

April 27, 2022

1:30 p.m.

Meeting held via Zoom Teleconferencing

Present: Warwick Arden, RaJade Berry-James, Nikki Cofield, Helen DiPietro, McKenzy Heavlin, Amy Jinnette, Hans Kellner, Kim McAllister, Adam Schmidt, Doneka Scott, Katharine Stewart, Molly Vanhoy (for Miles Calzini)

Provost Arden opened the meeting and asked for introductions. He noted the minutes of the April 30, 2021 meeting were approved via email on May 26, 2021.

Amy Jinnette provided an overview of the types of actions approved by the Committee on Committees (CoC) which routinely include approval of replacements for general faculty seat vacancies and approval of the annual report from the CoC to the Chancellor. She also highlighted some of the more significant changes to committee structures and charges that the CoC has recommended in recent years.

The agenda items under new business were discussed. First, a recommendation was discussed to discontinue the Commencement committee from its current standing committee status and designate it as an advisory committee with membership to include stakeholders and representatives that are directly involved with, and accountable for, the execution of the university ceremony. The recommendation submitted by Don Hunt, Senior Vice Provost for Enrollment Management and Services, and Charles Clift, University Registrar, states that over the years the role of the current committee has been reduced to meeting twice per year to select the student speaker. While an important role, the recommendation suggests it does not reflect a need for a continuing standing committee. The recommendation further explained that ceremony planning lies within the Division of Enrollment Management and Service (EMAS) and is led by the Department of Registration and Records (R&R) with limited input from the current committee itself, as the current makeup does not reflect the stakeholders accountable for execution of the ceremony.

In the interest of efficiency, the recommendation suggests this committee become advisory and include those campus stakeholders who already assist in ensuring the ceremonies are planned appropriately. In addition to providing feedback and recommendations to EMAS and R&R, the advisory committee would be responsible for selecting the student speaker. A list of suggested campus units and individuals to include on the advisory committee was included in the recommendation. Discussion from the CoC yielded agreement with the recommendation while offering the following input: have a more descriptive name for the advisory committee and continue to include students in the role of choosing the student speaker. A motion to approve the recommendation was made and seconded. The motion passed.

The second item under new business looked at ways to optimize efficiency within our committee structure and focused on two committees in particular: Bookstores and Dining. Vice Chancellor Maimone has asked Richard Berlin, Associate Vice Chancellor for Campus Enterprises, to lead an effort to review and update the Dining and Bookstores standing committees with input from various stakeholders. The current charges are geared toward operational areas that are difficult to execute fully given the lack of operational expertise among committee members. Further, as auxiliary units, these entities have a more fundamental charge to work within their revenue and/or fees collected. As we emerge from the pandemic, Campus Enterprises is in the process of assessing administrative and operational aspects of its services and, as part of this assessment, would like to evaluate the Dining and Stores standing committees. Provost Arden explained that no action is needed by the CoC at this time. Further exploration and investigation of the Bookstores and Dining committees will be conducted with action for the CoC to consider at a future date.

Amy Jinnette provided an overview of the committee management process including the 2022-2023 selection process for appointments. The preference survey was open for three weeks, January 10-January 31, 2022. Faculty and staff responses totaled 200, a decrease of 93 from last year. The decrease was split almost

evenly between faculty and staff respondents. A peak in the COVID-19 surge during the month of January may have contributed to the decrease in participation. Nevertheless, the decline in participation is something to be mindful of going forward. Amy next reviewed the summary of faculty and staff survey results for all 15 university standing committees and for the advisory committees participating in the survey. Dr. Kellner suggested that the Hazardous Materials and Radiation Safety advisory committees be combined in the interest of efficiency. Amy noted she will pass the suggestion on to the appropriate administrative office. Amy then indicated the spreadsheet of vacant seats for Faculty Senate, students and staff in the materials and encouraged those present to start early to locate volunteers for their respective seats and to double check meeting schedules online with nominees before making appointments.

Provost Arden asked for comments, concerns or clarification on the recommendations of the Faculty Senate to fill vacant faculty seats. The committee provided input on a substitute volunteer for a faculty seat on the Library Committee as the person recommended by the Committee of the Faculty Senate was also selected to serve on another committee which was their first choice. In addition, choosing a different volunteer would add greater balance to the units represented on the Library committee.

A motion was made and seconded to approve this change and to recommend the committee rosters and charges to the Chancellor. The motion carried. Upon the Chancellor's approval, appointment notices will be sent in July.

Provost Arden concluded by asking if there was any further business to be discussed. Staff Senate Chair Helen DiPietro asked about the status of the Transportation Advisory Committee. She also asked about staff representation on the Group, Insurance and Benefits Committee, noting that even though there are more staff employees than faculty positions there is a disproportionate number of members (7 faculty, 5 staff) on the Committee. Amy offered to look into these issues and report back (see attached addendum).

With no further business, the meeting adjourned.

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Amy Jinnette <arjinnet@ncsu.edu>

Follow Up - Committee on Committees Meeting

1 message

Amy Jinnette <arjinnet@ncsu.edu>
To: Helen DiPietro <hdipiet@ncsu.edu>
Cc: Kim I McAllister <kimcalli@ncsu.edu>

Wed, May 18, 2022 at 11:24 AM

Dear Helen,

I'm about to send out the draft minutes from the April 27 Committee on Committees meeting for the CoC to review and wanted to provide you, as the minutes state, with follow up regarding the questions you raised during the meeting.

