



**UNIVERSITY OF
SOUTH FLORIDA**
A PREEMINENT RESEARCH UNIVERSITY

CFS Governance Council – Agenda
December 11, 2018; MHC 2301

1:00 – 2:00 PM - Combined Faculty and Staff Subcommittees

In attendance: David Chiriboga, Tracy-Ann Gilbert-Smith, Andrew Samaha, Marilyn Stern, Taja Sumpter, Catia Cividini-Motta, Debra Mowery and Aleatha Neal.

Not in attendance: Eric Biel, Ruby Joseph, Svetlana Yampolskaya, Brenda Clark, Christina Dillahunt-Aspillaga

- Approval of August Minutes – the August 27 minutes had two amendments and a motion to approve was moved and agreed to. The CFSGC members proposed and discussed using the membership email distribution list to have minutes approved in a more timely manner so that they can be posted to the CFS website. This would make pertinent information accessible to faculty and staff in a more timely fashion. The CFSGC members were supportive of this proposal.
- Department Overview - Lynn Clingan was out of office so she submitted an update via email to Andrew. Andrew provided the report-
 - **Budgets:** Last budget meeting with Mario was on October 30 and was for the 1st quarter of the year; will know much more by time the 2nd quarter meeting in late January.
 - **E&G:** Projecting a surplus in E&G; how much at this time will be determined by how much the construction projects (see below) and computer purchases come out to be.
 - **Carryforward:** The Provost Office has requested that we spend all of our current year E&G carryforward, and we are using that to pay for computers and graduate student stipends.
 - We received \$10,600 from the Dean's Office to help defer the costs of computer upgrades; CFS added another \$16,400 to this and the total computers being upgraded at this time: 26
 - There are no indications that any leftover E&G from this current year will be swept; however, we have been encouraged in the past to not have "a lot" of leftover E&G to roll into our next year's carryforward.
 - **Facilities & Administration (F&A)/RIA:** 2017-18 is in the process of being distributed. Our faculty and PIs will be getting a total of about \$103,672 and CFS will receive \$98,343 with RMHC receiving \$5,329
 - CFS typically uses our RIA money to pay for seed research projects, and other research expenses that cannot be covered by the sponsored projects (most recently SPSS license fees for all those needing it)
 - If you have a research project idea and can pull together a budget for it, please talk to Mario!
 - Other items we have covered from our RIA funds include telephones, computers, and other research supplies

- This distribution will bring the Department's current total of F&A to just over \$190K; and the Faculty/PIs individual totals to \$1.25 million (including start-up monies)
 - RMHC manages their own F&A and it is tracked separately from the rest of the Department
 - **Auxiliaries:**
 - Department General Auxiliary: We currently have almost \$100K in our Auxiliary, and of that amount, individual Faculty/PIs own about \$68K
 - ABA Auxiliary: Is rocking & rolling with their on-line modules. They have about \$105K in cash to use for ABA Student support
 - ABA Cost Recovery Program: is continuing to do better than expected and will absorb almost \$500K in Departmental expenses this year, including faculty and staff time and graduate student support
 - CMH Conference: We expect another big year for our conference; more budgetary info will be available after registrations begin
- **Space:** We only learned last week that the funding we had hoped for to do construction was going to be coming to us from the Dean's Office (about \$125K). Because of that, and because of our anticipated surplus in E&G for the year, we will be undertaking several construction projects this year that will net us more offices (and more functional offices). The Department is currently filled to the gills, and we have absolutely no storage space either.
 - Projects paid by the Dean's Office will include:
 - 2402-2406: We will be combining 2 large offices and an observation room to make 4 new offices
 - 2414: Currently Mary Armstrong's Office. It will be split into 2 offices
 - Projects paid by the Department (pending receipt of all estimates):
 - 2210: Converting the 2 office suite into 3 offices with hallway access
 - 2510: Converting the 2 office suite into 2 offices with hallway access
 - 2324: ABA Conference Room will be upgraded with a new whiteboard, large screen monitor and more appropriate to the space table and 8 chairs
 - 2431A: We are looking to put up solid walls with a door and convert this space to storage
 - We have asked that the demolition and other "noisier" parts of the projects be done after hours
 - There will be some asbestos abatement as we will be replacing carpets in many of these offices; further testing is being done to determine exactly which ones
 - Construction may begin as early as February 1st, more on the timeline as I find out about it
- **Bottom line:** The Department is in a good financial situation this year, and once we know our construction expenses, the Department may be able to entertain purchasing more computers/equipment, upgraded furniture, and other expenses. It is going to be a very busy year with all the construction.
 - As a follow up to the update from Lynn, the CFSGC members were curious as to process to determine which faculty/staff will be receiving the computer upgrade. Marilyn voiced that she has a project idea for how the seed money can be used. CFSGC will request of Lynn to send out a communication to all of CFS regarding the rebuild of office space and the asbestos abatement.

