



NCURA
REGION VI
TUNDRA TO TROPICS

*Vanessa Quiroz Hotz, Chair | Manilyn Matau, Treasurer | Krista Roznovsky, Secretary
Lisa Wottrich, Chair-Elect | Kari Vandergust, Secretary-Elect*

NCURA Annual Meeting
Region VI (Virtual) Business Meeting Minutes
August 12, 2020 | 2:15-3:15 pm

Welcome/Call to Order

Meeting called to order at 2:21pm

Meeting not recorded.

Latasha from headquarters helped to check people into the room

Secretary Report – Krista Roznovsky

- Minutes presented from Regional Meeting in Seattle, October 2019
- 100% voted to approve via online poll

Revised bylaws will be sent out to the membership for review and voting. Overview of the in-process changes:

- Bylaws – Updates are mostly to clarify officer roles and election process. No substantive changes.
- Administrative Policies – Primarily updates regarding specific committee roles and selection process, plus clarifications regarding standing and ad hoc committees. The Regional Advisory Committee will look over the policies once the changes are a little more solidified (these are still very much in process).

Treasurer Report – Manilyn Matau (absent), report given by Vanessa

Original budget took in-person Regional Meeting into account. Manilyn reworked the budget due to COVID, but our revenue is currently unknown. Still working on registration fees for the virtual meeting.

- **Revenue is limited at the moment, but expenses are lower too. We did give some travel awards for the annual meeting.**
 - Financial Report through 6/30/2020 Sam Westcott moved to approve, seconded by Amanda
 - 100% voted to approve

Chair Report - Vanessa Quiroz Hotz

Thanks to those who have been working on the RAC

- COVID-19 – Started off the year with a huge list of 2020 initiatives, but due to COVID the initiatives really had to be adjusted. Everyone is just trying to do the best we possibly can, hoping for some successes and new learning opportunities moving forward. Certainly has been a unique experience for all.
- Region VI/Region VII Partnership – Around this time this year we started having conversations with RVII re: their strategic planning and goals for the future. We've been continuing those conversations, and what started out as a desire to separate the regions isn't so much the case now. There have been a lot of questions about how to divide out that relationship. The concern is that a lot of their members are at PUIs that have very limited funding, and they don't have the money to attend meetings in Region VI as much (Alaska, Hawaii). An MOU has been drafted to

get the regions talking about what the future will look like for regions VI and VII – future scheduling of meetings, etc. to get a calendar going for joint meetings so that we can plan accordingly if it isn't feasible for them to do those expensive states. That would give us time to plan for going solo, and give them time to figure out their next steps. COVID has put a really big damper on those conversations but that is the current update. The conversations will continue and we'll keep discussing with the RAC and the membership. 2021 will give us a better idea of what the future will hold. A survey will be sent out to the membership re: feedback and expectations of regional meetings. (Via chat people seem to generally agree that MOU is a good idea)

- RM2020 Updates – Program and Logistics Committee members introduced. Due to COVID, meeting is not happening in Tucson in October as planned. Many conversations were had with the hotel, R7 and RAC re: what to do – could have lost 70-80K for cancelling. Ultimately decided to move in-person meeting to Oct 29 – Nov 2, 2022, keeping the rates and bumping the deposits. Hopefully in two years we'll be able to have an in-person meeting; thankfully the hotel worked with us to sign the contract mod (done!). Virtual meeting for this year has been pushed to November 17-19 starting at 11am Pacific (tried to find a balance between all the time zones!!). We're trying to make this meeting accessible to everyone who is interested. Want it to be as cost-effective as possible, Zoom and other options being considered. People are encouraged to submit proposals for presentations. The whole thing has been a learning experience for everyone but we're trying to make it as beneficial as possible.

Chair-Elect Report – Lisa Wottrich

- RM2021 Updates – Since Tucson has been bumped to 2022, we're anticipating that 2021 will be an online meeting as well, so feedback will be important from both this AM and the regional meeting so we can make improvements and plan accordingly.
 - Question from member: Did we make the decision to make it online or was that the hotel in Tucson? Determined that COVID would make things highly unlikely re: an in-person meeting for 2021, so made the call ourselves to keep that one virtual. Comments from other members seem to indicate agreement.
 - Email Lisa Wottrich for more info

