

Council of Principal Investigators and Research Administrators
Monthly Meeting
August 15, 2024, 11:00 am – 12:30 pm

MINUTES

Attendees: Faye Bruun, Tianxing Chu, DeAnna Crites, Patrick Crowley, Jennifer Epley Sanders, Shannon Fitzsimmons-Doolan, Valarie Franco, Jim Gibeaut, Olga Gil Barrientos, Jordan Greer, Taoran Ji, Yajuan Lin, Ruby Mehrubeoglu, Joseph Mollick, Mark Olson, Tye Payne, Debra Plowman, Mike Starek, Devon Steffan, Matt Streich, Feiqin Xie

Absent: Xinping Hu, Patricia Spaniol-Mathews (Pat), Jian Sheng, Trent Thigpen, Tammy Walker-Smith

Alternates: Amy McClure (for Heather DeGrande)

Guests: Oliver Cruz-Milan, Ahmed Kamara, Peggy Valdes

Quorum present

Jennifer welcomed CPIRA members and guests, discussed administrative matters, and noted that the June meeting will be held via Zoom on the second Thursday of the month, with no EC meeting in June.

1. Guest Speaker(s): *Wanese Butler, Financial Conflict of Interest and Export Control Officer, Texas A&M University-Corpus Christi, (20-minute presentation, 10-minute Q/A).*

1. Wanese provided a presentation about raising awareness about export control compliance for international activities, explaining the export control review process, and helping prepare for international activities at the university.
 - Some areas of impact for export control are academics, research, travel, hiring international staff, procurement, shipping, visitors.
 - Export control reviews check for restrictions or sanctions.
 - Travel abroad
 - The foreign travel request packet needs to be submitted at least 30 days in advance.
 - If travel includes working from a temporary location, submit a separate alternative work location form to HR—it has a different process and export control alerts.
 - When traveling to different areas within a country, list each location in your itinerary—export control and travel alerts may vary by region.
 - If you're traveling with a laptop or device, inform the university if it has sensitive information—it's best to use a clean loaner laptop.
 - The export control checklist covers common elements like people, places, and things.

Q&A

- If researchers are on a cruise and the cruise makes stops in different countries or visit institutions, each stop should be listed; if ship stays in the water, it's not necessary.

- Export control conducts background checks for any concerns or sanctions, so supervisors and departments don't need to engage or ask about the country of origin of some international students that may be restricted from working in certain labs.
- If during faculty development leave you give guests lectures in exchange for payment in kind that need to be reported, there shouldn't be a problem as long as export control verifies who is making the payment for the trip.
- If you're traveling for personal reasons but still working remotely, you might need to fill out a form if you're working from a restricted country, otherwise, if it's purely personal with no work involved, you don't need to worry about it.

Meeting called to order by Jennifer at 11:58 am.

2. Alternates/Guests Introduced themselves.

- Amy McClure alternate for Heather De Grande--Amy McClure (new member)
- Ahmed Kamara (new member)
- Oliver Cruz-Milan (new member)
- Peggy Valdes (new member)

3. Agenda was approved.

- **MOTION: First-Patrick, Second-Tianxing, All in favor**

4. June 2024 Meeting Minutes were approved.

- All minutes approved.
- **MOTION: First-Jordan, Second-Matt, All in favor**

5. Ex-Officio Faculty Senate Update(s) (Taoran Ji)

- No updates. Faculty Senate will meet next Friday.

6. Ad-hoc Scholarly Librarian Update(s) (Lisa Louis via email)

- Alexa Hight is no longer at TAMU-CC. Lisa Louis, from the library, will keep CPIRA informed about library updates.
- The library will have \$60,000 for the Open Access and Publication Fund, thanks to new partners CBI and HRI. Unknown the exact date for when the fund will open—hoping for early September.

7. CPIRA Committee Updates

- Research Administration Development & Training (Jordan Greer)
 - No updates.
 - In the process of setting up meetings with Dr. Donaldson.
- Operations & Communications for Sponsored Projects (Xinping Hu)
 - Dr. Hu is leaving the university—committee will need a chair.
 - No updates.
- Facilities (Debra Plowman)
 - Committee is waiting to hear back for clarification on several issues.

- ii. Facilities committee is losing two members and may add one more next month.
- iii. Made some improvements.
- iv. Committee is actively addressing concerns and keeping leadership informed—will follow up to ensure important issues are not overlooked.

IV. Bylaws, Elections, Rules, & Procedures (Tianxing Chu)

- i. Elections are over.
- ii. New members from units and Research Centers—HRI has two unfilled positions, a PI and an RA.
- iii. Jennifer thanked the whole committee for the fantastic job during the election period.
- iv. Brief discussion regarding representation from researchers that have multiple affiliations—COECS versus CBI.

V. Graduate Recruitment & Retention (Ruby Mehrubeoglu)

- i. No updates.
- ii. Will resume their meetings with Dean McCaleb in September.

VI. Roles and Responsibilities (DeAnna Crites)

- i. No updates.

8. Other Business

a. R&I Updates

▪ Compliance: NCURA updates

- The NCURA report and a memo were sent via CPIRA ResearchNews listserv on July 19th—there have been some updates since then.
- The memo outlines next steps with timelines, but many decisions will be delayed until the new AVPRI is hired—AVPRI position still in progress.
- Share the NCURA report and memo with faculty and RAs not on the listserv and discuss it at upcoming college or unit meetings.
- The diving filling station has been installed—waiting on activation, probably this month.
- GA for COLA, CONHS, and COEHD has been hired—started last month. She will be attending the College meetings.
- Brief discussion about if the GA from the three colleges could be part of CPIRA.
- The CPIRA COLA members met with Dean Amano to start and continue communication and collaborations between CPIRA and COLA.

b. GA for COLA, CONHS, COEHD

- Already covered.

c. FDP new CPIRA rep. needed

- CPIRA needs a new representative—follow up by email.
- Next FDP meeting will be virtual in September.

d. VIVO Task Force

- Dr. Donaldson is working on a project with the library to develop a similar site to <https://scholars.library.tamu.edu/vivo> from TAMU but for TAMU-CC.
- VIVO platform is already installed—next step is to determine the resources and methods to integrate data into the platform.

- Looking for a CPIRA rep for a task force to develop this searchable database of researchers.
- e. ResearchNews listserv
 - It was created by CPIRA to share research-related information.
 - The list is incomplete and needs to be updated—ensuring key stakeholders are included.
 - There has been confusion about R&I's use of the Listserv, as it appeared they owned it due to their frequent use and official-looking emails, so procedures need to be clarified regarding who can send messages directly and who needs approval.
- f. Intake form
 - Dr. Donaldson is working on a new proposal intake form to simplify the submission and routing process for new proposals and has asked CPIRA leadership for feedback before it is implemented.
 - Unknown what the final format will be.

9. **Adjourn: 12:38 pm.**

MOTION: First-Patrick, Second-Debra, All in favor