

CHBS Leadership Team Meeting
Wednesday, April 19th, 2017
Dean's Conference Room, CHBS 3030

Attendees: Kate Hawkins, Paul Witkowsky, Matt Smith, Jeff Aspelmeier, Guy Axtell, Kim Gainer, Tonya Corbin, Sharon Roger Hepburn, Rosemary Guruswamy, Steve Owen, Paige Tan, Beth Lyman, Deborah Kitts and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to order at 2pm.

Minutes from 3/29/17 approved as written.

Guest: Dr. Andrea Zuschin, who is serving in the role of Retention Specialist in the Office of the Vice President of Student Affairs.

Reports

- Dean Kate Hawkins
 - 2.6% cut for FY18 per President Hemphill at the Staff Senate meeting this morning. This is still be finalized and signed by the Gov.
 - Door swipes on 1006 and 1009 are being looked at so that they can be left open all the time.
- Interim Associate Dean Kim Gainer
 - CORE Report:
 - Motions are going being brought up to faculty senate.
 - CHBS Building use has already increased. Looking to open as many additional rooms as possible.
 - Senator Elections are currently going – due to the Deans Office by Monday at 5pm.
- Administrative Assistant Stacey Griffin
 - FLAC review has began, CHBS Departments have been contacted to review records and to double check SIAASGN.
 - Admins out Wednesday, April 26th for Administrative Assistants appreciation luncheon.
 - Monies have been returned to the College, to be spent by the end of FY17. Email one time requests to Stacey for addition to the “wish list”.
- Assistant to the Dean Kerie Benson
 - Card Swipe list for students including graduate students if those are
 - Additional furniture to be here week after commencement.
 - Graduate reception from 3pm-5pm.
 - Reservation request – please use “RESERVATION” in the title of the email.
 - Printed fliers that are being shown on digital signage are also being found physical in the building. Note that Deans Office staff will be removing.

Old Business

- Situational Awareness Policy: How to distribute to faculty
 - Approved to email out to the faculty.
 - Will bring up at the College Meeting in August.
- Spring 2017 Commencement: Need faculty counts per department/school
 - No tent has been confirmed.
 - Meeting with Dean Hawkins, Dr. Santropietro, Dr. Gainer and CHBS Advising staff tomorrow morning.
 - Faculty numbers clarified.
- Action Item: Motion re/Teaching Online
 - Moved by Dr. Witkowsky, Second by Dr. Guruswamy
 - Unanimous in favor.

New Business

- New Chair for Foreign Languages and Literatures discussed.
- Use of space in the CHBS building
 - Reconsidering the use of space for 4700, 4800, 5500 and 5600.
 - Looking to reallocate space for a Writing Center.
 - Everything in those spaces needs to be cleared out by the end of this year.

Good of the order

- Thanks to Guy Axtell for stepping in as Acting Chair for PHRE.
- Thanks to Tanya Corbin for stepping in as Acting Director for IDSL.
- Special Thanks to Paul Witkowsky for his role as Interim Chair for FORL.
- Congratulations to Matt Smith for surviving the first year with COMS and within CHBS!

Adjourned at 4pm