MINUTES
Kelce Leadership Team Meeting
8:30 a.m. March 7, 2012

Present: Ms. Becky Casey, Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu
Guests Present: Ms. Angela Neria, Mr. Lindell Haverstic

I. Building Maintenance Update
   A. Lindell Haverstic from the PSU Facilities Planning office attended the KLT meeting to give an update on building maintenance projects. Copies of the specs for the summer project were distributed.
      a. Funds have been assigned to doing some repairs to the Kelce building this summer. Project will begin in mid-May with a completion date at the beginning of August.
      b. Discussed the work that is being planned on the retaining wall on the east side of the building:
         i. Retaining wall and ramp will be removed. Drainage issues have been addressed.
         ii. Stairs will go up from the exit/entrance to a new sidewalk that is at a higher grade.
         iii. Retaining wall will be removed down to 2 feet below the new grade.
         iv. Grass seed will be planted in the new area.
   c. Masonry projects on Kelce
      i. There will be work completed on the entire building to patch areas that have been damaged, etc.
      ii. The concrete slab on the north side of the building (behind auditorium) will be repaired / replaced.
      iii. Discussed the need to possibly move classes due to noise created by masonry and repair work.
      iv. Parking may be affected with this project.
      v. Access to the building will not be hindered at all during the course of the project.
   d. The specifications have planned for possible other projects that might need to be addressed after the work begins.
   e. Dr. Grimes will send out an e-mail to everyone who works in Kelce with the dates of when the work will be done.

II. Updates and Announcements
   A. Grimes
      a. AACSB team and date recommendations have been submitted for the 2014 visit
   B. Casey
      a. 31 applicants for open CIS position
      b. Discussed issues dealing with the faculty teams (AMM) that are working on gathering information for accreditation
         i. PQ policy and form for PQ faculty to complete for validating professional experience was discussed.
1. It is difficult to have an all-inclusive list – need to include an “other”
   option on the list. If validating professional experience form is
   revised, there is still time to have faculty approve a new policy in
   the fall.
   ii. Chairs will ask each of these individuals in their department to complete the
       form that validates their professional experience.
   iii. Exceptions can be made for faculty who do not meet PQ standards.

c. Dr. Chandra asked Ms. Casey for a copy of the ACIS departmental assessment report
   as part of the self-assessment team reporting.
   i. ACIS doesn’t have an assessment process currently in place in order to
      provide a report. ECON & MGMKT currently do a report.
   ii. Dr. Harris will provide documents for the college assessment to Dr. Chandra
      and his team.
   iii. Discussion followed on Live-Text assessment, MFT and university
       assessment / strategic planning.

d. Need to set up faculty training for advisement of students. Dr. Grimes will ask
   Suzanne Hurt to facilitate this training.

C. Cortes – no report

D. Harris

   a. Discussed all of the duties that have been assigned to the Chair of MGMKT along
      with assessment, surveys, AACSB, etc.
      i. Might need to put a faculty member (with course release) in charge of some
         of these projects in all departments, or give chairs additional course release.
      ii. Dr. Harris will find out what other schools are doing as far as assessment,
          etc., when he goes to the Houston AACSB conference.

   b. Departments should require faculty to meet with the Chair and discuss their goals
      and objectives each year.

   c. Steve Horner will come back to PSU next Monday for additional interviews and
      presentation.

E. Muoghalu –

   a. Continuing to work on recruiting for the Summer Mini-MBA Program

   b. There might be interest in hosting an abbreviated Mini-MBA program in June.

III. Old Business –

   a. Kelce Logo
      i. Printing experts in University Marketing & Communications are working on specific
         guidelines to create templates (stationary, letterhead, envelopes, and business
         cards). Won’t have templates prepared until this summer.

IV. New Business - none

V. Adjourn – 10:40 a.m.