

**Council of Principal Investigators and Research Administrators**  
**Monthly Meeting**  
**August 22, 2019 11:30 am – 1:00 pm**  
**HRI 127**

**MINUTES**

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**Attendees:** Erin Hill, Brien Nicolau, Mark Besonen, Jocelyn Gutierrez, Luis Hernandez, Michelle Hollenbaugh, Jim Lee, Miguel Moreno, Riccardo Mozzachiodi, Carmen Osier, Brandi Reese, James Rizzo, Phyllis Robertson, Sarah Scott, Michael Starek, Gail Sutton, Esmeralda Teran, Trent Thigpen, Dugan Um, Elizabeth Sefcik, Tianxing Chu

**Absent:** Nandi Chetden, David Yoskowitz, Dorina Murgulet

**Alternates:** Deanna Greer (Gina Concannon), Elizabeth Sefcik (Theresa Garcia)

**Guests:** Rebecca Ballard, Jordan Greer, Mike Wetz, Toyin Ajisafe, Gina Glanc, Curtis Judd, Heather DeGrande

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Quorum present

**1. Guest Speaker:** *Rebecca Ballard, Director of Compliance TAMUCC (10-minute presentation, 5-minute Q&A)*

- Rebecca Ballard visited with CPIRA asking for their support to purchase R&I compliance tracking software.
- Rebecca gave an overview of the tracking software and its capabilities. Updates will be given to researchers once the software contract is signed.

**Meeting called to order by Phyllis at 11:39 am.**

**2. Agenda was approved**

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

**3. June 2019 meeting minutes were unanimously approved**

- **MOTION: First- Mark, Second-Liz, All in favor.**

**4. Alternates introduced.**

1. Deanna Greer (Gina Concannon), Elizabeth Sefcik (Theresa Garcia) introduced themselves.

**5. CPIRA New Members**

1. The new CPIRA representatives introduced themselves (Jordan, Mike, Toyin, Gina, and Curtis)

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

1. Bylaws, Elections, Rules, & Procedures
  - A special election will be conducted in Nursing.
  - August 30<sup>th</sup> is the deadline for nominations.
  - Brandi Reese, new Vice Chair
    - **VOTE: Elect Brandi Reese as Vice-Chair, all in favor.**

2. Research Administration Development & Training
  - Research week will begin 10/21/2019.
  - CPIRA Forum is scheduled for 10/22/2019.
  - Waiting on budget information
3. Roles & Responsibilities
  - No report
4. Facilities
  - Gail is working to set up quarterly meetings with Jaclyn.
  - Discussion about conducting a facilities survey.
5. Operations & Communications for Sponsored Projects
  - Michelle met with Mahdy and shared the customer service survey results.
6. Graduate Recruitment & Retention
  - Discussion about S&E receiving money (5 awards at \$5K each) for students.
7. Research Liaison
  - Phyllis will serve in this position for FY20.

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

- Colleen Fitzgerald will be starting September 1, 2019.

**8. TAMU-CC CPIRA News Story**

- Article has been released from MARCOM.

**9. Other Business**

- I-Create
  - Located in the library.
  - Offers poster printing.
- Post award processing discussion.
- Immigration support for international scholars and students discussion.
- Duty-free purchase of foreign equipment discussion.

**10. Adjourn: 1300 p.m.**

1. **MOTION: First-Brien, Second-Brandi, All in favor.**