



## CUAHSI Board Meeting Minutes

*October 5, 2016*

### **Roll Call**

- 14 members are present, 10 needed for quorum
- “X” indicates Director is present

### **Term expires 12/31/2016**

Michael Gooseff, Colorado State University X  
David Hyndman, Michigan State University (Chair) X  
Holly Michael, University of Delaware  
Todd Rasmussen, University of Georgia  
Al Valocchi, University of Illinois Urbana-Champaign (past-Chair) X

### **Term expires 12/31/2017**

Erkan Istanbuluoglu, University of Washington X  
D. Scott Mackay, SUNY University at Buffalo X  
Kamini Singha, Colorado School of Mines X  
Scott Tyler, University of Nevada, Reno X

### **Term expires 12/31/2018**

Matt Cohen, University of Florida X  
David Genereux, North Carolina State University (Chair-elect) X  
Gordon Grant, Oregon State University X  
Erich Hester, Virginia Tech X  
Steve Loheide, University of Wisconsin-Madison X  
Jeanne VanBriesen, Carnegie Mellon University X

**Officers & Staff Present:** Adam Ward (Secretary), Rick Hooper (CUAHSI), Jared Bales (Future CUAHSI Executive Director)

Minutes prepared by Adam Ward

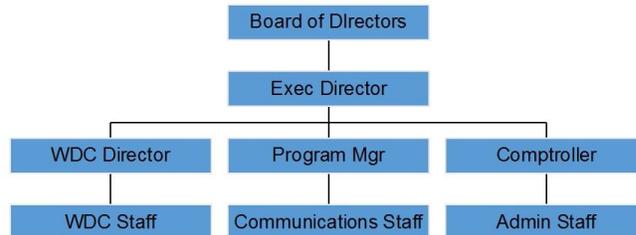
**Wednesday, October 5, 2016**

12:00 EST Call to Order

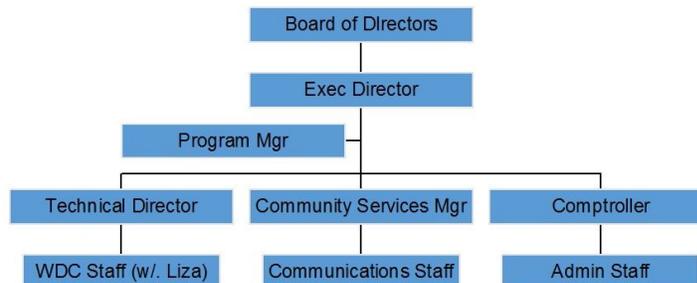
1. Status of July Minutes (Ward) [and outstanding ExCom minutes]
  - a. Ward reported that Board of Directors minutes from July 2016 were approved by action without meeting. Minutes from Sept. 2016 are awaiting one additional vote before approval.
  - b. Ward reported that all Executive Committee minutes through 16-Aug-2016 have been approved. The 28-Sept-2016 minutes are being revised this week and action will be requested on those after edits from the ExCom are addressed.
2. CUAHSI Organizational Chart and Staffing Actions
  - a. Hooper provided the following background to the BoD:
    - i. With the management review, we need to resolve management structure of CUAHSI. A new organizational chart is proposed for the review of the Board that addresses the following issues:
      1. The WDC is not a separate facility within CUAHSI and we do not have a traditional “WDC Director” who would have full administrative responsibility, including management of grants and proposal development. Rather, the Executive Director serves in that role for all of CUAHSI, including the Data Services. Martin serves as Technical Director with management responsibility over technical staff and responsibility to provide technical advice to the Executive Director on options for Data Services, but the Executive Director determines the objectives of the Data Services and what is most important for the community. The title “Technical Director” captures that role better than the term “WDC Director.” Martin should be added as a co-PI to the NSF Cooperative Agreement.
      2. Given the number of activities, the Executive Director needs help in managing the various programs. The Program Manager is positioned as an assistant to the Executive Director with responsibility for providing project management for each of the activities to assure activities achieve their objectives in a timely manner. The Program Manager drafts administrative reports, reviews metrics, and advises the Executive Director on potential changes to the execution of activities. The Program Manager could grow into a “Associate Director” position.
      3. Emily Clark will be promoted to Community Services Manager reflecting the responsibilities she has assumed in planning and managing all the Community Services. She becomes manager of Liz Tran and reports directly to Rick. The title “manager” is used rather than “director” given the fact that Emily has only a Bachelor’s degree and cannot serve as a co-PI. If she gets a

Masters Degree, there is the potential to change the title to Community Services Director.

