

CHBS Leadership Team Meeting
Wednesday, November 4, 2015

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

Call to order at 2:02pm

Introduction of Guests: Planning for the move to the new building.

- Jorge Coartney, Executive Director for Facilities Management and Mike Biscotte, Director of Facilities, Planning and Construction.
 - Will be having meetings with individual units to discuss the move and how to coordinate all the various pieces. Kerie will assist in setting up meetings for Departments/School to meet with member from Facilities Management.
 - Furniture order anticipated to be placed early January 2016.
 - Move could begin as early as June 1st with anticipated completion by July 31st 2016.
 - Box labels need to say where the boxes are coming from and where they are going to. Use the appropriate room numbers.
 - There will be a carpenter in the new building for the first two weeks, to help with hanging pictures, with any issues with desks and other needs that may be encountered.
 - Boxes are available; all requests are to be coordinated through Kerie.
- Beth Ratcliffe, Manager of Financial Reporting.
 - Provided information about where to find the information for records retention. Confirmed we are bound by the States policies regarding the destruction of the official paper copy of documents.
 - Scanned documents are allowed to be the “official” university record. Paper copies of these scanned items can be shredded.
 - Working towards having College “shred-fest” during Spring Break.

Minutes from 10/21/15 approved as written.

Reports

- Dean Kate Hawkins
 - Career Service Search – no movement.
 - Assistant Provost Search – moving forward.
 - FY16-17 is still \$200K off. Anticipate that will have to use FTT for open tenure positions.
- Associate Dean Tod Burke
 - No nominations for At-Large, remains open.
- Administrative Assistant Stacey Griffin
 - No update.

- Assistant to the Dean
 - Still waiting for faculty meeting times to assess small classroom needs.
 - Graduate Luncheon scheduled for Friday, April 29th 2016, in Muse Banquet Room.
 - Reminder to send updates from all areas/departments to Kerie.

Old Business

- Information re “supervised field experiences” in DC.
 - Has been sent forward.
- Start-up funds for new faculty
 - If there are changes send an email with Chair/Director approval and copy the Dean.
- Continuing problems with websites.
 - Most problems have apparently been resolved.
- Revised schedule for academic program review.
 - Is going forward this year.
 - Faculty Senate for comment, then provost.
 - 15-16: None for CHBS - All in Waldron College.
 - 16-17: PHRE, CRJU, PSYC.
 - 17-18 PsyD, Ed Specialist, COMS, FORL, Media Studies.
 - 18-19: HIST, POSC, SOCY, Social Science.
 - 19-20: IDSL, ENGL, Bio-Ethics Certificate, Teaching Language Arts Certificate.

Adjourned at 4:02pm.