



AGENDA

***Regional Business Meeting – Regional Meeting
Tuesday, November 8, 2021 – 12:15 PM CST***

- I. Welcome and IntroductionsTribbie Grimm, Chair
- II. Review and Approval of MinutesMarilyn Bobbitt, Secretary
From Region V Business Meeting, August 2022
- III. Review Region V Financial Report Vanessa Lopez, Treasurer
- IV. Regional Committee Reports
 - a. Volunteer Committee Nicole Babilya, Volunteer Coordinator
 - b. Publications and Communications Committee Marilyn Bobbitt
 - c. Membership and Hospitality Committee Marilyn Bobbitt
 - d. Awards/Travel Scholarship CommitteeBecky Castillo, Immediate Past Chair
 - e. Program Committee Tribbie Grimm
 - f. Nominations Committee..... Tribbie Grimm
 - g. Mustang Mentoring Program CommitteeRobyn Remotigue
- V. National Committee Reports
 - a. Education Scholarship Fund..... Lizette Gonzales
 - b. Report from the Board of DirectorsThomas Spencer
 - c. Nominating and Leadership Development Committee (NLDC).....Thomas Spencer
 - d. Select Committee on Diversity, Equity, and Inclusion (SCDEI) Mona Bisase
- VI. Future Region V Meetings:
 - a. Fall Meeting 2023 Jerod Kersey, Chair-Elect
- VII. Other Business
 - a. Recognition of Outgoing Officers
 - b. Closing Remarks



Minutes

Regional Business Meeting – National Meeting Monday, August 8th: 2:30 p.m.

The Regional Business Meeting of NCURA Region V was held at the NCURA Annual Meeting in Washington, D.C. on Monday, August 8, 2022. There were 77 members in attendance. The meeting was called to order by Tribbie Grimm at 2:49 PM.

Welcome and Introductions. Chair Tribbie Grimm welcomed everyone and introduced the current officers and executive committee members in attendance. Tribbie spoke to the membership about all the initiatives that the regional leaders have taken on this year, including Bylaws review, website updates, social media presence increase, Lunch & Learns, and the Sales and Promotion Committee storefront.

Review and Approval of Minutes. Secretary Marilyn Bobbitt presented the minutes from the Regional Meeting that was held in-person at the Regional Meeting in November 2022. Change was made to previous business meeting notes to include, “Meeting was called to order by Becky Castillo”. Motion by Robyn Remotigue to accept updated minutes. Seconded by Dawn Underwood. The minutes from the November 9, 2021 Regional Business Meeting were accepted as updated and presented.

Review and Accept Region V Financial Report. Treasurer Vanessa Lopez presented the region’s current budget. Vanessa reported that Region V was the only NCURA Region to host an in-person meeting in 2021. The region had a total revenue of \$58,651 with expenses totaling \$59,596.23 for a net loss of \$945.23. The net loss was due to lower regional meeting attendance because of the pandemic.

- Despite the pandemic, 100 individuals from Texas and Oklahoma, including 2 NCURA National officers and a representative from the national office attended the successful fall 2021 regional meeting at the wonderful Dallas/Fort Worth Marriott Hotel and Golf Club at Champions Circle.
- Attendees enjoyed an enriched educational program with fun-filled evening entertainment sponsored by 11 entities totaling \$20,500 in sponsorships. Members purchased the region’s t-shirts, totaling \$836 in sales of which 25%, totaling \$209 was donated to the Education and Scholarship fund in-person here at the NCURA AM64 meeting.
- For the first six months of 2022, the total income was \$3,542 and total expenses were \$5,187.83 for a net loss of \$1,645.83. This is typical for the first six months of the year since the regional meeting will take place in fall 2022 in Sugar Land, TX. Note that total expenses will not match actual income on the expenditure statement until refunds and meeting credit card fees are subtracted.
- Region V is primed to have a very successful rest of 2022 and is looking positively ahead at 2023.

National Committee Reports.

- 1. Report from the Board of Directors – Thomas Spencer**
 - a. Thomas reported that FRA and PRA for 2023 have been scheduled in Las Vegas, Nevada.
 - b. Thomas spoke about the NCURA application and commended that it really feels like NCURA at your fingertips and discussed some of the benefits, while offering to assist anyone who need help.
- 2. Nominating and Leadership Development Committee (NLDC) – Thomas Spencer**
 - a. Thomas reported that an NLDC Subcommittee addressed a Presidential Charge to review specific section of the NCURA Administrative Policies to make recommendations for alignment with NCURA Bylaws.

