



**Executive Board + VCAA Meeting Minutes
Thursday, August 7, 2025
Library Conference Room RCB302D**

Meeting convened 2:30PM

Present: Demetrius Porche (VCAA), Jennifer Cameron (President), Tom Lallier (Past-President, Secretary), Allison Augustus-Wallace (President-Elect), Shelly Dolan (BOS Representative)

Absent: Suresh Alahari (BOS Representative)

I. PM23 revision / Faculty Handbook revisions

- Faculty Handbook Review Committee will update faculty handbook 2026 edition to align with PM23 regarding the new Instruction track
- Details will be left to individual schools – Medicine and Allied Health are already working on revisions to include this track
- Other revisions to Handbook will be considered according to policy AA-14

II. ORS office restructuring, IRB and accreditation

- Hiring
 - Applicants for Executive Director are being reviewed by Search Committee
 - 3-5 will be selected for on-campus visits
 - Analysts now number 5 (some are temps) with 2-3 positions left to hire
 - Clinical Trials Manager search has identified qualified candidates but offers have been rejected – insufficient salary cited by one candidate who denied the offer letter
 - Grants Compliance Office hired Jessica Raymond, JD, her title is Grants and Development Coordinator – this is a second person in the office with Ann Clesi
- IRB procedures
 - Backlog and productivity difficult to enumerate as protocols can be in various states of review/revision
 - IRB receiving ~30 protocol submissions per week
 - Delays in approval of amendments to add/remove personnel were discussed
 - Some evidence suggests delay in assignment of these tasks for review
 - Unclear if this is a procedural delay or a staffing issue
 - Discussed potential ways to improve training notifications so investigators can ensure compliance prior to protocol submission
 - Proposed Basic Science Research and Clinical Research training groups in CATS with annual notices; this should simplify onboarding
 - Discuss with Frank Wasser
 - Improved dialog between Kuali and CATS would help
 - WCG is advising; portfolio of policies being reviewed and selected for inclusion
- IRB accreditation
 - Policy manual not yet submitted but will be submitted prior to review deadline
 - IRB will still be listed as accredited but under review until review is complete
- Kuali vs Cayuse: still being evaluated

- Office is experiencing rapid turn-around requests from NIH due to required revisions to existing grants/budgets to bring them into compliance with current administrative priorities
- Dr. Porche proposed a stakeholder advisory committee to discuss issues pertaining to ORS function etc. recognizing need for end-user input

III. AA policies

- Active review of policies underway with input from Deans of each School
- Academic Affairs Council
 - Chaired by Dr. Andy Pellet
 - Added Ryan Garrity from the Registrar
 - Student Affairs representatives removed from the committee
 - Will review policies but not curriculum
 - Next meeting Aug 14th at 2:30pm – Senator welcome to join (Lallier currently on roster)

IV. School-wide committees

- Review of committees is underway
- New proposed committees: Behavior Intervention Team Committee; Lab Safety Committee; LAHEFSA Committee
- Committees recommended for dissolution: Executive Committee for Environmental Health and Safety; General Safety Committee; Infectious Disease Committee
- Committees in need of refreshing or reorganizing (works in progress): Library Advisory Committee; Parking Committee; Planning and Implementation Committee
- Current committee roster list shared with Exec Board to review

V. Other business

- Student Health new hires
 - Physician with 60% effort devoted to student health
 - LPN starting Monday
 - Coordinator starting in late August

Adjourned 3:42PM