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Committee Management Committee Minutes

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10-4-2022

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Committee on Committees

October 4, 2022

Present: Joshua Robinson, Erin Rider, Jessica Wiggins, Kimberly Warfield, and Michael Barton

Absent: Greg Harley, John-Bauer Graham, Joe Walsh, Michelle Green, and Kimberly Presson

Guests: None

Item	Discussion	Decision/Action
Approve Minutes	Josh Robinson asked if anyone approved minutes from the last meeting.	Minutes were approved.
Committee Head Updates	<p>Dr. Rider – Chair of the IRB Committee</p> <ul style="list-style-type: none"> • Committee meets based on when there are IRB applications • Communicates individually by email • If they meet in person, minutes will be taken then • Anticipate October to be when a lot of the DNP applications come in (expect about 30) <p>Jessica Wiggins – Chair of Enrollment Management Committee</p> <ul style="list-style-type: none"> • Committee meets every other month • Committee minutes not up to date; working on May and July, September will not be up to date • Six sub committees that meet at least once a month • All committees report to Jessica <p>Chief Barton – Co-Chairs University Safety Committee with Elizabeth Morrow</p> <ul style="list-style-type: none"> • Committee meets every month • Incidence review as the following meeting • No substantial issues • Committee is involved in the process of selecting the next University Safety Manager; interviews for 3 candidates begin next week; hope is to have it done by January for budget committee to review • Developing a campus wide university budget for safety related things <p>Dr. Warfield – Chair of Diversity and Inclusion Committee</p> <ul style="list-style-type: none"> • Committee has not met for this year so far • All minutes and notes from subcommittees has been updated and sent in/uploaded • Committee meets every month 	<p>Dr. Rider— Russell Hammock from education came on to replace a previous member of committee</p>

	<ul style="list-style-type: none"> • Committee hoping to meet by the end of October, if not the beginning of November <p>Josh Robinson – Committee Management Committee Chair</p> <ul style="list-style-type: none"> • This is the year that SACSCOC minutes may be pulled so make sure all minutes are up to date 	
Committee Management Committee Handbook	<p>Josh Robinson— On agenda to vote to approve the committee handbook however this meeting was not at quorum.</p> <ul style="list-style-type: none"> - Reviewed handbook to go over expectations that were set last time the committee met. - Annual report is coming up and says it is due by the Fall meeting, but this approval has been moved to next meeting. - Committees will present their annual reports to review then they will be recorded and sent to President Killingsworth and Provost Shelton. 	<p>Action: Committee will vote on the committee handbook at the next meeting.</p> <p>Action: Add into handbook what it looks like when someone leaves the university that is on a committee.</p>
Annual Reports	<p>Josh Robinson—Annual reports due next meeting</p> <ul style="list-style-type: none"> - Report on August 2021- July 2022: when your committee met, what were the major accomplishments of committee, are meeting minutes uploaded into digital commons, have you submitted committee manager report <p>Dr. Rider—Josh, I have a question just to refresh my memory. Is there a template for this? I thought I turned something in in June or July, maybe that was the committee management report?</p> <p>Josh Robinson—Here are the ones that I have: Budget Committee (needs to be updated), Diversity and Inclusion Committee, Enrollment Management Committee, Institutional Effectiveness Committee, Institutional Review Board, Safety Committee, Undergraduate Admissions Committee</p> <ul style="list-style-type: none"> - Everyone in the meeting today should be taken care of. - Josh will find template that was drafted and send it to everyone. <p>Jessica Wiggins—I have a question: The standing committees are listed on The Office of the President’s page if you go there but if you scroll down, it only lists the committee members that are there... Are those members being derived from the committee management forms that we submitted that appear on that website? What happens when a committee member leaves in the middle of the year, so like is no longer employed here?</p> <p>Josh Robinson—So the answer to that question is it will be, so everything that we have collected once I get all those committees. Then, we are going to update the website where all the standing committees are currently housed and try to revamp that. We are going to try to include the charge of the committee, but also the committee members and hopefully on that page we will also have</p>	<p>Action: Approve the annual report at the next meeting.</p>

	<p>links to the minutes as well. This will be done once the handbook is finished. And then two, if you will send me updates when that occurs or there are any changes in your committees, I can make that change in the handbook. And so then on the President’s website I can make that request as well. I am scheduling a meeting with the Provost just to ensure that is still how we want to move forward; per the last conversation we had this is how she wants to move forward.</p> <p>Jessica Wiggins—Are we expected to find replacements when someone leaves mid-year?</p> <p>Josh Robinson—That is a great question. I will put that on my list to ask the provost whenever I meet with her.</p> <p>Jessica Wiggins—So mine is a little unfortunate because it is my subcommittee chair and I know for that I am going to have to find a replacement. Someone must be running the committee, but I was just curious about a general member.</p> <p>Chief Barton—One point of how we just handled that we had a member who left the university and so the division that they came out of we just reminded that division head that they have a vacancy in their division that we request to be filled and to let us know who that representative is, so they are working to appoint that person.</p> <p>Josh Robinson—I am going to get clarification from the President and the Provost on how they would like me to handle that. Initial appointments come from the President's office so it will need to continue to come from that office.</p> <p>Chief Barton— And the safety committee that I am speaking of may be a little different in that it requires representatives from certain divisions and then specifically certain departments. It doesn’t specify beyond that, so the President probably made the initial appointments but what has been my observation over the past couple of cycles of that has just been the division heads have been responsible to place who they deem necessary on the safety committee. We have not received a list from the President’s Office, it’s been an email from division heads.</p> <p>Jessica Wiggins—This is probably and obvious question but how often is this group supposed to be meeting?</p> <p>Josh Robinson—This semester we are probably going to meet twice because we did not have a quorum at this meeting. But we are going to do the same thing we are asking of our other committees and meet at least once a semester. Once this gets up and running, we will probably just do once a semester so that we can check in and see how everyone is doing. Then in the Fall we will give an annual report.</p>	
Action Items	<ul style="list-style-type: none"> • Committee will vote on the committee handbook at the next meeting. • Add into handbook what it looks like when someone leaves the university that is on a committee. 	

	<ul style="list-style-type: none">• Approve the annual report at the next meeting.• Josh will email the deadline for annual reports.• Josh will present annual reports at next meeting for any corrections to be made before they are presented to the President and Provost.	

Respectfully submitted

Presley Cox