

## Non-Instructional Faculty Assignment Committee

### October 25, 2022 Minutes

The Non-Instructional Faculty Assignment Committee met on Monday, October 25, 2022 at 3:32 p.m.

#### Members Present:

Holly Anthony, Committee Chair, Rufaro Chitiyo, Troy Smith, Mark Groundland, Doug Talbert, Stacey Browning, Perry Johnson, Delia Manginelli, and Dan Fesler

#### Members Absent:

None

#### Summary of Proceedings:

1. Approval of agenda
2. Approval of minutes, October 25, 2021
3. Review of NIFA Guidelines and Procedures
4. Election of 2022 – 2023 committee chairperson
5. Approval of timeline for 2022 – 2023 awards process
6. Other such matters

#### Proceedings:

A quorum being present, Dr. Sharon Huo brought the meeting to order at 3:32 p.m.

##### 1. Approval of agenda.

**Motion to approve.** Perry Johnson

**2<sup>nd</sup>.** Doug Talbert

**Vote.** Approved

##### 2. Approval of minutes, October 25, 2021.

**Motion to approve.** Perry Johnson

**2<sup>nd</sup>.** Doug Talbert

**Vote.** Approved

*\*Delia Manginelli abstained from the voting due to not being present at the last committee meeting.*

##### 3. Review of NIFA Guidelines and Procedures

**Discussion:** Members reviewed the procedures and guidelines. There is no need for voting or a motion and second.

##### 4. Election of 2022 – 2023 committee chairperson.

**Nominations-** Dan Fesler nominated Dr. Anthony to continue to serve as the Chairperson. Doug Talbert seconded the nomination. With no other nominations forthcoming-

**Motion to close nominations.** Mark Groundland

**2<sup>nd</sup>.** Doug Talbert

**Vote to appoint Chair.** Approved.

**5. Approval of timeline for 2022 – 2023 awards process.**

**Discussion:** Members have discussed timeline and changed the suggested deadline for proposals to the department chairs to January 17<sup>th</sup>, 2023 instead of January 13<sup>th</sup>, 2023. Members also decided to change the wording on “Committee meets to determine recipients” to “Committee meet to recommend recipients” on the timeline for February 10, 2023.

**Motion.** Dan Fesler

**2<sup>nd</sup>.** Troy Smith

**Vote.** Approved

**6. Other such matters.**

No other such matters being presented for discussion, Dr. Holly Anthony moved to adjourn, and Delia Manginelli seconded. The meeting was adjourned at 4:02 p.m.