

CFS Governance Council Meeting
October 14, 2010
10:00 -11:30 A.M.
Westside A

Members In Attendance: Storie Miller, Janet Reyes, Tracy-Ann Gilbert-Smith, Raymond Miltenberger, Robert Lucio, , Kimberly Crosland, Aleatha Neal, Maricel Hernandez, Cindy Hipple, Ruby Joseph, Mary Armstrong

Members Absent: Rose Iovannone and Timothy Weil

Guests: Glenda Kilpatrick, Sarah Young (note taking), Sonia Jones, Marty Kledzik

- A. Call to Order:** Tracy-Ann Gilbert-Smith, Chair called the meeting to order at 10:10 A.M.
- B. Minutes Approval:** Minutes from previous meeting were distributed for review. 2 corrections to the minutes were requested:
 - a. Item 2 .c. Change word UCEED to UCEDD;
 - b. Under new business, add item number 4. "Update of the CFSGC website to include meeting's agenda and minutes of most recent meetings held". Minutes were approved with modifications.
- C. Agenda Items:** Agenda was approved.
- D.** Glenda Kilpatrick conducted a presentation to explain Department Finances Operations. The presentation provided detailed information about operational funds used by the department, how the resources are assigned to the department and how the resources are used. Glenda's presentation will be available via the CFS website in the near future.
- E. Committee Reports:**
 - 1. FMHI Executive Committee:
 - a. Janet reported that they are planning to have the think tank for Biostatisticians sometime around the 2011 CFS Annual Children's Mental Health and Policy Conference.
 - b. She also informed the meeting that the staff skills assessment survey will be disseminated within the coming week.
 - 2. CFS Leadership Meeting: Kimberly Crosland reported that no meeting was held since the last CFSGC meeting.
 - 3. BCS Faculty Governance Meeting: Mary Armstrong reported that no meeting had been convened.

F. New Business:

1. CFS Chair Reappointment: Tracy-Ann Gilbert-Smith informed the members that Mario Hernandez was re-elected for 3 years as the Chair of the Department. She also advised that the amendment for the Chair reappointment process could be completed in January, 2011. Janet Reyes recommended creating a small committee to work on language to bring to the next meeting. She also suggested looking for procedures already in place within the other 2 FMHI departments to obtain some ideas.
2. CFS Website: Tracy- Ann Gilbert-Smith thanked Storie Miller for her help in updating the CFSGC website. The current CFSGC members will gather for a group picture which will be uploaded to the CFSGC Website.
3. Other New Business:
 - a. F&A Workshop: Janet Reyes invited the CFSGC members to spread the word and also to attend the new F&A workshop. The workshop is intended to help Research Administrators and Faculty understand the impact and importance of negotiating and applying correct F&A Rates.
 - b. Subcontracts: Janet Reyes informed that DSR is discouraging subcontracting. DSR will prefer to use internal resources to provide the services. If subcontracting is absolutely necessary, DRS will probably require a justification.
 - c. Consultants: Janet Reyes also informed the members that Consultants should not be called "trainers, teachers, etc. They need to be called differently.

G. Reminders/Announcements

- a. Next meeting December 9, 2010; 10:00 A.M. (Westside A)
- b. Snacks – TREAD

H. Adjournment: Meeting adjourned at 11:18 A.M.