**Leadership Council**

Minutes – May 14, 2019

1:30 - 2:45 PM in UNIV 449

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| --- | --- | --- | --- |
| X | Pat Stall, Director  School of Education |  | Pam Kohlbry, Interim Director  School of Nursing |
| X | Anne Rene Elsbree/Annette Daoud Associate Directors, School of Education |  | Wendy Hansbrough, Associate Director  School of Nursing |
| X | Teru Toyokawa, Director  Human Development Department |  | Emmanuel Iyiegbuniwe, Director  Public Health Program |
| X | Jeff Nessler, Chair  Kinesiology Department | X | Emiliano Ayala, Dean  CEHHS |
| X | 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 as it stands

1. Approval of Minutes from April 2019 (EA)

Motion to approve: Shannon Cody

Seconded: Pat Stall

Unanimously Approved

1. Stacy Slagor (time certain@ 1:40)

Update on the Campaign

* CSUSM was the first university at its age to such a campaign within the CSU. It started in 2012 and finished this AY. Overall, the campaign was a resounding success raising $55,035,000 across 25,620 gifts and 9,290 unique donors.
  + CEHHS, specifically, raised $1,038,047.
  + Dean Ayala complimented UA on doing an excellent job identifying donated funds and previously inactive accounts. Moving forward the College will work to providing and streamlining access to the funds.
* How can CEHHS support UA moving forward?
  + The units should create initiatives they want the UA to market for giving day.
  + UA would like to focus on CEHHS’ professional alumni as an area of growth. Stacy also invited feedback from the committee on what to build on or develop?
    - Simplifying the giving day website and increasing feedback fidelity.
    - Could the units be informed of who donated to provide direct thanks?
* Stacy will be joining the leadership retreat on August 7th.

1. Updates/Notices
   1. CEHHS Summer Retreat: Wednesday August 7, 2019 (EA)
      1. The Bernardo Winery will be reserved for CEHHS use from 10am to 7pm.
      2. Agenda is currently under construction.
   2. EL office moves in Summer, 2019 (EA)
      1. Dean Ayala hasn’t received any information on this as of today, but is following up with relevant agencies for more info.
   3. Target date for 2019/2020 budget (including new hires)
      1. The Dean is expecting an answer regarding hires and budgets in July, so the process is tracking ahead of schedule.
2. Action/Decision Items
   1. none
3. Discussion Items
   1. Dean’s Office informal ASC time off (EA/DK)
   2. CEHHS Celebration Ceremony preparation (EA)
      1. Everything is moving forward in unison and seems on track.
   3. Addressing carry-forward professional development and startup funds (DK/EA)
      1. Operationally, all requests must run through Associate Dean Kristan. These requests generate workload and require justification with the Provost. As a result, all requests should have clear expenditure planning and supporting argumentation. Dr. Kristan is approving carryforward right now, but it is unlikely to continue next fiscal year.
         1. Due to the separate tracking of faculty positions across funds, there is an issue of professional development in 48500 being swept and not carried forward as funds in 44401 can roll forward automatically.
      2. The goal is to continue providing professional development for faculty and staff and accomplishing this will require expeditious planning and execution.
      3. Currently carryforward requests of startup funds are being approved.
      4. Startup funds in EL are directly budgeted by EL from the unit’s available funds. The decision-making authority on carryforwards and spending of those funds is under review.
         1. Dean Ayala invited feedback from leadership regarding how long start up funds should be carried forward for faculty.
            1. Discussion surrounded the pros, cons, and varying situations that can affect the duration of startup funds and expanded into the effect the EL MOU and revenue share changes will affect carryforward.
      5. The Deans would like to hear input from faculty not on the committee and invited ideas on how to increase faculty participation in the PD/startup discussion.
   4. Fall 2019 All College Meeting-RTP focus? (EA)
      1. The Dean noted variations across the units’ RTP processes and would like to bring these into alignment.
4. Announcements (All)
   1. Leadership changes
      1. New SoN Director will hopefully be announced near the end of May.
      2. Dr. Iyiegbuniwe will returning to faculty.
      3. Dr. Nessler will be returning to faculty and Dr. Stuhr was elected to the position.
      4. Dr. Kristan was reappointed to a two year term as Associate Dean.
5. Future Items
   1. IPE taskforce (EA)