Abbreviated Minutes of the Wednesday, February 13, 2013 CHBS Leadership Team Meeting

Attendance: Kate Hawkins, Tod Burke, Jeanne Mekolichick, I-Ping Fu, Jim Conrad, Joe Jones, Jeff Aspelmeier, Mary Atwell, Sharon Roger Hepburn, Rosemary Guruswamy, Margaret Hrezo, Lynn Zoch, Laurie Cubbison, and Rhonda McCroskey.

Meeting was called to order at 2:05pm.

Minutes from the 1/30/13 were discussed and approved as amended. Today's minutes should reflect that the previous deferrals sent by Dr. Hawkins for the current quadrennial reviews was approved by Dr. Bill Kennan. Unless changes are made, deferrals for next year will be sent forward at the appropriate time.

Reminders:

- Undergraduate recruiting monies were approved and must be spent by the end of May.
- Sexual and workplace harassment training is due by the end of March.

New Business:

- New initiatives (NI's) for summer base budget increase was $500K. This includes funds for online training, stipends for hi-flyer courses in Summer 3, and $5K to develop 2 new online or hybrid summer 2013 classes.
- Wintermester classes are trying to be increased by 25% and are needed by the end of February so they can be entered into the schedule because students will register for fall 2013 and Wintermester 2014 at the same time.
- There is going to be a new hire in Connie Phillips' office to handle travel requests.
- An emergency ad hoc committee has been formed regarding the adjunct situation. Dr. Hawkins is on this committee. Recommendations from the committee are due to the Provost in two weeks.
- Dr. Melinda Wagner was voted as the CHBS faculty member for the Women of Distinction honor. Emily Redd was voted as the CHBS Student and Jackie Painter was voted as the CHBS Staff Member to receive this recognition. Next year, the charge to name RU Women of Distinction will be given to the CHBS Honors and Awards committee.
- The adjunct instructor situation was discussed at length with Core Director, Dr. Laurie Cubbison.

Good of the order:

- Dr.'s Niels Christensen and Jolanta Wawrzycka were named as finalists for the SCHEV awards. This will be sent out on the college listserv by the Dean.

Meeting adjourned at 4:10pm.

Respectfully submitted,

Rhonda McCroskey