

CHBS Leadership Team Meeting
Wednesday, September 6th, 2017
Dean's Conference Room, CHBS 3030

Attendees: Kate Hawkins, Kim Gainer, Rosemary Guruswamy, Sharon Roger Hepburn, Mary Ferrari, Matt Smith, Matthew Turner, Jeff Aspelmeier, Paul Thomas, Beth Lyman, Robert Williams, Steve Owen and Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Deborah Kitts

Call to order at 1:58pm

Welcome and introduction of guests:

- Wendy Lowery, VP for University Advancement
- Crystal Hubbard, Assistant Director of Annual Giving

Minutes from August 23, 2017 approved as amended.

Reports

- Dean Kate Hawkins
 - Handshake hiring program
- Associate Dean Kim Gainer
 - CHBS representative for CCAC, Dr. Paul Thomas.
 - Reminder to send the Department/School committee chair names.
 - CHBS Ambassador names to Kim to schedule interview.
 - Ballots are due by 4pm on Friday, September 8th.
- Administrative Assistant Stacey Griffin
 - Administrative reminders:
 - Extra Employment Statements are due to the Deans Office no later than Monday, September 18th.
 - Annual Evaluations are due to the Deans Office no later than Monday, September 18th. Please remember to provide two complete copies of all the paperwork to the office. Also it is highly recommended that all Faculty include an updated CV.
 - We have CHBS swag which includes new polo shirts, encourage your faculty to stop by.
- Assistant to the Dean Kerie Benson
 - Rooms are available on the fifth floor for private student and instructor conversations. The reservations for these rooms are not required to go through the Deans Office.
 - Reminder that if there is any special access needed work through Kerie.

Old Business

- Dean's goals for 2017-2018
 - Professional development activity outcome(s)

- Matrix required, can use the questioner used in AALT.
- Explorer group cohesiveness – Paul Thomas and Sharon Roger Hepburn report back to the ideas back next week.

New Business

- PR-40s and starting work
 - Reminder not to have an employee start working until the PR40 is approved.
- Equity in work assignments across the college
 - Be thinking about ways to ensure we are

Good of the order

- IMPACT Launch: Friday, 9/8, 10:00, Kyle Hall Special Events Room (340)

Adjourned at 4:13pm