

MINUTES

Kelce Leadership Team Meeting
2:00 p.m., January 14, 2013

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

- I. AACSB
 - a. Final preparations
 1. Visit Agenda – Committees and Faculty Meetings
 - a. Dr. Berry, Team Leader, will be in contact with Dr. Grimes next week about the agenda, etc. after the team meets via conference call.
 - b. Need to have one additional general faculty meeting and committee meetings before the visit. These will be set up after the agenda is finalized. Faculty will also be asked to talk with their classes about the visit – i.e.: mission statement, student code of ethics.
 2. Faculty Profiles – DM
 - a. The team has asked for faculty qualifications documents. Dr. Sha is working on getting these documents put together with faculty photos. Five year curriculum vitae were sent to Dr. Berry today.
 3. Document Workroom, etc.
 - a. Dr. Grimes and Mimi will work on putting together documents for the document room.
 - b. Ms. Casey will put together welcome baskets/drinks for the team.
- II. Budget Concerns
 - a. Requested reserve for potential call-back
 1. Dr. Olson has asked PLC to begin thinking about setting aside reserves from budgets for a potential call back of funds this year. Discussion followed on budget targets, shortfalls, etc. Will plan to give back the same amounts as last year if needed - \$4,000 from the Dean's office and \$2,000 from each department.
 - b. Long-term outlook
 1. Dr. Olson isn't very positive about the long-term outlook of the state higher education budget.
- III. Miscellaneous
 - a. Endowed Faculty Fellowships – Dr. Grimes would like to put these monies to use for the funding during the summer session. Need to work on setting up criteria for spending from these accounts and policies for doing so.
 1. Esch Family - \$51K – Dr. Grimes suggested using this for several \$5,000 awards – use a portion of this for the research award (\$5,000 Summer stipend?).
 - i. Discussion followed on how to expend these funds.
 - A. Should award be independent of the Youngman?
 - B. What do we want to reward? Research, teaching and service awards? Make the awards larger than \$500? Could give an MBA teaching award and an undergraduate teaching award. Might want to set up an application process and have fellowships set up in each of the areas. Ms. Casey will visit with Dr. Owings about how to spend the funds in the Owings account.
 - C. Discussed supplementing the teaching award with the funds set aside by Dr. Hodson's Office.
 - D. Dr. Grimes will have Holly pull the documents for the fellowship to make sure we can utilize these funds appropriately.
 2. Guy Owings - \$9K – could be used as an award or for summer support in Accounting.

- b. University Strategic Planning Task Force – update
 - i. Dr. Grimes has been appointed as a member of the steering committee (subset of the main committee).
 - c. KNEA Meet and Confer process – update
 - i. Dr. Grimes is the university lead negotiator for Meet and Confer. Need to come up with a post-tenure review policy by the end of the spring semester.
 - d. KBOR Social Media policy – update and feedback
 - i. Discussion:
 - a. Affects academic freedom of faculty.
 - b. President of the institution will be charged with holding faculty accountable.
 - c. This issue could affect the Meet and Confer process.
 - d. Board has recognized that they may have been premature in putting together this policy without sufficient input from all constituents, but will not rescind the policy at this point. KBOR has recommended that the policy be reviewed by a state-wide committee. Each university will have representatives on the review committee appointed by the KBOR. PSU has forwarded names of prospective representatives.
 - e. KLT are asked to share any issues that come up regarding this issue.
- IV. FYI – Dean’s Spring Travel Dates
- a. February 28; KU for Board Meeting, Kansas University Press
 - b. March 6-9; San Antonio for SEE Conference
- V. Updates and Announcements
- A. Casey –
 - 1. Comment was made about the MGMKT schedule having IE classes listed this semester. Discussion followed. Registrar has insisted that the course needed to be listed in a department when it should be listed as an interdisciplinary program.
 - B. Cortes –
 - 1. Discussed showing DVD from Steve Erwin’s office.
 - 2. Dr. Cortes will be traveling to Vietnam in February/March.
 - C. Harris –
 - 1. Search is in process for a full time instructor beginning in the fall – there are 16 applicants. Committee will meet this week to begin the interview process.
 - 2. Final exam policy issue.
 - D. Muoghalu –
 - 1. Working on enrollment #'s for MBA program.
- VI. Old Business
- VII. New Business
- a. OIS is going to be doing some remodeling in Kelce – set to start Summer 2014.
 - b. Nebraska Business Magazine – Barron Harvey was named an Outstanding Alum.
 - c. Logos for shirts from LL Bean were distributed for KLT to view.
 - d. FBLA – Dr. Grimes received a letter from the President Emeritus of this organization asking us to pursue participation. Ms. Casey will follow-up.
 - e. Foundation/Kathleen Flannery has been concerned with fund raising events on campus. A policy guide has been prepared for review of the committee and will be discussed at the next meeting in February.
 - f. Junior Jungle Day – March 29 – added an extra hour for each college – will require 3 breakout sessions instead of 2.
- VIII. Adjourn – 3:25 pm

Dates to Remember:

- A. Faculty Performance Appraisal Forms to Chairs – Tuesday, January 21st
- B. AACSB Reaffirmation Visit – February 9th through 11th
- C. Faculty Performance Appraisal Back to Faculty – Friday, February 28th
- D. Spring Break – Monday, March 17th through Friday, March 21st
- E. Kelce Meetings with President and Provost, Friday, March 28th
- F. Junior Jungle Day, Saturday, March 29th
- G. Kelce Awards Banquet, Monday, April 28th
- H. Spring Commencement, Saturday, May 10th