handbook, application, selection criteria, and position description. We have been asked by the Board to address a few criteria clarifications prior to releasing the new applications. Once completed, we will be issuing a call for Traveling Workshop Faculty. Those eligible are encouraged to apply! Once we complete the review, we will be turning our attention to the application requirements for PDC Members. Additionally, we are working on documenting the subcommittee's efforts to hand off to future groups.

**Financial Management:** David Smelser (University of Tennessee) presented on behalf of Cathy Snyder (Vanderbilt University). NCURA's financial picture is very good. In FY13, there was record attendance at the FRA meeting and large turnouts at PRA in New Orleans. The first Annual Meeting in August was a success and profitable. Although there was a decrease in attendance, there was also a decrease in costs. Things look good again in FY14 with record attendance at the FRA and PRA meetings in San Francisco. Registration is now open for the annual meeting in August and early numbers are encouraging.

The FMC has rolled out a process for obtaining credit or debit cards for the regional treasurers. The FMC is working with the Educational Scholarship Fund on the management and business plans for the funds. Special thanks to Region III for their fundraising initiatives. Should anyone have questions regarding these items or the FMC in general, please contact Cathy Snyder.

**Update from National Officer:** Vivian Holmes (Harvard & MIT). She reported that the 2014 FRA and PRA (San Francisco) were highly successful. The attendance was over 1,100 at FRA and over 800 at PRA. The 2015 PRA/FRA will be held in Orlando, FL. She also reported that the first regional meeting for Region 8 (International) was held in April 2014 and was successful with attendance over 100.

Vivian announced the 2014 ballot will soon be released for NCURA Officers. Candidates are: Bob Andresen and Bruce Morgan (for President-elect) and Joanne Altieri, Glenda Bullock, Robyn Remotigue, Toni Shaklee (BOD At-large). Please remember to vote!

She reminded everyone about the upcoming Webinar on Uniform Guidance on May 20. It will be moderated by Kim Moreland, University of Wisconsin. The panel will be: Cindy Hope (University of Alabama), Jim Luther (Duke University), Michelle Christy (MIT), David Kennedy (COGR), and Mark Davis (Sponsor - Attain). Attain's sponsorship enables NCURA to significantly lower the price to our members (\$250).

Vivian announced that prior to the 56th Annual Meeting, on Friday, August 8, there will be a Leadership Convention (a congress of BOD and regional leadership from all regions) with the theme of “Working Together”. The agenda is still in progress but the goal is to strategize and look to the next five years. Topics will include: regional structures and boundaries, common criteria for awards, review of the Executive Leadership Program, meeting mobile apps (as introduced by Region III), and members in transition (former, emeritus, retirees, alums, etc.)

She also mentioned one of NCURA’s initiatives for 2014 is to develop an Alumni network for our former or retired NCURA members who wish to maintain their connection to NCURA.

### **Old Business**

There was no old business to discuss.

### **New Business**

There was a vote on the proposed amendment to the bylaws. The proposed amendment was posted on the Region III web site for greater than 30 days prior to the vote and hardcopies were made available. Barbara Gray (East Carolina) made a motion to approve the amended bylaws and Pam Whitlock (University of North Carolina – Wilmington (emeritus)) seconded. Members were in agreement and the motion to approve the amended bylaws carried.

There was a vote to approve a new Region III logo. Images of the four proposed logos were projected on the screen and members were encouraged to vote using the guidebook mobile app. Paper ballots were also provided on the tables. Logo “C” received the majority vote and will be implemented as the new Region III logo.



Meeting adjourned at 1:15pm.