

## Non-Instructional Faculty Assignment Committee

### October 20, 2023 Minutes

The Non-Instructional Faculty Assignment Committee met on Friday, October 20, 2023 at 1:30 p.m.

#### Members Present:

Holly Anthony, Committee Chair, Rufaro Chitiyo, Troy Smith, Mark Groundland, Doug Talbert, Stacey Browning, Perry Johnson, Delia Manginelli, and Dan Fesler

#### Members Absent:

None

#### Summary of Proceedings:

1. Approval of agenda
2. Approval of minutes, October 25, 2022
3. Review of NIFA Guidelines and Procedures
4. Election of 2023 – 2024 committee chairperson
5. Approval of timeline for 2023 – 2024 awards process
6. Other such matters

#### Proceedings:

A quorum being present, Dr. Sharon Huo brought the meeting to order at 1:30 p.m.

**1. Approval of agenda.**

**Motion to approve.** Stacey Browning

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

**Vote.** Approved

**2. Approval of minutes, October 25, 2022.**

**Motion to approve.** Stacey Browning

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

**Vote.** Approved

**3. Review of NIFA Guidelines and Procedures**

**Discussion:** Members reviewed the procedures and guidelines. There is no need for voting or a motion and second.

**4. Election of 2023 – 2024 committee chairperson.**

**Nominations-** Dan Fesler nominated Dr. Anthony to continue to serve as the Chairperson.

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

**Motion to close nominations.** Dan Fesler

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

**Vote to appoint Chair.** Approved.

**5. Approval of timeline for 2023 – 2024 awards process.**

**Discussion:** Members have discussed timeline and changed the suggested deadline for the committee to meet as conflicts were presented on the original date of February 9, 2024. The deadline was changed to February 12, 2024.

**Motion.** Stacey Browning

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

**Vote.** Approved

**6. Other such matters.**

No other such matters being presented for discussion, Dr. Holly Anthony moved to adjourn, and Delia Manginelli seconded. The meeting was adjourned at 1:52 p.m.