

CHBS Leadership Team Meeting  
Wednesday, March 4, 2015  
2:00-3:00 p.m. (note truncated time)  
RU 117

Attendees: Kate Hawkins, Sharon Roger Hepburn, Sandy French for Lynn Zoch, Paul Witkowsky for Rosemary Guruswamy, Carter Turner, Sarah Hastings for Hilary Lips, I-Ping Fu, Paige Tan, Lori Elis for Steve Owen. Stacey Griffin served as recorder for the group.

Absent: Lynn Zoch, Rosemary Guruswamy, Steve Owen, Tod Burke, Hilary Lips

Call to order at 2:02pm

Remove "Agenda" from the title line. Minutes approved as corrected.

#### Reports/Reminders

- Associate Dean
  - No update.
- Assistant to the Dean
  - Trying to find a time for the Graduate Student luncheon at the end of April along with the Graduate Coordinators.
- Administrative Assistant
  - A&OII will be reviewed by HR for A&OIII and an increase from payband II and payband III. Need position descriptions reviewed and updated in PeopleAdmin.
  - Reminder budget close out for FY2015 due to Stacey March 20<sup>th</sup>. This includes having as many appropriate encumbrances entered as possible. If monies can't be encumbered by the 20<sup>th</sup>, then additional information needs to be submitted for clarification. More details will be provided to the Administrative Assistants on Monday, March 9<sup>th</sup> 2015.

#### Dean's Report

- Budget savings plan update
  - The budget for the Commonwealth goes to the Governor, who has veto power until the middle of April. It will be even later than that before we know enrollment figures and the tuition increase (if any).
- Update on new academic building
  - KSA, the interior designers who are recommending furniture, will be on campus Thursday, March 12<sup>th</sup>. The CHBS Building Planning Committee will be meeting with them.
- Update on academic program review
  - Academic Program Review Committee had to come up with a plan for how to do academic program reviews in the future. It is currently

being prepared for faculty review and comment. Council of Chairs is discussing it on Friday, March 6<sup>th</sup>. The Dean will meet with the Academic Program Review Committee on March 27<sup>th</sup>, so please send reactions to the plan to the dean before then.

#### Old business

- Administrative support
  - Talking with the other Deans about their needs and will go to AALT meeting when all information has been gathered and a plan produced for how to meet our needs.

#### New business

- Summer School Budget
  - The college's summer school budget was calculated based on an average of the past three years' CHBS summer school costs. As a college, we are currently over budget by \$15,000-\$20,000, so that means review of the planned summer schedule is needed. Each department/school has to break even for all the summer sessions combined. Only have to cover faculty salary and FICA (7.65%) as direct costs. Must base faculty salary on 3% per credit hour. We will not negotiate lower salaries this year.
  - Please review summer school schedule to see if adjustments are needed before fall registration begins in early April. Number of students registered in class X 70% = use that number, along with tuition revenue per credit hour to calculate projected revenue. Still waiting to know what this year's number is per credit hour once it has been determined by Academic Budgets.
  - If you see a cancellation that needs to be made go ahead and make those decisions now. We will need to make quick decisions about classes to remain open or be canceled. Those decisions need to be made as soon as the majority of fall preregistration has taken place.
- Funds for travel related to searches in excess of what was originally provided by the Provost's office will be reimbursed to departments. Provide Kate with the information and it will be forwarded to the Provost's office for reimbursement.
- Has Sociology CAPACS accreditation annual fee been paid? Dr. Turner to find out if it has been paid for this year.

Meeting adjourned at 3:05pm