CBCS Faculty Council Update – (Marilyn Stern provided update sent by Christina Dillahunt-Aspillaga)

- The Spring Assembly will now be called the Faculty and Staff Assembly and it is scheduled for 4/5/2019 at 10:30-12pm in the Atrium.
- The Instructor name change results are in. There will be discussions held with Instructors regarding the next steps.
- The results of the Faculty Council Instructor name change survey have been tabulated. We would like to review the results with all Instructors and discuss the next steps. As a reminder, discussions of working title changes for Instructors (Level I, II, III) have occurred within each of the CBCS Units. Title changes will not be made at the University level, but can be made within the College. Discussion sessions are scheduled for January 25, 2019 from 1-2pm in PCD 4004 OR February 22, 2019 from 2-3pm in MHC Atrium Lobby
- The Faculty Council is creating a document that contains information about all of the CBCS College Level Governance Councils and University Level Councils and Committee where CBCS has representation. That will be circulated in the Spring. Part of the CBCS strategic plan is to increase Faculty participation in Governance.
- There are 3 candidates for Associate Dean. The final interview with the last candidate and will be held December 11. Catherine will stay on board 10% for one year to facilitate a smooth transition.
- Faculty Council minutes are posted on the intranet as they are approved.

The CFSGC members discussed the non-communication of search activities for the Associate Dean. The consensus was that although it is an internal search, information should have been shared with the College. Not sure if the process for an internal search process is different from an external search process, thus no information provided about the search. Lack of communication a concern.

Healthy Culture Crew (HCC) Update – (Tracy-Ann Gilbert-Smith provided update sent by Brenda Clark)

- Students have expressed that they like the HCC activities
- Healthy Culture Crew was approved to have a page on the CBCS website for all employees to access.
- The HCC web page will include resource information, link to Magellan Health services, suggestions for new employee, links to the various employee committees to encourage employee involvement in the CBCS culture, schedule of wellness activities within the CBCS and USF community. (ex: pet therapy dogs, yoga, walking, and etc.), reminders of the benefits of using the stairs, ways to leverage benefits when using the elevator, encouragement to walk the halls during inclement weather
- Other items to be included on the HCC page include: instructions to subscribe to the HCC monthly newsletter, archive of monthly newsletters

- HCC greets new employees on the last Wednesday of each month with a welcome package of information. The efforts have been received with positive responses.
- January marks the HCC one year anniversary. The HCC one year anniversary will be recognized with an event similar to the meet and greet event held in January 2018 when it was launched. Be on the lookout in February 2019 and support this effort.
- Feel free to share other ideas for promoting the best possible health for all employees of CBCS as each of us continue our important work of promoting well-being.
- Feel free to join the planning meetings as your schedules allow on the second Wednesday of each month at 10:00 am in the Dean's conference room.

IRB

Debra has established a system with Ray Miltenberger for the ABA students and it has been working

Other Old Business

- Research/Research-In Mentorship Program- Andrew spoke with Mario and Lynn but was informed, it needs to be tabled at the CFS Leadership Meeting. CFS Leadership meeting was not convened this year. Next meeting schedule for some time in January 2019. The CFSGC faculty agreed that there should be a guideline/document outlining ways in which non-tenure track line faculty can advance their research, teaching and service as they seek to advance their career
- CFS Governance Council Spring Election, Open Positions:
 - Tenure-Line Faculty (n=1; David Chiriboga)
 - Research Faculty (n=1; Debra Mowery)
 - Assistant/Associate in Research (n=1; Ruby Joseph)
 - Administrative (n=1; Brenda Clark)
 - Staff (n=2; Eric Biel, Aleatha Neal)
 - CBCS Faculty Council Alternate Representative (n=1; Marilyn Stern)

Elections to be held in April 2019. Faculty and Staff can self-nominate. Marilyn is in favor of continuing as the CBCS Faculty Council alternate or the tenure line position, Debra is in favor of continuing, Aleatha is not interested. An email will be sent to solicit nominations in Spring 2019.

Other New Business

A mentoring program/process for the Instructor line was suggested. Andrew will discuss this at the January CFS Leadership meeting. CFSGC Document will undergo a procedural change when the new name for Instructor has been approved.

Meeting adjourned 2:00pm.