

CHBS Leadership Team Meeting
Monday, May 1st, 2017
Dean's Conference Room

Attendees: Kate Hawkins, Paul Witkowsky, Matt Smith, Jeff Aspelmeier, Deborah Kitts, Guy Axtell, Sharon Roger Hepburn, Rosemary Guruswamy, Paige Tan, Steve Owen, Beth Lyman, Kim Gainer and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to order at 3:12pm

Minutes from 4/19/17 – approved as written

- Reports
 - Dean Kate Hawkins
 - Interim Associate Dean Kim Gainer
 - All received email from Dr. Gainer. No questions.
 - Administrative Assistant Stacey Griffin
 - Reminder that all EPAFs for those being separated have to be in and dated for May 9th 2017. Admins have been notified of this.
 - Because of inventory issues that came up last year and this year – purchases for one time need to come from the department/school offices.
 - Assistant to the Dean Kerie Benson
 - Graduate Ceremony went well on Friday afternoon.
 - Furniture for reception desk areas anticipated for week of May 22nd 2017.
- Old Business
 - Update on use of space in CHBS Building
 - Hours in the labs have been tabulated and the case has been made that we do have sufficient usage and that we can't lose a lab at this time.
 - Writing Center
 - Will be located on the fourth floor. Exact location TBD.
 - Office for Sociology Faculty Member
 - Possible to have space in English.
 - Also need an office for PHRE adjuncts.
- New Business
 - SACS Policy on Written Complaints
 - There is not an official definition for what a complaint is. It is only a complaint if there is language about what the student wants as an outcome/response. This only applies to written complaint, written complaints include emails.

- SCHEV/SACS Curriculum Pathways
 - What Dean Hawkins sent out, which was provided by George Santopietro, is representative of both requirements.
- One-time Expenditures
 - Team reviewed the list of onetime expenses. Budget transfers will begin tomorrow to facilitate purchases by the Departments/School.
- FY18 Budget
 - Determined that there is a \$1.3M shortfall that has to be made up from Academic Affairs. The President will meet with the VP for Budget and Administration and the Provost/VP for Academic Affairs to make final decisions of where those funds will be cut.

Adjourned at 4:55pm