

CFS Governance Council
Agenda
12-04-2017
Room 2301

1pm Combined Faculty and Staff Subcommittees

Attendees: Sarah Balmer, Tracy-Ann Gilbert-Smith, David Chiriboga, Norin Dollard, Christina Dillahunt-Aspillaga, Karen Cox, Aleatha Neal, Debra Mowery, Ruby Joseph, Sonya Jones, Brenda Clark.

Introductions

Old Business:

- Review/approval of minutes August 28, 2017

Motion to approve minutes Norin Dollard and Brenda Clark

- Update on maintenance issues

Restrooms and unclean stairwells have been repeatedly reported but no improvements seen. Norin to follow up with College of Public Health regarding OSHA standards as it relates to facilities maintenance. USF has an OSHA office.

- Update on Governance Document

Revisions passed and voted on. With Righpath now a new division, the governance document can be revised to reflect this technical change; per the Office of the Dean, this change will not require the usual approval process since it is a technical change. The changes reflect the fact that there are now six instead of five divisions, and the document adoption history section changed to reflect this increase. Has been sent to the Dean's office for review and approval but no need to go to the Provost.

- Update on the healthy workplace culture initiative follow up with Nancy Wisgerhof (Brenda C, Karen C)

Nancy is supportive of this initiative. Brenda, Karen and Nancy have been meeting and it is consistent with the Dean's current initiatives. Brenda and Karen encouraged CFSGC members to join and spread the word. The healthy workplace team has penned an introductory letter and are looking at resources within CBCS and USF. The team has plans to develop an app that participants can sign up and use to track steps, and it has been suggested to have mile markers outside and inside the building to help in that effort. The team will include mental health and motivational messages to start and end the workweek. The team plans to start small and move on from there. Upcoming activities may include massage therapists, yoga, meditation, resources that can pop up on the computer. It was suggested to discuss with USF HR, health insurance company support for gym membership.

Nancy has a marketing person in the Dean's Office who can help with the newsletter. The CBCS Healthy Initiative Group meets the 2nd Wednesday of each month at 10am.

- There was no other old business

New Business

- Budget Report (Lynn Clingan, as well as Steve Johnson, our College Budget Director)

Lynn presented the CFS Budget Report. Steven Johnson presented the RMHC Budget Report. RMHC will have a carryover balance of approx. \$59,000. The need for support of graduate students is affecting budget due to wage increases and commitment to support interdisciplinary students. The Department has used funds from the market based ABA online program to support students and the market-based program has already break even. The latter program revenues are now supporting 3-4 students each year. The program is not making a huge profit but generates enough to offset expenses.

- Construction

Room 2107, David Chiriboga and Donna Cohen's offices and offices in the admin area are viable spaces for construction. The Department has requested quotes for several possible renovations of office space since it was more cost effective to have architectural design of several areas done at once at a cost of \$17,000 versus individually at a cost of \$11,000 per office unit. The plan as of now is to start with Room 2107 and its hallway area. The Dean has committed \$17,000 and CFS \$30,000. CFS waiting on revised numbers to come in, and expect the project to cost about \$75,000. All HIPPIY items will move to 2221 to facilitate construction. CFS is also getting bids for the ABA 'padded room'.

Maintenance of the MHC facilities remain an issue.

- Report from Curriculum Committee (Debra)

Changes were made to the RMHC program aligning new courses to the cohort model including removing some pre-req courses, changing credit hours for internship, and removing a course. An undergraduate Addictions & Substance Abuse Certification program and its courses were proposed and approved at the departmental level. Changes to courses within the CABH including a new course proposal, prefix changes to two existing courses along with changes to the Graduate Catalog. Debra is a non-voting member of the Curriculum Committee

- Report on pending IRB changes (Debra)

Common rule taking effect January 2018. HHS still has not decided whether it will be pushed back another year. USF IRB ready to make changes as of Jan 2018 if need. Information from IRB needs to be communicated to CFS faculty

- Report from Leadership Committee (Dave)

No report

- CBCS Faculty Council Report (Tina/Marilyn)

Dean's contract has been renewed for 5 years. Nine new course proposals will be going through for CBCS. The College budget workshop will be held in spring 2018 to help people better understand the college budget. The Quality Matters rubric will be used to improve online courses.

- Creating guidelines for mentoring: Update (David)

David has done some research and has found some USF Health and CAS mentoring procedures. David will speak with Amber Gum.

- Should there be a section for staff?

The council members agreed there should be a section for staff, and should think about how it can be done in an efficient way.

The Council discussed ideas for mentoring, with the discussion centering on knowing your department and college, how do you improve your career path at the university. Everyone was requested to research one resource and bring to the next meeting.

- Suggestions for focus of Governance Council for this academic year include:

(1) Mentoring Process for Admin/Staff

(2) Dissemination of information regarding Supervisor Training

Other New Business? None

- Next meeting date is April 9th at 1pm

The meeting was adjourned at 2pm