



MINUTES

Kelce Leadership Team Meeting
1:30 p.m. February 25, 2014

Present: Ms. Rebecca Casey, Dr. Paul Grimes, Dr. Eric Harris, Dr. Mike Muoghalu

Guests Present: Ms. Mindy Cloninger, Mr. David Hogard

Absent: Dr. Bievenido Cortes (excused-Vietnam)

- I. Career Services – Recent Student Turnout Issues in Kelce
 - A. Guests – Mindy Cloninger and David Hogard
 - a. Mindy and David talked about two company info sessions held in Kelce that were not attended by COB students. Both companies were interested in interviewing business majors.
 - B. Determine Action Steps – discussed possible solutions:
 - a. Assign faculty liaison to each session/employer – as now done in auto tech.
 - b. Point of clarification: If students do not create their profile in Gorillas-for-Hire then students will not receive e-mails regarding job openings. E-mails are targeted to specific majors.
 - c. Have Career Services reps come in and talk to faculty about the importance of students attending these sessions and using Gorillas-for-Hire. (Faculty Development Committee)
 - d. Send a monthly newsletter to faculty about what is going on in Career Services (internships and employment opportunities). These could be posted and e-mailed to students.
 - e. Set up something similar to the advisement survey for students to get them to set up their application in Gorillas-for-Hire. Set up a link on the COB web-page to Career Services/ internships/ job opportunities.
 - f. Meeting between Student Leadership Council and career services reps. We will set up this meeting this semester between the Council, Dr. Grimes and David Hogard.
 - g. Set up bulletin board on each floor of the building for Career Services info.
 - h. Publically recognize students who take jobs or internships - displays.
 - i. Career Services uses Facebook and Twitter to post events/opportunities. Pinterest and Canvas are also used.
 - j. Sign up for Gorillas-for-Hire during MBA Experience class.
- II. Miscellaneous
 - A. Faculty Performance Appraisals Due on Friday – still need ACIS and MGMKT
 - B. Youngman Funding – 7%; Notify Faculty in each department (Chairs)
 - C. Faculty Qualifications – Discussion of Annual Determination Process
 - a. Discussed annual determination process as outlined by Dr. Harris.
 - b. Create a separate page with the annual performance appraisal and add a page with the determination of that faculty member's qualifications for the following calendar year. For 2013 evaluations the faculty qualifications will be determined using 2009-2013 dates and will be effective until Spring 2015. Dr. Grimes will prepare the form to be used.
 - c. Dr. Grimes would like to have each department head meet with each individual faculty member regarding their yearly performance appraisal.
 - D. Spring 2015 Banquet / Discuss Format Options
 - a. Dr. Grimes will visit with Chris Kelly in the future to visit about the format for the banquet, to try to streamline.
 - b. Historically the emcee has always been a student – might use Chris Kelly this year.

- E. Opening the “Backstage Commons” – Fastenal Gift and Ribbon Cutting
 - a. Hardwire computer connections are complete in the offices.
 - b. Flooring has been replaced inside double doors going into the band area of the stage.
 - c. Fastenal will present the college with another check this spring. We hope to have a ribbon cutting with Fastenal here before spring break.
 - F. Distribution of Future Academic Calendars; 2016-2019
 - G. Peter’s Accepted Conference Proposal; May 2015. We will try to make a public announcement of this conference in the near future after he discusses the project with CIS faculty. Dr. Harris volunteered to be Dr. Rosen’s formal mentor.
 - H. Paul’s Upcoming Travel Dates;
 - Friday, February 28th to Lawrence; University Press Editorial Board Meeting
 - Thursday and Friday, March 6th and 7th to San Antonio; Society of Economic Educators
 - Beginning in April through October; Leadership Kansas; two or three days last week of month
 - I. Information Security Conference – suggested by Nancy George one of the Kelce Advisory Board members. May try to coincide this with the conference that Dr. Rosen has had accepted.
- III. Updates and Announcements
- A. Casey – nothing to report
 - B. Cortes – absent
 - C. Harris – Executive in Residence Search – made an offer to first candidate and he will get back with Dr. Harris this week.
 - D. Muoghalu – discussed summer 2014 schedule discrepancy in course dates (MGMKT 895). McPherson GA e-mail – departments will send letters to Dr. Kahol requesting the assistantship for next year.
- IV. Old Business - none
- V. New Business
- a. Dr. Grimes discussed his day – Kiwanis with President Scott speaking and recognizing the College of Business; meeting with PLC and Notre Dame guest; new event center ground-breaking – Dr. Grimes attended lunch with the group and the donors (Plasters).
- VI. Adjourn – 3 pm

Dates to Remember:

- A. Spring Break – Monday, March 17th through Friday, March 21st
- B. Kelce Meetings with President and Provost, Friday, March 28th
- C. Junior Jungle Day, Saturday, March 29th
- D. Beta Gamma Sigma Induction Program, April 28th
- E. Kelce Awards Banquet, Monday, April 28th
- F. Spring Commencement, Saturday, May 10th