



MINUTES

Kelce Leadership Team Meeting 9:00 a.m. October 31, 2012

Present: Ms. Rebecca Casey, Dr. Bienvenido Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu

- I. Summer Staffing Requests – due now!
 - a. Staffing Requests for summer 2013 are due today, Oct. 31.
 - b. Chairs were asked to submit their requests as soon as possible – Provosts Office has given us a deadline of Friday, 11/2/12 to have requests submitted.
 - c. KLT were asked to share their calendars with Mimi so she can add these important administrative deadlines, etc.

- II. AACSB New Standards
 - A. Notification – we will be using the new standards based on approval by the accreditation team.
 - B. Timeline – Dr. Grimes will be working on an AACSB timeline for our accreditation reaffirmation process. The timeline will be discussed at the next KLT meeting.
 - a. Discussed having faculty vote for new standards vs. old standards. A vote on this issue will take place at the fall end-of-semester faculty meeting.

- III. Review Faculty Salary Survey - Comparisons with Peers
 - a. Discussed salary comparisons (Kelce faculty with peer schools) that Dr. Grimes made up:
 - i. The report compared peer schools median salaries with Kelce faculty salaries.
 - ii. The Kelce College faculty altogether are about \$85,000 short in salaries based on peer school median salaries.
 - iii. Chairs were asked which faculty are most in need of salary adjustments, and to give input to the Dean on which faculty are most in need and most deserving of salary adjustment.

- IV. Great Teachers Faculty Development Fund – needs and allocation
 - a. College of Business has funds available for enhancing classroom teaching - \$3,401.32.
 - b. KLT were asked to give input to the Dean on spending these funds.
 - i. Consensus among KLT was to save funds for needed future expenditures.

- V. Classroom Projectors – wide screen format?
 - a. Projector in 203 had to be replaced yesterday.
 - b. Mandy & Chris have been asked to do an inventory on life expectancy of the classroom projectors.
 - c. Some of the projectors are wide screen format – discussed the need to standardize the projectors to one format or the other. Issue is that the instructor’s stations in some classrooms are not wide screen format.
 - d. Consensus among the KLT was that as equipment is replaced we should go to the wide-screen format.

- VI. End-of-Semester General Faculty Meeting and Christmas Party – set date
 - a. Discussed setting a date for the end of semester meeting and party:
 - i. Dec. 13 at 9:00 a.m. for General Faculty Meeting.
 - ii. 12:00 noon – in room 121 for party.
 - b. Will conduct discussion and have an affirmation vote of using new standards by Kelce faculty.

- VII. Promotion Committees – organization and membership
 - a. Dr. Grimes has questioned the fact that members of department committee also sit on the college committees.
 - i. Entire department tenured faculty should be serving on department committees.
 - ii. Dr. Grimes will ask that this issue be put on the agenda for negotiations with the PSU faculty.
 - iii. This issue can be debated or agreed upon by each department in the college based on their individual P & T documents.

- VIII. Updates and Announcements
 - A. Grimes
 - a. Debrief Opportunities in Business Day – 10/25/12
 - i. Suzanne would like to minimize the role of Admissions in upcoming Opportunities in Business Day.
 - ii. Discussed comments from students who participated.
 - iii. 20 minute sessions for presentations isn’t enough time.
 - iv. Event needs to be fine-tuned and made more manageable (include expectations of teachers).
 - b. Upcoming visit from KC-Prep – Nov. 16 - 40 students
 - i. Suzanne has agreed to take care of the KC-Prep day.
 - ii. Agenda has been formulated for the visit.
 - B. Casey
 - a. ACIS Advisory Board will meet this Friday, Nov. 2
 - b. IAEP Advisory Board will meet on Nov. 15
 - c. Dr. Roush will be returning to KU for evaluation this week. Still planning to teach in the spring.
 - d. Gail Yarick had her baby this week.

- e. Assistance for international students with completing their tax returns – ACIS has been asked by the International Office to help with this. The International Office has been asked to provide a GA to assist with this project.
- f. Deadline today for grant for IAEP (\$5,000-\$10,000).

C. Cortes

- a. Dr. Cortes met with Mr. Chuck Olcese last week:
 - i. Dr. Cortes will be going to China – Nov. 8-14.
 - 1. Will take information about Mini-MBA program for recruiting purposes.
 - ii. 2-3 universities in Iraq are interested in establishing relationships with PSU.

D. Harris

- a. Legal & Social Environment of Business adjunct position was advertised for next semester. Today is the last day for applications.

E. Muoghalu

- a. Press release for the Princeton Review “Family Friendly” top 5 ranking will be prepared soon by University Marketing & Communications (Ron Womble).

IX. Old Business

- A. Proposed By-Laws
- B. Departmental P&T Documents

X. New Business

XI. Adjourn