

## MINUTES

### National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, December 20, 2022

*The mission of NORDP is to advance the global capacity for and impact of research by strengthening the practice and profession of research development.*

- Roll Call – Joanna Downer  
Present: Eva Allen, Melinda Boehm,Carolynn Julien, Joanna Downer, Faye Farmer (arrived 3:30 pm ET), Anne Maglia, Samarpita Sengupta, Antje Harnisch, Lisa Lopez, Jill Jividen, Kim Littlefield, Nathan Meier, Kim Patten, Becca Latimer, Jennifer Glass  
Absent: Jessica Moon  
Guests present: Anna Ward, Kelsey Hassevoort, John Barfield (joined 2:46 pm ET)
- Call to Order – Anne Maglia – 4:34 pm ET
- Invited Committee Presentation: Committee on Inclusive Excellence (CIE) – CIE co-chairs Anna Ward, Kelsey Hassevoort, and John Barfield

CIE began as a working group in 2017 and became an organizational committee in 2018. CIE works to operationalize inclusive excellence within NORDP to realize NORDP's goal to "foster a culture of inclusive excellence by actively promoting and supporting diversity, inclusion and equity in all its forms to expand our worldview, enrich our work, and elevate our profession." Current CIE priority is climate assessment survey (communicating results, providing member opportunities related to the survey results, and strategic planning), increasing member engagement, and revitalizing CIE's role in NORDP.

Opportunities for BOD support/collaboration:

- ❖ Promote events and programming related to climate assessment results
- ❖ Prioritize inclusive excellence strategic planning
- ❖ Input on the future of CIE in relation to the organizational and changing structures of engagement, such as Board desires for committee ownership of tasks.

Opened to discussion. Plans for increasing member engagement in CIE include increasing visibility of CIE through the in-person conference, at which they will have a panel with breakout groups regarding some of the climate results. The Board and CIE also recognizes the great opportunities to leverage the experience and expertise of NORDP members, including for increasing engagement and inclusion for NORDP members with differing abilities. CIE is ensuring ties to NORDP's other committees. CIE is evolving a bit for a number of reasons. For example, CIE has achieved some of the original goals, and so there's a natural shift to the next set of needs to continue growing inclusive excellence (e.g., focus evolving from race to other identities, including LGBTQIA+ and differing abilities) and looking for the next set of advocates. People also seem to be hungry for RD-specific conversations around DEI, rather than topics you could find in any setting. The only specific request to the BOD is to reinforce to the organization and our members the importance of the climate survey findings and next steps as CIE develops them.

Guests were invited to stay in the meeting through the Consent Agenda.

- Board Culture Anchor of the Month
  - **December 2022 – Be a reliable, accountable colleague, with the resources you have and what you can control**
    - Anne shared that her first action as a Vice Chancellor was to make an internal award to two people at her University to do DEIBJ assessment at the Univ., and would be happy to hear about any best practices for this research from others' experience.
    - Jill reported on her University's exciting 1.5 day symposium on anti-racism research that was funded by the President's office; the University is continuing this program.
    - Joanna shared the need to sometimes balance being reliable and accountable with the resources available – running out of internal resources can necessitate a change in what one can provide or offer, and that communicating such changes is crucial.
    - Jen shared that she sees this culture anchor as a foundational way of being in RD.
  
- Open floor for sharing related to DEIABJ (diversity, equity, inclusion, access, belonging, and justice)
  - Melinda shared that she's been at Northeastern ~1 year and has launched GROW ("Grantwriting and Research Opportunities Workshop") for faculty. One of the modules is on inclusivity in writing to ensure accessibility, diversity, equity, and thinking about different populations when developing their research. She would like to work toward 3 cohorts per year, and leadership is eager for that. (Current focus is on pre-tenured tenure-track faculty, then mid-career, then will be senior faculty)
  - Guest Kelsey shared that at her institution they recently took the IDI – Intercultural Development Inventory – for team and individuals, with a facilitator, which has allowed them to understand what work the group and individuals have to do. Individuals get their results and a full Individual Development Plan.
  - Guest John shared that key to this work is changing the overall perspective of the university – can you get it to effect change.

Guests left at 3:08 pm ET.

