

Council of Principal Investigators (CPI)

Meeting Minutes

Thursday, August 18, 2022, 4:00 p.m. – 5:30 p.m., Microsoft Teams

Members in attendance: Gregory Collins, Lynette Daws, Katherine Dondanville, Charles France, Bess Frost, David Libich, Daniel Lodge, Susannah Nicholson, Shivani Ruparel, Mark Shapiro, Susan Weintraub

Members Absent: Armen Akopian, Darpan Patel, Asma Khan, Adam Salmon

Guests: Andrea Marks (Senior Exec VP & COO)
Chris Green (Asst VP, Sponsored Programs)
Monique Lopez (Sr Dir, Business Serv Quality)
Robert Martin (Director, Finance & Admin)
Richard Nuttall (Vice Dean, Finance and Admin)
Maria Miranda (Sr Manager, Research Operations)
Elizabeth Garcia (Sr Manager, Research Operations)

The general topic of this meeting was to continue conversation about EDGE/MOST. The meeting was opened by Dr. Libich who turned the meeting over to Andrea Marks.

1. Andrea Marks – improvements to EDGE/MOST

- Ms. Marks described recent improvements in the financials systems.
Booking of airfare is now allowed prior to approval of a travel authorization.
A Financial Specialist can create Concur profiles and book reservations for travelers.
TechZone now has numerous items items, minimizing the need to order tech equipment.
Daily and monthly ProCard limits were increased.
Spending limits for official business functions/per person have been increased.
Tips are now reimbursable for ravel related meals and transportation tips
Procurement delivery manifest will include PID on individual line items.
Exceptions may be obtained for purchase of equipment with associated software
Software assessment equipment if no personal identifiable data are involved.
The list of Direct Connect vendors has been expanded.
There is direct access to *UT Health Connect* on *My UT Health*. *UT Health Connect* is intended as a central resource for MOST services, with tiles linking to the different service categories. <https://uthealthsa.sharepoint.com/teams/utconnect>
There is a new Process Improvement Center that will have tools and tips (travel, computer orders, ProCard limits)
<https://uthealthsa.sharepoint.com/teams/utconnect/SitePages/Process-Improvement-Corner.aspx>
- Dr. Weintraub asked how feedback can be given about links that cannot be easily located.
According to Ms. Marks, there is a link to a feedback form on the bottom left of the UT Health Connect page. [Note added after the meeting: There is no obvious direct link to a feedback form on UT Health Connect.]

- Ms. Marks explained there is struggle with turnover in many service departments due to difficulties in offering competitive salaries. In addition many applicants want to have the option of working from home, which is not always possible for some positions.
- **CPI Feedback**
There was discussion about difficulties encountered when support staff are not physically located in a department, as it is then much harder to establish relationships that enhance understanding of the needs of the individual faculty members.
Concerns were expressed related to the assigned MOST specialists, including: lack of knowledge and training, and infrequent follow-up communications.

2. **CPI Business**

- **Minutes.** The June and July minutes were approved.
- **Childcare on Campus.** There is renewed interest in the potential for childcare on campus. A survey will be sent to faculty, staff, residents, and students about their needs and interest in childcare.
- **Tuition benefits for faculty dependents.** President Henrich supports the concept and has given approval to move forward with a faculty driven effort.
- **CPI Election.** Nominations are closed, and voting is underway.
- **Other topics**

Members whose terms were ending were thanked: Greg Collins, Charles France, Bess Frost, Randy Glickman, Adam Salmon and Mark Shapiro.

Dr. Libich was welcomed as the new Chair of the CPI.

Concerns were expressed about the fact that many members have been disconnecting early from the meeting (before discussion of CPI business). Several options were considered, including in-person only and hybrid formats and moving the meetings a half an hour earlier.

The guest at the next meeting will be Chris Green.

Some members expressed concern that the CPI was serving as a mechanism for tacit approval of administration initiatives. The members agreed that it is essential that mission of the CPI does not change and it maintains its independent status.

No other new business was discussed.

The meeting was adjourned at 5:30pm