

RADFORD UNIVERSITY

College of Humanities and Behavioral Sciences

August 22, 2018
CHBS 3030

Attendees: Matt Smith, Matthew Turner, Jeff Aspelmeier, Beth Lyman, Bill Kennan, Mary Ferrari, Rosemary Guruswamy, Kim Gainer, Robert Williams, Paul Thomas, Gloria Tuckwiller, Tanya Corbin, Steve Owen and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to Order at 2pm

Guests:

- Doug Wohlstein, Director of Faculty Fitness
 - M-F 12-2pm
 - T&R 6-8am
 - M&W 4-6pm
 - M 12-1pm – Yoga (Peters C040)

- Introduction of Chrome River by Carla Linkous, Assistant Controller and Brad Foster, Accounts Payable Supervisor.
 - Located through the Employee Menu within the myRU portal.
 - User guide is also available through the portal.
 - Information including FAQ available on the Accounts Payable Travel website.
 - Has the capability to have delegates for Faculty – typically the Department/School Administrative Assistant.
 - Attendance at any Conference – use the “Professional Development” as the purpose.
 - Allocation = FOAP. Use ‘add allocation’ when split funding to add multiple FOAPs.
 - Non-Travel Food and Beverage also to be processed through CR.
 - Unforeseen circumstances – email supervisor and request an extra day. This can then be included with the Reimbursement.
 - Hope to be live for two weeks.
 - Department trainings required before the faculty can have access.

Minutes from 6/25/18 approved as written.

Reports

- Interim Dean Dr. Matthew J. Smith
 - Welcome to Dr. Tanya Corbin, Department Chair POSC and Dr. Bill Kennan, Interim Director for the School of Communication.

- Executive Secretary Ms. Stacey Griffin
 - Administrative Assistant training for Chrome River is scheduled for Thursday, September 6th.
 - FLAC is currently locked and emails will be going out tomorrow to remind faculty that they need to acknowledge their contracts before they start teaching. If there are any other schedule changes that may impact FLAC – ensure that myself, Mary Weeks and Melissa Neal are all aware.
 - Extra Employment Statements are due to the Provost Office on Monday, September 24th. Requesting all forms be sent to the Deans Office no later than Wednesday, September 19th.

- Assistant to the Dean Ms. Kerie Benson
 - Reminder CHBS Convocation 8am in 1016
 - Key check out in process
 - Access to the building – email and ID numbers to Kerie to be added to the system.
 - New scheduling system is in place – due to the need for the use of two – process is currently delayed.

- Director of Advising Ms. Gloria Tuckwiller
 - Ambassadors 3.2gpa or higher list has been sent to the departments for review.
 - Spring 2019 Graduation Applications will be online.

Old Business

- Mission Statement
 - Is on display within the Deans Office lobby.
- Meeting with Departments
 - Two scheduled
- Adjunct Training Session
 - Took place on Saturday August 18th.
- Bulletin Boards
 - College needs to agree on a style before we can move forward.
- Facility Damages
 - If you notice anything broken in the building please let Kerie know.
- Official Gathering Ideas

- Date will be Thursday, December 13th 2018 and family friendly.

New Business

- College Meeting
 - 8am Thursday 8/23/18 in 1016.
- Two-Factor Authentication
 - To be completed by October 23rd 2018.
- Foundation Updates
 - Have been passed out.
- Budgeting
 - Budget spending plan worksheets are available on request.
- Student Information on Outlook
 - No longer available – causing concern for faculty.

Meeting adjourned at 4:10pm