

MINUTES

National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, December 21, 2021

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: Melinda Boehm, Joanna Downer, Kimberly Eck, Faye Farmer, Jennifer Glass, Antje Harnisch,Carolynn Julien, Jill Jividen, Kim Littlefield, Lisa Lopez, Anne Maglia, Nathan Meier, Paul Tuttle, Etta Ward

Absent: Eva Allen

Antje Harnisch left the meeting at 4:01 pm ET.

- Call to Order – Jill Jividen at 2:33 pm ET
- Board Culture Anchor of the Month – **Dec. 2021 – Be a reliable, accountable colleague, with the resources you have and what you can control**
 - KEck discussed in the context of influencing/convener sense rather than the “leader”
 - EWard discussed in the context of privilege and ensuring we open space for others in this reliable, accountable way.
- Open floor for sharing related to DEIABJ (diversity, equity, inclusion, access, belonging, and justice):
 - Nathan Meier shared that Sept. 2021 in person meeting at Santa Fe Institute for the CREDITS group was delayed until March 2022. CREDITS is an RD Community of Practice, to collaboratively develop new diversity, equity, and inclusion tools and resources for the RD community. There are 5-6 working groups working on things including metrics and evaluation of resources, resources in specific spaces, and other topics. We expect each group to have some products to discuss when the full CREDITS group meets in March.
 - Antje Harnisch shared that her institution, Worcester Polytechnic Institute, had a workshop for all faculty interested in DEIB in collaborative work, and had a good turn out. Her office has asked for seed funds to support these projects/program offerings.
 - Faye Farmer shared that for 5 years her office has hosted a “doing research in Indigenous Communities” workshop/conference and just made it national. Arizona State University has ~60 indigenous faculty and is likely to be designated Minority Serving in the next year or so. Her office wants to really expand the conference nationally for next year. Her office is also offering a leadership development seminar by AtKisson Training Group for ASU’s “faculty women of color caucus” on an application basis; she has found the applications quite exciting and informative.

Consent Agenda

- Approval of draft Nov. 23 Board meeting minutes – Jill Jividen
- Financial Report – Eva Allen
- Strategic Plan priority KRAs:

- KRA 3.1 (RD101) – Joanna Downer – Pilot cohort finished last week. It was a great experience to serve as a facilitator, and the group of facilitators received lots of good feedback to consider and will debrief in the New Year. Will be continuing with the working group to establish plans for moving forward with finalizing design and offering a paid version in 2022.
- KRA 4.1 (Inclusive Excellence Plan) – Etta Ward – Hoping to be able to have a report of some type for the conference. CIE (Gretchen and John) reviewing and completing the request for scope of work and budget from the Treasurer so that the request can be approved by the Board. Northeast climate survey point person invited to join the main climate survey group/CIE.
- KRA 3.4 (NORDP Certification) – Faye Farmer – the Working Group provided an outstanding report regarding certification. Looking for BOD review of the document to understand the viewpoints – a push from one side but hesitancy on the other.
→ ACTION: JD to create a to-do item with the document in Basecamp
- Committee Reports (links to reports below):
 - Member Services – Paul Tuttle, **second liaison TBD**
 - Mentoring – Faye Farmer, Carolynn Julien
 - Inclusive Excellence - Etta Ward, Jennifer Glass – Jennifer Glass reported that the committee is interested in the request related to bias in peer review, hope that effort moves forward led by those who made the suggestion, and will participate in that effort as needed. CIE is also creating library of resources and discussing how to make that available on the NORDP website or LMS. Have asked FPMR and are awaiting response; Joanna shared that NROAD to RD is on the NORDP Memberclicks LMS and that may be a reasonable place for the resource library for DEI/CIE, set up as a course with modules.
 - NORD – Kimberly Eck (as IPP), Faye Farmer
 - Professional Development – Melinda Boehm
 - Revenue & Finance – Eva Allen
 - Governance – Joanna Downer – In response to a NORDP member's suggestion to interview exiting BOD members, the Governance Committee has recommended an exit survey for all BOD members, and the Exec Cmte approved. A question was who would have access to these results, and after discussion it was determined that Governance would be the likely initial recipient. Lisa Lopez shared that NomCom would find some of it helpful, too, as they continue to seek ways to expand interest in serving on the Board. The full Board expressed support for the survey.
→ ACTION: Joanna to find starting point from Board Source. Governance will then develop a draft survey and a draft process and bring that back to the Board.
 - Communications Working Group – Antje Harnisch
 - Strategic Alliances – Anne Maglia
 - Nominating Committee – Nathan Meier, Lisa Lopez
 - Executive Conference Committee – Jill Jividen – Conference Planning Committee

