Executive Leadership Committee
Monday, February 18, 2019 | 3:00-4:00pm
HPNP Room 4102
Summary

Present: Dr. M. Perri, Dr. A. Blue, Ms. A. Burne, Dr. S. Classen, Mr. G. Gowan, Dr. G. Hack, Dr. S. Hanson, Mr. K. Jackson, Dr. A. Mainous, Dr. W. McGehee (on behalf of the Faculty Council and Dr. K. Vandenborne), Dr. S. Nittrouer, Ms. J. Pease, Dr. P. Qiu, Dr. G. Smith, Mr. S. Wagner, Ms. L. Guidi

1. Development update – Mr. Wagner shared updates from the development office. For FY19, fundraising stands at over $4M towards the $2M goal, in part due to a recent estate gift. For the capital campaign, PHHP currently stands at $18.35M of the overall $20M goal. Ms. Diane Gagnon has taken another position on campus so Mr. Wagner should be contacted directly. Prior to her departure, Ms. Gagnon will set up quarterly meetings with the chairs. Finally, Stand Up & Holler Giving Day will be Tuesday, February 26.

2. Media update – Ms. Pease also discussed Giving Day and asked that social media posts be shared on department and program pages. Dr. Mainous’ study on heart disease risks among sedentary adults has continued to receive news attention. Dr. Cottler was interviewed regarding painkiller use among retired NFL players. Dr. Stephen Huo was interviewed regarding an upcoming lung cancer study. UF shared a news release on a study by Drs. John Lednicky and Gabriela Blohm regarding rise of vaccine preventable disease in Venezuela. Dr. Blohm has also been asked to write an article for the Conversation to expand on this topic and the challenges scientists face in the country.

1. IT update – Mr. Gowan shared that good progress is being made on the upgrades from Windows 7 to Windows 10, but he is hoping for more volunteers. He further shared that a new initiative from UF called One IT will manage restrictive data in the academic realm. In preparation for this new system, Mr. Gowan asked that the chairs remind their faculty to be aware of where restrictive data is stored locally so relocation will be more efficient.

2. Staff council update – Mr. Jackson shared that the group is continuing to plan for the PHHP Staff Retreat. The retreat will focus on teamwork and culture in the workplace with Dr. Amy Blue as the guest speaker. The invitation was sent recently and 61 staff members are registered.

3. Action items follow-up
   a. Competencies follow up – Dr. Hanson recently provided the updated college competencies list to the Program Directors with a request for information on how each program currently covers the items. The due date for this information is mid-March.
b. Teacher-Scholar and Lecturer positions: status of hirings – The Chairs reported that of the 15 total positions, seven are signed and eight are open or interviewing. Chairs are reminded that if the position cannot be filled within the department, they should inform Dr. Perri as soon as possible.

c. Outside disclosures and travel – Dr. Perri shared reminders regarding outside disclosures and travel authorization. These forms must be submitted and approved at least 10 days prior to travel. New disclosure and travel forms are being developed with corresponding first level training for faculty and staff. Visiting scholars to UF should be discussed with the Dean’s Office before an invitation is issued. UF faculty who visit international locations for professional or scientific activities (ex. lecture, seminar, research, etc.), will need to gain chair and Dean’s Office approval before accepting an invitation. An honorarium, accepted or not, should be specifically stated in the disclosure. **AP:** Dr. Perri will send an email to faculty and staff stressing the importance of the issue.

d. Fund administrator – Ms. Burne clarified that the role of fund administrator is not automatically revoked when there is a change in personnel. The department DSA or their backup need to remove the PeopleSoft role and subsequently notify the foundation, where necessary.

4. Guest lectures – Dr. Perri reminded the group to encourage faculty to practice collegiate cordiality. When asked to guest lecture by another UF department, they should do so, if possible.

5. Spring enrollment – Dr. Blue shared enrollment numbers for the spring. Numbers have increased overall as a college with the Bachelor’s program showing the largest increase.

6. National Center for Faculty Development & Diversity (NCFDD) – Dr. Blue shared that access to this website has been provided for by the Provost’s office. The website contains useful information for faculty development. The group is asked to encourage faculty to take advantage of the resources, which are especially helpful for junior faculty, postdocs, and graduate students. Access is located at [www.cdo.ufl.edu/find-resources/ncfdd/](http://www.cdo.ufl.edu/find-resources/ncfdd/).

7. Instructional design update – Dr. Hack shared that Mr. Lior Flum will begin as a new instructional designer soon. He also shared that faculty are encouraged to attend Curriculum Committee meetings. Faculty participation provides insight and streamlines discussions.

8. Faculty council update – Dr. McGehee shared that the faculty council will be discussing new faculty onboarding and orientation. He is hoping for feedback from departments on individual departmental processes for onboarding.

9. Administrative update – Dr. Perri shared that the Outstanding Alumnus of the Year is Dr. Barbara Connolly. Dr. Perri will send a follow up soon to confirm her attendance at the Spring Recognition Ceremony. Dr. Hanson will also send a follow up letter.

10. Announcements – All
    a. Dr. Smith shared that both Dr. Russell Bauer and Dr. Peter Lang have received excellent scores on separate NIH grants as PIs.
    b. Dr. Sabo-Attwood shared that there will be a contest this week to name the new wellness platform. This naming opportunity is open to all PHHP faculty, staff, and students.