

Minutes
FDP Membership Committee
13 January 2004
San Antonio, Texas

Present: Joanna Rom, Co-Chair, Donna Helm, Co-Chair, Susan Sedwick, Nancy Wray, Jack Puzak, Anthony Selvadurai, Vijaya L. Melnick, David Nevin, Norm Braten, Kathryn McManus, Anne Geronimo, Bill Harris, Jay McMillen, Tolliver McKinney, Diane Barrett, Robert Anderson, Dan Finotello, Veronica Murray, Susan Braunhut

The first item on the agenda was the Member Category chart. Joanna had shared it with the Executive Committee the day before but had come back to the Committee to see if there were additional changes yet to be made before declaring it “final”. Thanks were given again to Sue Sedwick for all her hard work. It was suggested that an e-mail category for e-mail notification be added to the chart to include non-members. This would allow them to receive notification of upcoming meetings. It was also agreed that the lower out of town rates be offered to “official” affiliates.

The Committee recognized that the chart is still a “work in progress” that can be updated as things change.

Joanna announced that we are in the process of welcoming 3 new Emerging Research Institutions – University of DC has joined, and the University of the Virgin Islands is pursuing ERI membership. Florida A& M, who had not rejoined in Phase IV, has also expressed strong interest in being readmitted as an ERI.

We revisited the issue of attracting additional federal agencies. A meeting with the Department of Homeland Security (DHS) was in the works for later in the year. (N.B. this meeting took place on February 5, 2004). The United States Geological Survey has expressed interest as has another sub-office of the Department of the Interior. Joanna is also pursuing NOAA. Sue Sedwick offered her assistance in that she has faculty liaison to them. Possible candidates for Affiliate Status were NSPAA, PRIM&R, FASEB, and the AAAS.

The discussion then turned to the election cycle for the faculty representative and Chair of the Executive Committee. The Membership Committee is responsible for the procedures and the mechanics of implementation. A plan will be presented in May. The expectation is that the call for nominations will be made over the summer. Nominees could then have the opportunity to speak to the full FDP membership at the September meeting. The vote will occur between September and December with the hand-off taking place at the January meeting. It was confirmed that faculty will vote for the faculty representative and the administrative representatives will vote for the Chair of the Executive Committee although the administrative representative will input both votes. Then the discussion turned to the issue of term limits. There was no unanimity of opinion. Two proposals were offered: no elected individual can serve more than 2 consecutive terms but could return after a one term hiatus or elected offices can only

serve 2 two-year terms. (Joanna Rom agreed to draft language to be presented to the Executive Committee. Draft language appears on the following page.

Finally, members were reminded that the Annual Report would be sent to the list serve shortly following this meeting. Responses would be requested by the end of February and a report would be presented in May. (N.B. Donna Helm has sent notifications to the FDP community).

Draft language regarding term limitations,

The Federal Demonstration Partnership is primarily a volunteer organization. It also represents over 100 campuses, large and small, nationwide. To sustain this diversity, volunteer energy and maximize continuity, the Membership Committee proposes that the elected positions of Executive Committee Chair and Faculty Representative to the Executive Committee be limited to 2 consecutive two-year terms for any individual. The Membership Committee also recommends that a position be created on the executive committee for the immediate past chairman to serve on the committee as a resource.

FDP Membership Committee
May 21, 2004
Minutes

Attendees: Donna Helm and Joanna Rom, Co-Chairs
Norm Braaten, Beth Israel, Vijaya Melnick, Jack Puzak, Wanda Ford, Jim Randolph, Mildred Huff Ofosu, Tolliver McKinney, Dick Seligman, Nancy Wray, Cherri Lambeth, Neta Fernandez, Charlee Heimlich, Carole Liedtke, Susan Braunhut

The first order of business was to discuss different meeting times. A lunch meeting was proposed but this would exclude faculty participation. It was agreed that the 8 am time frame was acceptable.

Collecting the Annual Member Survey has been somewhat more difficult than anticipated. David Nevin, at University of Kansas, is in the process of forwarding all completed surveys to Jerry Stuck for compilation of the data. (Post-meeting we determined that 10 schools still have not completed the survey. Jerry will pursue them individually.) It was suggested that a change for the next round focuses attention on what the institutions have done internally to make life simpler for their faculty.

New federal members: Homeland Security has announced their membership although they have not yet signed the MOU. Which agencies are a part of that membership (eg, HSARPA, FEMA) need to be clarified. (Joanna will follow up. Representatives from Department of Education were in attendance at this year's meeting and it appears that we may be close to getting them to join. USGS has the MOU but has not yet signed. We haven't actively pursued the VA because of internal issues with their R & D function. NOAA appears still to be considering the idea but nothing concrete has transpired. Members with contacts in these agencies are asked to send names and contact information to Joanna.

New ERI members: The University of the District of Columbia (UDC) has joined this past year as an ERI and Florida A&M has recently rejoined under that category also. Representatives from Morgan State University and Rowan (formerly Glassboro State) are visiting and it is hoped that they will join in time for the September meeting.

Current federal members: The question was raised again about what we can do to get our current federal members to play a more active role. NASA was mentioned specifically but we are seeing a general withdrawal by others as well. One suggestion was to have the Chair reinstate the process of, on the first day of the meeting, asking the federal representatives to stand up and be identified so that other participants know who they are.

