

CFS Governance Council  
Faculty and Staff Subcommittees  
Minutes  
1-2pm, 4-9-2018  
Room 2301

Members in attendance: David Chiriboga, Marilyn Stern, Andrew Samaha, Karen Cox, Tracy-Ann Gilbert-Smith, Sonya Jones, Aleatha Neal, Sara Balmer, Ruby Joseph, Debra Mowery, Norin Dollard, Brenda Clark

Introductions

Old Business:

- Review/approval of minutes December 4, 2017
- Update on the healthy workplace culture initiative follow up with Nancy Wisgerhof (Brenda C, Karen C) – Norin, Brenda and Karen are on the Healthy Culture Crew that started with the CFSGC members but is now college wide. Team focusing on wellbeing for faculty and staff in terms of physical and mental health wellness and supports. Initiatives undertaken so far include: a monthly newsletter, yoga, walking group and on April 17<sup>th</sup> a meet and greet will be held in the Atrium Lobby. This latter event will have a masseuse for chair massage, showcase health resources, and allow everyone to share tips and resources. Healthy snacks will also be provided. The Healthy Crew meet the 2<sup>nd</sup> Wednesday of every month in the Dean’s conference room.
- Mentoring document: discussion of staff and faculty components
  - Faculty/Staff/Administration – Initial discussion was of the mentoring plan developed by the Council for tenure-track faculty and the need for the Council to continue development of mentoring or mentoring-type plans for non-tenure-track faculty and staff/administrators. In particular, it was noted that while their work assignments are usually quite different from the assignments for tenure track faculty, the evaluation of the specific assignments (whether in research, teaching, or service) are the same. It was also pointed out that CFS has an unusual number of faculty and staff/administrators who are funded all or in part by grants. Some non-tenure-track faculty may not realize the potential value of having a more balanced portfolio of academic activity, in terms of overall career trajectories, but the department has often provided funds to allow these faculty to spend time outside the scope of their grant-funded obligations. The focus of discussion then changed to resources for professional development, and what the department can realistically provide. Members of the Council have met several times with Lynn Clingan concerning resources that could be made available. At this point there has been discussion of developing a section of the CFS website that is devoted to resources for career development. One concern was dissemination of information. There are few, if any, general department meetings, but efforts should be made – if and when the career development URL is

implemented—to use meetings in the department as an opportunity to spread the word. It was noted that it might be worth reviewing the PBIS new staff orientation packets as an example of a document that is in place for new staff. The CFSGC members agreed that creating a web presence for resources for professional development is the first step of this process. Mentoring can be added later as things unfold.

- Update on construction in the 2107 area – construction delayed due to construction in the Rightpath project area. Construction in the 2107 area will start once the Rightpath construction is complete
- There was no old business

#### New Business

- Budget Report (Dave, per Lynn C) – More information will become available after the budget review in May. Lynn will send once that is complete
- Report from Curriculum Committee (Debra) – all MSCABH courses approved at College level – waiting on University approval, Addiction and Substance Abuse certificate approved, Undergraduate Addiction and Substance courses assigns seat numbers.
  - Report on pending IRB changes (Debra) – takes effect July 19<sup>th</sup>. PI's need to update their user profile to reduce delays. Debra is an IRB approver for 2 of CFS' divisions: CFBH and CABH. IRB chat has been helpful and informative and are scheduled quarterly.
  - Report from Leadership Committee (Dave) – nothing to report. Mary Armstrong is retiring.
  - CBCS Faculty Council Report (Marilyn) – Tina sent faculty council minutes. There was discussion of the fact that there may be changes to the Instructor title. If conducted, there may need to be a minor edit of the Governance Document.
  - Procedures for conducting election of new members of the Governance Council for 2018-2020 period
    - Regarding the need for separate email lists for each job category, Sonya will provide the email list to David and Tracy-Ann will work on the Qualtrics survey.
    - There was discussion of which software to use in conducting election (Qualtrics or Survey Monkey). The decision was made to use Qualtrics
  - Other New Business. Everyone was encouraged to attend the April 26<sup>th</sup> CBCS Spring Assembly, and to encourage others to attend.
- Date for next meeting (summer semester)  
**Next meeting date is Monday, August 27, 1-2pm.**

The meeting was adjourned at 1:55pm