

CHBS Leadership Team
Wednesday, September 2, 2015

Attendees: Kate Hawkins, Tod Burke, Steve Owen, Paul Thomas, Matthew Turner, Paul Witkowsky, Jeff Aspelmeier, Paige Tan, Sharon Roger Hepburn, Rosemary Guruswamy, Beth Lyman and Carter Turner. Stacey Griffin served as recorder for the group.

Call to order 2pm

Introduce new member of the CHBS Leadership Team

- Dr. Elizabeth Lyman, Chair for Sociology

Representatives of RARE (Radford Amazonian Research Expedition) Jason Davis and Jay C.

- Outlined an interdisciplinary study abroad to Peru, which is a collaborative effort between CHBS and CSAT.
- Open to any major, any student, any faculty member for collaboration.
- Symposium on September 16th 1-3pm in Bonnie Auditorium.
- Next trip currently scheduled for May 16th through June 6th 2016.

Minutes from 8/26/15 approved as written.

Reports

- Dean Kate Hawkins
 - Will be checking on research funding.
 - Faculty Evaluations:
 - Anticipating paper copies of faculty evaluations will be needed for the Provost Office.
 - Dean's Office will advise if a copy is also required for the College file.
 - Reminder that faculty who received grant money should mention their grant-funded activity in their FAR.
 - Clap in low attendance discussed.
- Associate Dean Tod Burke
 - Email has been sent about internal governance and faculty senate nominations.
 - Names of faculty serving on department/school committees need to be forwarded to Dr. Burke.
 - Students have been emailed about the September 12th Career Prep Event.
 - Deborah is working on compiling the list for potential Ambassadors; email will be sent once available.
- Administrative Assistant Stacey Griffin
 - Reminder to invite new faculty to visit the Dean's Office to pick up a CHBS polo shirt.
- Assistant to the Dean (update on search)

- Face-to-face interviews have concluded. After consultation with HR, an offer is ready to be extended.

Old Business

- Update on the building (FF&E, ETF, Moving)
 - Moving and signage are to be covered within the building's capital budget.
 - Currently on budget and on time for completion.
- Reallocations in CHBS operating budget
 - Reviewed the temporary college wide fiscal support of 5.08% for FY16 to support the 19hr/per week wage position for SOCY. Will have to be reviewed at a later LTM to consider continued support in FY17.
 - Voluntary telephone forfeiture
 - If a faculty member volunteers to give up their office phone, that is a savings of approximately \$166 per year. If a faculty member gives up their individual office phone, they must still have an emergency contact number on their class syllabus. That number can be the department secretary's number, as long as the department secretary knows to contact the professor in a timely way with emergency messages. Important note: Even if a faculty member chooses to list their personal cell phone number as the contact number on their syllabus, there will still not be a cell phone stipend awarded to that faculty member.
 - An "acknowledgement" will be created by the Dean's Office for use if a faculty member chooses to give up their individual office phone (i.e., the Voluntary Telephone Forfeiture policy).
 - Stacey will meet with the Department/School Admins about how to facilitate the movement of the reallocated funds.

New Business

- Concern about students being admitted to RU programs when the student has not demonstrated sufficient proficiency with the English Language to meet minimum scores on tests for English as a second language.

Good of the order

- Presidential search concerns being reviewed by Faculty Senate.
- CHBS Welcome Back Event reminder: Thursday, September 10th 5-7 at Nesselrod.

Meeting adjourned at 4:12pm