

Leadership Team Meeting  
Monday, December 11, 2017  
CHBS 3030

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

Called to order: 2:30pm

Guest: Dr. Nicole Hendrix, Director for CORE

- Discussion of assessment of courses approved to substitute for CORE201 or CORE202.

Reports:

- Dean Hawkins
- Dr. Gainer
  - Reminder to send the name of the Department/School Foundation Scholarship representative.
- Ms. Griffin
  - Reminder to all Wintermester faculty that they need to acknowledge their contract ASAP.
  - Coding in SIAASGN has to be completed 12/12/17 so that Spring 2018 Adjunct and Overloads can be exported into FLAC.
- Ms. Benson
  - Tickets have been distributed to Department Chairs/School Director for distribution for all full-time faculty and staff.
  - Building swipe card access discussed.

Old Business:

- New Initiatives is to be placed in a new template; anticipated to be completed early January 2018.

New Business:

- Reviewed status of open faculty positions.
- Reassign time for full-time faculty discussed.
- Highlander Days 2018 planning opened for discussion.

Good of the Order:

- Winter Graduation protocol discussed.

Adjourned at 4:35pm