

CFS Governance Council Meeting
August 12, 2010
10:00-11:30 A.M
Westside A

Members In Attendance: Storie Miller, Janet Reyes, Tracy-Ann Gilbert-Smith, Raymond Miltenberger, Robert Lucio, Rose Iovannone, Kimberly Crosland, Aleatha Neal, Maricel Hernandez

Members Absent: Cindy Hipple, Timothy Weil, Ruby Joseph

Guest: Norin Dollard

A. Call to Order: Tracy Ann Gilbert-Smith, Acting Chair called the meeting to order at 10:08 am

B. Minutes Approval: Minutes from previous meeting were distributed for review. The minutes were approved as written.

C. Agenda Items: Agenda was approved

D. CFS Council Elections:

1. Introductions: Tracy-Ann Gilbert-Smith (Acting Chair) introduced and welcome new members (Storie Miller, Rose Iovannone, Ruby Joseph, Robert Lucio, Tim Weil and Maricel Hernandez)

2. Officers: The roles, time and commitment to the CFSGC Chair, Vice Chair and recorder were discussed

3. Nomination and Election of Officers:

a. New Officers:

i. Chair: Tracy-Ann Gilbert-Smith

ii. Vice Chair: Kimberly Crosland

iii. Recorder: Maricel Hernandez

E. Committee Reports:

1. FMHI Executive Committee:

a. Janet Reyes reported Think Tank –Biostatistician goal was to identify needs and possible consultants during the winter. If there are any recommendations, they should be sent to Mario Hernandez, Kimberly Crosland, Robert Lucio or Janet Reyes (members of the FMHI Executive Committee).

b. The Committee is developing a survey to assess current staff skills. This assessment will help to identify staff with expertise in a variety of areas or those wanting to learn new skills. The overall goal of the survey is to help identify skills and expertise across all FMHI departments.

2. CFS Leadership Meeting (held July 27th):

- a. The new USF leave payout process for grant funded personnel was explained at the meeting.
- b. The new grant proposal submission Policy form for Pre-Award was presented to the Leadership Team for approval. New form required to streamline what is submitted via CFS Department Divisions.
- c. UCEDD: Donald Kincaid appointed as Director and Lise Fox as Co-Director
- d. CMH Research Policy Conference profile posted on CFS Website
- e. Budget cuts: The CFSGC members agreed that it was important to gather feedback, ideas, recommendations from faculty and staff, and share the information gathered with Mario regarding any pending or future budget cuts.

F. New Business:

1. BCS Faculty Governance Representative: Lise Fox and Mary Armstrong (13th member) of the CFSGC. , Leadership Team voted via an-online survey.
2. Chair reappointment Process: No specific description about reappointment **process for CFS** Chair. In the past, a brief survey has been sent out asking all CFS Divisions personnel for feedback on Chair's performance and to vote yes or no for his reappointment. Motion was made by Raymond Miltenberger for the CFSGC to vote as a group supporting Mario Hernandez's reappointment as CFS chair based on his great leadership, performance and strengths. It was a unanimous decision (9 votes in favor – 0 against, abstain-0). The current CFSGC document does not address the reappointment process for the CFS Department Chair. Will need to redo by laws to add Chair's reappointment process to the CFSGC document.
3. Other New Business: Janet Reyes informed that the Dean is now requiring a rationale for any proposal being sought for less than full indirect rate (she learned when presenting a proposal for DARES). No guidelines were provided for the new requirement. However, to get the approval for that proposal, Janet had to come up with a rational that was tied to the mission of the Department, College and University, as well as an explanation for soliciting funds with low indirect cost. Janet will provide samples of rationales and a revised abstract that will include the rationale. The CFSGC suggest Mario Hernandez, CFS Chair; inform the CFS Leadership Team about the rationale. It was also suggested that Janet Reyes could bring up the matter to the FMHI Executive Committee.
4. A recommendation was made that the CFSGC website should be updated regularly with at least the agenda and minutes for the meetings. An update of progress would be provided at the next meeting.

Reminders/ Announcements:

1. Next meeting Thursday, October 14, 2010; 10 A.M. (Westside A)
2. Snacks/ Notes: Policy

Adjournment: Meeting adjourned at 11:03 A.M.

