

University Research Council
Approved Minutes
October 21, 2011

Present: Jeffrey Arterburn, Derek Bailey, Salim Bawazir, Susan Beck, Rebecca Creamer, Phillip DeLeon, Joanne Esparza, Kathleen Huttlinger, Cathy Kinzer, Igor Sevostianov, Steve Stochaj

Absent: Wanda Borges, Vimal Chaitanya, Sam Fernald, Katherine Giles, Steve Hanson, Shanna Ivey, Kevin Melendrez, Pierre Orelus, Collin Payne, Laura Thompson, Patricia Wojahn

Guests: Norma Noel, Lori Gobble, and Tammy Bracamonte

1. Approval of Minutes for September 16, 2011

Minutes were approved as presented.

2. Electronic Labor Redistribution

Norma Noel, Associate Controller for Sponsored Projects Accounting provided URC with handouts and a presentation regarding the new electronic labor redistribution form. This information may be viewed at the following site: http://www.nmsu.edu/~spa/ELR_Project.html. Initiators of the new electronic labor redistribution (ELR) will have training opportunities two weeks prior to winter break. The go-live date is January 3, 2012. The approvers will be deans, vice presidents, community college presidents or their designee. First level approvers for the ELR process will be verified with colleges/departments based on the Finance approvers currently in the Controller's Signature Database. Chair Steve Stochaj suggested to the guests that as we go more towards electronic forms and approvals, we need a database of approvers so if you have to send a message to the Electrical Engineering Department Head for example, you can send to ECE Department Head address to see who that person is especially if a department has turnover in that particular job.

While Ms. Noel and Gobble were present, Chair Stochaj brought up three topics which were discussed at the URC meeting held on September 16th. As research grows at NMSU, we increase the number post-docs and assistant professors (research professors) on soft money. If they are working on several grants, a good method of distributing sick leave and annual leave needs to be established. Ms. Noel and Gobble will work on this.

Joanne Esparza has mentioned the challenges of working on contracts as opposed to grants especially related to their being closed out when they shouldn't so as not to leave large amounts of money on the table. Ms. Gobble said there are a few efforts going on to try and solve this. They are currently reviewing suggestions on contract guidance, proposed by the Physical Science Lab (PSL) accounting office that Ms. Gobble wants to incorporate into the NMSU Business Manual. They hope to educate the general public on the difference between grants and contracts.

Ms. Gobble said she welcomes suggestions and would like more face time with P.I.'s to help improve processes.

The third topic was from the College of Education and deals with working across departmental lines. The policy on this is not clear and Chair Stochaj asked if URC could have a process/policy explanation. Ms. Gobble said that the Office of Grants and Contracts gets involved with this process. She said this is not an easy line to draw. Ms. Gobble will send the clause regarding this topic from A-21 for the specific language.

3. Provost Wendy Wilkins to Visit URC in December

Chair Stochaj told URC that while he was at the URC Fair, Provost Wilkins mentioned not having visited URC as yet. He contacted her office and it appears that she will be available on December 16th. He said she spoke at his college convocation and mentioned a "satisfaction of the university" survey and stressed that faculty felt well about their department head but less satisfaction for their dean and it went down further for the senior administration.

Chair Stochaj said Provost Wilkins mentioned changes to P&T manual that would help appreciate a wider variety of research efforts, possibly with economic development. Jeff Arterburn suggested that the Building the Vision report should be out by then and we might discuss where research is mentioned or the lack of it. Chair Stochaj encouraged members to attend if at all possible.

4. Other

Graduate Student Credential Update - Chair Stochaj told URC that last year graduate student applicants were charged a \$150 fee to have their credentials verified. This caused a big drop in graduate student enrollment especially for foreign applicants. Valery Pickett, Director for Admissions has purchased a new software package to admit graduate students. She has had two informational sessions for departmental liaisons. This new system only checks those students who are accepted and it is being paid for by the fee to apply for grad school. December 1st is the date this system will be online.

5. URC Fair – September 30, 2011 Update and Photo Presentation

Frances Schumacher told URC that this year VPR Vimal Chaitanya decided to increase the poster awards from \$600 to \$1000. Some posters were so close in score or had the same score so that Dr. Chaitanya decided to have 2 first places awarded at \$250 and 5 second places at \$100. She said that this year there were only 30 registrants compared to last year's 54. A suggestion was made that if the URC Fair announcement also mentioned the monetary award for posters, that we might have a higher registration. Another suggestion was to have the registration site include a place to list co-P.I.'s so that they are included in the brochure and get credit as well. Ms. Schumacher provided URC with a presentation of photos taken at the fair. She welcomed suggestions.

Minutes by Frances Schumacher