



COMMITTEE ON COMMITTEES
MINUTES
DECEMBER 7, 2021
Virtual: Zoom

Attendance

- Present
 - Kevin Houlihan, Amanda Drum, Emily Metcalf, Kyle Anderson, Trisha Hernandez, Toni Nerren, Amy Aldridge Sanford, Anissa Ybarra
- Absent
 - Shay Lee, Vedika Salunke
- Guests
 - No guests

Approval of the Minutes

- The minutes from 11/16/2021 were unanimously approved with a motion from Hernandez and a second from Drum.

Discussion

1. Review of Committee on Committees
 - Proposed changes to the purpose/function were discussed with no additional edits requested.
 - Proposed changes to the membership criteria were discussed with the following additional changes recommended:
 - Change the Faculty Senate rep to always be the Faculty Senate Committee on Committees Chair
 - Change the Staff Council rep to always be the Staff Council committees person (Houlihan will connect with Staff Council on this)
 - Add an Athletics rep
 - Proposed changes to the membership roster were discussed with no additional edits requested.
 - The discussed changes will be applied and published by Houlihan.
2. Meeting Templates (Agendas and Minutes)
 - Houlihan asked members to send him good examples of meeting agendas and minutes to be used as reference materials for other university bodies.
 - Examples will be published online with other resources for the university bodies.
3. Review of University Councils, Committees, and Other Bodies
 - The three-year review cycle will be scheduled as follows:
 - Spring 2022 – Councils
 - Spring 2023 – Committees
 - Spring 2024 – Other University Bodies
 - The division reps on the committee will be responsible for the bodies in their division with assistance from other committee members as needed.
 - The review will start with an emailed report form/questionnaire in early February.
 - Houlihan will draft the report form based on the previous survey and requirements discussed with President's Cabinet.



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- Division recommendations will be discussed and combined into a university list of recommendations to be reviewed by President's Cabinet.
 - The review process will wrap up in May with a presentation of any recommendations to President's Cabinet followed by communication to the impacted university bodies.
4. Other Business
- Ideas for improving training and resources for university bodies were discussed including updates to the Responsible University Official guidelines, orientation for new chairs, and an annual chairs meeting. More discussion will be needed in the future.
 - There will be vacancies from SEAS and Academic Affairs in January.
 - Metcalf's term ends this month with the approval of the revised roster.
5. Good of the Order
- Sanford is exiting the university in January.

Next Committee on Committees Meeting

- Meetings will continue virtually via Zoom.
- The next meeting set for 1/18/22 at 10:00.