**Leadership Council Minutes**

**UH 449**

**4/19/2016**

**1:30pm-2:45pm**

Members Present: Alice Quiocho (HD Program Director), Denise Boren (SoN Director), Denise Garcia (Associate Dean), Sue Moineau (SLP Chair), Devin Jindrich (Interim KINE Chair), Manuel Vargas (SoE Director), Shannon Cody (Student Services Director)   
  
Not Present: Blake Beecher (SW Chair), Janet Powell (Dean)  
  
*Guests: Marilyn Huerta (CEHHS Communication Specialist)*

1. Approval of Agenda APPROVED (Garcia)
2. Approval of Minutes (3/15/2016) APPROVED (Garcia)
3. CEHHS Program Handbook Update (Cody)

-Shannon has not received any additional feedback. Perhaps have a “Universal Handbook.” Not repeat the catalog. Maybe have a college level handbook, and details per department.

1. RTP Needs 2016-2017 (Garcia)

-Denise discussed the need to fill voids on PRC committees. Worked to fill positions by shifting people around, and asked Directors and chairs to reach out to those in their department to volunteer.

1. CEHHS Annual Recognition Ceremony (Huerta)

-Ceremony will honor all honors students, and one alumni and outstanding student from each department. All directors and chairs will be reading names of honors students and Janet will be cording them. Marilyn will be sending the finalized script for revisions/edits. Timeline attached for clarity. Please wear cap and gown.

1. Announcements (all)  
   -Manuel Vargas stepping down from SoE director role. Thank you for your service.

-Thank you Devin Jindrich for filling in as Kinesiology Department chair while Jeff Nessler was on Sabbatical.

-Emmanuel Iyiegbuniwe will be joining us as the MPH Director next semester.