

CFS Governance Council Meeting  
September 3<sup>rd</sup>, 2008  
10:00 -11:30 AM  
MHC 1329

**Attending Members:** Rene Anderson, Sharon Denninger, Norín Dollard, Sandra Dwinell, Kathleen Ferreira, Robert Friedman, Michael Greeson, Ruby Joseph, Ray Miltenberger, Don Policella, Janis Prince Inniss

**Absent Members:** Shirley Baer, Heather George

**Guest:** Glenda Kilpatrick, Janet Reyes, Nicole Deschenes, Richard Briscoe, Jonathan Wilson, Catherine Newman, Cindy Stark, Joko Sengova

**Call to order:** The meeting of the CFS Governance Council was called to order by Kathleen Ferreira, Chair.

**Review of minutes:** The August 6<sup>th</sup> meeting minutes were distributed for review. Bob suggested some revised wording in the second paragraph under Dean Gonzales' presentation. Norín was added to the list of absent members at the last meeting. The minutes were approved pending these changes.

**Glenda Kilpatrick, Assistant Director of CFS, presented on Department Funding:**

Glenda's presentation included descriptions of E&G funding, types of funds available to the Department, an explanation of Rate versus Cash, Salary Savings, Pay Distributions, and R.O. Accounts. Glenda also distributed a handout regarding Factors Pertinent to a Behavioral Research Agenda that included an explanation of Departmental Faculty to Staff Ratios. The documents from today's presentation will be posted on the CFS website along with a narrative explanation of the departmental funding. The Council will advise the Department when this is completed.

**Committee Reports:**

*FMHI Faculty Council* – Norín reported that the Council endorsed the tenure and promotion committees which included eighteen people across the three FMHI Departments. There were two reservations: one committee was comprised of all males and one faculty member was on two committees.

Norín reported on the Provost's address of Faculty raises. There is a current proposal for a 1.5% increase for faculty in the next two years with some possibility for merit raises. In lieu of raises, one-time bonuses for staff will be disbursed starting with A&P staff this month.

New committees will be forming for the new college. They will include Community Engagement and Research Governance. Information will be disseminated as we receive details.

The Policy Timeline document was circulated to this group. Some feedback was received and was forwarded to Holly. The final version of the document will be shared with the group when it is completed.

*Faculty Committee* – Kathleen reported that Dean Gonzales would like some consistency across departments and units on the Assigned Faculty Duties. She is working with Tom Massey, Norín and Mario to convene a CFS Committee to review the policies. Ruby, Bob, Heather and Ray will participate.

*Institute Council* – Don reported on the meeting. Items discussed included raises and bonuses as well as the USF Winter Break. Don reported that Salaried OPS will be paid for time off during the Winter Break. Don advised that there will not be any card access to the building during the Break. Only security staff will be allowed access to the building. This is an issue for staff who work on grants that require them to

work regardless of the University closing. Glenda advised that those who need it can request special access to the building.

Don also reported that Dean Gonzales indicates that the reorganization of the R.O. Accounts seems inevitable. The Council agreed that we have to respond to this time-sensitive issue, stressing the impact that this would have on our accounts and suggesting possible alternatives. Kathleen also spoke with Dean Gonzales regarding the issue. He advised that the accounts will be safe for the rest of the year but that we can expect a drop in RO reinvestment to the Institute to 20% (from the traditional 30%) with additional cuts expected in the future. Bob made a motion that we express our concerns to the Chair and Dean regarding the potentially negative consequences of this change. The motion was seconded and approved unanimously. Don will take the lead on this and report back to the Council at the next meeting.

*CFS Governance Council Website* – The site is up & running. Sharon thanked Jonathan Wilson for his work in creating this page. The website will be linked from the CFS homepage. As the meeting minutes are approved they will be posted to the site.

*CFS Leadership Team Meeting* – Kathleen asked the Council to review the proposed Division Director evaluation and provide feedback by this Friday. The next meeting is scheduled for September 4<sup>th</sup>.

#### **Unfinished Business:**

*Establishing the Role of CFSGC* – Sandra reported that the subcommittee will work to condense the survey responses from the Governance Council into a draft version of a goals document. This will then be disseminated to the Department in a survey form for feedback.

*Increasing attendance for council meetings* – As a follow up to our last meeting, the group discussed ideas for increasing attendance and participation by CFS Faculty and Staff at the monthly meetings. Suggestions included printed flyers, food, door prizes, and presentations of general interest. Another suggestion is to ask that each Council member bring someone from his/her Division to the meeting.

*Outside Activity Form* - Kathleen circulated the most current version of the Outside Activity Form. If anyone has questions on the form, they are encouraged to check with their supervisor for clarification.

#### **New Business:**

No new business items were presented.

#### **Reminders/Announcements:**

The next meeting will be held on October 1<sup>st</sup> from 10:00 – 11:30 in MHC 1329. The Administration Division will provide the note-taker and snacks.

The meeting adjourned at 11:55 am.