



Jacksonville State University  
**JSU Digital Commons**

---

Committee Management Committee Minutes

Committee Management Committee

---

3-9-2023

## **Minutes 3-9-2023 | Committee Management Committee**

Megan Phillips

Follow this and additional works at: [https://digitalcommons.jsu.edu/unicom\\_managemins](https://digitalcommons.jsu.edu/unicom_managemins)

---



**Committee Management Committee**

**March 9, 2023**

**Present:** Christie Shelton, Elizabeth Morrow, Kimberly Presson, Staci Stone, Kimberly Warfield, Josh Robinson, and Sarah Donley

**Absent:** Greg Harley, Michelle Green, Jessica Wiggins

**Guests:** None

| Item                           | Discussion  | Decision/Action |
|--------------------------------|---|-----------------|
| Update on Everyone's Committee | <p><b>Josh Robinson –</b></p> <ul style="list-style-type: none"> <li>• Dr. Stone will be leading this committee with Josh and helping gain a better understanding of how many years everyone has been on this committee and other committees. She will be helping us figure out how we are going to handle the terms, logistically.</li> </ul> <p><b>Kimberly Presson – Strategic Planning Development</b></p> <ul style="list-style-type: none"> <li>• Almost complete as far as strategy level.</li> <li>• SACSCOC Sub Committee – everyone is writing and updating their submissions.</li> <li>• New Programs and Programs Changes – They are going to have a work session Monday.</li> </ul> <p><b>Provost Shelton</b></p> <ul style="list-style-type: none"> <li>• She is the liaison – trying to determine what defines standing vs. more focused committees.</li> </ul> <p><b>Elizabeth Morrow – University Safety Committee</b></p> <ul style="list-style-type: none"> <li>• Submitted proposal to the Budget Committee to have a safety budget since there currently is not one.</li> <li>• Working on building managers training so that everyone can understand the requirements.</li> </ul> <p><b>Dr. Donley – New Chair for IRB Committee</b></p> <ul style="list-style-type: none"> <li>• The Office of the Vice Provost is where they are located.</li> <li>• Ninety-two applications in the last year.</li> </ul> <p><b>Dr. Stone</b></p> <ul style="list-style-type: none"> <li>• We are adding terms to the IRB Committee. We are thinking that 3 years is appropriate.</li> </ul> <p><b>Dr. Stone – Institutional Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Dr. Stone heads this committee.</li> <li>• The sub committees have been meeting.</li> </ul> |                 |

|          |  |  |
|----------|--|--|
|          | <ul style="list-style-type: none"> <li>• A new committee will be joining regarding animal research, and we will get them added.</li> </ul> <p><b>Dr. Warfield – Diversity and Inclusion Committee</b></p> <ul style="list-style-type: none"> <li>• They have a scheduled meeting for Friday – March 10<sup>th</sup>.</li> <li>• Recruitment Opportunities – recruitment brochure and in contact with HR about recruitment trainings in hiring diverse faculty and staff.</li> <li>• Spring faculty and social event.</li> <li>• Dr. Warfield has been in communication with Micah Mecham and working on incorporating a diversity award.</li> <li>• Still needing to work out the components and criteria for the award. She is going to get this to Micah in time so she can lift it up to administration.</li> </ul>   |  |
| Reminder | <p><b>Josh Robinson</b></p> <ul style="list-style-type: none"> <li>• Last year when this committee formed, we developed a handbook.</li> <li>• We established five requirements for this committee.</li> <li>• The Requirements are:</li> </ul> <p>-Each standing committee shall conduct at least one regular meeting in the fall and spring semesters.</p> <p>-Each member of the Committee Management Committee will ensure that minutes from all standing committee meetings are reported to Digital Commons.</p> <p>-Each member of the Committee Management Committee will submit an annual report to the Chair of the Committee Management Committee prior to the fall meeting.</p> <p>-Each member of the Committee Management Committee will submit a Committee Management Form to the Chair of the Committee Management Committee prior to the first meeting of the academic year.</p> <p>-The Chair of the Committee Management Committee will present an annual report during the fall meeting that outlines committee compliance with requirements. The annual report will then be sent to the Provost and President.</p> <ul style="list-style-type: none"> <li>• Josh submitted the annual report to Provost Shelton and President Killingsworth.</li> <li>• This will be due again by September.</li> <li>• Please submit your minutes as they are approved.</li> <li>• Do not wait for annual reports.</li> <li>• Remember to send meeting minutes of your committee’s meetings to Bethany Latham. Tell her which committee you chair.</li> </ul> |  |

- She will upload the minutes for each committee into Digital Commons.
- Josh checks Digital Commons and updates the Provost through what is documented in Digital Commons.

