

CFS Governance Council  
Minutes  
8-27-2018  
Room 2301

1-2 pm Combined Faculty and Staff Subcommittees

Introductions- In attendance: David Chiriboga, Catia Cividini-Motta, Lynn Clingan, Sarah Heller, Brenda Clark, Taja Sumpter, Aleatha Neal, Andrew Samaha, Svetlana Yampolskaya, Debra Mowery, Marilyn Stern, Tracy-Ann Gilbert-Smith  
Departmental Overview

- Lynn Clingan
  - Policies & Procedures Web Page – The PI responsibilities will be included. A new website home page for new employees will be included. Council members can help keep Lynn/Storie apprised of links that do not work. Lynn and Storie will do quarterly updates.
  - Budget – USF has not closed its books. There should be more RI money. Have not heard about budget cuts but no new money.
  - Staff Changes – Taja Sumpter is the new Fiscal and Business Manager and Dana Stanley will take over the ABA and RMHC duties. A search was conducted for Florence's vacant position. The new employee, Candice Cohen will start September 10. A meet and greet for the new employee will be held on September 17. Kim Read is conducting interviews to fill the vacancy in FCIC.
  - Space Issues – no money for space this year. May get some money from the Dean and use David Chiriboga's office to make new offices and possibly an area for graduate students. Mary Armstrong will move to Steve Roggenbaum's office (Steve is retiring end of January 2019) and plan is to split Mary's office into 2 offices
  - Fall Luncheon Reminder – Friday, November 9<sup>th</sup>. Emails have gone out to solicit nominations for staff, faculty and community awards.
  - Audit – CFS will be involved in the university audit plan. Audit will last about 3 months. The audit will include pcard, payroll, E&G auxiliary, grants, and will be fiscal focused. A few administrative staff have been involved in HR/travel audits so they are familiar with the process.
- Debra Mowery
  - eIRB Update – Debra and David are approvers and have had a few studies come across that are not in CFBH, these are mainly students and they should only select the program they are in. Need to change affiliation if faculty changes to a new division, department, or college. Students need to mark advisor as secondary study coordinator and as a co-investigator and the advisor needs to be listed as a secondary study coordinator to appear in that drop-down list. Debra has requested to be on the agenda for the next leadership and departmental meeting. Debra will look into possibility of a training for faculty. Debra can develop a step-by-step guide or a cheat sheet for students. Faculty can also speak with Howard Goldstein since he oversees research.

### Old Business:

- Review/approval of minutes April 9, 2018- Sarah accepted and Andrew second
- The healthy workplace culture initiative spearheaded by Nancy Wisgerhof, Brenda Clark and Karen Cox – was part of the new faculty orientation. The College does not conduct a formal orientation for staff but Nancy will provide names of new staff through the calendar year and the Healthy Culture Crew (HCC) will distribute welcome packets. HCC will be involved in the 10-year anniversary celebration and will host events in the fall to highlight wellness. Marilyn suggested a competition. The HCC have some upcoming stair and elevator challenges that will be posted in the elevator, in the stairwell. CFSGC members suggested exploring the Y/Crunch fitness and You Fit as possible partners. The HCC has included in their monthly e-newsletter dietary information, walking Wednesdays, Friday yoga. The HCC activities and initiatives will be added to the CBCS website.
- Council election was completed – CFSGC Council election process was conducted via the Qualtrics web survey platform and the election period was from May 8-22, 2018. (see page 3 for list of CFSGC members)
- Mentoring document: continued discussion of staff and faculty components
  - Staff/Administration
  - Faculty (Andrew to poll folks to get insight on mentoring for research faculty and non-tenure line faculty).
- Update on construction – Lynn provided update in her report
- Any other old business?

### New Business

- Election of CFSGC Officers – Tracy-Ann will continue as the recorder; Catia Cividini-Motta will be the Co-Chair and Andrew Samaha be the Chair.
- Report from Curriculum Committee (Debra) – as a result of the USF consolidation, the new curriculum proposal have been suspended.
- Report from Leadership Committee (David)
  - Training resources for people who enter the supervisory role, or who become PIs of grants and contracts: need for a template
- CBCS Faculty Council Report – Christina is the Chair for the Faculty Council. The Faculty Council will hold its first meeting on 8/30/2018.
- The Fall Assembly is tentatively scheduled for 10/5/2018 10:30 am- noon in the Atrium.
- The University has several Faculty Senate positions open.
- The USF Faculty Senate is seeking nominations to fill vacancies on its Standing Councils and University-Wide councils effective Fall Semester 2018.
  - Other New Business?
    - Black Faculty and Staff Breakfast schedule for September 27 at 8:30am in Marshall Center.
- Next Meeting **Tuesday, December 11 at 1pm-2pm**  
Meeting adjourned at 2:05pm.

**CFSGC Roster**  
**[Effective June 1, 2018]**

**Members in Second Year (Term ends May 31, 2019):**

**Tenure-Line Faculty:**

David Chiriboga

**Research Faculty:**

Debra Mowery

**Assistant/Associate in Research:**

Ruby Joseph

**Administrative:**

Brenda Clark

**Staff:**

Eric Biel

Aleatha Neal

**CBCS Faculty Council Alternate Representative to CFS Governance Council\***

Marilyn Stern

**Members in First Year (Term ends May 31, 2020):**

**Tenure-Line Faculty:**

Andrew Samaha, Chair – (effective 8/27/2018)

**Research Faculty**

Svetlana Yampolskaya

**Assistant/associate in Research**

Catia Cividini-Motta, Co-Chair (effective 8/27/2018)

**Administrative:**

Sarah Balmer

Tracy-Ann Gilbert-Smith, Secretary (effective 8/27/2018)

**Staff**

Taja Sumpter

**CBCS Faculty Council Representative to CFS Governance Council\***

Christina Dillahunt-Aspillaga