



MEMORANDUM

TO: Leigh Parker, Convenor, JEAC
FROM: James Beeby, Chancellor
SUBJECT: Committee Charge for 2024-2025 Academic Year
DATE: September 4, 2024

Please convey my gratitude to the committee members for their willingness to serve on JEAC for the 2024-2025 academic year.

After a chairperson has been named, please be advised that their primary responsibilities in reference to my office are as follows:

- inform the Chancellor's Office of any changes in committee membership.
- organize and conduct meetings.
- promptly sending meeting minutes to Bobbi Webster (bwebster@uwlax.edu) so that the minutes can be posted on the Joint Committees website. Minutes can be produced by the committee's recorder according to the appropriate by-laws.
- complete a year-end report on the committee's activities to be submitted to the Chancellor's Office no later than May 15, 2025.

The Chancellor's website contains an archive of past minutes and year-end reports (when available) - <https://www.uwlax.edu/chancellor/joint-committees/general-information-on-joint-committees/>

After consultation with colleagues, I ask the committee to enact the following special charges:

- Please convene the committee to meet with Provost Morgan prior to starting work on the special charges. She has documentation and intel regarding this committee she compiled in Spring 2024 while acting as interim Chancellor.
- Please create bylaws or operating procedures for this committee.
 - Indicate that the Compliance Officer will serve as the convenor for the committee when needed.
 - Indicate that due to the role of the compliance officer at the university, the consultations for interested parties will not involve the officer.
 - Indicate the manner in which ORSP will report any research related consultations to the committee for the annual report.
 - Please indicate the structure/manner of an annual report that will serve to inform both UWL's Chancellor's Office and UWSA as needed. This annual report will be in addition to a year-end report on the committee's work.
- Please discuss if (and how) UWL needs to promote the existence of the committee to employees.

- Please meet with the CHRO and apprise her of the committee and its role and get her feedback on the promotion of this committee as needed.

Throughout the process, I expect individual committee members to consult with their respective governance groups for input and agreement to issues.

cc:

Chancellor's Cabinet
Faculty Senate Chair
Academic Staff Council Leadership
University Staff Council Leadership
Student Association Leadership