

**Council of Principal Investigators and Research Administrators**  
**Monthly Meeting**  
**November 18, 2021, 11:00 am – 12:30 pm**  
**WEBEX**

**MINUTES**

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**Attendees:** Mark Besonen, Trent Thigpen, Jordan Greer, Erin Hill, Daniel Newmire, Tianxing Chu, Michael Starek, Joseph Mollick, Faye Bruun, Gina Glanc, Ruby Mehrubeoglu, Aaron Baxter, Alexa Hight, Heather DeGrande, Nandi Daru, Carmen Osier, Patricia Spaniol-Mathews, Patrick Crowley, Devon Steffan, Feiqin Xie, Deanna Crites, Xiping Hu, Kyoung Eun (Kelly) Lee, Jennifer Epley-Sanders, Mike Wetz

**Absent:** Celil Ekici

**Alternates:** Jeffrey Turner (Keisha Bahr)

**Guests:** Mr. Will Hobart, Director of Procurement, TAMU-CC  
Josh Gonzalez

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Quorum present

1. **Guest Speaker:** Mr. Will Hobart, Director of Procurement, TAMU-CC. 30-minute Q/A.
  - No visual presentation, only questions and discussion with the CPIRA representatives.
  - Questions and Discussion
    1. What is the procurement process of buying equipment?
      - Under 5K no problem. Over 5K must go through procurement.
      - If price is 25K or more, need three quotes with two being from a HUB.
      - If price is 50K or more, needs formal bidding.
      - Every purchase requires a single quote.
    2. Where can you find state contracts?
      - State procurement website.
      - DIR, Department Information Resources.
    3. Is sole source justification still in place?
      - Yes.
      - You need to show that the product is the only equipment available to do your specific function needed for your project.
      - Also, beyond function you need to show the vendor is the only business selling the specific equipment.
      - All of this needs to be writing.
      - If a specific piece of equipment is needed please put it in your grant proposal.
    4. What is the software procurement process?
      - Software procurement also goes through TAMU-CC procurement office.
      - If the software is specific with not a lot of users, it will be exempt.
2. **Meeting called to order by Mike at 11:26 am.**
3. **Approve Meeting Agenda**
  - **MOTION: All in favor.**
4. **Approve October 2021 Meeting Minutes**
  - **MOTION: All in favor.**

**5. Alternates/Guests introduced.**

- Keisha Bahr for Jeffrey Turner.
- Guest: Joshua Gonzalez, Director of IT, TAMU-CC

**6. Ex-Officio Faculty Senate Update(s) (Celli)**

- No update

**7. Ad-hoc Scholarly Librarian Update(s) (Alexa)**

- OA funds of 15K are still available.
- Library will be closed during Christmas for HVAC work starting 12/11/2021.

**8. CPIRA Committee Updates**

1. Research Administration Development & Training

- Research Week is tentatively scheduled for April 2022.
- Dan meeting with Dr. Mahdy next week.

2. Facilities

- No specific updates.
- Patricia's STEM funds are depleted.
- Patricia should receive more STEM facility improvement funds in May/June 2022.

3. Operations & Communications for Sponsored Projects

- Trent is communicating with Gina.
- Trent suggested/asked if IRB should be included in this committee's scope?
- Suggestion was to add Compliance as whole to the committee's scope.
- Reminder: invite Trent to EC meeting to discuss adding compliance.

4. Graduate Recruitment & Retention

- Committee will meet after Thanksgiving.
- Still need CONHS and CLA representative on this committee.
- Extra TA workloads will be this committee's focus along with lack of tuition stipends.

5. Bylaws, Elections, Rules, & Procedures

- No update.

6. Roles and Responsibilities

- Committee met last week.
- Still reviewing the new matrix from Michigan.
- Suggestion: add specific procedures in the matrix that relates to each college.

**9. Other Business**

1. R&I Updates

i. R&I Staff

- CCCR Director:
  - Position will be reopened.
- Flow Chart
  - Larissa Ford is working on this.
  - R&I will share the chart with CPIRA for comment.
- AVP for Research
  - Position is open.
  - CPIRA is involved with the search committee.
- Research Development Program
  - Program is still available in the Summer.

2. Compliance

- Discussion of current compliance issues impacting researchers.

- Suggestion: Have a CPIRA representative serve on each compliance board. Dan is on IBC and Celil is on IRB.
  - CPIRA agreed to host a separate compliance meeting with Rebecca to meet with only CPIRA.
3. Impact of COVID-19 Survey
- Survey is in Qualtrics.
  - Survey is ready for CPIRA's comments. EC will review first, then send the survey to council.
  - Survey will need to go through IRB.
4. TA Workloads
- COSE TA workloads have increased.
  - Suggestion to do a grad student survey to see the impact of the increase in workload. GRR committee will move forward with this survey task.
5. December 2021 Meeting
- Canceled.

**10. Adjourn: 12:23 pm.**

- **MOTION: All in favor.**