Regional Committee Chair Reports*

- Awards & Recognition Committee – Alice Doyle announced winners:
 - Allison DeVries at Chapman University
 - Loisa Kalasa from Lundquist Institute
 - Margaret Morgan from SRI International
 - Next up will be travel awards for the regional meeting
- Education & Professional Development Committee – Amanda Snyder – thanked all members of the committee, appreciate all the work that everyone has been putting in. wanted to try and host an in-person workshop this year, had outline and everything ready to go to the national office, but obviously that's not going to happen. So in regrouping, tried to figure out what the needs of the membership are so that virtual low cost options could be offered. One webinar session offered in May (COVID coping, about 100 attendees), one in July (led by a life coach, about 60+ attendees), looking at least one more and maybe two. Probably September – will look at pairing up a session with Research Administrator's Day. Then will regroup later this year and try to figure out what the landscape will look like for next year. If you have specific topics for training ideas, send to Amanda Snyder. Will plan on surveying the membership re: broader needs at some point in the future when things are a bit calmer. Looking at expanding the committee – if that's an interest please reach out to Amanda.
 - LeadMe Program – Derick Jones
 - Quick update – had about 10 pairings between R6 and R7. COVID hit right in the middle of the program. But the LeadMe program was always intended to be nimble and so they revamped right in the middle of the season to give people the tools they needed. Gave programmatic info re: work/life balance in the pandemic, life coach, setting up home office, want to make sure that the program gives the leadership skills necessary to function post-pandemic. Instead of a leadership project, the participants were instructed to talk about 5 practices of successful

leadership to master pandemic – how to set a path forward with these tools to plan their futures. Another session is being planned, Derick has some ideas about future topics. Mentees, Mentors and MINTS from Region VI recognized on slides – lots of folks from Lundquist Institute and UC-Irvine! We need leaders from other groups as well, Derick is looking to grow the program virtually to make sure we have leaders within our organization. Thank you to everyone for participating in the program. Goal is for professional and life applicable skills.

- Membership & Volunteer Committee – Mich Pane – Thanks to all members of the committee – two different groups of folks really, social media-type stuff and then trying to build a pipeline for our region to get people participating in our activities. Recruiting of volunteers much harder in a virtual world, sort of regrouping and trying to figure out how to navigate. Mich will be looking for ideas on how to get people to volunteer and interact at these virtual meetings. Would be great to have folks savvy at monitoring chat/Q&A to help moderate zoom presentations and similar. The committee is continuing to develop how things will look in the future. Can reach out to Mich – michiko@stanford.edu – with ideas or to volunteer.
- Nomination & Elections Committee – Csilla Csaplár – Election slate should go out to members by next week – all positions are up for election this year which only happens every other year. Watch for email and the materials will be up on the website soon.

National Committee Member Reports*

Select Committee on Global Affairs – Katherine Ho, Vice-Chair

- Fellowship Program – 2-week exchange program in research administration and NCURA provides an award of \$2000, looking to increase to \$3000 eventually. 9 recipients this year but only 1 person was able to go before COVID shutdown happened. Now with all the budget restrictions and travel restrictions, so the 2020 recipients will be extended out to 2021. Because of the COVID-related uncertainty, it is unlikely that a call will be put out for this year for 2021 travel. They are exploring virtual options, but because the in-person connection and cultural component is so valuable that isn't really intended as a replacement – more of a filler during these COVID times. Also Global Workshops – focused on international research administration issues, NCURA often asked to have members/presenters go abroad – probably will be looking at new faculty to join later this year.

Nominating and leadership development committee – Sam Westcott, Chair

- Recap of what was sent via email. Full slate of people on election slate at national level as well. Will be meeting after AM62. Sam is encouraging everyone to bring forward names of folks to serve at the national level and don't necessarily know who the best people are. Can reach out to Sam or to Csilla (regional rep).
- Listed all award winners (see attachment). If you have a really good relationship with a federal partner then let Sam know – it was a hard year to get people nominated for that one award. Want to get people the recognition they deserve.
- Sam works with all the regions on a regular basis and finds RVI most welcoming!

Education and Scholarship Fund (see attachment - from email) Vanessa gave an overview

Diversity and Inclusion Task Force – Derick Jones

- Working on pipeline for mid-level career development, in order to give additional leadership opportunities to people. Super exciting about what's being brought to NCURA
- Salary survey – thanks to all that participated
- Thanks to Rosie Madnick, Chair-Elect for this virtual annual meeting!

Old Business - none

New Business - none

Announcements – mark your calendars for RM2020!!

Next Meeting – November 18, 2020

Adjourn – motion to adjourn, Csilla

*see attachment for detailed reports from various committees

ATTACHMENT 1: COMMITTEE REPORTS

The following reports were provided via email.

National Committee Member Reports

Board of Directors – provided by Derick Jones

COVID-19

- NCURA is open and fully operational. Most staff are working from home.

Commitment to Diversity, Equity and Inclusion

- The National Council of University Research Administrators (NCURA) recognizes, values, and celebrates diversity of persons, skills, and experiences in its mission to advance the profession of research administration. Thus, NCURA is committed to building and maintaining a diverse membership and a culture of inclusion. Every member of NCURA has a right, without regard to gender, race, ethnicity, age, religion, social class, sexual orientation, ability, personality, functional experience, or background, to fair and respectful treatment, equal access to resources to support professional growth, and equitable opportunities to contribute to NCURA's success. The Diversity and Inclusion Taskforce continues to work diligently to ensure that diversity, equity and inclusion is central to planning and implementation of programming and initiatives.

