

## 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

**2<sup>nd</sup>.** Perry Johnson

**Vote.** Approved

**2. Approval of minutes, October 20, 2023.**

**Motion to approve.** Stacey Browning

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

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

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

***Motion.*** Stacey Browning

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