

CHBS Leadership Team Meeting  
Wednesday, August 31st, 2016, 2:00,  
Dean's Conference Room, CHBS Building

Attendees: Kate Hawkins, Paul Witkoswky, Jeff Aspelmeier, Sharon Roger Hepburn, Rosemary Guruswamy, Steve Owen, Matt Smith, Kim Gainer, Paige Tan, Paul Thomas, Beth Lyman, Carter Turner and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to order at 2:05pm

Guest: Grady DeVilbiss, Director of Emergency Preparedness, Radford University

- Fire evacuation plan – the ways out. A primary and secondary. When out of the building identify the assembly areas.
- Shelter in place. May participate in State Emergency i.e. tornado and/or earthquake. Identify places that are interior and away from windows.
- Fire drill will be planned for the building. Thursday September 8<sup>th</sup> at 4:30pm.

Approve previous meeting minutes – accepted as written

#### Reports

- Dean Kate Hawkins
  - Faculty forum next Tuesday afternoon and Wednesday morning.
  - Monday 3:30pm invited to attend CHBS College presentation to President Hemphill in CHBS 1016.
  - Personnel timeline information is available on the Provost Office webpage. Dean Hawkins will be sending an email out to the College.
  - Emails from Senator for Morgan Griffiths' party requesting helping his party are not to be forwarded on the RU email servers.
  - Dean Hawkins will forward an email from Academic Budgets regarding adjunct hiring and reappointments.
  - Reminder information for the BOV due to Dean Hawkins by Tuesday, September 6<sup>th</sup>.
- Interim Associate Dean Kim Gainer
  - Received nominations for the three open faculty committee positions.
  - Dr. Munzinger is convening the CHBS Assessment Committee to review the 2014-15 report and to complete the 2015-16 report.
  - Returning Ambassadors have been in contact with the Deans Office and currently have some volunteers for upcoming events.
- Administrative Assistant Stacey Griffin
  - FLAC issues have been resolved, IT was able to capture the previously acknowledged records and reinstate the system. There are still a few adjuncts have not accepted their contracts, emails are being sent to them.
- Assistant to the Dean Kerie Benson
  - Will be going to the warehouse tomorrow to see if there are CHBS items still in storage.

- Information will be emailed regarding the concern about office and suite doors not locking properly.
- Aware of concerns regarding office doors being propped open.
- Working to get keys and afterhours access for GTFs, GRFs and GTAs.
- Nameplate mockups have been received.
- Will be following up on the lockable storage for the adjunct spaces.
- Requests for space (classroom/labs etc) go to Kerie after these have been reviewed and approved by the Department Chair/School Director.

#### Old Business

- Budget Summit
  - Will take place on Friday, September 9th

Adjourned at 4:03pm