

**Council of Principal Investigators and Research Administrators**  
**Monthly Meeting**  
**March 21, 2019 11:00 am – 12:30 pm**  
**UC Bayview Room 320**

**MINUTES**

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**Attendees:** Erin Hill, Riccardo Mozzachiodi, Jim Lee, Miguel Moreno, Sarah Scott, Phyllis Robertson, Mike Starek, Gina Concannon, Carmen Osier, Tianxing Chu, Dorina Murgulet, Dugan Um, Luis Hernandez, Michelle Hollenbaugh, Trent Thigpen, James Rizzo, Brien Nicolau, Mark Besonen, Elizabeth Sefcik, Jocelyn Gutierrez, Theresa Garcia

**Absent:** Brandi Reese, Esmeralda Teran, David Yoskowitz

**Alternates:** Alex Garner (Gail Sutton)

**Guests:** Rebecca Ballard

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Quorum present

- **Guest Speaker:** *Rebecca Ballard, J.D., Director of Research Compliance, (10 minute presentation, 5 minute Q&A)*
  - Ms. Ballard gave an update and overview of current Research Compliance activities.
  - Since February 2019, Ms. Ballard has been the only personnel in the office. Anissa accepted a R&I position as Project Manager. She is hiring a Compliance Coordinator and position is posted.
  - Discussion about the status of the university acquiring software for tracking compliance proposals.
    - Waiting to hear if system will cover the costs.
  - Discussion about IRB, IOCUC, and biosafety.
  - Biosafety Tidal Hall walk-through is scheduled April 9, 2019.
  - Questions:
    - What solutions do you see to minimize the disruptions with staff changes?
      - Ms. Ballard is currently working on a SOP with solutions.
- **Meeting called to order by Phyllis at 11:15 am.**
- **Agenda was approved**
  - **MOTION: First-Miguel, Second-Riccardo, All in favor.**
- **February 2019 meeting minutes were unanimously approved**
  - **MOTION: First- Jim, Second- Michelle, All in favor.**
- **Introduction of alternate CPIRA representatives.**
  - Alex Garner sitting in for Gail Sutton.
- **RA Position for Liberal Arts, Nursing and Health Science, Education and Human Development**
  - Still waiting on immigration paperwork. No new update.

- **AVP for R&I**
  - Position is posted.
  - Sarah, Riccardo, and Phyllis on the screening committee.
- **Compliance Coordinator Position**
  - Ms. Ballard talked about this in her presentation/discussion.
  - Discussion about salary.
  - Position is posted.
- **CPIRA Committee Updates- all Chairs gave an overview of the charge of their committee.**
  - Research Administration Development & Training
    - Jim gave an update on committee activities.
    - Research Celebration
      - April 15, 2019, 3:00 pm – 4:30pm.
      - Hosted by R&I.
      - Panel presentation from internal grant recipients.
      - CPIRA is invited.
    - Research Forum
      - Rescheduled for Fall 2019.
      - Phyllis, Jim, and Sarah are meeting Monday 3/25 with R&I about Forum details.
  - Operations & Communications for Sponsored Projects
    - Michelle gave an update on survey, 63 responses so far.
    - Survey ends 3/29/2019.
  - Roles & Responsibilities
    - Matrix was sent to Ahmed.
  - Bylaws, Elections, Rules, & Procedures
    - Brien and Phyllis are working with Sharmeen on the CPIRA census data.
    - Discussion about which units/colleges/center/institutes are having elections (list was provided to council).
    - Data for internal grant recipients are still being worked on by Dan and Tuan.
    - F&A Procedure was approved last month by Senate.
      - Each college has been asked to develop and publish their F&A procedures.
      - Discussion about colleges sharing their F&A policies with other colleges. This would give uniformity. Mark seconded the idea of uniformity so F&A policies would be more equal.
  - Facilities
    - Riccardo gave an update on the Tidal Hall move.
    - Tidal Hall move started before spring break.
    - Tidal Hall had a controlled power outage yesterday at 5pm.
    - Life Sciences are moved out of HRI.
    - Phyllis asked CPIRA again for a facility issues list.
    - Discussion about some faculty are left with bad lab conditions from this move.
    - University has developed an elevator committee.
  - Graduate Recruitment & Retention
    - Tuition model is still in the works.
    - Senate is working on this issue also.

- Discussion that something will be in place for terminal degree students. Not much \$ available, but something.
- Research Liaison Committee (New)
  - Committee will assist in developing consequences when PI's don't follow grant commitments.
    - **MOTION: To have the members of the R&R Committee join and start the Research Liaison Committee. First- Sarah, Second- Gina, All in favor.**
- **President's Retreat**
  - Phyllis, Sarah, and Gail will be presenting (15 minutes).
- **Other Business**
  - Printing
    - Maker Space
    - They can print on cloth, but you have to provide the material
    - \$0.68/sq. ft.
  - Software Requests
    - Josh is working on this.
    - Sarah and Phyllis met with Josh.
    - PI's can request software at the time of proposal development.
    - IT is working on a list of all software available.
    - Adobe Acrobat suite will be available soon.
  - Internal Funding
    - RE is reviewed by RE reviewers two from each college.
    - TRDF is reviewed by internal and external reviewers.
  - Matthew Brixey
    - New hire in Mayra's office.
    - He is the new liaison with SRS and TAMUCC.
    - Good customer service.
  - Red Cap is available online.
  - CPIRA's Council minutes and agendas are posted on our website.
- **Adjourn: 12:39 p.m.**
  - **MOTION: First- Miguel, Second- Riccardo, all in favor.**