

CHBS Leadership Team Meeting
Wednesday, March 30th, 2016

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

Absent: Jeff Aspelmeier

Call to order at 2:00pm

Guests: James Perkins (Radford University Director of University Services) and David Lindsey.

- There will be swipe card access on the exterior doors that are a public entryway.
 - The swipe cards can be monitored by RUPD, which has the capability to “lock down” the building if necessary.
 - Typically recommend 24-hour building access for faculty and staff.
 - Student access is on a programmatic basis and is required to be reactivated every semester.
 - Doors will have an alarm when locked. The alarm will sound if the door is open for more than 30 seconds.
- Cameras are in common areas and at entryways.
 - Videos are kept for 30 days in the event they need to be reviewed.
- Parking spots for the new building.
 - Required to have 2% of all parking areas designated for handicapped parking.
 - There is consideration to have Radford Transit add the CHBS Building to a more convenient route.

Minutes from 3/16/16 approved as written.

Reports:

A. Dean Kate Hawkins

- Graduate lunch-on Friday 29th April.
 - Names of award recipients are needed by April 11th to Kerie.
 - Invite all graduating graduate students and graduate teaching faculty.
- New School of Communication Director is Matt Smith. A reception will held on Thursday, April 14th from 3-5pm in the Bonnie Combo room.
- Budding TV star name requests needed.
- IT looking at moving faculty and staff email to the cloud.

- Commencement changes for CHBS college ceremony are going to be discussed for Spring 2016.
- B. Associate Dean Tod Burke
- Foundation Scholarship Award applications due Thursday, March 31st. Reminder has been sent to CHBS students.
 - Kerie will be getting the Deans Scholar reception program to printing. Pictures are going to be provided to the Department/School.
 - Faculty Senate At-Large nominations are due Sunday.
- C. Administrative Assistant Stacey Griffin
- No update.
- D. Assistant to the Dean Kerie Benson
- Need information for the BOV by April 6th.
 - Compiling requests for white boards, cork boards and tack boards for faculty offices.
 - Key lists have been received.
 - Let Kerie know about boxes that are packed and ready for pick up.
 - Name plates –preferred content needs to be sent to Kerie.

Old Business:

- A. Update on current fiscal year summer school budget
- B. Action Item: CHBS 2016 Summer School Policy (postponed to next meeting)

New Business:

- A. Scheduling Fall 2016 CHBS college-wide meeting
 - Due to the two-day move in for Muse (Thursday and Friday), we have to consider Monday afternoon, Tuesday morning or afternoon or Wednesday afternoon.
 - Also need to consider when to schedule the first Leadership Team as well as all Department/School meetings.
- B. Posting approved CHBS Leadership Team meeting minutes
 - Consider before next LTM on April 20th.
- C. Intersession planning for new fiscal year
 - This needs to be discussed.
 - Review of Summer School Policy for posting on the web.
 - Consensus to meet next Wednesday, April 4th for further discussion.

Meeting adjourned at 4:10pm