

**NCURA Region II Spring Meeting  
Pittsburgh Hilton  
Pittsburgh, PA  
Business Meeting Minutes  
Monday, April 28, 2008  
12-1 p.m.**

**1. Opening of the Meeting -- Mary Louise Healy (12:00 p.m.)**

*Mary Louise thanked all the vendors and sponsors (Bearing Point and InfoEd). Also extends a special thanks to all the new members for attending. She introduced the 2008 officers and thanked them for their work, presenting each with a small token of appreciation.*

**2. Thanks to 2007 Officers – Mary Louise Healy**

*Mary Louise thanked Ruth Tallman, Chair, 2007, and Helena Moynahan, Treasurer, 2007, for all of their contributions to the Region. She presented each outgoing officer with a plaque.*

**3. Welcome and Remarks – Denise Clark, University of Maryland, NCURA Vice President**

*Mary Louise introduced Denise Clark who thanked the officers and provided some updates to the membership regarding national activities. There are 6500 members at current and 2500 are expected to attend the November 2008 National Meeting, which is the 50<sup>th</sup> anniversary meeting. There will be a Senior Executive Summit the Saturday prior to the start of the 2008 National meeting that will include Vice Presidents, Provosts, etc. During the Wednesday sessions at the 2008 National meeting they will be offering “Best of The Regions” sessions. These will be best sessions from regional meetings based on their evaluations. The regional business meetings will be shortened to 40 minutes at the 2008 National. Also, the test run of the Departmental Administration Workshop went well and look for this to be an offering soon.*

**4. Nominating and Leadership Development Committee Report – Ed Herran, Memorial Sloan-Kettering Cancer Center, Region II Member of the Nominating and Leadership Development Committee**

*Mary Louise introduced Ed Herran, who provided us with an update on the National Nominating and Leadership Development Committee current activities. Nominations this year will be for 2 At Large Board Members; 1 Vice President; 1 President Elect. They are also planning to have the Distinguished Service Award, Catherine Core Award, and an Outstanding Service Award this year at the 2008 National Meeting. Nominations are open until May 23, 2008. He also mentioned that they are in need of mentors and if you or anyone you know is interested, please contact the chair or vice chair of the PCC. LDI graduates are going to be leading table discussions/case studies at the 2008 National Meeting this year look for additional information in the near future. Region II has had a number of LDI graduates and they are in need of 10 more candidates for 2009 which will be reviewed and decided at the NLDC meeting in June 2008.*

**5. NCURA Board of Directors Report– Erica Kropp, University of Maryland Center for Environmental Studies**

*Mary Louise introduced Erica Kropp, Member-at-Large of the NCURA Board of Directors, who gave an update on National activities and the professional development series schedule for 2008. She requested that any suggestions or issues should be emailed to her so that she can take them to the board.*

**6. Presentation of the Third Annual Region II Distinguished Service Awards – Alex McKeown, Chair Elect**

*Alex introduced the individuals who nominated the two Distinguished Service Award winners for 2008. Denise Clark (to introduce Ken Forstmeier) and Marti Dunne (to introduce Erica Kropp). The distinguished service awards are awarded to members who provide outstanding service to the region and nationally.*

*Denise introduced Ken Forstmeier from The Pennsylvania State University and informed the members of his many contributions. Ken has over ten years in Electronic Research Administration Support. When first meeting Ken at a*

meeting years ago, he informed me that he was not a “RA (research administrator) but an “IT Specialist” (information technologist). The theme of that meeting was “Dreams Become Reality”! He often could be heard stating “data is integrity of the system – it is what it is”. Ken has made a lot of friendships, professional relationships and has given back tremendously which is why he’s receiving this award today. Thanks Ken.

Marti Dunne introduced Erica Kropp from University of Maryland Center for Environmental Studies and informed the members of her many contributions. Erica has been a member of NCURA for 35 years. It was really different then than now, there were only 1% women working in higher education. Throughout her career, Erica has been a presenter, moderator, LDI Advisor, and Export Specialist. She never says no and has been on countless committees. This is why she is receiving this award today. Thanks Erica.

**7. Program Updates and Reminders and Thanks to Program Committee Members --  
Joe Sullivan, Carnegie-Mellon University, 2008 Program Co-Chair**

Joe made some “housekeeping comments,” including session updates. He introduced the Program Committee members, brought them to the front, and thanked them for their hard work. He presented them with gifts. Mary Louise also presented Joe and Greck Slack with a small gift and memento of the meeting. Mary Louise also presented a small memento to each program committee member.

**2008 Spring Meeting Program Committee**

**CO-CHAIRS:**

Joe Sullivan, Carnegie Mellon University

Greg Slack, Clarkson University

**MEMBERS:**

Stan Jackson, University of Maryland, Biotechnology Institute

Brenda Kavanaugh, University of Rochester

Jared Littman, St. Johns University

Diane McCrea, Carnegie Mellon University

Alexandra McKeown, Johns Hopkins University

Helena Moynahan, University of Maryland College Park

JoAnne Parsons, The Pennsylvania State University

Audrey Portis, Carnegie Mellon University

Kristen Rotolo, Carnegie Mellon University

Diane Shaw, The Pennsylvania State University

Ruth Tallman, Lehigh University

Cheryl Williams - University of Rochester

Martin Williams, William Patterson University

**8. Future Meeting Sites – Quick Poll**

Mary Louise announced that the site for the 2009 meeting is Annapolis, Maryland. She informed the members that Buffalo, New York has been suggested as a meeting site for 2010. She asked the members to call out any other suggestions for 2010. New York City was suggested. She noted that the officers will do some investigating and ask the membership to vote on a location at the Business meeting held during the National meeting in November.

**9. Review and Approval of Previous Meeting’s Minutes – Diane Shaw, The Pennsylvania State University, Secretary**

Diane reviewed some highlights of the Business Meeting held during the National meeting in Washington, D.C. in November 2007. She also reminded everyone of the room number for the hospitality suite and of its hours, and encouraged members to stop by. Motion made to accept minutes by Ruth Tallman; motion seconded by Ed Herran.

**10. Regional Treasurer’s Report – Brenda Kavanaugh, University of Rochester, Treasurer**

Brenda provided the members with 2007 & 2008 budget summaries for review and comment and asked for questions.

**11. Meeting Adjournment by Mary Louise Healy at 1:19 p.m.**