

CHBS Leadership Team Meeting
Wednesday, November 9th, 2016
Dean's Conference Room, CHBS 3030

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

Absent: Kerie Benson

Call to order at 2:02pm

Minutes from 10/26/16 approved as written.

Reports

- Dean Kate Hawkins
 - 7.5% budget reduction plan for FY18. It has been determine that \$3.165M is to come from Academic Affairs.
 - Meeting on November 16 at 3-5pm to review open positions for August 2017 to determine a College rank order.
- Interim Associate Dean Kim Gainer
 - Deans Scholar Ceremony and Reception will take place, Saturday, April 8th 2017 from 2-4pm in the Bonnie Combo room. President Hemphill will be in attendance.
 - Graduate Student Award Reception will take place on Friday, April 28th 2017 from 2-4pm in the Bonnie Combo room.
 - New Department initiatives requests due to Dr. Gainer by close of business Friday (11/11/16).
- Administrative Assistant Stacey Griffin
 - Reminder that Fall 2017 schedule grids are due the end of next week. Entering of the schedule into INB will take place early December.

Old Business

- Vote on 2016-2017 Intersession policies and procedures
 - All approved
- Develop priorities for any new initiatives submitted
 - Still being submitted
- Work-study best practices
 - Initial draft is being reviewed
- Diversity training
 - Friday, January 27th at the Jackson Park Inn. 11:30-4pm.
- Census of CHBS retention initiatives
 - Due to Dr. Gainer by end of Friday 11/11/16
- Building update
 - Coat hooks are coming.

- Whiteboards, corkboards and display bards are arriving and being installed.
- Review of the Capitol Budget and FF&E budget are on going.
- In Kerie's absence Dean Hawkins is the best contact regarding building issues.

Adjourned at 4:18pm