

CHBS Leadership Team Meeting  
Wednesday, February 14th, 2018  
Dean's Conference Room, CHBS 3030

Attendees: Kate Hawkins, Rosemary Guruswamy, Robert Williams, Matt Smith, Sharon Roger Hepburn, Mary Ferrari, Paul Thomas, Deborah Kitts, Steve Owen, Matthew Turner, Beth Lyman, Kim Gainer and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to order at 2:00pm

Minutes from 1/31/18 approved as amended to reflect Mary Ferrari was in attendance.

### Reports

- A. Dean Kate Hawkins
  - 1. NRCC Guided Pathways
    - a. Discussion about way to smooth the transfer process between RU and NRCC.
  - 2. Travel and PR-40 deadlines
    - a. Renewed emphasis on submitting paperwork in a timely way.
  - 3. Meetings with first-year CHBS faculty members
    - a. All have been scheduled at this time.
  - 4. New CHBS Associate Director of Advancement
    - a. Dr. Carter Turner is the new CHBS Associate Director of Advancement.
- B. Associate Dean Kim Gainer
  - a. If there are continued issues with the Scholarship site let Dr. Gainer know.
  - b. Open House on the Feb 24<sup>th</sup> working on confirming Ambassadors.
  - c. Working on a records retention project; how quickly can information be accessed.
- C. Administrative Assistant Stacey Griffin
  - a. Base Budget Development is currently taking place until 21<sup>st</sup>.
- D. Assistant to the Dean Kerie Benson
  - a. Housekeeping in the building (and all over campus) is being reviewed.
  - b. Entrance on the main street is consistently locked, Kerie to follow up with Facilities.

### Old Business

- A. Projecting fiscal-year-end budgets
  - a. Stacey will be sending out the new Spending Plans this week.
- B. Update on searches
  - a. COMS – verbal offer has been extended
  - b. PSYC – PR40 has been submit
  - c. POSC – Interviews in progress

- d. ENGL – verbal offer has been extended and also on-campus interviews to take place next week.
- e. Advising Center Director search to begin ASAP.
- C. Implementation of Radford University’s Strategic Plan
  - a. Dean Hawkins will follow up with Military Science.
  - b. Collate the areas that have the most cross over for further discussion.

New Business

- A. Summer intersession policy
  - a. We have approved policy from 2016-17 Summer Intersession.
- B. Policy on banners in the building
  - a. No Banners in the building – Moved and Approved.
- C. Matt Smith re/graduate class on Pedagogy in COMS available to CRJU, ENGL and PSYC.

Adjourned at 3:40pm