

CFS Governance Council Meeting Minutes

3/21/2017

Introductions

In attendance: Sonya Jones, Debra Mowery, David Chiriboga, Norin Dollard, Jolenea Ferro, Brenda Clarke, Karen Cox, Aleatha Neal, Tracy-Ann Gilbert-Smith.

Guest: Lynn Clingan

CFS Department Budget Report

C & G Carryforward: Lynn presented the annual budget report of the CFS Department. The Dean is encouraging the departments to build their own monetary reserve. CFS was able to retain left over funds, also called Carryforward. Lynn explained that carryforward money was used to construct a new ABA office space as well as other facilities expansion (office space). The department needs to spend down carry forward. As such, spend will include the purchase of office furniture.

RIA: Indirect funds: faculty should be encouraged to use last. Can only be used for research purposes for example post-doc, seed funding for research studies. CFS only manages RMHC grants; RMHC E& G funding is managed by the Dean's Office. Mario has made request for RMHC grants to be managed by CFS as it would be easier for CFS to manage with regards to the RMHC HR processing. There was discussion concerning whether the CFS Governance Council should take a position on this matter, but no motion was made.

Foundation: donations made to the department. Can be used for food and beverage and has been the funding source for the CFS Annual Fall luncheon for food and award purchases. The luncheon organizers spend about \$1200 in food and awards. Restricted foundation account has specific restrictions with regards to how/what it is used for.

Auxiliaries: money received by faculty from consulting can be placed in this account. Auxiliary funds can be used for assistance with travel or marketing materials. The CMH Annual Research Conference has the largest amount of auxiliary funds, some of these funds used to offset staff salary during conference.

Questions asked of Lynn:

Question asked regarding Ph.D. students receiving funding: The response was that the leadership team will be meeting to discuss, no decision have been made regarding where funds for students will come from. It was discussed previously that the Department will look for those faculty members who can support through RIA funds.

Fringe pool review: Fringe pools (one flat percent rate- roll out TBD) by pay class and will include leave pay out for budgeting on grant.

Old Business

Minutes Approval

The 12/6/2016 minutes approved and the 2/21/17 meeting minutes had one space revision. Both minutes approved by the council.

Maintenance Issues (Work Order)

Lynn shared information on building maintenance and areas of responsibilities, as many staff were unaware of who did what upon Bill Herstek's retirement. Taja has been responsible for phone request. Any request that requires funding, approval must go through Lynn. Lynn has been following up with Physical Plant on the CFS area facilities management and provided to the meeting one-page building maintenance informational flyer with tear-offs that can be distributed. The Council will follow up by creating a tip sheet for building maintenance, room vacuum, and room request. (Tracy-Ann and David to create and email to all CFS).

Meeting Room Reservation

CFS Meeting Rooms are to be reserved through Nancy, Victor or Lynn who have access to the room keys. Any other MHC meeting space example Westside, is to be reserved through Stefan.

New Business

Tenure and Promotion

The Tenure and Promotion document revision was completed in the near past and probably does not need attention.

Nominations for Governance

The council was informed that only 1 CFS representative is required for the CBCS Faculty Council Governance – College Committee. Identifying an alternate person is recommended. Christina Dillahunt-Aspillaga is current representative but need to identify an alternate. David to send email out to council members to determine who would like to continue on the council. New members should be on board by summer.

New Division: Mario Hernandez enquired of David about whether there are policies and procedures in place that deal with the creation of a new division. The council agreed that the responsibility lies with the Department Chair. Establishing a new division is not included in the CFS Governance Document. The council would need to brainstorm/research the process for establishing a new division.

Dean's Awards: CFS Department did not submit an entry for these awards but need to get the word out about the awards to help faculty. CFSGC can spread the word about the award and there are Senate Councils that have vacancies that can be filled with full time ranked faculty (tenure or research lines). There are also University Council vacancies.

Cluster Hire: vote closed and faculty were in favor of the hire.

CFS Governance Document Approval: Need to find out the procedure for communication when the Provost has approved the document. It is not clear if the Governance Council is notified when final approval is given

Next Meeting: August 28 at 1pm (MHC 2502E)

Meeting adjourned at 2:30pm.