AM62

- The Power of You the Virtual Experience has 1,817 registrations! This is amazing and beyond what we hoped for. There are 158 sessions, 300 presenters, and 14 workshops over 2 days.
- Every member of NCURA staff has worked tirelessly on this meeting. Please thank staff and a thank you to all of you who are participating!

Recent Board Actions

- At the June Board meeting, the Board Approved Traveling Faculty and Distinguished Educators. No new financial commitments were made for new projects until the results of AM62 are assessed.
- The Board discussed the NCURA Campus Liaison Program to discuss ideas for increased communication. NCURA President Denise Wallen formed a Task Force to develop a plan for increased participation in the Campus Liaison Program. This taskforce is led by Kay Gilstrap.
- At the August Board approved Georgetta Dennis and Kasey Schubert as the NCURA 2020 Scholarship recipients. Each will receive \$2,500 to be applied to their Fall 2020 enrollment for their respective Masters programs.

Thank Members

- Thank you for your participation in the NCURA Election. The election results will be certified at the National Annual Business Meeting.

- Participation in NCURA virtual offerings have been excellent. We thank members for their commitment to continued learning and openness to new modalities of instruction.

NCURA Resource Center

- We would like to call your attention to the NCURA Resource Center which you will find front and center on NCURA's website and took an extraordinary effort by NCURA staff to complete. The Resource Center is a one stop of resources organized by topic area. There opportunities to contribute to the resource center and this expands opportunities for member engagement.

NCURA Peer Programs

- As a reminder, NCURA continues to offer peer reviews and can now accommodate a virtual review. It is more important than ever to ensure operations are efficient and flowing smoothly.
- The completely confidential peer review is conducted by a team of nationally recognized research administrators who thoroughly review the sponsored programs area. Peer Reviews are conducted using Standards that represent the core and vital functions of sponsored programs-regardless of size and type of institution. At the completion of the evaluation, the institution receives a detailed confidential report that provides valuable feedback on program strengths and areas for improvement. This feedback assists research administration in providing quality services, minimizing risk, and promoting a positive culture for research administration. If you are interested in learning more, feel free to check out the peer review website or contact Megan Fornasar.

NCURA Salary Survey

- The NCURA Salary Survey was released on June 29th and is available for completion through August 24th.
- The Salary Survey Task Force was comprised of 17 of your colleagues and friends – and the team worked from January through April, along with the support of the NCURA Office, to bring the survey to fruition.
- If you have not already done so, please take a few moments to complete the survey so that we can have a strong data set and encourage others to do so as well!
- NCURA members will be able to query the results as a benefit of membership beginning Monday, August 31st.
- Those who are not currently NCURA Members will be able to purchase access for up to 72 hours of query time for a fee.
- NCURA will continue to communicate as new information and changes occur in operations.

Nominating & Leadership Development Committee – provided by Sam Westcott

Hello from the NLDC Chair,

The NLDC will be putting together nominations for the following NCURA leadership roles:

- Vice President/President-Elect
- Treasurer-Elect
- Secretary
- 2 At-Large Members of the Board of Directors

We will be meeting shortly after AM62 to brainstorm and will meet this fall for decisions moving forward. Should anyone wish to share with me any suggestions, we are open to ideas, please feel free to reach out to your Region VI Representative: Csilla Csaplár or you may contact me [Sam Westcott].

For the national awards, we actively solicited nominees for the award programs: Joseph F. Carrabino Award, Outstanding Achievement in Research Administration Award, Catherine Core Minority Travel Award, and Julia Jacobsen Distinguished Service Award. Here are the results:

- Outstanding Achievement in Research Administration Award: Judy Fredenberg
- Catherine Core Minority Travel Award: Amy Ossola-Phillips; Atiqua Burns; Italia Garduno
- Julia Jacobsen Distinguished Service Award: Ben Prince; Jill Tincher; Lisa Mosley; Rashonda Harris; Tricia Callahan
- Joseph F. Carrabino Award: there were no nominees for this award. Therefore, there is not a Carrabino award recipient for 2020.

Thank you for your continued support.

Select Committee on Global Affairs (SCGA) – Katherine Ho

- Fellowship Program – Applications are usually accepted in July of each year. Given the current pandemic situation and global travel restrictions, SCGA will revisit this in the Fall and consider accepting applications around October/November. Fellowships typically must conclude during the calendar year, but 2020 fellowship recipients have until the end of 2021 to complete their fellowship.

- Virtual Programs – Exploring options for a virtual alternative to the Fellowship Program or make this a new option if travel continues to be restricted. Considerations include pairing research administrators with 2-3 institutions instead of 1:1 format of current in-person model and scheduling over a longer period of time (instead of 2-week period of current in-person model).

- Global Workshops and Traveling Faculty – Given the current pandemic situation and global travel restrictions, SCGA is exploring virtual options for delivering workshops.