

CFS Governance Council

Meeting Minutes

February 10, 2011

10:00 – 11:30 A.M.

Westside A

Members in Attendance: Maricel Hernandez, Tracy-Ann Gilbert-Smith, Kim Crosland, Janet Reyes, Robert Lucio, Aleatha Neal, Storie Miller, Mary Armstrong, Rose Iovannone, Ray Miltenberger

Members Absent: Tim Weil, Lise Fox, Ruby Joseph

A. Call to Order: Tracy-Ann Gilbert-Smith, Chair, called the meeting to order at 10:10 A.M.

B. Minutes Approval: Minutes from last meeting were distributed for approval. The following modifications were requested:

- Under Minutes Approval section, to delete item a) *"1 correction to the minutes was requested, a) Item 4."*
- Under New Business, item # 2 "CFS Chair Reappointment", to reverse phrase from *"Tracy-Ann via correspondence solicited..."* to *"Tracy-Ann solicited via correspondence..."*

Minutes were approved with modifications.

C. Agenda Items: Agenda was approved

D. Committee Reports:

1. **Executive Committee:**

Robert Lucio reported that the statistical think tank meeting is being moved to a later date (possibly May), with the focus being quantitative methods. Larry Schonfeld is Chair of the Organizing Committee.

Janet Reyes reported that with Dean Gonzales leaving Larry Schonfeld was appointed Interim Director of FMHI. Mary Armstrong suggested inviting Larry to the next CFSGC meeting. Tracy-Ann Gilbert-Smith will do the follow up regarding that invitation to Larry. Janet also reported that Ardis Hanson is in charge of a reorganization project to clean and archive files from the FMHI library. A committee will be created to help identify what items will be disposed of, kept, archived, etc. Ardis will be working directly for FMHI and the Dean's Office, reporting to Cindy Stark. Her line position is being moved with her to the Dean's Office and the paper work is in process of getting approval from the Provost Office.

2. CFS Leadership Meeting:

The meeting was held 1/28/11. Kimberly Crosland reported that Mario Hernandez talked about writing a draft of a policy regarding office space and duties for retired Faculty. The document will be approved by the CFS Leadership Team. He also talked about Faculty assignments; with a Faculty Meeting scheduled for May 20, 2011. The agenda for that meeting is being drafted. Mario also informed the meeting that graduate and undergraduate teaching activities will be tracked by Debra Mowery. He also informed the meeting that there is a proposed 6% budget cut. Elizabeth Perkins was appointed as Special Assistant to the Dean, Program & Instructional Enhancement. Glenda Kilpatrick addressed the PERTs and FARS processes and also the CFS E&G Resources for unfunded research. Sandra Dwinell announced the domain name changes to the CFS Website (<http://cfs.cbcs.usf.edu/>) and also reported that planning activities for the Annual Children's Mental Health Research and Policy Conference was going very well, with hotel block for conference attendees sold out. Sandra and her team are identifying hotels located close to the conference site, to accommodate additional attendees. The next CFS Leadership meeting is scheduled for February 25, 2011.

2. CBCS Governance Council Meeting:

Mary Armstrong spoke about the College's Tenure and Promotion process and shared that in the long run they are moving towards College processes instead of departmental processes. Holly Hills is in charge of developing a structured policy with participation from the CBCS Governance Council. Interim Dean Catherine Batsche was invited to the last CBCS Governance Council meeting and she was very receptive to an active and transparent partnership. The CBCS Governance Council is planning to have a special meeting with Interim Dean Batsche to discuss, share ideas, and make suggestions about the pending budget cuts.

E. New Business:

1. Review of Governance Document:

Tracy-Ann Gilbert-Smith, Storie Miller and Janet Reyes went over the changes and additions to Section 3 of the CFS Governance Council Document.

Section 3, A: changed to "Appointment, Retention and Reappointment of the Department Chair"

- a) Under Section 3, A number 1 added: "Hiring and Appointment of the Department Chair"
- b) Under Section 3, A number 2 added: "Retention of the Department Chair"
- c) Under Section 3, A number 3 added: "Reappointment of the Department Chair"

The CFSGC Council members were in approval of the wording for each of the changes to Section 3. After approval from the CFSGC, Tracy-Ann Gilbert-Smith is going to present the document to the Chair, CFS Leadership and then to the Faculty and Staff. A motion was made to approve changes, without further discussion, the motion was adopted. While revising the document the following issues came up:

- a) Is there a Faculty Group for the College? – Tracy Ann to follow up with Cindy Stark
- b) All References to BCS should be changed to CBCS
- c) Under Section 2, Tracy-Ann to follow up with Lise Fox to verify DARES/FCIC new structure. Was it a name change only or should we include information about UCEDD?
- d) Storie Miller informed that the Division of Communications had changed name to “Dissemination Group” but the functions remain the same
- e) Tracy-Ann to check with Mario Hernandez if the mention of “School of Mental Health” is in reference to a document name or an actual school.
- f) Ray asked if the Department Tenure & Promotion Committee still exists, Mary Armstrong responded yes but it will go away in about 4 years and will be replaced by the College Committee. She also said that eventually the FMHI level will go away.
- g) It was confirmed that the FMHI Faculty Council no longer exist.
- h) Tracy-Ann to follow up with Glenda Kilpatrick regarding Budget and Resource allocation workshops.

A motion was made to accept changes with Tracy-Ann doing follow up on the issues mentioned above. Motion adopted.

F. Reminders/Announcements

1. Tracy-Ann Gilbert-Smith to congratulate Larry Schonfeld on his appointment as Interim Director of FMHI and to invite him to the next meeting. The CFSGC will also ascertain Interim Dean Catherine Batsche meeting availability.
2. The location for future meetings to determined, as there is a difficulty scheduling ahead of time due to classes.
3. No other business

G. Adjournment: Meeting adjourned at 10:55 AM