### **Consent Agenda**

- Approval of draft Oct 25 Board meeting minutes – Anne
- Committee reports
  - Member Services – Antje Harnisch, Faye Farmer
  - Mentoring –Carolynn Julien, Jennifer Glass
  - Inclusive Excellence – Samar Sengupta, Jess Moon
  - NORD – Faye Farmer; Jill Jividen (IPP)
  - Professional Development – Melinda Boehm, Lisa Lopez
  - Revenue & Finance – Eva Allen
    - Call for assistant treasurer. Antje will stand for election to Treasurer this Spring, so will need a new Assistant Treasurer or two. Would love someone with complementary skills, particularly excellent detail-orientation.
  - Governance – Joanna Downer (no report)
  - Communications Working Group – Antje Harnisch
  - Strategic Alliances – Kim Patten (no report)
  - Nominating Committee – Nathan Meier, Lisa Lopez
  - Executive Conference Committee – Jill Jividen
    - Conference Planning Committee – Becca Latimer, Jess Moon

→ **VOTE:** Lisa moved to approve the consent agenda; Antje seconded. MOTION PASSED.

## **General Announcements**

- Conference Planner RFP update – Jill
  - Received 6 proposals from vendors; Review by R&F and others will occur over the next 3 weeks.
- Sharing member-led committee reports with co-chairs – Jill
  - IPP runs the committee co-chair meetings and sharing the reports with the committee co-chairs would give them greater insight into what other committees are doing and create opportunities for collaboration. Committees and Board liaisons have a variety of processes for developing and sharing the reports, and so a process should be developed that minimizes burden.
- Interest in BOD officer roles – Nathan
  - The Board is interested in establishing a better, more transparent process for developing and electing Board officers. The Treasurer and Secretary have a process for “assistants” but there isn’t anything similar for the VP-Pres-IPP role. Anyone interested in serving as VP next year or in the future can let Nathan know.
- RD Champion award - suggestions to be collected in January – Joanna Downer
  - The Candidate Forum/Meet the Candidates will be held virtually, so that time period is available should a new keynote need to be added. The award recognizes an external champion for RD, and NORDP will likely need to pay for their travel and registration.
- Strategic plan updates – Nathan
  - Will expect updates from champions in January. Updates today: Faye’s recent request to the listserv resulted in additional volunteers for the policy task force (current stage: drafting/revising policies); people are excited about the opportunity to dip their toes in to volunteering in NORDP. Five initial policy priorities: Budget request and expenditures; Ombuds/Professionalism; COI for members; listserv messaging; Board Election of Officers.

## **Discussion Items:**

- Board Eligibility and Composition Policy – Lisa
  - The PUI affinity group has recommended adjustment to the definition of PUI used for the designated Board seat and after Governance Committee feedback has revised their suggestion. The revised policy also includes a restriction on the number of board members (not more than two) from a single institution. Finally, policies related to change of Board member institution are included. Antje mentioned that the PUI definitions would allow WPI to be considered PUI when it isn’t, and Lisa said that a candidate could choose whether they wanted running for a designated seat. Q: do various campuses of the same institution count as the same or not? A: No, it’s individual campuses.

→ **VOTE** – Jill moves to approve the policy pending CIE review; Anne seconded. **MOTION PASSED.**

- 2023 NORDP activities timeline – Anne
  - Discussion determined that the timeline wasn’t aggressive enough for getting a new association management RFP developed, distributed, responded to, and closed with selection of a new association management contract by September. Agreed to move to March a retreat conversation planned for May conference to determine what structure we want and what services we want from the assoc management firm. Will plan a virtual Board mini retreat for beginning of Feb. to discuss.

- NSF Enabling Partnerships to Increase Innovation Capacity (EPIIC) and NORDP Consultant Program – Nathan
  - (Anne recused herself for this update.) Kimberly Eck’s notes to the listserv looking for additional NORDP consultants is to staff up proposal development support for the NSF TIP EPIIC program; 10 consultant applications were received, a committee met last week and 6 of the applications were approved. The Ideas Lab in the NSF solicitation for those who submit pre-proposals will be run by KnowInnovation; the institutions also will have RD consultations with the NORDP consultants to help those who submit pre-proposals develop full proposals. For EPIIC, Emory University is a sub-award to University of Missouri (essentially, NORDP is a sub to ARIS); NSF came to ARIS and NORDP about what they wanted these organizations to do for this opportunity, so there was no opportunity to shape the request or program.
  
- Planning for in-person BOD meeting in May – Jill
  - Saturday before Conference is available for the BOD meeting (a ~3 pm start will allow time for west coast members to arrive) as is Sunday morning to early afternoon; the first conference activity is the welcoming reception at 5 pm Sunday.

There being no further business, the meeting was adjourned at 4:33 pm ET.

Respectfully submitted,  
Joanna Downer  
NORDP Secretary 2021-2023

**Note:** The next Board Meeting is scheduled for Tuesday, January 24, 2023, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.