Executive Leadership Committee  
Wednesday, May 6, 2015, 3:00 pm  
HPNP Room 4102  
Summary

Present: Dr. M. Perri, Dr. B. Brumback (for Dr. P. Qiu), Dr. L. Cottler, Dr. S. Hanson, Dr. J. Harman (for Dr. C. Mainous), Dr. D. Janicke, Dr. C. Le Prell, Dr. W. McGehee (for Dr. K. Vandenborne), Dr. J. Pomeranz (for Dr. A. Blue), Dr. T. Sabo-Attwood, and Ms. B. Dermott

1. Follow-up items  
   a. PHHP Constitution and Bylaws – Dr. Perri reported that faculty is getting close to completing these documents.  
   b. PHHP promotion and tenure guidelines – Dr. Perri reported that faculty votes on the revised guidelines were 48 in favor and 10 opposed. The revised guideline will be adopted and notice will be sent to the faculty.  
   c. IRB members – Dr. Cottler conducted a drawing to select PHHP’s IRB members and Epidemiology and SLHS were selected. Departments should notify Dr. Cottler of the faculty members who will serve within 10 days.

2. President Fuch’s goal setting – Dr. Perri reported that Dr. Win Phillips has been appointed executive chief of staff and will be responsible for working with the goal setting committee to create a draft. Dr. Fuchs will announce the goals at his State of University address on September 24. Dr. Perri distributed a form created to gather input from stakeholders, and requested that each department complete and return the form by Wednesday, May 13. Dr. Perri noted that these goals are intended to be broad, and should not address issues such as infrastructure. Questions 1-4 apply to university as a whole, and question 5 applies to the individual college.

3. Storage of old files and equipment – Dr. Perri announced an initiative to move files and equipment currently stored in DG to Dauer Hall. Documents that must be retained but do not need to be accessed should be labeled and prepped for moving. Any unnecessary documents should be trashed or shredded as appropriate. Dumpsters will be placed in DG and a week will be set aside for clean-up. A moving date will be identified, and the target completion date is July 31.

4. Event planning – Dr. Perri reviewed the HSC event planning guidelines and made note of several key points. The SVP’s office requires adequate advance notice of events involving UF administration, donors, community leaders, and the like to allow for coordination among multiple events. For example, Dr. Guzick would like
to be present at each of the HSC colleges’ commencement events, so schedules must be timed accordingly. Likewise, Dean Perri would like to attend all department commencement and award ceremonies, and his calendar should be consulted early in the planning process to prevent conflicts. The SVP’s office has created a form to be completed in advance of inviting President Fuchs to any events, which Dr. Perri provided. Dr. Perri also noted that catering for large events should be coordinated through Ann Koralewski in order to take advantage of group discounts. Finally, Dr. Perri reviewed the policies for serving alcohol at HSC functions. He noted that the preference is for beer and wine, with a clear nonalcoholic alternative. The serving of alcohol should end well in advance of the event’s end time. Dr. Perri noted that Ann Koralewski is a great resource for event planning and should be brought into the process whenever appropriate.

5. Development Advisory Board meeting – Dr. Perri distributed responses so far from potential board members, including those who have accepted the invitation to serve and those who are available to attend the board meeting. Due to the low response rate it was agreed to cancel the in-person meeting on May 15. Instead, chairs will hold department board conference calls. APs: 1. Chairs will call the non-respondents to get a firm response. 2. Chairs will contact those who agreed to attend the board meeting to explain the change of plans and arrange the call. 3. Lindsey Stevens will provide talking points for the calls.

6. Research update – Dr. Cottler reported that the Grants Core is in transition and asked the chairs notify her of any issues.

7. Announcements – All
   a. Dr. Cottler announced that Epi has nine PhD students starting this fall.
   b. Dr. Harman announced that HSRMP has two faculty candidates visiting this week. The department has up to 28 new MHA students.
   c. Dr. Janicke announced that four CHP students received outstanding poster awards at a pediatric conference and one student received an outstanding poster award at a concussion conference. Dr. Brenda Wiens was awarded a grant from Columbia County that will support one post-doc and cover her salary.
   d. Dr. McGehee announced that DPT has 70-71 incoming students.
   e. Dr. Le Prell announced that SLHS has one PhD and 7 AuD students entering this fall. Dr. Ianessa Humbert will be starting this summer, and Dr. Susan Nitttrouer, the new chair, will start in September.
   f. Dr. Brumback announced that Biostats has four PhD, 11 MS and 5 MPH students starting in the fall.
   g. Dr. Foss announced that MOT has 47 students starting on Monday and 47 students out on their first clinical rotation. Pre-proposal for the OTD is being reviewed by the state. Seven students had posters and all department faculty members presented at a recent social AOTA conference.
   h. Dr. Sabo-Attwood announced that EGH has 3 confirmed PhD students and 3 MHS students for the fall.