- b. Thomas also reported that the NLDC facilitated the NCURA National Awards (including FRA/PRA and AM64 travel awards).
 - i. One of award winners, Toni, was in attendance and was recognized.
- c. The NLDC facilitated the selection of the 2022 Distinguished Education Designations (for NCURA Board approval).
- d. Development and oversight of the 2022 EMERGE Pilot Program (including recommendations to NCURA Board of Directors for the program future which will be considered at the August 2022 Board meeting).
- e. NLDC next goals – coordination of nominations and review of candidates for the NCURA 2023 election.

3. Education Scholarship Fund – Thomas Spencer

- a. Congratulations to the Spring 2022 Education Scholarship Fund recipients:
 - i. **Brianne Watkins** from New Mexico Institute of Mining and Technology
 - ii. **Paulo M. Loonin** from Washington University in St. Louis
- b. The ESFSC is only able to raise funds for the scholarship fund during the Annual Meeting and our goal for this meeting is to raise \$5,000 (enough to cover 2 scholarships). To reach the goal we are raffling prizes (winners to be selected/announced at the Tuesday night event), accepting pledges, and we will even have a “change” jar to accept donations. A special thank you to Regions III, IV, V, and VII for donating items to help us reach our goal! Please stop by and make a contribution to our NCURA colleagues pursuing their master’s degree in research administration.
- c. ESF will have a table at the AM64 Breakfast Connects on Monday and Tuesday, August 8th and 9th. Please join us!
- d. The ESFSC is now accepting volunteer applications to serve on the ESF Select Committee for a two-year term January 1, 2023 – December 31, 2024.
- e. If you want to learn more about the ESF, ways to get involved, or how to donate, stop by the ESF table during breaks.

4. Select Committee on Diversity and Inclusion – Mona Bisase

- a. We have continued our educational series with our DEI webinars, which will continue in coming months.
- b. We have finalized the Code of Conduct to be distributed to regional DEI committees as a guideline of operations for each committee.
- c. We are working to prepare an educational series on DEI for regional officers focused on ensuring DEI focus for regional governance.
- d. We are structuring recommendations for the BOD related to areas where a DEI focus can enhance our sustainability and retention of members.
- e. We are working to establish regional educational offerings to enhance the DEI focus in our regions.
- f. We have continued our educational series with our DEI webinars:
 - i. Breaking Down Cultural Norms within the Academic Setting- Strategies for Creating a Safe Space for Honest and Open Dialogue (Aired: January 26, 2022)
 - ii. LGBTQ+ Community in the Workforce: Transgender Inclusion (Aired: March 10, 2022)
 - iii. International. Diversity and Cultural Norms and Cultural Intelligence Training (Aired: May 12, 2022)
 - iv. Steps to Building a Multigenerational Diverse Workforce: Dealing with Unconscious Bias and Age (Aired: July 14, 2022)
 - v. Educational Bias and Opportunities in the RA Workforce (September 15, 2022)
 - vi. Leading a culturally diverse workforce post pandemic (November 15, 2022)
 - vii. REGION SPECIFIC INFO: The Select Committee on Diversity, Equity, and Inclusion (SCDEI) will soon be accepting volunteer applications to serve on the DEI Select Committee for a two-year term January 1, 2023 – December 31, 2024. A call for applications will be sent via email. If you are interested, visit the NCURA Volunteer Opportunities webpage, stop by the DEI connection table or contact the SCDEI Chair Derick Jones (Onyx Clinical Research Group) or Vice Chair Lamar Oglesby (Rutgers, The State of New Jersey) for more info.

5. Professional Development Committee – Mona Bisase

- a. No report submitted

6. Select Committee on Global Affairs – Mona Bisase

- a. No report submitted

Regional Committee Reports.

7. Mustang Mentoring Program – Robyn Remotigue

- a. Robyn reported that the Mustang Mentoring Program is in its second year of operation and introduced the leaders involved (Robyn Remotigue, Courtney Swaney, Jill Griffith, Liz Garcia and Sunny Thompson). The intent of the program is to create a leadership pipeline of individuals to serve at the regional level while providing educational and professional development for the mentee.
- b. The 2022 cohort will be presenting their leadership projects at the regional meeting in November 2022. The membership was encouraged to come see the current cohort present at the meeting in Sugar Land, TX.
- c. Call for applications will be coming via eblast soon, and the deadline will be October 14.
- d. The Mustang Mentoring Program is also expanding their committee, and a call for participation will be sent out very soon.
- e. Eligible participants note: The MMP is open to members of NCURA Region V who would like to enhance their Research Administration (RA) knowledge and/or skills (mentees 1-5 yrs.), as well as those who wish to share their experience and leadership skills with others (mentors 5+ yrs.).
 - i. For anyone interested in becoming either a mentee or a mentor, the region has flyers at the regional table, and there is more information on the website.
- f. Robyn recognized the current and former mentees and mentors by asking them to stand.

