

Leadership Team Meeting
Wednesday, October 31, 2018
CHBS 3030

Attendees: Matt Smith, Matthew Turner, Jeff Aspelmeier, Kim Gainer, Sharon Roger Hepburn, Rosemary Guruswamy, Gloria Tuckwiller, Robert Williams, Paul Thomas, Beth Lyman, Bill Kennan, Tanya Corbin and Steve Owen. Stacey Griffin served as recorder for the group.

Absent: Kerie Benson.

Call to order at 2pm.

Minutes from 10/17/18 approved as written.

Reports:

- Dr. Matt Smith, Interim Dean
 - Bulletin Boards are approved for purchase.
 - Sarah Hastings is looking for an Assistant Director for Women's and Gender Studies.
 - Research Funding call – funding student travel undergraduate and graduate.
 - Of our 11 faculty vacancies – 3 have been approved so far.
 - Library requesting help with review of their publication subscriptions. Email to come.
 - Wintermester budget currently over budget.
 - CHBS has 24 courses that have been closed by the Registrar's Office due to not enough classroom space.
 - Review of Adjunct Faculty – Appointment, Assignments and Allowable Loads.
- Dr. Kim Gainer, Associate Dean
 - CHBS Ambassadors will have a table 11/8/18 in Heth.
 - Please send any Department/School affiliated student clubs.
 - Send the names of the Foundation Award Scholarships committee members and highlight the Chair.
- Ms. Stacey Griffin, Executive Secretary
 - Alumni awards for the Departments to be ordered.
- Ms. Kerie Benson,
 - Reminder please keep the Focus Group rooms locked when not in Academic use.
- Gloria Tuckwiller, Director for Advising
 - Open House reminder November 10th.
 - Letters have been sent to students with less than a C average GPA; indicating the student needs to meet with their advisor.

New Business:

- Ambassador recruiting to take place in Spring of Sophomore year.

Old Business:

- Strategic Plan Motion
 - Moved to approve
 - Seconded
 - Unanimous

Good of the order

- Please resend Dog Policy

Adjourned at 3:55pm