

Leadership Team Meeting Minutes
Monday, December 12, 2016

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

Call to order at 2:30pm.

Minutes from 11/30/16 approved as written.

Reports:

- Dean Hawkins:
 - FY18 Budget Saving Plan discussed.
- Dr. Gainer:
 - Discussion about the training to be offered by Cherie Durbin. Training possible for February 3rd.
 - Building utilization during open hours – peaked at 200 students studying.
- Stacey Griffin:
 - Admin retreat to take place Thursday, January 5th 2017 from 11am. Admins will not be in the office that afternoon.
 - Travel of four or more only needs approval from the Provost Office. These no longer have to get Presidential Approval. International travel still requires Presidential review and approval.
- Kerie Benson:
 - Research Compliance will be moving up onto the fifth floor.
 - Hallway directional signs to be sent to Kerie for review.

Old Business:

- Work study best practices for CHBS, reviewed.
- Action Item – Vote on report from subcommittee re/Graduate Faculty Status.
 - Motion to approve – seconded.
 - All in favor.
 - Will be posted to the CHBS Deans Webpage.

Adjourned at 4pm