8. Awards/Travel Scholarship Committee – Jerod Kersey

- a. Chair Elect Jerod Kersey on behalf of Immediate Past Chair Becky Castillo, reported on the 2021 awards given by the region.
 - i. 2021 Distinguished Service Award Committee members
 - a. Katie Plum, Committee Chair – Angelo State University
 - b. Matt Berry – University of Oklahoma (retired), and past DSA recipient
 - c. Beth Cammarn – University of Texas Medical Branch
 - d. Marianna Gurtovnik – UT Health, Houston
 - e. Laura Rosales – Baylor College of Medicine
 - ii. 2021 Distinguished Service Award recipient – Jeremy Forsberg, Assistant Vice President for Research, University of Texas at Arlington
 - iii. 2021 Travel Awards Committee
 - a. Katie Plum, Committee Chair – Angelo State University
 - b. Greg Chu – University of Houston
 - c. Sarah Cody – Texas Tech University
 - d. Angelo Chrisomalis – Baylor College of Medicine
 - e. Vanessa Lopez, Regional Treasurer – University of Texas at Austin
 - f. Sheleza Mohamed, University of Texas Southwestern
 - g. Amy Ossola-Phillips – University of Texas at San Antonio
 - iv. 2021 Joan Howeth National Travel Award winner – Amber Eakin, Senior Business Operations Associate, Cardiovascular Research Institute, Baylor College of Medicine
 - a. The Joan Howeth National Travel Award provides up to \$1,500 to attend the Annual Meeting in Washington, D.C.
 - v. 2021 Quinten S. Matthews Travel Award winner – Jessica Secratt, Director of Research & Sponsored Programs, Northeastern State University
 - a. The Quinten S. Matthews Travel Award provides individuals with 3 years or less experience in research administration with up to \$1,000 to attend the Regional meeting.
 - vi. 2021 Experienced Member Travel Award winner – Laura Rosales, Administrator for Molecular and Human Genetics, Baylor College of Medicine

- a. For the first time, the Region offered our new Experienced Member Travel Award, which provides research administrators with 5 or more years of experience with up to \$500 to offset the costs of attending the Regional Meeting.
 - b. Jerod also reported on the 2022 awards planned for the region.
 - i. 2022 Distinguished Service Award Committee members
 - a. Becky Castillo, Committee Chair – Memorial Sloan Kettering Cancer Center
 - b. Shelly Berry-Hebb – Texas A&M University
 - c. Scott Davis – University of Oklahoma Health Science Center, and past DSA recipient
 - d. Sheleza Mohamed – American Heart Association
 - e. Melissa White – Oklahoma State University
 - ii. 2022 Distinguished Service Award call for nominees went out via eblast – we received 3 nominees, which the committee is currently reviewing. A winner will be announced soon.
 - iii. 2022 Travel Awards Committee
 - a. Becky Castillo, Committee Chair – Memorial Sloan Kettering Cancer Center
 - b. Matt Berry – Retired, University of Oklahoma
 - c. Beth Cammarn – University of Texas Medical Branch
 - d. Jill Coronado, Texas Tech University
 - e. Sherri Weaver – Baylor College of Medicine
 - iv. 2022 Joan Howeth National Travel Award winners
 - a. Danielle Spencer, Grant Accountant, Controller’s Office, Angelo State University
 - b. Melissa Harrison, Sponsored Programs Specialist, Division of Agricultural Sciences and Natural Resources, Oklahoma State University
 - v. 2022 Quinten S. Matthews Travel Award – Committee currently reviewing 4 nominees and will announce a winner soon.
 - vi. 2022 Experienced Member Travel Award – Call for nominees went out via eblast, and the deadline has been extended to allow for additional nominees.
 - c. Mustang Mentoring Program Travel Award – Only one eligible candidate, but nomination was not submitted and award will not be made this year.
 - i. This opportunity for Mustang Mentoring Program graduates provides up to \$1,000 to offset travel expenses, and the opportunity to attend the Region V Annual meeting.
 - d. The 2023 Site Selection Committee is in the process of reviewing the response to the call for proposals from area hotels in the Oklahoma City area, and will continue to work with HelmsBriscoe.
 - i. 2023 Site Selection Committee members
 - a. Becky Castillo, Committee Chair – Memorial Sloan Kettering Cancer Center
 - b. Vicki Dennis – University of Texas Southwestern
 - c. Amanda Lindeman – Texas A&M University
 - d. DJ Swepston – Oklahoma State University
 - e. Jane Yaciuk – University of Oklahoma Health Science Center
 - f. Matt Berry – Retired, University of Oklahoma
 - ii. Becky would like to thank all the committee members for reviewing this year’s nominees and recommending the award recipients.
- 9. Membership and Hospitality Committee – Marilyn Bobbitt**
- a. Marilyn reported that the Membership and Hospitality Committee has newly been formed and worked hard to organize the upcoming dinner groups and game night. They will be working on a few new initiatives for the membership in the coming months.
- 10. Publications and Communications Committee – Marilyn Bobbitt**
- a. Marilyn commended the Publications and Communications Committee on the complete overhaul of our Region V website, and all the work that they have done for the region’s social media accounts.
- 11. Volunteer Committee – Jerod Kersey**
- a. Jerod, on behalf of Nicole Babilya, reported that we had 13 volunteers for our region table at AM64, and that we are still looking for volunteers for the upcoming Fall meeting. The region needs moderators, presenters, technical support, etc. for the Fall meeting.

