

Non-Instructional Faculty Assignment Committee

October 4, 2024, Minutes

The Non-Instructional Faculty Assignment Committee met on Friday, October 4, 2024, at 1:30 p.m.

Members Present:

Holly Anthony, Committee Chair, Rufaro Chitiyo, Mark Groundland, Stacey Browning, Perry Johnson, Delia Manginelli

Members Absent:

Troy Smith, Dan Fesler, Doug Talbert

Summary of Proceedings:

1. Approval of agenda
2. Approval of minutes, October 20, 2023
3. Review of NIFA Guidelines and Procedures
4. Election of 2024 – 2025 committee chairperson
5. Approval of timeline for 2024 – 2025 awards process
6. Other such matters

Proceedings:

A quorum being present, Dr. Sharon Huo brought the meeting to order at 1:34 p.m.

1. Approval of agenda.

Motion to approve. Stacey Browning

2nd. Perry Johnson

Vote. Approved

2. Approval of minutes, October 20, 2023.

Motion to approve. Stacey Browning

2nd. Perry Johnson

Vote. Approved

3. Review of NIFA Guidelines and Procedures

Discussion: Members reviewed the procedures and guidelines.

Non-voting item

4. Election of 2024 – 2025 committee chairperson.

Nominations- Perry Johnson nominated Dr. Anthony to continue to serve as the Chairperson.

Stacey Browning seconded the nomination. With no other nominations forthcoming-

Motion to close nominations. Perry Johnson

2nd. Stacey Browning

Vote to appoint Chair. Approved.

5. Approval of timeline for 2024 – 2025 awards process.

Discussion: Members reviewed calendars and decided to move the meeting to review applications to Friday, February 7, 2025, 1:30 – 3:00 p.m.

November 4, 2024	Announcement in Tech Times/Academic Affairs inviting faculty to submit proposals and including a timeline for submissions; email to Deans and Chairs with same information
December 2, 2024	Second announcement in Tech Times/Academic Affairs; reminder email to Deans and Chairs regarding deadlines
January 6, 2025	Third announcement in Tech Times/Academic Affairs; reminder email to Deans and Chairs regarding deadlines
January 10, 2025	Suggested Deadline for proposals to Department Chairs
January 24, 2025	Deadline for proposals to Academic Affairs; proposals uploaded to SharePoint
February 7, 2025	Committee meets to recommend recipients 1:30 -3:00 p.m.
February 14, 2025	Recipients and their Chairs notified
February 20, 2025	Recipients announced in Tech Times

Motion. Stacey Browning

2nd. Delia Manginelli

Vote. Approved

6. Other such matters.

Dr. Huo requested that Dr. Anthony discuss the reason that Dr. Geist's 2024-25 proposal was rescinded.

Dr. Anthony reviewed that Dr. Geist's original proposal was contingent upon her receiving a Fellowship to do work for the NIH. She did not receive this fellowship. Further, approving the other portion of her proposal would have changed the original intent and have been past the deadlines. It was decided to rescind the proposal.

Dr. Huo commended Dr. Anthony for doing a great job on this committee.

No other such matters presented for discussion, Dr. Perry Johnson moved to adjourn, and Delia Manginelli seconded. The meeting was adjourned at 1:49 p.m.