

# **COEHS Administrative Cabinet Meeting**

Clock Tower, Biology Building

June 11, 2014

**Members Present:** David Whaley, Robert Lyons, Tami Dandeneau, Kelly Rogers, Kelly Kleinhans, Susana Bloomdahl, Barbara Washington, Jacqueline Hansen, Trish Lofton (recorder)

## **Welcome/Review Agenda**

Dr. Whaley welcomed everyone and reviewed the meeting agenda. The team will be working heavily on a vision statement for the college. The mission statement will be developed at a later time.

## **Outcomes for the Day**

The members will come away with general information and be proactive in regard to upcoming issues, finalize the agenda for the conclave. Dr. Whaley will be sending out an email update to college faculty/staff. He asked the members to send him any items they would like to add to the email.

## **Organizational Chart**

Dr. Whaley revised the organizational chart to show the actual reporting of the units. Dr. Lyons requested to add the Center for Assessment and Counseling under ELC. The new org chart will include the department programs.

## **Budget Overview with New Units**

Dr. Whaley discussed the process of how funds from the two units were appropriated to the college from the Provost Office. This money will be used to support the two incoming units.

## **Homecoming Tent City**

Dr. Whaley explained that setting up at Tent City has become an issue in getting faculty to work the tent. After some discussion, the group decided to proceed with keeping the college tent. Dr. Rogers volunteered to coordinate the tent activities for the college.

## **Promotional/Recruiting Items**

Mrs. Lofton provided a sample of the new items that will be used at recruitment events.

## **Vision**

Dr. Lyons led the group in an exercise to begin the development a vision statement for the blended college. After the exercise, Dr. Lyons will work with Mrs. Lofton to create a draft graphic that can be used in various venues to promote the vision and values.

## **College Conclave Planning**

Dr. Whaley reviewed the proposed agenda for the fall college meeting. The meeting will begin at 10:30 on Friday, August 15. Teaching Excellence, Assistant Dean recognition, tenure/promotion announcements will be done at the beginning of the meetings. Department meetings will be held after lunch.

## **Schedule for Dr. Walt Gmelch, Consultant**

Dr. Whaley provided a schedule for Dr. Walter Gmelch. He is serving as a consultant to help facilitate the college transition for faculty and staff.