Future Region V Meetings.

12. Fall Meeting 2022 – Jerod Kersey

13. Site Selection Committee for 2023 – Jerod Kersey

Other Business.

14. Lunch & Learn presenter's recognition – Tribbie Grimm

- a. Dawn Underwood – Oklahoma State University
- b. Jennifer Potocki – University of Houston
- c. Katie Wood – University of North Texas Health Science Center at Fort Worth
- d. Lizette Gonzales – Texas A&M University at Kingsville, Meagan McKerrow & – Sam Houston State University, & Clayton Cottle – Sam Houston State University
- e. Christine Fisher – Oklahoma State University
- f. Autumn Biggers – Texas A&M University
- g. Jennifer Glass – University of Massachusetts at Dartmouth
- h. Tony Onofrietti – Utah State Board of Education

15. Door Prizes – Tribbie Grimm

- a. Lanyard drawing winner – Robyn Remotigue, University of North Texas
- b. Fall meeting attendance winner – Robert Hamilton, Texas Tech University Health Science Center
- c. Fall meeting workshop winner – Maria Gasi, University of Texas MD Anderson Cancer Center

16. Closing Remarks

- a. Officer elections starting next week – be on the lookout for eblast.

Adjournment.

Katie Plum made a motion to adjourn the meeting.

Brittany Norman, Midwestern State seconded.

Meeting adjourned at 3:29 PM.

National Council of University Research Administrators
Statement of Activities
Region V
As of June 30, 2022

Prepared By: Vanessa O. Lopez
Submitted: 07/31/2022

	Actual YTD 6/30/22	Approved Budget 2022	Previous YTD 12/31/21
<u>REVENUES</u>			
Regional Meetings			
Spring Meeting Registrations	\$ -	\$ -	\$ -
Fall Meeting Registrations	\$ -	\$ 91,350.00	\$ 34,570.00
Cancellation Fees	\$ -	\$ -	\$ 100.00
Event Guest payments	\$ -	\$ -	\$ 455.00
Traveling Workshops	\$ -	\$ -	\$ -
Meeting Sponsorships	\$ -	\$ 18,000.00	\$ 20,500.00
RACC Reimbursement	\$ -	\$ -	\$ -
Regional Allocations to/from National			
Assistance Received from National Organization	\$ 3,542.00	\$ 3,542.00	\$ 2,629.00
Other	\$ -	\$ 500.00	\$ 500.00
Other Income:			
Promotional Sales	\$ -	\$ -	\$ 627.00
Misc. Other	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 3,542.00	\$ 113,392.00	\$ 59,381.00
Refunds (If any, please list below with descriptions)			
2021 Fall Mtg. Refund-Marilyn Bobbitt (UT MDACC)	\$ -	\$ -	\$ 365.00
2021 Fall Mtg. Refund-Sunny Thompson (UTHSCSA)	\$ -	\$ -	\$ 365.00
TOTAL REFUND(S)	\$ -	\$ -	\$ 730.00
TOTAL REVENUES (NET REFUNDS)	\$ 3,542.00	\$ 113,392.00	\$ 58,651.00
<u>EXPENSES</u>			
Regional Meeting			
Supplies	\$ -	\$ 3,000.00	\$ 1,813.09
Services (AV and other)	\$ -	\$ 5,227.00	\$ 10,891.55
Postage	\$ -	\$ 200.00	\$ 27.40
Printing	\$ -	\$ 300.00	\$ -
Travel - Pre-meeting visit to hotel	\$ 837.42	\$ 1,200.00	\$ 597.27
Off Site Event (with F&B)	\$ -	\$ -	\$ -
Keynote Speaker	\$ -	\$ 500.00	\$ 732.96
Hotel Arrangements	\$ 2,500.00	\$ 75,000.00	\$ 35,306.95
Meeting App	\$ -	\$ 1,000.00	\$ -
Credit Card Fees	\$ -	\$ 2,750.00	\$ 1,265.60
Cancellation Fees	\$ -	\$ -	\$ -
Poster Session	\$ -	\$ -	\$ -
Insurance (cancellation)	\$ -	\$ -	\$ -
Sponsorship Refunds	\$ -	\$ -	\$ -
RACC Charge for CRA Review	\$ -	\$ -	\$ -

