Executive Leadership Committee  
Wednesday, July 20, 2016, 3:00-4:30 pm  
HPNP Room 4102  
Summary

Present: Dr. M. Perri, Dr. M. Bishop (for Dr. Vandenborne), Dr. A. Blue, Ms. A. Burne, Dr. L. Cottler, Dr. J. Foss, Dr. S. Hanson, Dr. A. Mainous, Dr. S. Nittrouer, Dr. C. Price, Dr. P. Qiu, Dr. T. Sabo-Atwood, Dr. G. Smith, Mr. G. Gowan, Ms. J. Pease, Ms. L. Stevens, and Ms. M. Keramidas

Special guests: Ms. Sara Gould and Ms. Julia Fleming from the Career Resource Center

1. Dr. Perri introduced Sara Gould, new career resource liaison for the college, and Julia Fleming, who is Sara’s supervisor and will serve as back-up to help with the workload or in Sara’s absence. Sara’s job duties include assisting with recruitment into our graduate programs and job placement for our graduates. Dr. Hanson said that having Sara as our liaison should provide more structure to the college’s career resource services. Dr. Hanson informed the group that Sara offered individual student appointments to undergraduates, graduates, and professional students. Please encourage students to take advantage of this opportunity.

2. Chair evaluations – Dr. Price informed the group that the chair evaluations were with HR. AP: Dr. Perri said feedback was needed on how the modifications were handled. He would be ok with an email to follow-up.

3. PHHP family picnic – Dr. Price informed the group that Dr. Barnett had put together a survey for faculty and staff concerning the PHHP family picnic which has previously been held on Homecoming Friday. The survey results indicated that Homecoming was not a good time. The most popular times to hold the picnic would be on a Saturday or Friday evening in the spring. AP: Dr. Perri said it would be nice to have a qualitative summary for review.

4. Action items follow-up
   a. Ad hoc faculty travel committee – Dr. Perri provided a hand-out with the names of department representatives and announced the travel committee will meet on a regular basis in August. The purpose of the meeting is to establish a travel policy for the college to ensure we are following state regulations for all travel. Dr. Guzick asked for PHHP’s travel policy to be similar to the College of Medicine’s policy because of shared faculty.
   b. Faculty evaluation letters – Dr. Perri reminded the group the goals needed to be standardized. A document was provided with the latest iteration of the four
categories for the overall evaluation section: exceeded all goals, met all goals, met majority of goals, did not meet the majority of goals. This will replace the summary section next year. Categories are explained in the incentive plan. **AP:** Dr. Perri will send an email to faculty with an explanation; however, this will not be done until next year.

c. FAR (due August 1) – Dr. Perri asked Ms. Burne to provide a video tutorial with instructions on entering information into FAR. Dr. Perri asked chairs to please send their FAR’s to him for review.

d. Tenure and Promotion (outside letters due September 30) – Dr. Perri reminded the group to please send thank you notes to the outside letter writers. We might want to use these people again as reviewers.

5. IT update – Mr. Gowan announced that David Cortes was leaving and they would be recruiting for a replacement. Mr. Gowan provided a hand-out of data storage options for UF faculty. He gave a demonstration of the UF Dropbox and File-Express systems. He said UF bought 125 terabytes of Dropbox storage for educational purposes. Mr. Gowan said he could install Dropbox on faculty computers. Faculty can also install on their home computers. These systems are not for use by staff or students. Staff and students have access to their personal Dropbox accounts. Mr. Gowan explained File-Express is not a long-term storage option, but can be used to create a short term folder to upload data to.

6. Media update – Jill Pease reported that Dr. Cottler’s article on Stimulants Misuse was featured in Family Circle Magazine. Dr. Chen was interviewed by TV20 on his Marijuana Initiation study and the news release was picked up by News4 Jax, Medical News Today, and newspapers in Fort Myers, Naples, and Charlotte County. Dr. Mainous was interviewed by Health Day, Diabetic Lifestyle, and NBC News on his Prevalence of Prediabetes in People with Healthy Weight study and the news release was picked up by GMA, Web MD, *US News & World Report*, Health Magazine, MSN, United Press International, and the *Philadelphia Inquirer*. Dr. Mainous was invited to appear on the TV 20 Medical Spotlight and on Commenting for the Conversation. An interview with Dr. Janicke and clinical psychology doctoral student, Sarah Stromberg, aired on TV20 on Wednesday, July 20, on their Release on Serving Sizes Parents are Serving Kids study. The news release was picked up by Health Day News, United Press International, *US News & World Report*, Parents Magazine, and many TV stations (New Orleans, Kansas City, Tucson).

7. Development update – Ms. Stevens reported that the Gator 100 nominations are underway now through September 15. The Gator100 honors the 100 fastest-growing, Gator-owned or Gator-led businesses in the world. She asked for nominations and said there are usually over 300 nominations or applicants.

   a. Advisory Board Meeting (September 9): Ms. Stevens provided a hand-out of the meeting agenda. She asked for ideas on breakout session topics. **AP:** Dr. Perri asked the chairs how they wanted to structure this. This year’s meeting will have a dinner following the meeting. Student presentations at the board meeting were discussed. Dr. Vandenborne suggested splitting up the student presentations
perhaps having 4 presentations and then having 4 scholarship recipients talk about their scholarships. Presentations should be kept to 5 minutes including time for donor questions. **AP:** Dr. Perri asked that each chair nominate a student from their department to present. He asked chairs to send names to Mary by August 2 with an honest appraisal of the content and style of the student’s presentation. Dr. Perri will review before the August 3 ELC meeting. Ms. Stevens sent list to chairs with names of people who have RSVP-ed for the September 10 reunion. She has acquired more football tickets. Ms. Stevens asked chairs to decide if departments want to have an in-person department based board meeting in the spring that would replace the conference calls that were done in the past. Ms. Stevens reported that the fiscal year had ended. The college had a great year and raised $2.9 million.

8. UF Grad School funding Opportunity – The grad school is matching funds up to $5K to assist in recruiting underrepresented minority PhD students to enhance student diversity. Dr. Hanson said to make sure people are aware of this opportunity.

9. Dr. Cottler reminded the group about the Faculty Enhancement Opportunity Award Applications for Spring 2017. The proposal deadlines for this year are as follows:
   - **September 5** – submissions due to PHHP for internal review by the Research Committee (send proposals via email to Erica Boyd at ericalboyd@ufl.edu by 6pm; attach a single electronic file in PDF format, following 2016 FEO Guidelines)
   - **September 19** – reviews returned to applicant by Research Committee
   - **October 5** – Proposal due back to Erica Boyd for Associate Dean for Research to upload to Provost. Awards are to be used between January 1 and June 30, 2017.

10. Research update – Dr. Cottler provided a copy of the PHHP All Award Receivables. The college was up by 53.6% for the 2016 cumulative totals as compared to 2015.

11. Communique space renovations – Dr. Blue provided a copy of the proposed first phase of renovations for rooms CG11, CG14, and CG74. CG11 will be shared by PHHP and dentistry. This room will also be converted to a testing center, when needed. The other two rooms, CG14 and CG74, are student lounges.

12. Announcements: All
   a. Dr. Cottler announced Dr. Prosperi was granted permanent residency.
   b. Dr. Sabo-Attwood announced Dr. Eric Nelson has a joint appointment with pediatrics and environmental and global health starting September 1.
   c. Dr. Foss announced Paul Arthur will start as a new faculty member August 16.
   d. Dr. Blue said APEC, with dentistry and public health, has expanded to include PT, OT, APA, and Vet Med. Dr. Blue doesn’t know how this might be reflected in future accreditations.