

CFS Governance Council Meeting  
June 3, 2009  
10:00 – 11:30 AM  
Room 1503

**In attendance:** Shirley Baer, Kimberly Crosland, Sharon Denninger, Sandra Dwinell, Kathleen Ferreira, Robert Friedman, Heather George, Tracy-Ann Gilbert-Smith, Michael Greeson, Cindy Hipple, Janis Prince Inniss, Ruby Joseph, Ray Miltenberger, Aleatha Neal, Janet Reyes, Tim Weil

**Absent:** Rene Anderson, Don Policella

**Guest:** Marty Kledzik

**Call to order:** Kathleen Ferreira, outgoing Chair, called the meeting to order at 10:05.

**Minutes Approval:** The April minutes were distributed for review. The minutes were approved as written.

**CFS Council Elections:**

1. Introductions: All members introduced themselves and new members (Kimberly Crosland, Tracy-Ann Gilbert-Smith, Cindy Hipple, Aleatha Neal, Janet Reyes) were welcomed
2. Officers: The roles and time commitment of CFS Governance Council Chair, Vice Chair, and Recorder were discussed
3. Nominations and Naming of Officers
  - a. New Officers
    - i. Chair: Michael Greeson
    - ii. Vice Chair: Tracy-Ann Gilbert-Smith
    - iii. Recorder: Kim Crosland

**Unfinished Business:**

1. Kathleen requested that everyone read the proposed revisions to the promotion guidelines that were distributed to faculty by Catherine Batsche and forwarded to all CFSGC members by Kathleen. Kathleen explained that these changes did not go through the CFSGC and that she spoke with Mario about this and sent an email to Catherine about this process. June 15<sup>th</sup> is the deadline for feedback to Don Kincaid on the guidelines.
2. CFSGC Representation on the Institute Council. Members were reminded that this position must be filled because Sharon Denninger's term on the Council has ended. There was discussion around whether this position must be filled by an A&P staff or if USPS or faculty members can be considered. Sharon listed members of the committee, which was a mixture of faculty and staff. Bob expressed concern that because CFS heavily employs staff with proportionally fewer faculty than other Departments, we need to be careful to not allow the Institute Council to automatically assign staff slots to CFS employees without CFS having the opportunity to have faculty at the table also. Kathleen and Michael will check with Mario and the Dean's Office regarding the composition of this Council and how this is determined. The next Institute Council meeting will be **June 24<sup>th</sup> at 1:30 in MHC 1141.**
3. Kathleen stated that she will present the latest AFDs document to the CFS Leadership

Team on June 15<sup>th</sup>, with a list of next steps for the Leadership Team.

4. Sharon Denninger discussed the CFS Governance Document updates and stated that she would send the document out to the council for a final review with a June 12<sup>th</sup> deadline for feedback. She suggested that we vote to ratify the changes to the document at the August meeting. Sharon has agreed to attend to present the document.

#### **New Business:**

Bob recommended that during the CFS Leadership team, Michael and Kathleen should suggest some type of get together for CFS to encourage cohesiveness across the divisions. There was a discussion that the FMHI Faculty Council periodically has assemblies, and it could be informative as well as fun. This might encourage more participation in CFSGC across the Department.

Michael asked if we should revisit the inclusion of long-term OPS employees within the CFSGC. Members seemed to agree that we might want to a bit because we will need to determine criteria for inclusion, etc. The group also discussed the inclusion of students and most agreed that only a small portion of what we do in CFS directly involves students. It seems that they wouldn't need to weigh in on much of what we do. In addition, it was mentioned that as we determine the impact of BCS on CFS, as more students become involved in CFS, we will likely want to revisit this.

#### **Reminder / Announcements:**

- The council decided to reduce the frequency of meetings to every other month, with the next meeting on Thursday, August 13<sup>th</sup> at 10:00 in Westside A.
- It was agreed that note taking and snack responsibilities will continue in the same format. It was agreed that when a division is responsible for note taking, the council member may choose to take notes but this makes it difficult to participate in the discussion. Recognizing that some divisions have more administrative staff than others, Janet Reyes recommended that if a council member has difficulty finding a note taker during their assigned month, he/she should let all council members know so we can pitch in to find a note taker. The schedule is as follows...
  - August—Administration
  - October (or as needed)—DARES
  - December (or as needed)—State and Local
  - February (or as needed)—Policy
  - April (or as needed)—TREaD

**Meeting adjourned at 11:15 AM**