Executive Leadership Committee
Wednesday, October 18, 3:00-4:30pm
HPNP Room 4102
Summary

Present: Dr. M. Perri, Dr. S. Hanson, Dr. S. Classen, Ms. A. Burne, Dr. S. Nitttrouer, Dr. G. Smith, Dr. P. Qiu, Dr. V. Mai, Dr. G. Hack, Dr. A. Mainous, Dr. L. Cottler, Dr. T. Sabo-Attwood, Dr. A. Blue, Dr. K. Vandenborne, Mr. M. Piucco, Ms. J. Pease, Dr. C. Prins, Mr. G. Gowen, Ms. K. Eddleton, Dr. B. Sevier, Ms. L. Stevens, Ms. L. Guidi

1. NIH Clinical Trails - Guest speakers Dr. Brian Sevier and Ms. Katherine Eddleton shared information about the Office of Clinical Research’s guidance for the NIH Clinical Trial Policy. This policy definition was released in 2014; as of May 2017, updates to the system were made to provide a means of enforcement.

2. Action items follow-up
   a. Teacher-Scholar and Lecturer Positions – Chairs reported back that there are 11 total faculty positions posted: 3 teacher-scholar positions and 8 lecturer positions. Dr. Perri should meet with each candidate prior to hire. AP: This hiring process should be made a priority and updates on progress will be requested during each ELC.
   b. UF COMPASS – Dr. Hanson followed up to find out if chairs wanted a formal presentation. Graduate program materials are being brought online for a pilot program. AP: Dr. Hanson will contact COMPASS regarding this timeline.
   c. Richard Spencer security update – Dr. Hanson reported that classes and work are to proceed as normal. Faculty and supervisors should be flexible with those students or staff that have concerns on attendance.
   d. Academic Program Template – Dr. Hanson - Departments will need to fill out a template for each program: Bachelors, Masters, and PhD. The general definitions of the use of the term faculty: faculty is anyone who teaches as a benefit accruing faculty member, not adjunct, postdoc, etc. FTE teaching computation is as follows: 50% or greater = 1 FTE; less than 50% counts as 1/3 FTE. AP: Programs will complete the template and return to Dr. Hanson by 11-15-17.
   e. ASPPH Webinar on DACA – Drs. Blue and Prins attended the webinar referenced in the 9-20-17 meeting. It is the individuals’ right to be identified with DACA; do not ask students of their status. Refer concerned students to the international center for any advisement including legal questions.

3. New Faculty Welcome Reception – Dr. Perri asked that all new faculty attend; they have opportunity to meet President and Provost.

4. Assistance for Students from University of Puerto Rico – Dr. Perri met with ASPPH representatives on a conference call to discuss assistance for UPR and online courses. AP: ASPPH would like a list of courses available.

5. Date and location for PHHP Holiday Lunch – Dr. Hanson reported that the faculty-staff lunch is scheduled for 12-7-17. The group agreed that the Reitz Union would be an appropriate venue and that staff would be allowed to attend between the hours of 11am-1pm.
6. Counseling and Wellness Presentation – Dr. Hanson shared that faculty might benefit from training and advice on counseling and wellness to identify students in distress and how to respond. There will be two general faculty-staff meetings in the Spring: first meeting to present service awards; second will address this topic.

7. Development update – Lindsey Stevens
   a. Follow up from board meeting – Ms. Stevens is compiling names of top prospect constituents. She will work with each department to develop a plan to cultivate high end donors for a gift. **AP:** Ms. Stevens will send list of the constituents per the Foundation’s policy. This list will be sent prior to meeting with the chairs so they can develop a plan.
   b. Grand Guard is on Nov 17 – 1 RSVP so far; Tom Molloy Medical Technology

8. Instructional design update – Dr. Hack reported that closed captioning for accessibility is possible for larger undergraduate classes. There is a long term plan to have all courses accessible online. **AP:** Dr. Hack will send general information on accessibility.

9. MPH update – Dr. Prins announced that applications are open for MPH Fall 2018 submissions. Public Health Day is Nov 17 and all are invited. Public health faculty are needed for evaluating presentations during public health day. The UF reception at the ASPPH meeting is in Atlanta on November 4 from 6-8pm at the Convention Center; no registration is needed.

10. Staff Council update – Mr. Piucco announced the date for staff development day is being discussed. There is a draft of the staff survey and will discuss with the diversity committee as a potential combined survey.

11. Faculty Council update – Dr. Mai discussed that the council is often approached with grievances. Dr. Ken Gerhardt, retired faculty in SLHS, is the UF Ombudsman and thus potentially grievances should be directed to his office where applicable. **AP:** The faculty council will discuss this option and report back.
   a. There has also been discussion on the travel documentation process. This process was discussed as its necessity.

12. Media update – Jill Pease reported that there was a lot of media reports of the studies by Dr. Deshmukh from HSRMP. There have been interviews in major media outlets. His research will also appear on the Today Show.

13. IT update – Geof Gowan reported on new software that rewrites urls. It has been implemented to reduce malware and phishing attempts. Please report back to Geof if any problems are encountered.
   a. IT is testing a two factor authentication that will offer an additional level of protection beyond username and password. There is an option to opt in to be a tester. This authentication would apply only to login.ufl.edu to prevent accidental disclosure of credentials.

14. Research update – Dr. Cottler
   a. Activity with K01 program and CTSI for the K College is updated on the website for CTSI with templates for assistance in writing a K application. The TL1 program is gearing up.
   b. Opportunity Fund applications are due to office of research on Dec 4, 2017. PHHP can submit 4, each for $100,000. Proposals must include new collaborations.

15. Announcements – All
   a. Dr. Hanson reported that the video monitors on the first floor are now live. Dr. Classen reported 8 OT positions that are currently under recruitment. They are also created a draft community brochure. Ms. Pease will assist with the review and vetting of this brochure. Ms. Burne reported that the raise file will open in November and it will be a merit based pool. Dr. Nittrouer reported that the Dr. Humbert’s grant scored a 5th percentile. Dr. Qiu reported that 2 candidates have accepted their letters of offer. Dr. Mainous has a candidate interviewing on 10-23-17. Dr. Cottler reported that Epidemiology and Biostatistics are co-hosting a seminar in November and a new candidate is interviewing 10-19-17. Dr. Sabo-Attwood reported that Sarah McKune won a grant. Dr. Blue reported that Dr. Pearson’s T (training grant) team workshop is 10-20-17.