



## **MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. January 13, 2015

Present: Dr. Din Cortes, Dr. Eric Harris, Dr. Paul Grimes, Dr. Peter Rosen

Pre-agenda discussion:

1. Do we want to extend the COB-MBA advertising in the Royal's yearbook for the next year? The cost will be \$11,000 for a full-page ad this year. We paid \$10,000 last year. Discussion followed on whether we should pursue purchasing ½ page ad. Dr. Grimes will contact the representative for the Royals.
2. Job Assessment Questionnaire (USS)
  - a. Provost has requested that the Deans review each of the questionnaires for their college University Support Staff after the Chairs have reviewed. Dr. Grimes will prepare a memo to Dr. Olson with summaries of commonalities and differences in the positions.
3. Part-time requests are due at the end of January for Academic Year 15-16. A copy of the request from last year was distributed as an example. The Provost's office has asked that an explanation be provided for anyone that we ask to pay more than \$2,100 per class.
4. Discussion on certificate programs as per discussions among the Board of Regents. There may be certificates given to students in Internal Auditing that need to be officially reported. Dr. Rosen will get back to Dr. Grimes on this topic.
5. Uniform printing in labs across campus – trying out "PaperCut" software in the Kelce Labs. Prices for printing will stay the same this semester. After that uniform pricing will be established on campus.

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- I. Upcoming Faculty Meeting (01/16) and Meetings with President & Provost (01/30)
    - a. Dr. Olson will be attending the Kelce meeting as well as the ACIS meeting on Friday.
    - b. Discussed agenda items:
      - i. MBA-Muoghalu situation.
      - ii. Follow up with AD/MBA Director position description. Committee is Dr. C. Fischer, Dr. Don Baack and Dr. David O'Bryan. Goal is to have someone in place before the start of the fiscal year.
      - iii. Committee updates. Dr. Grimes will send a reminder to committees to prepare reports.
      - iv. Updates from Holly on the upcoming campaign.
      - v. Committee structure changes as discussed in the strategic planning meeting.
      - vi. Department updates/ Academic Advising updates/ Dean Report.
      - vii. Digital Measures updates – resumes/syllabi.
      - viii. Faculty Performance Appraisals due January 20.
      - ix. Smoking/Tobacco Policy
      - x. Dr. Sang Lee – SolBridge Exchange Agreement
  - II. Associate Dean Search – Advertisement and Posting  
-discussed above
  - III. Job Analysis Questionnaires for HRM Project  
-discussed above
  - IV. International Exchange Student Issues – Dr. Grimes and Dr. Harris met with this committee headed by Dr. Lee Young. Discussion followed on the handout that was discussed at the recent meeting.
    - A. College Enrollment Cap - how to structure? Discussed that the cap would be in program or discipline areas and would move the students into other areas of classes that aren't capped.
    - B. Other fixes? Is there anything missing in Dr. Young's agenda.