### **Updated Committee Management Form**

- This is the same form with a couple of changes.
- Josh will submit this new form to Bethany so that it is updated in Digital Commons.
- Document your committee's charge and how your committee addresses the strategic plan – we need this to be documented.
- If your committee needs a new charge, contact Ms. Catherine Chapel and you can get on the President's calendar to do that.
- If doing this, draft a charge that you think is appropriate for your committee. Then, the President can work from there to develop your committee's charge.
- In the form, there used to be a column for phone number, and it is replaced with "Term Added".
- This will help us track the time this person is on the committee.
- This will help us determine who needs to be taken off the committee.
- 2 years is the mark we determined for serving on the committees.
- 3 year term for the chairs of the committees.
- We need to take recommendations to the President's office on who needs to be added or renewed on the committee.
- **The charge for this committee** is to help us keep track of the terms of participants of the committees. We do not have a good mechanism of doing this.

Dr. Stone recommended listing the whole term so that the form shows the end of the term. This will help us know when the role will be vacant.

-Everyone agrees that this will be a smart change to make to the form.

- Josh will update this on the Management Form and send it to the group.
- He will also send this updated version to Bethany to add to Digital Commons.

|                    |   |  |
|--------------------|---|--|
|                    |   |  |
| Action Items       | <ul style="list-style-type: none"> <li>• Work between now and the end of March to determine how many years everyone has been on the committee, how many vacancies we will have, and have recommendations of people to replace. We can give these recommendations to the President.</li> </ul> <p><b>Provost Shelton-</b> We will ask at Cabinet level recommendations for other divisions, in addition to Academic Affairs, where appropriate.</p> <ul style="list-style-type: none"> <li>• Submit the Committee Management Form, with the new updates, including the terms, filled out.</li> <li>• Once we have this process set up, it will be easy to know the terms because it will be on the forms. It will be more work on the back end, but this will help everyone in the end.</li> </ul> <p><b>Kimberly Presson</b> – I will make an excel spreadsheet to help.</p> <p><b>Dr. Stone</b> – Institutional Effectiveness has 8 sub committees, so I may take this form for all of my sub committees.</p> <p><b>Dr. Warfield</b> - Which document do we need to wait on?</p> <p><b>Josh Robinson</b> – Go ahead and start making changes to the Committee Management Form, but the updated excel sheet will be coming in the next couple of weeks.</p> <ul style="list-style-type: none"> <li>• <b>Regarding terms, we will be putting the year they started and the year they are supposed to end on the form.</b></li> <li>• <b>Dr. Stone</b> – while working with the committee members on her committee, she is going to work on how many want to stay again. This will allow her to think about this and set different term limits. This helps so that your committee is not all leaving at the same time.</li> <li>• Send updated roster to Josh with the term included so that we have an idea of what the committee looks like.</li> </ul> |  |
| Summary/Conclusion | <ul style="list-style-type: none"> <li>• <b>Submit new Committee Management Form, submit minutes to Bethany Latham, send updated roster to Josh with the term included.</b></li> </ul>  |  |

|           |   |  |
|-----------|---|--|
|           | <ul style="list-style-type: none"><li>• <b>One committee meeting a semester is required, and everyone needs to submit the minutes for these meetings to Digital Commons.</b></li><li>• <b>If anyone needs a copy of the Committee Management Handbook, let Josh know and he will get it to you.</b></li></ul> |  |
| Adjourned |   |  |
|           |   |  |

Respectfully submitted

Megan Phillips