Elections: It was announced that neither Julie Norris nor Marv Paule will run again. In the previous election, there was no opportunity for the general membership to meet and talk with the candidates. To remedy this, the proposal is to call for nominations over the summer and confirm a slate. (Joanna or Donna will call nominees for Chair to determine their willingness to run. Susan Braunhut will contact nominees for Faculty Representative). The candidates will be introduced at the September meeting and be given the opportunity to make a brief presentation

about their experience and vision for the FDP. It was then proposed that the vote take place in November with the transition taking place January, 2005. After some discussion, it was suggested and agreed that the vote take place as soon after the September meeting as possible to encourage 100% response. (At the report out session later in the morning, it was reported that the ballot will be posted the day after the meeting). The membership will be reminded at the September meeting that voting is part of their **obligation** as an FDP member. A targeted reminder will be sent to those institutions who do not vote within several days of the ballot being posted.

The document entitled "Call for Nominations 2004" needs revisions, specifically to the Procedures, Timeline and Nominate a Candidate sections. Donna and Joanna will meet with Jerry in June to finalize this document. Julie and Marv's input is needed to assure that the position descriptions are accurate.

The discussion then turned to "who" actually casts the ballot. After considerable discussion at the meeting and more during the report out session, it was determined that the faculty voting member casts the ballot for the faculty representative and the administrative voting member casts the vote for the Chair. The choices should be based, however, on a collaborative discussion between the two representatives about which combination of individuals is the best for the FDP.

A question was raised about the color coding of the badges – green for federal, blue for administrative, red for faculty, yellow for technical reps. It was primarily to help faculty identify each other since they come from too many diverse fields as opposed to the administrative reps, for example, who see each other at many professional meetings.

Tolliver McKinney raised the issue of whether or not, since the technical group has grown so large, they should have an elected representative also. It was pointed out that in Phase IV there was no **requirement** for a school to have a technical rep and the technical reps are represented on the Executive Committee by the ERA standing committee. Joanna was asked to take this to the Executive Committee for consideration.

FDP Membership Committee
September 21, 2004
Washington, DC
Minutes

Attendees: Joanna Rom, Co-Chair; Charlee Heimlich, Kent State University; Jack Puzak, EPA; Nancy Wray, Dartmouth; Susan Braunhut, University of Massachusetts; Tolliver McKinney, St. Jude Children's Research Hospital; Jim Randolph, University of Michigan; Norm Braaten, University of Nebraska; Vijaya L. Melnick, University of the District of Columbia; Mary Stephens-Frazier, Morgan State University; Beth Israel, Columbia University; Susan Wyatt Sedwick, University of Oklahoma; and Merrilea Mayo, National Academies/GUIRR.

Minutes of the May 21st meeting were approved. Introductions followed.

ERI Recruiting: An issues group on ERIs is scheduled as a concurrent session this morning following the Membership Committee meeting. Joanna stated that the number of ERIs who have joined the FDP is approaching a critical mass with Rowan, Morgan State and Florida A&M University joining earlier ERIs (UDC, Bradley and Rhode Island) and strong interest expressed by the University of Maryland Center for Environmental Science, North Carolina Central University and others. The idea of focusing recruiting efforts on organizations of ERIs, HBCUs and MIs who would join as an organization and thus be afforded representation on the FDP was discussed at length. Nancy Wray visited with the Association of Small Institution Sponsored Programs Administrators (ASISPA), an organization of small institutions in the northeast. Other organizations suggested were AASCU-OFP, NAFEO and NSPPA.

The idea of providing travel awards for ERIs to attend FDP meetings was discussed and a travel scholarship task force to investigate this idea was formed. Volunteers are Nancy Wray, Charlee Heimlich, Norm Braaten and Vijaya Melnick.

Merrilea Mayo initiated and led a discussion on the GUIRR's interest in sponsoring a workshop focused on the needs of ERIs in addressing the changing demands for research administration and the added research administration burdens arising from the proliferation of electronic systems and additional regulatory and statutory requirements. A sign up sheet for volunteers was circulated. Merrilea will contact volunteers.

Joanna suggested that we will need to consider ERI representation on the standing committees once a critical mass of members is achieved and encouraged representatives of ERI schools and organizations to attend committee meetings and join working groups and committees.

Election: The presentation went well. Since there are three candidates for the administrative chair, there may be the potential for a runoff. However, for this election only a plurality will be required. Institutional participation in the voting process will be

tracked by Jerry Stuck and reminders sent via email to administrative and faculty representatives who have not cast their vote.

A discussion followed regarding including a Technical Representative Chair. The issue has been raised before and the executive committee felt there was adequate representation since the ERA Committee Co-Chair serves on the executive committee. Currently the ERA representative is appointed and there was discussion if that position should be elected. Technical Representatives are encouraged but not required in the Phase IV solicitation. This is an issue to consider for Phase V.

Federal Recruitment: USGS and Homeland Security are pending.

Phase V: It is not too early to start the process for Phase V so that will be placed on the agenda for the January meeting. A task force will be established after the election.

Meeting was adjourned.

(The co-chairs want to especially thank Susan Sedwick for volunteering to do the minutes, and doing an excellent job.)