

CFS Governance Council Meeting
May 13th, 2008
2:30 – 4:00 P.M.
MHC 1329

Attending Members: Rene Anderson, Shirley Baer, Sharon Denninger, Sandra Dwinell, Kathleen Ferreira, Robert Friedman, Michael Greeson, Janis Prince Inniss, Ruby Joseph, Ray Miltenberger
Norín Dollard, Tim Weil (representatives of the FMHI Faculty Council)

Absent Members: Heather George

Guests: Diane Powell, Beverly Higgins (minute taker)

Call to Order: This first meeting of the CFS Governance Council was called to order by Diane Powell at 2:30 p.m.

Introductions: Members of the group introduced themselves. Diane Powell was a member of the Governance Workgroup and was asked to convene the first meeting of the Group.

Agenda Review: Diane reviewed the agenda for the group. No new items were added.

Agenda Items:

1. Review of CFS Governance Document

The document was reviewed with specific attention to the responsibilities and functions of the council. Key areas to be addressed by the Governance Council include strategic planning, budget, financial accounts, hiring/layoffs, organizational support structures, space allocation, and other matters relevant to faculty and staff. Other areas reviewed in the document included Council membership eligibility, membership terms, frequency the meetings, voting procedures, committees/workgroups, and selection & responsibilities of the Council Chair.

2. Selection of Chair and Recorder

Kathleen Ferreira was nominated for Chair. Kathleen was confirmed by a majority of the members of the council. The Council decided that a Vice Chair position should be added. Sharon Denninger volunteered for this position and was confirmed by a majority of the council members.

Sharon nominated Sandra Dwinell to be the Recorder. The Council confirmed. Norín suggested the Council have a designated person to take the minutes since experience with the Faculty Council has indicated it is difficult for a person to take minutes while actively participating in discussion. The group agreed to have

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a minute taker at each meeting. Each CFS Division will rotate in bringing a staff member who will serve as the minute taker. A schedule for the divisions will be established once the meeting schedule is set. As the Recorder, Sandra will review the minutes and distribute them to the Council for review. Sharon volunteered to provide the minute taker from DARES for the next meeting. Due to Florida State Sunshine Laws, it was recommended that the meetings not be recorded. The group agreed.

Since the Governance Document does not indicate the terms for the positions of Chair and Recorder (and the position of Vice Chair is not indicated), the group agreed on a one-year term of office for each position. Term limits for these positions will be addressed when the Governance document is revised.

3. Determination of term lengths

Term lengths were either agreed upon by those within the classifications or drawn randomly.

One Year Terms:

Ruby Joseph
 Sandra Dwinell
 Sharon Denninger
 Rene Anderson
 Robert Friedman

Two Year Terms:

Janis Prince Inniss
 Kathleen Ferreira
 Michael Greeson
 Shirley Baer
 Ray Miltenberger

4. Discussion of Procedural Issues

- a. Meeting Schedule: Kathleen suggested that meetings be held monthly through the summer. Michael Greeson suggested that the next meeting be held in two weeks since there are impending budget issues. The group agreed to invite Mario Hernandez to the next meeting to discuss the Chair's vision and goals for the Council as well as issues such as budget cuts and realignment.

It was suggested that standing agenda items include a report from the Dean's Council as well as from the CFS Leadership Team meeting.

- b. Conduct of Meetings: Utilization of *Robert's Rules of Order* was suggested for the meeting structure. Tim Weil mentioned an alternative structure as a possibility. This will be reviewed further by the Chair and discussed at a future meeting.

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- c. Communication: With regard to communication among the group, Sharon indicated that there is an existing listserv for CFS Governance. She will work with IT. to have this list updated with the Council members' email addresses.
- d. Other Issues: Norín distributed copies of a proposed FMHI Policy Development Timeline sheet initiated by the Faculty Council. She requested that this format be reviewed by the Council as a sample method of presenting motions.

Next Meeting: Kathleen will check with Nancy Burrus on Mario's available in order to schedule the next meeting.

Adjournment: The meeting was adjourned at 4:00 p.m.