**Leadership Council**

MINUTES – December 11, 2018

1:30 - 2:45 PM in UNIV 449

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| --- | --- | --- | --- |
| X | Pat Stall, Director  School of Education | X | Pam Kohlbry for L. Kendrick, Director  School of Nursing |
| X | Anne Rene Elsbree/Annette Daoud Associate Directors, School of Education | X | Wendy Hansbrough, Associate Director  School of Nursing |
| X | Teru Toyokawa, Director  Human Development Department | X | Emmanuel Iyiegbuniwe, Director  Public Health Program |
| X | Jeff Nessler, Chair  Kinesiology Department | X | Emiliano Ayala, Dean  CEHHS |
|  | Blake Beecher, Chair  Social Work Department | X | Deborah Kristan, Associate Dean  CEHHS |
| X | Lori Heisler, Chair  Speech-Language Pathology Department | X | Shannon Cody, Assistant Dean  CEHHS Student Services |

1. Approval of Agenda (EA)

Approved

1. Approval of Minutes from 11/13/18 (EA)

Approved with clarification of Kevin Morningstar

1. Updates/Notices
   1. Kinesiology Department Chair Elections (EA)
      1. Paul Stuhr was elected to be Department Chair starting Fall 2019.
   2. Blackboard Ally (DK)
      1. New upgrade to Moodle pertaining to accessible documents will be rolled out in Spring Semester 2019. This was announced in an IITS newsletter, but Dr. Kristan encouraged unit leaders to inform their faculty.
      2. Dr. Kohlbry asked if there was training or information IITS has regarding accessibility that could be disseminated to the faculty at a meeting, such as the spring All College meeting.
         1. **To Do:** CCC will follow up with ATI regarding presentation material for spring.
      3. The campus has an Online Instruction Policy as well as tutorials on moving things into or creating a Moodle Shell.
2. Action/Decision Items (EA)
   1. All College Meeting/Budget Transparency (EA)
      1. The Deans worked on a document that will be presented at the meeting identifying the broad strokes of the college’s financial position.
         1. Dr. Kristan will begin with the rolling plan and then go over expenditures in the 17/18 FY and what was asked and received for 18/19 FY. She will also discuss grants, donations, and IDC treatment. Finally, she will review the Dean’s Corp accounts and discretionary funds.
3. Discussion Items
   1. LC Summer Retreat and LC Off-Campus Meetings (EA)
      1. Would the LC be open to a full or half day meeting over the summer?
         1. Dr. Stall is open to the idea and recommended that the focus of a retreat be on ‘big picture’ items.
         2. No significant concerns were voiced. Moving forward, the LC can flag items to be discussed at the retreat.
      2. Once a semester, Dean Ayala would like to have LC meetings off campus with established and possible community partners.
         1. General consensus was in favor of having such meetings.
         2. **To Do:** LC members can suggest partners LC could meet with and would be beneficial to the college.
   2. Shared Governance Operations/Dean’s Budget Advisory Group (EA)
      1. Dean Ayala would like input as to which group could serve as a budget advisor. The goal is to have fiscal clarity with the units and faculty. Should it be BAPC, LC, or CCC?
         1. Dr. Heisler mentioned that the original vision for BAPC was to serve that roll. It currently lacks the composition required to reflect the financial interests of all the units.
         2. Dr. Stall pointed out that BAPC’s turnover rate leads to fresh members that may lack the history with the college possibly required to serve as advisors.
         3. Dr. Kohlbry highlighted that BAPC didn’t have the fiscal information, as the focus was solely stateside, it needed to provide an advisory role and the units don’t have the personnel available to staff the positions. Dr. Hansbrough seconded the feeling that information was lacking for complete decision making.
         4. Dr. Nessler asked if it would be possible to expand BAPC to address the concerns mentioned and then it could undertake the entirety of the advisory capacity and not lead to possible redundancies.
         5. Dr. Iyiegbuniwe asked what other colleges use to fill this role. Dr. Kristan explained the mechanisms in CSM and CHABBS.
      2. Dean Ayala believes that true shared governance necessitates input from the faculty body regarding college finances. In his previous experience, the LC served that function. The advisory capacity could be split between BAPC and LC.
         1. **To Do:** Dr. Kristan will bring this discussion to BAPC and obtain their feedback regarding faculty governance and the budget advisory role.
         2. **To Do:** Ask CCC to write a one page report regarding the performance and effectiveness of the faculty governance the end of year reflecting on the past six years.
   3. Commencement: Student Speakers and Deans Award (EA)
      1. Shannon will continue to represent CEHHS at meetings pertaining to commencement.
      2. Since CEHHS has two ceremonies, Dean Ayala recommended splitting the Dean’s Award Winner from the speaker role and then have one award recipient and two speakers; thereby, spreading the recognition.
      3. There was discussion surrounding having two Dean’s Award Winners, one for each ceremony, but it was not recommended.
   4. Roles/Responsibilities of ASC’s on New TT Hires (DK/EA)
      1. Dr. Kristan would like to clarify which staff are responsible for which duties during the TT hire process. Extensive discussion made clear that there were disparate experiences pertaining to workload.
         1. **To Do:** Dr. Kristan will being an analysis of the process and roles and responsibilities tied to hiring. Shannon Cody volunteered her Business Analyst to assist.
   5. Celebrating 3-year Lecturers (DK)
      1. LAC inquired if there could be a recognition of lecturers who are starting their first 3 year contract at the college level, i.e. an all college meeting. Committee was very receptive of the idea.
         1. **To Do:** Dr. Kristan will work with Tama to identify any lecturers that meet the requirements this fall and will be mentioned in the Spring Semester 2019 All College Meeting.
4. Announcements (All)
5. Future Items
   1. School/Department Level Retirement Protocol (EA/DK)