

Leadership Team Meeting
Wednesday, February 24, 2016

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

Minutes from 2/3/16 were approved as written.

Call to order: 2pm

Guest Speakers:

Student Scholarship

Cherie Durbin, Advancement, Donor Relations

Jessica Stone, Financial Aid

Brea MacBrien, Advancement

- Outlined the collaboration between Advancement and Financial Aid related to student scholarships.
- Anticipated application process from March 1st through March 31st.
- Reference letters (unless required by the specific scholarship) from faculty are not required during the application process.
- Goal for 2016-17 scholarship process is to have the scholarship decisions made and recipients contacted prior to Spring 2016 Commencement.
- Overall review of future timeline.
- Send review committee names for each department to Cherie Durbin (cdurbin2@radford.edu).

CHBS Move

Stephen Harrison, Facilities Management

Jorge Coartney, Facilities Management

- Confirmed storage of items over the summer will be in a climate controlled areas.
- For very fragile items that cannot be stacked can supply departments with "Do Not Stack" stickers.
- Moving services will be provided for both the temporary and final move.
- College to work out a coding scheme for boxes for the temporary move.
- Move the copiers for the temporary move. Moving VBS copiers will have to be coordinated through IT.
- Goal is to have more information available by Spring Break.

New Business:

- Presidential candidate, Donald Trump, announced to speak on campus Monday, February 29, 2016 at 12:00pm at Dedmon Center.

- AALT saw Agile Advisor demonstration.

Updates:

- Deans Scholar – Tod Burke
 - Information needed about the recipients by Friday to be used during the award ceremony.
- Building – Kerie Benson:
 - Boxes are currently being delivered.
 - Key lists are needed from all departments.
 - List of Faculty who must to be on campus for this summer needed ASAP. Please send list to Kerie.
- Budgets – Stacey Griffin:
 - In the process of closing out budgets. Tomorrow admins will receive information about the close-out process. Final budget spending plan worksheets due to CHBS Deans Office March 25th. FYI these are due to Connie this year for review so have to be submitted.

Meeting adjourned at 4pm