1. Status of Transportation Advisory Committee -

From Than Austin, Director of Transportation,

The Transportation Advisory Committee was formed in 2019 to receive input and feedback from faculty, staff and students on a variety of transportation and parking topics. During Covid, the Committee only met sporadically and has not met for some time. We are planning to regroup and start meeting again in September.

2. Even though there are more staff employees than faculty positions, I am wondering why the disproportionate number of members (7 faculty, 5 staff) on the Group Insurance & Benefits Committee-

I have reviewed multiple documents dating back to 1999 to try and find an answer to your question. It seems there was an even number of faculty and staff members on the GIBC until the 2007-2008 AY. Up until this time the seats on the standing committees were labeled as *Faculty/EPA* and *Staff*. It appears there was a change in 2007 such that EPA staff began being represented by the Staff Senate and at that time the label for the seats was changed to *Faculty* and *Staff/EPA*. It was at this time that the number of seats was also changed. See the 2nd paragraph of the attached minutes - that is really all the detail I can find.

Bottom line is it sounded to me there would be CoC support for adding seats for staff on the GIBC to equalize representation. If this is something the Staff Senate would like to pursue, I would be happy to work with Kim to present something to the CoC in the future.

I hope this is helpful. Please let me know if you have additional questions.

Amy

 **Minutes 4-16-07.doc**
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Committee on Committees

April 16, 2007

9:30 a.m. – 11:30 a.m.

Chancellor's Conference Room, 12 Holladay Hall

Present: Zach Adams, JC Boykin, Dennis Daley, Jim Martin, Larry Nielsen, Katie Perry, Tom Stafford, Vernice Stevenson (for Nina Allen), Vicki Walton, Gail Willis

Jim Martin made a motion to approve the minutes of the December 14, 2006 meeting. JC Boykin seconded the motion. The motion was approved.

Vicki Walton gave a report on the process and changes that had been implemented in filling vacancies on the university standing committees. EPA non-faculty will be considered this year for Staff Senate appointed seats. Exceptions to this will be those EPA who have applied to and been approved for membership in the Faculty Senate. Appointments for the 07-08 may be staggered in order to main continuity from year to year and better align when seats are vacated.

JC Boykin requested that the Staff Senate be given voting rights on the Committee on Committees. Previously the Staff Senate and student representatives were invited guests but did not have voting privileges. Tom Stafford made a motion that the Staff Senate representatives, Student Senate President and Student Body President be given voting rights on the Committee on Committees. Dennis Daley seconded the motion. The motion carried.

Staff appointments to University Standing Committees will be for three years and Staff Senate representative seats will be for one year.

Committee charges need to be edited. The committee agreed that Vicki Walton and Katie Perry will draft changes and send those to the chairs of each committee for their input. After input has been received from all committees, the proposed charges will be sent to the Committee on Committees for their approval before submitting them to the Chancellor. A template will be created for charges that will include basic information, i.e., who the committee is advisory to, the purpose of the committee, etc.

When committee appointments are made by the Chancellor, each individual serving on a committee will receive an email notifying them that they are invited to go to a designated web site to download their appointment letter and the committee roster. Administrative liaisons, the chair of the faculty, and staff support will be copied on these emails.

Thank you letters for those individuals who rotate off of the committees will be sent from the Chancellor. Zach Adams recommended students who were not active on committees should not receive thank you letters. If a person is not being reappointed to a committee and their term has not yet expired, they will receive a letter to that effect.

A motion was made by Jim Martin and seconded by Tom Stafford that the following requests be approved:

1. The name of the committee Extension and Engagement be changed to Extension, Engagement and Economic Development.
2. Two seats will be added to the Extension, Engagement and Economic Development committee to be filled by field faculty. The current committee is to decide how these two field faculty seats will be appointed and let the Committee on Committees know.
3. Chandra Cox was approved as chair of the Art Acquisitions committee.
4. Three seats will be added for the International Programs committee. One voting ex-officio seat will be for the Dean of the Graduate School, one voting ex-officio seat will be for the Dean of Undergraduate Academic Programs and one voting ex-officio seat will be for the Director of the Center for Student Leaders, Ethics and Public Service.
5. The Institutional History and Commemoration Committee will be asked to review their seat composition and send a response to the Committee on Committees.
6. There has been low interest in serving on the Harrelson Committee. Wendy Brown will be asked to look at the endowment agreement. Alex Miller will be invited to come to the next meeting to discuss the future direction of this committee. The committee asked if the Harrelson Committee could be merged into one committee with Art Acquisitions or move under a different umbrella. This will be revisited after further information is collected.

Tom Stafford made a motion to approve the committee rosters as presented. Dennis Daley seconded the motion. The motion carried.

As changes are realized for vacant seats or people who decline to serve, Vicki Walton will collect them and send the suggestions to fill the vacancies to the Committee on Committees for their approval.

An update on the abolishment of the Committee on Government was given by Jim Martin. The bylaws changes and vote will be read and voted on at the Fall Faculty Meeting.

It was suggested that the Provost ask the deans to encourage faculty to serve on university standing committees.

With no further business the meeting was adjourned at 11:30 a.m.