

CHBS Leadership Team Meeting
Wednesday, August 26 2015

Attendees: Kate Hawkins, Tod Burke, Paul Witkowsky, Sharon Roger Hepburn, Rosemary Guruswamy, Jeff Aspelmeier, Matthew Turner, Steve Owen, Carter Turner, Paige Tan and Paul Thomas.

Call to order 2:02pm.

Correction to Paul Thomas name under introduction to new Chairs/Director. Minutes from July 22, 2015 approved with correction.

Reports:

Dean, Kate Hawkins

- Building update
 - On schedule to be completed July 1st
 - Looking move end of July or the first week of August.
 - Moving expenses (including boxes) are anticipated to be included as part of the building budget.
- Personnel committee for POSC. Requesting two faculty to assist with this, let Dr. Tan know of interested faculty from other areas of the College.

Associate Dean, Tod Burke

- Internal Governance and Faculty Senate elections, due Friday September 4th at 12pm to Russell 132.
 - Faculty Appeals
 - Academic Review Committee
 - Faculty at large grievance committee
 - Faculty at large CHBS
- Send Dr. Burke the members of the:
 - Student Grade Appeal Committee/Chairs
 - Personnel Committee/Chairs
 - CHBS Curriculum Committee Representative (Mondays 3-4pm)
- Faculty Extra Employment Forms to all faculty
- Reminder syllabi for Fall 2015 to students during the first week of classes. Dean Hawkins will email SACS requirements to all department chairs/directors.
- Career Prep – Saturday September 12th for Juniors and Seniors.
- Ambassadors, currently waiting for Augustmester grades to be posted. An email will be sent from Deborah eligible Juniors to all

Department Chairs/Directors. Also a note that this group is now a club, Tommy Morgan is the Club president.

- Student Leadership Board from 2014-15 has been dissolved.
- Deans Scholar reception Saturday, April 16th 2-4pm Bonnie Combo Room.

Administrative Assistant, Stacey Griffin

- Deans Office will need two complete copies of all the materials for Faculty Evaluations.

Assistant to the Dean (update on search)

- College announcement about Jeanie leaving will take place at the College meeting on Thursday morning.
- Telephone interviews to take place Friday, August 28, 2015.
 - Goal for face to face interviews early next week.

Old Business

Administrative support in the college

- SOCY currently have a 19hr/wk. Next year it will have to be a 1500hr person to cover that office.

College budget

- Research monies will be available for this year.
- Start up funds for new faculty will come from the Provost Office.
- Travel budget to still be corrected.

New Business

- Reviewed Dean's Goals 2015-2017

Good of the order

- SOCY voted unanimously for an internal candidate. Internal candidate has met with Dean Hawkins and is now to be interviewed by Dr. Scartelli.
- Clap in Sunday August 30, 2015

Adjourned at 4:05pm