Regional Allocations to/from National			
Payment to National Organization	\$ -	\$ -	\$ -
Regional Committee Operating:	\$ -	\$ -	\$ -
Board Meetings	\$ -	\$ -	\$ -
Regional Leadership Conference	\$ -	\$ -	\$ -
Awards Committee	\$ -	\$ -	\$ -
Regional Travel Awards (3 awards @ \$1000 each)	\$ -	\$ 3,000.00	\$ 1,000.00
Regional Experienced Travel Scholarship (1 award @ \$500)	\$ -	\$ 500.00	\$ 500.00
National Travel Awards (2 awards @ \$1,500)	\$ -	\$ 3,000.00	\$ 1,234.06
Other Regional Distinguished Service Award (DSA)	\$ -	\$ 150.00	\$ 48.00
Communication Committee	\$ -	\$ -	\$ -
Membership Committee	\$ -	\$ -	\$ -
Professional Development Committee	\$ -	\$ -	\$ -
Mustang Mentoring Committee	\$ -	\$ 1,200.00	\$ 422.72
Program Committee	\$ -	\$ -	\$ -
Travel - Regional Meeting Site ID (aka Site Sel. Comm.)	\$ 540.51	\$ 3,000.00	\$ 655.45
Officers (Leadership Committee)			
Advisory Committee	\$ -	\$ -	\$ -
Officers - attend Regional Meeting	\$ -	\$ 500.00	\$ -
Officers - attend National Retreat	\$ -	\$ 1,500.00	\$ -
Officers - attend Regional Retreat	\$ -	\$ 5,000.00	\$ 3,250.03
Annual Meeting Expenses:			
Hotel Arrangements (Hospitality Suite)	\$ -	\$ 3,000.00	\$ 600.01
Printing	\$ -	\$ -	\$ -
Services	\$ -	\$ 150.00	\$ -
Supplies (Postage/Shipping)	\$ -	\$ -	\$ -
Other Expenses:			
Technology expenses (Zoom/Website domain, Smartsh., etc.)	\$ 239.34	\$ 2,000.00	\$ 159.80
Misc. - Website domain & maintenance	\$ -	\$ -	\$ 360.02
American Express Credit Card annual membership fee	\$ 75.00	\$ 75.00	\$ 75.00
Postage and Shipping	\$ -	\$ 40.00	\$ 17.69
Supplies General (i.e. computer, software, lanyard, etc.)	\$ 995.46	\$ 1,000.00	\$ 525.63
Promotional Sales Merchandise:	\$ -	\$ -	\$ -
Education and Scholarship Fund (25% of shirt sales)	\$ -	\$ -	\$ -
Mistaken ACH paid to National	\$ -	\$ -	\$ -
Mistaken ACH paid to Region by institution	\$ -	\$ -	\$ -
Gifts for Departing Board / Committee Chairs	\$ -	\$ 100.00	\$ 113.00
Accounting Software	\$ -	\$ -	\$ -
Special Initiatives (Please note)			
Services (Please note)	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 5,187.73	\$ 113,392.00	\$ 59,596.23
NET INCOME	\$ (1,645.73)	\$ -	\$ (945.23)

*Note that total expenses will not match actual income on the expenditure statement until refunds and meeting credit card fees are subtracted.