



**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

**MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m., May 19, 2015

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

- I. Provost Leadership Council – debrief
  - a. Adobe has changed the way they are selling software – they will no longer sell individual products – all will be changed to a subscription based “cloud” software (KU negotiated pricing for the State Regents Institutions). Acrobat Pro will be available to all of campus computers and 50% of the campus machines will get the Adobe Software Suite. After the first year, each college/area will pay a pro-rated price based on their share of machines loaded with the software.
  - b. Lee Young asked that Department Chairs consider moving pre-enrollment for both semesters to an earlier date. Discussion followed on whether this would be useful or not in helping to get a larger percentage of students pre-enrolled. Dr. Grimes will give feedback to Dr. Young from KLT which leans more toward this not being helpful to the Departments in the COB.
  
- II. KBOA Board Meeting – debrief
  - a. Less than half of all board members were in attendance at the meeting on 5/18.
  - b. Discussion followed on the meeting and the make-up of the membership. Board members and KLT will work on getting names of additional nominees for the KBOA.
  
- III. Contract Dates and Turnover of Administrative Rolls
  - a. July 1 was supposed to be the start date for the new MBA Director/Associate Dean. Technically the contract for the position begins June 6. Will proceed with preparing the EDC for Dr. Harris from May 9-June 5, and Dr. Cortes will officially begin as MBA Director/Associate Dean on June 6.
  
- IV. College Standing Committees – assignments for next academic year
  - a. Reviewed the College Standing Committees for 14-15. Discussed committee membership for 15-16. Chairs are going to contact those faculty whose terms are expiring to see if they will continue to be on the committee or if they wish to be on another committee. Need to identify faculty from each area to serve on the new MBA Program Committee. Will finalize committee lists in two weeks.
  
- V. Graduate Assistant Allocations
  - a. Discussed optimal distribution of graduate assistants in the college. Dr. Grimes would like to have additional GA positions in the Academic Advising office and one specifically assigned to the MBA Director. Dr. Grimes will continue to work on GA distribution.
  
- VI. Miscellaneous
  - a. Youngman Grant Paperwork
    - i. Discussed whether or not to keep historic Youngman Grant paper work. It was decided to keep 5 year’s worth of Youngman paper work.
  - b. Strategic Planning – Priorities
    - i. KBOA were asked to give Dr. Grimes priorities for the strategic planning process. KLT will work on 3 priorities this summer.

- c. Butler Community College Request for Articulation Agreement / Money and Banking
    - i. Discussed whether we should accept the community college course as a transfer course for Money and Banking at PSU. It was decided that the course will not transfer, but we will work with the students who have taken the class at Butler and let it transfer as an elective.
  - d. Time and Effort Reporting for Federal Grants
    - i. The Time and Effort Reporting policy for PSU was distributed. Chairs were asked to review the document and report concerns to Dr. Grimes.
  - e. KLT Summer Meeting Times
    - i. KLT will continue to meet on Tuesdays at 2:30.
- VII. Updates and Announcements
- a. Cortes – transition to MBA
    - i. Have met with OIS twice to get changes to the program made on-line. Dr. Cortes and Dr. Harris will meet next week to continue with the transition.
    - ii. June Freund successfully defended her thesis, and will be promoted to Assistant Professor.
    - iii. Fang Lin will come to Pittsburg in July or August.
  - b. Harris – transition to JMI
    - i. Dr. Harris has reviewed the JMI handbook, and will meet with Irene.
  - c. Rosen – conference update; conference debrief
    - i. MWAIS conference last week went very well. There were 28 submissions that were all accepted. 25 submissions will be produced in the proceedings (all who attended). Participants were from all over the country.
- VIII. Old Business - none
- IX. New Business - none
- X. Adjourn – 3:50

**Dates to Remember:**

- A. Summer I and Full Summer Begins – Monday, June 1<sup>st</sup>
- B. Summer I Ends – Friday, June 26<sup>th</sup>
- C. Summer II Begins – Monday, June 29<sup>th</sup>
- D. Summer II and Full Summer Ends – Friday, July 24<sup>th</sup>
- E. Fall Classes Begin – Monday, August 17<sup>th</sup>