- C. Dr. Grimes asked the 3 KCOB Chairs to form a committee to work with Suzanne Hurt to come up with a policy to include alternatives for exchange student enrollments. Committee will aim to have this completed by March 1.
  - D. Discussed study abroad programs for Kelce majors. Dr. Grimes has asked for information from the International Office on exchange programs for Kelce students.
    - a. Set up a web page with links to the study abroad programs.
    - b. Dr. Grimes will pursue getting a list of exchange programs.
- V. Return to Strategic Planning – set a date!
- a. Discussed setting up a date for strategic planning.
- VI. Miscellaneous
- A. Faculty Development Accounts – policy to spend these down
    - a. All departments have faculty who have funds in these accounts. Faculty need to spend these funds. Agreement to have faculty use faculty development funds before using departmental or college funds for travel.
  - B. New Smoking/Tobacco Policy
    - a. This policy is now in effect. Chairs were asked to review the policy. Discussion followed on how we are to handle anyone smoking on university property.
  - C. AACSB Curriculum Workshop – faculty members to send?
    - a. We need to appoint a curriculum review task force which would be required to attend this meeting. Meeting will be St. Louis in May.
    - b. The task force will be a subset of the UG Curriculum Committee – would send one rep from each department including Suzanne Hurt (Dr. Maceli, Dr. Bracker, Dr. O’Bryan).
  - D. Solbridge Faculty Exchange Agreement
    - a. This is the school that Dr. S. Lee has been visiting each year. Faculty Exchange Agreement has been proposed by Dr. Lee. He will talk about this agreement at the Kelce Faculty Meeting on January 30.
  - E. Chamber Coffee Calendar – chairs were asked to attend coffee’s this spring
  - F. Kansas Teacher Licensure
    - a. Discussed the Kansas Teacher Licensure Regulation Changes as per the handout.
  - G. Lab Printing Trial in Kelce Labs – discussed above
  - H. Hall Video Display
    - a. Discussed allowing each department to set up a slide show each month on the display.
      - i. February – MGMKT; March – ACIS; April – EFB
  - I. Endowed accounts for Kelce
    - a. Discussed funds that are available to the college, although many are restricted to scholarships.
- VII. Updates and Announcements
- A. Cortes – Finance Faculty Position Update
    - a. Departmental meeting with the Provost will be 1/23 (Friday)
    - b. Update on open position – discussed special conditions on the Appoint Request for incoming finance assistant professor. If candidates do not complete degree required for position prior to start date, they cannot be appointed to a tenure earning position. Candidates then would need to be appointed to a non-tenure earning temporary 1-year position.
      - i. We need to implement a standard practice that if the candidate hasn’t completed the degree by the specified time, then they would receive less salary in a non-tenure earning position. Next time an ABD is hired in the college the special conditions on the appointment needs to be discussed beforehand.
    - c. Faculty Performance Appraisal discussion.
    - d. Lumen Grant – Ms. Freund and Dr. Bracker will be attending meeting in Portland, OR.
    - e. Working with Brett Dalton on a news item for the department.
    - f. Need to discuss Micropolitan Report with Dr. Grimes.
    - g. Class sizes – EFB has two classes that have less than 5 students enrolled.
  - B. Harris – SBDC projects update/MBA Task Force update
    - a. SBDC projects – no update

- b. MBA Task force – will give an update at the Kelce Faculty meeting on Friday.
    - c. MBA Experience – need to confirm all speakers/instructors for the workshop.
    - d. Dr. Harris will attend a General Education Conference in Kansas City next month.
    - e. There is still some fall-out problems that are associated with the MBA program upon the resignation of Dr. Muoghalu. Unexpected student from Nigeria showed up this week.
  - C. Rosen – Faculty Searches
    - a. The Search Committee has met regarding the 2 faculty searches (Casey, O’Bryan, Choi), and the processes required for the searches.
- VIII. Old Business - none
- IX. New Business
  - Dean’s Known Travel Dates
    - January 25-27, LaTech AACSB Visit (Dr. Harris will fill in)
    - February 19-24, Society of Econ Educators followed by UH-Victoria AACSB Visit (Dr. Rosen will fill in)
- X. Adjourn – 4:30

**Dates to Remember:**

- A. Spring Semester Classes Begin – Monday, January 12<sup>th</sup>
- B. Kelce General Faculty Meeting – Friday, January 16<sup>th</sup>
- C. MLK Holiday – Monday, January 19<sup>th</sup>
- D. Faculty Performance Appraisals Due – Tuesday, January 20<sup>th</sup>
- E. Kelce College Meetings with President and Provost – Friday, January 30<sup>th</sup>
- F. Spring Break – Monday, March 16<sup>th</sup> through Friday, March 20<sup>th</sup>
- G. Junior Jungle Day – Saturday, April 4<sup>th</sup>
- H. Kelce Banquet – Monday, April 13<sup>th</sup>
- I. Finals Exams Begin – Monday, May 4<sup>th</sup>
- J. Spring Commencement – Friday, May 8<sup>th</sup>