

Minutes of the meeting of the  
**Executive Committee**  
SUNY-Downstate College of Medicine  
January 5, 2015

---

**Present: A. Norin, K. Powderly, S. Eisner, A. Ginzler, R. Twersky, D. Lemke, P. Maccabee, M. Hammerschlag, V. Anderson, R. Kollmar, H. Siddiqi, R. Viswanathan, R. Joks, K. Williams, S. Miller, H. Moreno**

Guest speaker: Dr. Merlino, Vice President for Faculty Affairs and Professional Development, Professor of Clinical Psychiatry

Dr. Merlino gave biographical information about himself. Dr. Merlino stated that his field of Medicine is Psychiatry and he has been involved in Clinical Psychiatry largely on the Administrative side. Dr. Merlino was Director of Psychiatry at Queens Hospital Center. Most recently, Dr. Merlino was the Deputy Executive Director at Kings County Hospital where he headed up the Behavioral Health Division in the Department of Psychiatry for 5 years. Dr. Williams asked Dr. Merlino to join his cabinet as the Vice President for Faculty Affairs and Professional Development. Currently, there is an office called Faculty Affairs. At this time there is a temp worker. Dr. Merlino stated that he is in the process of finalizing a job description for both an administrator and an office manager. Dr. Merlino stated that he has an open door policy and some faculty members have already spoken to him regarding faculty issues. Dr. Merlino stated there is a web page which he inherited from the Faculty Development Initiative. It has a calendar and upcoming events will be posted. His office is located near FM&D in the Basic Science Building. He stated that if anyone has any questions, feel free to email them to him.

Dr. Merlino stated that his position is to assist the Deans, Chairs and others in a variety of different responsibilities. The position has three components: Recruitment and Retention of Senior Leadership in the different colleges and schools, workshops and research.

### **Recruitment and Retention**

Currently there are two searches that he is coordinating between the Executive Search committee firm and SUNY Downstate. One is the Dean of the College of Medicine and the other is the Dean of CHRP. The search committee for Dean of the College of Medicine is underway. The committee has interviewed one of the six finalists. The search committee will interview the five finalists by Feb 11, 2015. Once the interviewing is over, the committee will give Dr. Williams an unranked list of finalists. This was recommended by the Executive Search firm in order not to create prejudice against the candidates. The position for Dean for CHRP statement and advertisement has gone out. The search firm is in the process of finding suitable candidates. Dr. Putman will head the search committee for CHRP.

Dr. Merlino was asked questions regarding the search for Dean of COM:

1) Was the job description advertised?

The description was advertised in various journals and executive position search formats.

2) Will the President meet with the candidates?

Dr. Merlino stated that the search committee would conduct the first interview with the candidates. Once the search committee prepares the final list, those candidates will meet the President.

3) Will the Executive Committee members meet with the candidates?

Dr. Merlino stated that the candidates would be meeting with Vice Deans and Associate Deans. He is not aware of any committees meeting the candidates.

4) Has the research function been split off of the other function of the Dean of the College of Medicine? Would that influence the candidates that you are interviewing? Will this candidate have the title of Senior Vice-President for Research?

The candidates have to have experience in and support for research. The question whether it will be split off is under the discretion of the President. The person who is selected as Dean will not have the Research title.

5) Do any of the candidates have a heavy research background?

Dr. Merlino stated that there are some candidates that have experience in research?

6) Is there an ongoing search for a Senior Vice-President of research?

Dr. Merlino stated the he was not aware of one at the moment.

7) What was the role of the search committee and the executive search firm? Does this firm have experience?

Dr. Merlino stated that the Executive Search firm is Korn Ferry, which is a highly regarded firm. The Executive Search firm works for the University and they take the lead by helping the committee develop an overview of the university, what the university is looking for, then they work with the search committee in finding suitable venues to advertise and use their contacts to draw a list of candidates to present to the search committee. The Executive Search committee works with SUNY Downstate in terms of scheduling, appointments, flight/hotel arrangements etc. for the candidates. They also help the search committee compile a list of ratings for each of the candidates and then work with the committee to make final selections. Dr. Merlino stated that the firm has experience. It is one of the highly regarded search firms in the country.

### **Work groups**

There are two work groups that the office of Faculty Development is looking at. They are the teaching academy and mentoring group. The teaching academy work group is a group of people that has been put together from the recommendations of the Deans and Chairs and self-nominations. Currently they are looking at a three-pronged approach to put together a program for 2015. There will be monthly workshops starting in Feb 2015. Speakers will be from the Metro area. They can do presentations on their areas of interest to faculty. The middle track will be a quarterly presentation in which speakers from outside of SUNY Downstate will be invited to conduct a presentation. The quarterly presentation will have breakout sessions followed by a faculty mixer. This quarterly presentation will be campus-wide. The goal is to meet faculty outside of their area and get cross-fertilization between the different schools and colleges. The objective is to promote teaching and research. There will be a variety of topics. Some will be geared towards grant writing. Other topics include: How to work with the millennial learner and how to do an interactive lesson with 200 students as well as 12 students.

Professional development events will be scheduled twice in the day to ensure faculty attendance. There was a wine and cheese mixer for new faculty in the summer. It was a nice feeling and got positive feedback. There will be a budget for four more mixers in the year. There will be a semi-annual symposium with break out sessions and a faculty award presentation following that. The Mentoring work group has been active. Topics that are being discussed are what are the

issues that are unique to junior faculty? What are the needs for mid-career people and what are the needs for people who are retiring? There is a task force on campus culture which Dr. Williams appointed Dr. Jeffery Putman to co-facilitate. The subject is faculty, staff and student well-being.

One thing that will be coming next month for CHRP and the College of Nursing is the AAMC faculty survey. COM faculty will receive the survey in March 2015. It's an evidence-based survey that focuses on campus life. It looks at issues such as compensation, transparency, and support from administration, collegiality from chairs. There will be 45 questions and it will be anonymous. AAMC will help benchmark with other SUNY institutions. These questions will be sent by email from AAMC. They will collect the data and will destroy it in two years. The results (30 page summary) will come back to Downstate in late May or early June. Chairs can take a look at it.

### **Research**

There will be a special interest group dedicated to the research track.

### **Presiding Officer's**

The semi-annual meeting will be January 28, 2015. The President and Dr. Sass will speak.

Dr. Norin stated that Dr. Allen Ginzler is the new chair of Research, Resources and Budget. Dr. Norin will meet with the committee and charge them with looking at research issues that were raised at the Executive Committee meetings.

Dr. Norin is looking for a co-chair for the nomination committee. Dr. Nowakowski, has stepped down as co-chair. Drs. Anderson and Hammerschlag volunteered to work with the Dr. Bodis-Wollner, co-chair of the nomination committee. Dr. Norin would like for the nomination committee to recruit faculty members to participate in faculty governance.

Dr. Norin talked to two faculty members and they seem interested in chairing the faculty and professional staff personal policy and appointment sub-committee. CAPQ is the operational group that uses those policies. Within the next two weeks, he will email everyone the name of the potential chair and ask for approval.

Respectfully submitted,  
Kathleen E. Powderly, PhD