

Minutes

Attendees:

Kwang-Sun Blair	Tracy-Ann Gilbert-Smith	Kimberly Read
Catia Cividini-Motta	Elizabeth (Liz) Ingram	Adrian Ruiz
Maura DeJesus	Ruby Joseph	Marilyn Stern
Karen Elfner (guest)	Telisha McKenzie	Svetlana (Lana) Yampolskaya
Matthew Foster	Debra Mowery	

Absent:

Tammy Jorgensen-Smith

Minutes:

The Council unanimously approved the minutes for the last meeting.

New Items:

Catia Cividini-Motta reviewed the membership of the Council and introduced the new members. She then began the nominations and selection for the new Council officers – chair, vice chair, and recorder. After some discussion regarding what employee classes could hold the various positions, Svetlana Yampolskaya nominated herself to serve as the chair. Tracy-Ann Gilbert-Smith nominated Elizabeth Ingram to serve as the vice chair, and Liz accepted the nomination. Maura DeJesus shared that she has enjoyed the role of recorder, but she is ready for someone else to serve, so Kimberly Read nominated herself. Catia called the vote and all Council members approved.

Catia turned the discussion to the revision of CFS governance document. She noted that the document needs to be updated to include the new Marriage and Family Therapy program. Catia asked for a volunteer to lead the revision process. Svetlana agreed to lead the update. Catia note that there is no current deadline.

Catia shared two proposed formats to revise the governance document that Dawn Khalil drafted for the Council's review. The two formats varied only in the style of indentation. The Council unanimously voted to approve the version that had the smaller indentations.

The Fall CFS Departmental Meeting is scheduled for Monday, August 31, 2020, from 1:00 to 3:00 pm. Catia noted that the Council needed to present an update during the meeting. After discussion, Catia agreed that she would handle the presentation on behalf of Lana in that Lana just stepped into the role of chair. Catia will give an update on the membership of the Council, a brief review of what the Council does, and a reminder that any concerns can be brought to the attention of any Council representative.

The discussion turned to COVID-19 with Debra Mowery asking if any of the teaching faculty were experiencing issues with masks. She shared that instructors have been told to wear the disposable masks provided. This is a potential contradiction with what was shared in the USF townhall as there was no mention of having to use a specific type of mask. The only requirement noted in the townhall was that the masks should have 2-3 layers for affective protection. In an ABA meeting with Jenn and Lisa, which was follow-up to the college-wide townhall, it was indicated that faculty had to wear the disposable masks provided by the university. Catia will raise the mask issue in the next leadership meeting.

Updates:

Budget Update – Lynn Clingan did not attend the meeting because she is presenting the update in the Fall CFS Departmental Meeting the following Monday.

Healthy Culture Crew Update – Karen Elfner attended the meeting as a guest on behalf of Brenda Clark to present the update. She shared the following:

- The Healthy Culture Crew (HCC) continues to send out newsletters. If an employee would like to sign-up to receive the newsletter they should send an email to either Karen, Brenda, or Andrea Carroz. HCC also continues to welcome new employees to the college by sending a welcome email including EAP information, wellness tips, newsletter, and tips for working at home.
- All committees, including HCC, now have a place on the College intranet.
- HCC was established by the Governance Council.
- Employees of CFS have a great deal of expertise and knowledge at the forefront of practice for children and families including behavioral disorders, special needs, etc.

- The College's fall welcome back event will be held virtually this year.

Faculty Council – Kwang-Sun Blair and Marilyn Stern noted that there were no current updates. The Faculty Council will meet at the end of September.

Leadership Meeting – Catia shared that there are no current updated because the Leadership Meeting has not yet occurred.

IRB – Debra provided this update noting that the IRB-required studies continue through COVID. Debra has an IRB listserv through which she distributes information. Debra encouraged everyone to bring any issues to her attention so she can collaborate with the IRB for resolution. Kwang-Sun discussed the difficulties in getting letters of support from site locations. Debra believes these difficulties can be resolved on a case-by-case basis. Catia mentioned that she was allowed to submit an IRB for approval without letter. But, it was not approved until the letter was submitted. The turnaround time is slow and can be a week or longer.

Research Council – Marilyn did not have any updates in that the Research Council does not meet until September.

Next Meeting:

Lana will send a Doodle poll to the Council members asking their availability for a meeting during the week of November 30th. In response to the Doodle poll, the next meeting will be held on Friday, December 4 from 12-1 pm.