Jennifer Glass moved to approve the consent agenda; Lisa Lopez seconded. The motion passed with one abstention

General Announcements

- NORDP Consultant Pilot - Kimberly Eck

- With the approval of Revenue and Finance, all 14 HBCU applicants will get a complimentary NORDP membership. The top evaluator has been identified, and the consultant teams are being formed; each team will include at least one PEERD consultant. The next step is to create four teams that will be matched with the four selected HBCUs; the teams and HBCUs will talk in January/February to confirm that it's a good match, and the assignment can be revisited if needed. Communications about the program will occur after the assignments are confirmed. An advisory group is likely to be formed of 3-4 NORDP members familiar with the program but not formally involved in the consultant or evaluator role.
- NORDP Awards update & reminder - Nathan Meier
 - Due to few nominations being received, the deadline for receipt of nominations for all member-nominated awards has been extended to January 5, 2022.

Discussion Items

- Thank-You Communications – Faye Farmer, Lisa Lopez,Carolynn Julien
 - The group proposed via Basecamp three ideas to the Board with the intention to do all three. The first – the NORDP holiday message – has been completed. The other two ideas – sending a thank you to the committees highlighting things they've done, and then also sending to a specific set of people to acknowledge them – require further discussion. Discussion centered around wanting to ensure no one is left out and needing to identify both committees and extra-committee activities (LEAD, awards task force, Certification WG, RD101/PD), as well as the possibility of “legacy” thank yous for efforts that might not have gotten a lot of attention. Expressing gratitude can and should be ongoing; identification of opportunities could start at the committee level and/or with an open call from Jill to the membership for kudos to include in her newsletter – perhaps a “Kudos Corner” – to appear regularly. Carolynn, Lisa, and Faye will work with these ideas.
- Members of for-profit companies and the NORDP BOD – Jill
 - BOD member Paul Tuttle is leaving his position at North Carolina Agricultural and Technical State University (NC A&T) to return to Hanover.
 - In 2014, the Board was concerned about having Board members from for-profit companies. The By-laws currently read that the organization has regular members and affiliate members, that affiliate members are those from for-profit companies, and that affiliate members cannot run for or serve on the Board. However, the affiliate membership designation has not been used.
 - Discussion emphasized that if the organization isn't using the affiliate membership category and doesn't want to, then we should update the by-laws to take it out. Rationale for the exclusion was to avoid conflicts of interest. It was pointed out that if the Board is to be representative of the NORDP membership, then members from for-profit entities should be able to run and serve. Discussion also pointed out the need to consider whether any limits on the size of the for-profit organization would apply, the number of seats available to members from for-profit companies, potential conflicts related to sponsorship, and differences between someone running for a seat vs. changing employers while on the Board. NORDP has an existing Conflict of Interest policy for the Board.
 - ACTION – After discussion in which Paul Tuttle recused himself, the Board members present agreed with one abstention to allowing Paul to complete his Board term (ending June 2022). Governance Committee will consider bylaws changes.

- Advancing strategic plans – Jill Jividen
 - Jill presented a plan to have R&F conduct scenario planning for increasing revenue and brainstorming mechanisms to do so, and to have a Programming Task Force of board members (Jill, Joanna, Melinda, Lisa) discuss and create a plan for considering and developing revenue-generating programming. These two conversations would begin in January and ideas presented to the Board in February.

There being no further business, the meeting was adjourned at 4:29 pm ET.

Note: The next Board Meeting is scheduled for Tuesday, January 25, 2022, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.