



## MINUTES

Kelce Leadership Team Meeting  
8:30 a.m. January 16, 2013

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

\*Dr. Grimes opened the meeting and discussed the e-mail from Steve Erwin regarding the Tornado/Severe Weather Guide policy for PSU. Policy was distributed to KLT and were asked to give all faculty a hard copy as well as a copy of the Kelce building fallout shelters

\*Ad in B'nai B'rith (Jewish publication) – renewed ad for Kelce College for the next two years.

\*View book for College - continuing to work on this project. Dr. Grimes would like to have a couple of faculty work on project and continue to completion. Ms. Wachter's name was submitted to work on the project – Dr. Harris will ask her to do this.

- I. Set day and time for Spring KLT meetings – it was decided to have the meetings every other week on Wednesdays at 9:00 and keep the other Wed. open if there is a need for an additional meeting.
  - a. Will ask Brett Dalton to attend a future meeting of the KLT
- II. Summer School Allocations – Final schedules due end of month
- III. Fastenal Donation Recognition – Tuesday, January 29<sup>th</sup>
  - A. Presentation at 11:30 a.m. in Kelce 121 – need to attract faculty
    - a. Fastenal will be donating \$10,000 to Kelce which will be an annual on-going donation.
    - b. KLT are asked to try to encourage faculty to this event.
    - c. Initial \$10,000 will be used to spruce up the area behind the stage to make it usable for students.
  - B. Luncheon to follow in Student Center – KLT, Fastenal personnel, and any additional faculty who have worked with Fastenal will be invited. KLT should give names to Holly Kent.
- IV. Dean meeting with new committees – responsibilities and charges – will not be able to get 100% participation at first meeting because of various conflicts with classes and other meetings.
  - A. High priority – Strategic Planning and redevelopment of mission statement
    1. Processes and time constraints
      - a. need to have Mission Statement completed by the end of the spring 2013 term.
      - b. KLT is part of new Strategic Planning structure – suggestion for KLT to meet as a subcommittee to put together ideas / rough drafts to Mission Statement before the Committee actually meets. KLT agreed with this.
        - i. **subcommittee will meet to begin discussion on Mission Statement during the next scheduled KLT meeting time.**

- V. Miscellaneous
  - A. New admissions standards – where are we in the process?
    - a. Discussion on where we are in the process of completing the new admissions standards. Dr. Grimes / Dr. Harris will discuss with Dr. Dalecki.
  - B. IE – Curriculum proposals to university committee this morning
  - C. AACSB – Impact of Research; metrics? This was distributed and KLT were asked to familiarize them with this document.
  - D. Building – physical plant given go ahead to work on engineers’ recommendations
    - a. Small band ensembles groups will be moving out of the Kelce building to the old Student Health Center. Plan is to have everything ready for them to be moved for the Fall 2013 semester. We will then be able to reclaim some of the space.
    - b. Engineers Report – 11 items to stop flooding in the basement. Physical Plant has reviewed the list and will begin working on items in-house. Dr. Grimes will try to find out what will be done and when – to pin them down on a timeline of completing the work.
  
- VI. Updates and Announcements
  - A. Grimes – AACSB Dean’s Meeting Next Week (will be gone from Wed – Fri next week)
    - a. Dr. Grimes will be gone to France from Feb. 2-10 with Dr. Scott and Dr. Dalecki
  - B. Casey – Ms. Casey will probably be teaching both of Dr. Roush’s classes.
    - a. Ms. Casey will be out from Feb. 5-15
    - b. Dr. Roush is out on sick leave and has begun chemotherapy
  - C. Cortes –
    - a. Update: 2 on-campus interviews for Ken Smith position – Jan 28 & Feb 1
    - b. ECON Dept. meeting will be next week. Dept. will meet with Provost next week as well.
  - D. Harris –
    - a. Conducting a search for a visiting professor for the fall 2013 semester (Box position).
    - b. GUS access for Chairs - having problems with accessing records of all BBA students. Need to set up a meeting with Bill Ivy to see if there could be some re-programming done to allow chairs full advisory access. Dr. Grimes will talk to Dr. Ivy.
    - c. MFT has been scheduled for March 14. Dr. Harris can give out letters to students for permission to miss scheduled classes if needed.
    - d. Scheduling conflicts with MGMKT and ECON classes this semester.
  - E. Muoghalu –
    - a. MBA enrollment is on-going for this semester – 120 students enrolled so far.
    - b. MBA Experience class will meet next week-end – enrollment right now is 30 students.
  
- VII. Old Business
  - A. Summer Assignment Procedure Documents – departments have agreed on the document and will send to Dr. Olson. Each department will send their documents individually. Dr. Grimes needs a copy of each department’s document.
  - B. Departmental P&T Documents
    - a. Dr. Grimes needs to review each of these before they are finalized. Committees are in the process of working on these documents.

VIII. New Business

- a. Dr. Grimes met with Bill Ivy and Cathy Lee about international recruitment. Would like to recruit in Taiwan and Vietnam. Trips are in March (probably March 5-12). Dr. Grimes has asked if there is anyone who might want to go on either of these trips which are scheduled in March. Dr. Cortes is interested in going on the Taiwan trip. Discussed the possibility of sending Suzanne Hurt on the Vietnam recruitment trip. Dr. Muoghalu will probably go on China recruitment trip.

IX. Adjourn – 10 a.m.