

**Committee on Committees (CoC)
May 2, 2017**

Approved by email 5/31/17

3:30 p.m.

Chancellor's Conference Room, 12 Holladay Hall

Present: Warwick Arden, Angkana Bode, Nathan Corder, Cathi Dunnagan, Amy Jinnette, Donna Johnson, Jeannette Moore, Michael Mullen, Katharine Stewart.

The minutes of the April 18, 2016 meeting were approved via email on April 29, 2016. The email requested a response only to suggest changes or corrections and indicated that otherwise the minutes would stand as written. They were so approved.

Amy Jinnette reported that the committee has been active by email in seeking approvals on actions required since the last meeting. The actions routinely include approval of replacements for general faculty seat vacancies and approval of the annual report from the Committee on Committees to the Chancellor.

In the way of new business, the Provost indicated the brief report on the number of times each committee has met this year. Most have kept to the schedule posted on the website with the exception of a few, including the Harrelson. Summarizing previous discussions of the Harrelson Committee's future, he stated there is a need to expand both the scope and the funding. Options include 1) combining their role and funds with any similar campus committee or 2) adding members as appropriate to the existing committee to enhance fundraising to a workable level. The goal is to end up with a campus-wide entity that would serve as a university speaker committee. He asked that this meeting result in a decision on the process to enable the change as soon as possible. The discussion left off last year with the task of seeking advice from the Office of General Counsel on creating such a committee without violating the terms of the Harrelson trust.

Katharine Stewart reported on her efforts to get clarity on the Harrelson trust requirements. She discovered there is not an obligation to have a committee dedicated solely to Harrelson fund expenditures, only constraints on spending the funds. If not spent each year, they roll over to the next year. This year, the committee will need to decide whether to spend the available funds (on books as prescribed in the trust) or roll them.

To move the process forward, the Provost recommended the following steps:

- Katharine meet with the Harrelson Committee,
- Collect recommendations from the members for the Committee on Committees,
- The CoC formulate a proposal to present to the Chancellor,
- Have the revised Harrelson Committee in place the following year (2018-19).

With no further discussion, the Committee agreed to proceed as recommended. The Provost asked that Katharine bring the Harrelson members together early in the Fall semester to get their recommendations and decide on funding projects for this year.

Donna Johnson briefly updated the Committee on the new website. It can be viewed at committees.provost.ncsu.edu. It was swept into the larger update of the Provost website to move

to the same open source WordPress software and eliminate the training and licensing issues associated with Contribute. Users have reacted positively to the change.

Amy Jinnette mentioned the new regulation REG 04.00.03 on Open Meetings included in the meeting materials. She reported that the workshop hosted last year by the Provost's Office and the Office of General Counsel was well attended. Aubry Dix, University Records Officer, provided information about the requirements of the regulation to the committee members. Plans are to hold this workshop on an annual basis.

Amy Jinnette provided an overview of the committee management process including the 2017-18 selection process for appointments. The preference survey was open for three weeks, and two reminders were sent to all faculty and staff. 332 responded, an increase of 30 from last year. Donna Johnson then indicated the spreadsheet of vacant seats for Faculty Senate, students and staff at Tab 5 and encouraged those present to start early locating volunteers for their respective seats.

The CoC approved the following recommendations for seats recently vacated:

Evaluation of Teaching: Christopher Adin, CVM, (2017-20)

International Programs: Michael Evans, CED, completing term (1 year, expires 2018)

Council on Undergraduate Education: James Minogue, CED, (2017-20)

Provost Arden called for a motion to recommend the committee rosters and charges to the Chancellor. The motion carried.

Mike Mullen reported that the Wellness Task Force was going well and would continue to evolve. He suggested a more permanent entity than a task force for the current team of nine members, and asked if transitioning to a Standing Committee would be appropriate. Discussion yielded the observation that an Administrative Advisory Committee would provide more flexibility and volunteers could still be recruited through the Standing Committee Survey process.

Jeannette Moore said that use of the term "council" in place of "committee" gives the impression that it is a University Standing Committee rather than a regular committee. This happened with the University Academic Advising Council, which sounded similar to the Council on Undergraduate Education and was interpreted by faculty to be more than a committee. Vice Chancellor Mullen agreed and said the name will be changed to the University Academic Advising Committee to avoid confusion.

The Provost asked if there was any further business to be discussed. With no further business, the meeting adjourned at 4:10.