

November 8th Minutes

Attendees: Catia Cividini-Motta, Ruby Joseph, Tracy-Ann Gilbert-Smith, Matthew Foster, Svetlana Yampolskaya, Maura DeJesus, Telisha McKenzie, Taja Sumpter, Debra Mowery (via phone).

Not in attendance: Marilyn Stern, Andrew Samaha, Christina Dillahunt-Aspillaga

Guests: Lynn Clingan and Andrea Carroz.

Approval of April 29th meeting minutes

The page header of the meeting minutes should read Minutes not Agenda. The CFSGC members agreed to that edit and the April 29, 2019 minutes was accepted. Ruby moved motion for minutes to be approved and Svetlana second motion.

Updates (add budget report presented):

Budget Update – Lynn Clingan presented the CFS Budget Report and explained each of the budget items. (See attachment for more specific details). Lynn further explained that the CFS Budget does not include Rightpath or Rehabilitation and Mental Health Counseling. Rightpath as a result of their MOU is not included and RMHC budget is managed by the Dean’s Office.

Education & General Funding: budget of over \$3million with current year projections of +/--\$100,000.

E & G Carryforward from 2018-19: It is encouraged to spend down carryover forward from last fiscal year, which is about \$118,000 so that it is not taken away. Carryforward money has been used for departmental renovations. Currently no large construction projects taking place but small improvements such as furniture purchases , improving common areas, and replacing marketing materials that had the old USF logo. E & G carryforward can be used for travel but the department does its best to not use it for salary.

Research Initiative Funds (RIA) – represents money the Department gets back from sponsored projects. Funds are distributed by the Provost - 1/3 college, 1/3 department, 1/3 Principal Investigator. RIA can only be used for research purposes. It is expected that 2018/2019 distribution will occur in the coming weeks and expectations are \$98,000 to dept. and 98,000 to PI

Foundation Funds – for example is endowments etc. ABA has foundation funds to support students' research. Restricted funds can only be used for specific purposes.

Auxiliaries – Department General - entrepreneurial funds. Some faculty will do small contract, honorarium, - can be used for food and beverage. Auxiliary fund is being used to cover catering cost of the CFS Fall Feast. Maricel manages this. CMH Conference – maintains balance of \$150,000 as seed money for upcoming year. Maintain as a break-even with some reserve. ABA – Online CE program and fellowship for students. The RBT course is an entry-level certificate. Funds generated from this line help students with travel support for attendance to two conferences with a travel limit of \$500 each. ABA Cost Recovery – fully online master's program. Funds generated can offset expenses to run the program and currently those funds support six graduate students and offset salary savings.

Other revenues: cost recovery and auxiliary has made it possible to support graduate students. When writing grants faculty and staff need to take into consideration wage rate and the health insurance cost. The department received \$28,000 as a one-time funding to support graduate assistants and their health insurance. The one-time funding was received from the Provost Office to the College to make up for increasing stipend costs from 2018-2020.

Healthy Culture Crew Update – Andrea Carroz presented on behalf of Brenda Clark: The Crew will be promoting its second anniversary with activities schedule for February 14. Save the Date materials will be distributed. The Crew publish a monthly newsletter and has weekly Walking Wednesdays and Yoga Thursdays. The Crew welcome tips, articles for the newsletter. To date the newsletter has featured

faculty to showcase health lifestyle changes. The Healthy Crew meets every second Wednesday of the month.

Faculty Council - Marilyn Stern/ Christina (Tina) Dillahunt-Aspillaga: Per email from Tina: Issues regarding trash pickup and parking were presented to the Faculty Council and the senate president. Nothing more to add.

Leadership Meeting – Andrew Samaha : Nothing new. Next meeting later in November. No updates.

IRB – Debra Mowery – confirmed (attending via phone) - the new IRB launched the end of October. The USF IRB held town hall meetings during the summer to provide information on the new system and will also conduct live sessions and recorded workshops as it is a different way of completing the IRB. Persons submitting grant are being encouraged to include a detailed protocol. Debra is exploring for the IRB to conduct a training with CBCS faculty and it is recommended that graduate students attend IRB trainings. PI's can still access the old ARC system but will have to use the new Bulls IRB for new and continuing grant awards. In general, the new system appears easier and saves time. Catia was a member of the pilot IRB work. Email Debra with any questions.

Research Councils – notes submitted by Marilyn Stern was reviewed with no comments.

College level research council:

- 1) Mentorship partners are set to meet with Howard Goldstein (can't remember dates set)
- 2) Reviews of internal research grants applications are being conducted now
- 3) There were no applications submitted for the internal travel award this round

USF Research council:

- 1) A new policy re: subcontracts are being rolled out -- apparently there have been unusually long delays in getting some sub-contracts to complete the necessary paperwork to avoid audits. (Note: some of these delays are from very prestigious universities, not just foreign and small colleges/universities). USF Research office is planning on putting in a Stop Order of work when 90 days has passed and there is no paperwork signed by the sub-contract research office.
- 2) This policy will be tested starting in early 2020, but comments will be sought

- 3) Grant chart fields -- especially for internal awards -- there was some suggestion that PI's are urged to start the process of obtaining chart field information as soon as a NOA comes in...
- 4) USF RC is currently reviewing USF grant applications for the fall

Election:

Chair: Lana and Catia are nominees for the Chair: Catia: Chair

Vice chair: Tracy-Ann self-nominated – Tracy-Ann: Vice Chair

Secretary: Maura self-nominated – Maura - Secretary

CFS council membership/Spring election

Due to time constraints, member were unable to review current members' guidelines to ensure compliance. This will be tabled at the next meeting.

Mentorship survey results: Folks answered 87% that there is a need for mentoring but less people agreed with being mentored. The team that has been working on the mentoring survey will conduct deeper analysis of the results. The purpose of the survey was to identify a need but based on findings will need to determine way forward. Mario has mentioned that there is some funding for mentoring. Catia will find out more about the Department's mentoring plans when she attends the next CFS Leadership. Somethings that will need to be determined are: Need to find out who the mentors would be; as folks are interested in being mentors but it is important to know expectations of the mentee. Identify 3-4 individuals who want be available. Svetlana can help to look further at the data. Council members agreed that a definition of mentor is needed to differentiate between HR issues vs training vs expert areas

Guidelines for promotion/tenure:

Potential discrepancies between department guidelines VS college guidelines. Consider forming subcommittees to review guidelines for each line – will start with the research line guidelines and look at others. College definitions are clearly defined. Department guideline more focused on leadership.

Schedule next meeting:

Next meeting : December 6 at 10am.

Other items: