

CHBS Leadership Team Meeting
Wednesday, October 25, 2017
Dean's Conference Room, CHBS 3030

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

Call to order at 2:04pm

Minutes from 10/4/17 approved as written.

Reports

- Dean Kate Hawkins
 - Gov. School storage discussed.
- Associate Dean Kim Gainer
 - Graduate Student Awards, Friday, April 27th, 2018 in Bonnie Combo Room.
 - Deans Scholars Awards, Friday, May 4th in CHBS 1016 from 2-4pm.
- Administrative Assistant Stacey Griffin
 - Reminder that with reimbursements from foundation account we need to have an itemized receipt of what was purchased.
 - Ms. Trena Fields has been hired as the new Admin Assistant for FORL and PHRE.
 - We are looking for a 1500hr wage employee for ROTC.
 - Admin Halloween Potluck to take place on Friday, Admins are being told they can dress in appropriate costumes.
- Assistant to the Dean Kerie Benson
 - If notice issues with Housekeeping please take pictures and send to Kerie.

New Business

- Program coordinators
 - POSC – Dr. Reggie Shareef
 - FORL – Dr. Eric DuPlessis
- George Mason University Antonin Scalia School of Law 3+3 Program
 - Eligibility criteria:
 - 3.25GPA
 - Competitive LSAT Score
 - Three years at Radford
 - Recruiting tool
- Leadership Team development activity discussed
- Additional travel funding
 - The additional \$500 to be used for T/R Faculty travel to be used for research-related travel.

- Additional funding should not be used retroactively. That is, if travel has already been completed and the faculty member has already been reimbursed for that travel, then we should not go back and reimburse them more than they were originally reimbursed.
- Monies to be transferred to the departments for distribution.
- New initiatives
 - Discussed the new initiatives process.
 - Requests to be sent to Dr. Gainer for her to collate.

Adjourned at 4pm