## Current Organizational Chart



## Proposed Organizational Chart



- b. Hyndman clarified that Seul is happy with the proposed title.
- c. Hooper noted that Bales has discussed this organizational chart and endorsed the proposed chart presented by Hooper.
- d. Genereux clarified that Seul's title would not include the phrase "of the WDC". Hooper noted that this more general title of "Technical Director" would likely be sufficient, and keep the WDC as part of the core operation rather than making it a separately staffed entity within CUAHSI.
- e. **Motion: The board approves the revised organizational chart proposed by the executive director.**
  - i. **Motion: Genereux**
  - ii. **Second: Valocchi**
  - iii. **Additional Discussion: (none)**
  - iv. **Vote: Approved (unanimous)**
- f. **Motion: The board approves of the executive director offering two newly-created titles to current staff members: "Technical Director" to Martin Seul, and "Community Services Manager" to Emily Clark.**
  - i. **Motion: Tyler**
  - ii. **Second: Loheide**

- iii. **Additional Discussion:**
        - 1. **Valocchi noted that the motions being considered today were discussed by the Executive Committee and no concerns were raised by that group.**
      - iv. **Vote: Approved (unanimous)**
    - g. With respect to salary for E. Clark, Hooper noted that their responsibilities within CUASHI relative to her compensation is out of step with the other employees. This raise would match her compensation to her responsibilities. Hooper reminded the board that he requires approval from the Board of Directors for raises larger than 5%. Hyndman noted the Executive committee had discussed this raise in an earlier call.
    - h. **Motion: The board approves the extraordinary raise to a salary of [REDACTED] effective October 1, 2016 for Emily Clark, on the basis of her promotion and new responsibilities and excellent performance as explained by the executive director.**
      - i. **Motion: Loheide**
      - ii. **Second: Tyler**
      - iii. **Additional Discussion:**
        - 1. **Valocchi noted that the Executive Committee confirmed with Hooper that this was within the existing budget structure. He further noted this should be communicated as an extraordinary raise, not a standard increase in compensation.**
        - 2. **Hyndman also noted the other CUAHSI staff would not likely take issue with this raise, per Hooper at the previous Executive Committee meeting.**
      - iv. **Vote: Approved (unanimous)**
3. Status of Board Election (Genereux)
- a. Genereux reported that the following CUAHSI member reps were nominated for positions on the CUAHSI Board of Directors and agreed to run:
    - i. David Hyndman, Michigan State
    - ii. Al Valocchi, Illinois
    - iii. Michael Gooseff, Colorado
    - iv. Holly Michael, Delaware
    - v. Patricia Maurice, Notre Dame
    - vi. Jennifer Adam, Washington State
    - vii. John Albertson, Cornell
  - b. The list of nominees has been forwarded to Ward for confirmation of eligibility. CUAHSI staff will work to gather headshots, biographies, and statements to make public for the members.
4. Annual Meeting and Engaging Representatives to better market CUAHSI services (Clark)
- a. Hooper reported that he feels a general impression from graduate students that there is a disconnect between CUAHSI as an organization and CUAHSI

activities. Clark articulated this as a disconnect between “I’m at a \_\_\_\_ workshop” and “CUAHSI is making this workshop happen for me”.

- b. Hooper and Clark discussed sending a survey to CUAHSI representative to assess how these members, as representatives, could better engage graduate students on their campuses.
  - c. Hooper asked the Board how the representatives could be used to better educate campus communities about CUAHSI, its actions, and its services.
  - d. The group had a discussion about access to contacts via email lists and various campus list-serves.
  - e. Clark suggested that engagement of campus representatives might be improved with better branding.
  - f. Singha suggested a short 1-page briefing for reps that aggregate CUAHSI services, deadlines, activities to give them a clear, easy-to-find place to learn about activities.
  - g. Grant discussed marketing of CUAHSI in campus groups that engage many disciplines.
  - h. The group discussed organization of the CUAHSI website to clarify branding, deadlines, and services. This effort continues. Clark will circulate a mock-up of the revised website.
  - i. Valocchi suggested contacting members with less than three representatives to try to ensure that representatives are engaged.
5. Response to management review
- a. Hooper reported that he has generated a draft of the CUAHSI response to the management review. He has provided this draft to the chairs for their review and comment. He noted that reporting metrics and specifics about how they are generated and interpreted is required.
6. Welcome to the new Executive Director
- a. Valocchi and Hyndman welcomed Bales to the group. Valocchi reported several contacts noting excitement about his future leadership.
7. **Motion to adjourn**
- a. **Motion: Valocchi**
  - b. **Second: Singha**
  - c. **Discussion: (none)**
  - d. **Vote: Approved (unanimous)**

12:55 EST      Adjourn