

**Council of Principal Investigators and Research Administrators**  
**Monthly Meeting**  
**May 16, 2019 11:00 am – 12:30 pm**  
**UC Bayview Room 320**

**MINUTES**

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**Attendees:** Mark Besonen, Tianxing Chu, Gina Concannon, Jocelyn Gutierrez, Luis Hernandez, Michelle Hollenbaugh, Jim Lee, Miguel Moreno, Riccardo Mozzachiodi, Carmen Osier, Brandi Reese, James Rizzo, Phyllis Robertson, Sarah Scott, Elizabeth Sefcik, Gail Sutton, Trent Thigpen, David Yoskowitz

**Absent:** Dugan Um, Dorina Murgulet

**Alternates:** Erin Hill (Brien Nicolau), Niall Durham (Michael Starek), Kyoung Lee (Theresa Garcia)

**Guests:** Josh Gonzalez

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Quorum present

**Meeting called to order by Phyllis at 11:00 am.**

**1. May 2019 agenda was approved.**

- **MOTION: First-Gina, Second-Miguel, All in favor.**

**2. April 2019 meeting minutes were unanimously approved**

- **MOTION: First- David, Second-Miguel, All in favor.**

**3. Introductions of alternates and new CPIRA reps**

- Introductions of alternates and our new CPIRA representative Nandi Chetden, RA for Liberal Arts, Nursing and Health Science, Education and Human Development.

**4. CPIRA Committee Updates- all Chairs gave an overview of the charge of their committee.**

- Bylaws, Elections, Rules, & Procedures
  - Phyllis gave and summary of the 2019-2020 election results of the new CPIRA representatives.
- Research Administration Development & Training
  - R&I is currently working on training schedules for next year FY2020.
  - Any comments or suggestions for the fall 2019 forum send to Jim.
  - Still waiting on a forum date.
- Roles & Responsibilities
  - Sunsetting
- Facilities
  - Gail reported that she is waiting to meet with Jaclyn Mahlmann.
  - Discussion about having no swing spaces on campus. Which are offices/labs to put people when a new building is being built.
  - Suggestions were made to accompany the facilities list with solutions.
  - Discussion about the campus space committee.
  - Continued discussion about how the limited space on campus impacts research and who is accountable for space/facilities.

- Continued discussion about Tidal Hall move that included how the move instructions were communicated.
- Comment that the moving company did a great job.
- **MOTION: Jim made the motion to conduct a satisfaction survey, First- Jim, Second- Brandi, All opposed.**
- Operations & Communications for Sponsored Projects
  - Michelle gave a presentation on the customer survey results.
  - Discussion about what % of results were neutral.
  - Suggestion that a subgroup of CPIRA sit down with R&I and go over the survey results.
  - Jim presented the development and training section of the presentation.
    - Discussion about the need for more online tools.
    - Discussion about training themes.
- Graduate Recruitment & Retention
  - Still waiting on model.

#### **5. Salary Savings was tabled to next meeting.**

#### **6. Hiring Status for VP for F&A**

- A couple of CPIRA reps. attended Mahlmann's forum.
- No further update.

#### **7. Hiring Status for AVP for R&I**

- WebEx interviews will be this Friday.

#### **8. Research Liaison**

- Discussion about the importance of this role in CPIRA.
- Suggestion this would be a one-person role and the rep will need to also sit on the EC.

#### **9. President's Retreat**

- Phyllis gave a summary of the retreat.
- Gail, Phyllis, and Sarah presented and represented CPIRA.

#### **10. Other Business**

- James will BBQ/cook for the June meeting when the President is our guest.
- Comment about the OCSP survey should focus on those areas where NA or "have little experience" were received.
- Discussion about the grant writer service on campus.
  - Nursing is the only college with a grant writer.
- Email Phyllis on topics that cross multiple divisions that you would like to go to PC.
- CPIRA has been given a seat on the safety taskforce. Brandi will fill this seat.

#### **11. Adjourn: 12:11 p.m.**

- **MOTION: First-Jim, Second-Gail, All in favor.**