

**ESPG Meeting**  
**February 22, 2008**  
**1 pm – 2:30 pm**

Draft Minutes

**Attendees:** Donny Smoak, Joseph Dorsey, Barnali Dixon, Erika Asano, Jim Krest, Chris Meindl, Kathy Carvalho, Deby Cassill and Bob Wang. A quorum of six voting members was needed. Eight voting members attended.

**MINUTES FROM LAST MEETING:** Minutes from the last meeting were approved. Bob Wang volunteered to put our minutes on our web-site. Thank you, Bob.

**ASSOCIATE CHAIR:** Ten (10) ballots were placed in a box (including 3 proxies). The Balloting Committee (Erika and Deby) left the room, counted ballots, and tallied the results as follows:

|                |         |
|----------------|---------|
| Henry Alegria: | 7 votes |
| Chris Meindl:  | 2 votes |
| Blank ballot:  | 1       |

The tally was announced and Chris Meindl was congratulated for not winning! Condolences go to Henry Alegria who will be notified of his new responsibilities as Associate Chair via email. We have much to accomplish this year and we have a good team to lead us. Recognition and many thanks to Rebecca Johns and Melanie Whitmore for their efforts on our behalf as Associate Chair over the last several years. Job well done to both colleagues!

**Annual Review Committee:** Deby Cassill, Chris Meindl and Donny Smoak were nominated for this committee. Kathy Carvalho moved to accept these nominees. Chris Meindl seconded the motion. The nominees were approved with a unanimous vote (7:0; Chair abstained).

**Curricula Committee:** Erika Asano, Kathy Carvalho and Joseph Dorsey were nominated for this committee. Deby Cassill moved to accept these nominees. Chris Meindl seconded the motion. The nominees were approved with a unanimous vote (7:0; Chair abstained) Their assignment includes coordinating course expectations with the Advising Office staff and our Scheduler, Melanie Whitmore.

**Graduate Program Committee:** Henry Alegria, Barnali Dixon, Chris Meindl, and Melanie Whitmore were appointed by the Chair for this committee (Article VII.4.3.). Their first task is to define the role that this committee will play in moving our graduate students through the program in a timely manner.

**By-Laws Committee:** Deby Cassill and Jim Krest were appointed by the Chair for this committee.

**Budget Committee:** Erika Asano, Kathy Carvalho, Barnali Dixon and Bob Wang were appointed by the Chair to this committee.

**University Lab Field Safety Officer:** Bob Wang was appointed by the Chair to be the Officer at USFSP and to be our representative at system-level meetings in Tampa.

**New Building Committee:** Jim Gore is a committee long-term committee member. Henry Alegria, Kathy Carvalho and Jim Krest were appointed by the Chair for this committee also.

**Course Substitution:** Chris Meindl moved that each faculty member handle course substitutions as needed. If the Chair receives course substitutions, he can route them for comment as he sees fit. Kathy Carvalho seconded the motion. The motion was passed by unanimous vote (7:0; Chair abstained).

**Voting Rights:** Donny suggested that we table further discussion of voting rights until our by-laws are revised and approved by majority vote.

**TIME FRAME:** The Chair, Donny, asked that all committees meet within the next two weeks. In one month, each committee will report its progress

**NEXT MEETING:** Friday, March 21<sup>st</sup>, 1pm, Davis 124

Minutes Drafter: Deby Cassill, Acting Minutes-Woman