

**Kelce College of Business
Pittsburg State University
Chairs Meeting Minutes
May 7, 2010, 9:30 a.m.**

Present: Ms. Becky Casey, Dr. Dean Cortes, Dean Richard Dearth, Dr. Felix Dreher, Dr. Eric Harris. **Guests:** Ms. Angela Neria

Angela Neria, newly hired Director of OIS at PSU, attended the beginning of the meeting to be introduced to the Chairs. She gave a brief review of what she is anticipating working on including customer service specifically. She asked that Departments contact her if there have problems or concerns.

1. Budget
 - a. April revenues and budget talks for the state of Kansas are not good
 - b. Funds for this fiscal year are probably safe
 - c. There could be reductions for next fiscal year
 - d. Without a tuition increase PSU will be running short of funds next year. At least a 4.7% tuition increase will be required to keep the budget even and not in the red.
 - e. Negotiations with the faculty contract are on-going, but there is uncertainty with funding at this point.
 - i. Faculty contract will probably not be negotiated until mid-July.d
 - ii. It is anticipated that salaries will stay the same.
2. Registrars Report
 - a. Departments are asked to run advisee reports off of GUS and contact those individuals who have not pre-enrolled
3. Faculty Goals
 - a. Chairs were to have met with faculty in early March to establish their goals and objectives. Provost may ask for a report on this.
4. Faculty Office Hours
 - a. Expectation of central administration is that faculty establish 10 office hours per week. Hopefully a written policy will be established soon.
 - b. Dr. Dearth asked that Chairs let him know if there is a faculty member who is not keeping their office hours.
5. Goals & Performance Indicators
 - a. Report is due in June 7 to Analysis, Planning & Assessment office. This report should be submitted to Dr. Dearth for review before that date.
6. Evaluation of needs for faculty/staff computers & equipment
 - a. There could be additional funding available this fiscal year for computers or equipment.
 - b. Administrative Assistant computers over 3 years old should be replaced (Mary, Irene & Mimi).
 - c. Faculty laptops that are 3 years old should be replaced (at least 9 computers), and Dr. Fogliasso's MacIntosh computer (which is four years old).

- d. The consensus of the Chairs is that purchasing new computers is the way to use these funds if they are available.
- 7. Funds for carpet may be available this fiscal year
 - a. Computer labs, Dr. Harris' office, Dean's/Academic Advising office complex, and Accounting complex are all in need of new carpet.
- 8. Minutes from Kelce Board of Advisors meeting were distributed and discussed
 - a. Dr. Dearth asked Chairs to review the minutes and make suggestions for any additions or changes
 - b. Discussion
 - i. Each department needs to get input on department goals at the KBOA meetings to aid in assessment and program review.
 - ii. Each department should establish their own advisory boards by this fall. Accounting has two advisory boards in place already, and will establish a board for the CIS major.
- 9. Graduate Assistant Allotments – FY 11
 - a. We do not have an official allotment for GA's for next year, but it should stay the same as last year.
- 10. Summer construction issues were discussed (window replacement, restroom renovations, electrical work, OIS generator replacement). Start date is May 17 for all construction.
- 11. Office allocations – faculty will probably stay in the offices they currently are in except for Dr. Dalecki.

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Richard Dearth, Dean