

MINUTES

Kelce Leadership Team Meeting
9:30 a.m., September 4, 2015

Present: Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Dr. Lynn Murray, Dr. Peter Rosen

- I. Miscellaneous
 - a. State funds for hospitality – must include non-Pitt State attendees
 - i. Events with food must include a non-Pitt State employee in order to be paid with state/OOE funds.
 - b. Building Project – Paul Stewart at next week’s KLT; architects in building
 - i. Dr. Grimes met with an architect yesterday and will probably be meeting with more (up to 20).
 - ii. Architects will be screened down to 5 top applicants. Dr. Grimes asked that Chairs give faculty a heads-up that there may be architects in the building.
 - c. Defibrillator Training scheduled – have 3 tentative dates; should be able to nail down a date by next week.
 - d. Outstanding Alumni Award – Ronnie Chang, MGMKT, October 2nd
 - i. Dr. Grimes will visit with Holly Kent about possible special events during the visit by Mr. Chang.
 - ii. Management and Marketing will be the host for the day that Mr. Chang is visiting.
 - e. G.A. Position Descriptions – prepare; input for establishing hiring process
 - i. Discussed the need to implement GA position descriptions for each position in each department.
 - ii. Discussed an improved way to hire GA’s – perhaps by using Gorilla’s For Hire.
 - a. Chairs and Associate Dean have been directed to meet to write up a plan of what the GA hiring process should be, and also to prepare a draft of GA position descriptions. An updated application may be needed as well.
 - f. Need cell phone numbers and emergency contact info for KLT – please give this info to Mimi
 - g. Keys – do all chairs have masters for building? Discussed keys needed for KLT.
 - h. Coaching/Mentoring – informal gatherings with former chairs
 - i. Dr. Grimes would like to have “new” chairs meet with former chairs this year informally.
 - ii. Friday lunches will be scheduled for these meetings.
- II. Travel Estimates
 - a. Discussion of allocations – philosophy to use outside accounts before expending dean’s office funds
 - i. Dr. Grimes has reviewed the estimates submitted by faculty.
 - ii. Discussed adopting the philosophy of using outside funds before spending college funds. Faculty should exhaust all options for funding before asking for dean’s office funds.
 - iii. Travel funds from the college have historically been used from the original Kelce Endowment which can be used for many different things, not just travel. Need to maintain a working balance for discretionary items and events as they arise.
 - iv. Discussed the various funding sources that are available for faculty travel.
 - b. Determination of Kelce Endowment faculty allocations
 - i. Need to support non-conference trips and expenses
 1. Discussed amount to give faculty from Kelce Endowment fund. Last year allocations were \$600 per faculty.
 - ii. Create levels of support? How to determine importance of trip to college’s mission?
 1. Discussed creating levels of support for faculty travel.
 2. Rule will be that the base funding from the Dean’s office will be \$500 and if they meet priority 1 funding for professional development, an additional \$100 will be added to the funding.

- III. Strategic Plan
 - a. Curriculum Review and Revision
 - i. This process needs to begin.
 - ii. Dr. Maceli is the Chair of the College Curriculum Committee this year.
 - iii. Discussed putting together a smaller task force of 3-4 faculty to review the core curriculum as opposed to using the college curriculum committee to perform this review. It was decided that the college committee will do this review.
 - iv. The undergraduate college committee and KLT will meet to discuss the charge for the committee. Dr. Grimes will make a proposal and give timelines after approval of KLT.
 - v. MBA Program Advisory Council will conduct this review for the MBA program.
 - b. P&T Guidelines
 - i. Dr. Grimes would like to consider establishing college-wide promotion and tenure guidelines rather than departmental.
 - ii. KLT will be charged with writing up a college-wide draft of the P&T document which will eventually be voted on by the college faculty.
 - c. Youngman Program Reformation
 - i. Dr. Grimes has requested that he be given the authority to make decisions on spending and a policy from this account (endowment) with approval from the KLT and eventually approval of the faculty.
 - ii. After discussion, KLT approved Dr. Grimes taking on this role.
 - d. College Academic Honesty Policy
 - i. Will set up a task force with one faculty member from each department – Dr. van Wyk will be asked to chair the task force. The Dean will have a charge for the committee as soon as the other committee members are chosen.
 - e. Kelce Connections Newsletter
 - i. Dr. Cortes, as Associate Dean, has begun working on getting the newsletter up and going.
 - ii. Discussed what needs to be included in the newsletter, and if it should be in electronic or hard copy format. Need to have new content.
- IV. Updates and Announcements
 - a. Cortes –
 - b. Bracker –
 - c. Murray –
 - d. Rosen –
- V. Old Business
 - a. Discussed downward trend in enrollment. Enrollment for Fall is down by about 3%.
 - b. MBA Enrollment is down for the fall semester, but all graduate enrollment for PSU is down as well because we had so many students graduate last spring and summer.
 - c. Discussed setting up a team of Kelce faculty for the annual golf tournament.
- VI. New Business
- VII. Adjourn – 10:55

Dates to Remember:

- a. Labor Day Holiday, no classes – Monday, September 7
- b. Meet the Firms Day – Monday, September 14
- c. Company Day at KTC – Wednesday, September 22
- d. Outstanding Alumni Award Recipient – Friday, October 2
- e. Kelce Golf Tournament in Johnson County – Monday, October 5
- f. Fall Break , No Classes – Thursday and Friday, October 8-9
- g. Career Expo at Student Center – Thursday, October 22
- h. Majors Fair for Undeclared Students – Tuesday, October 27
- i. Rumble in the Jungle Senior Saturday #1 – October 31
- j. Rua Skybox Host – October 31 – vs. Missouri Southern (Hall of Fame)
- k. Rumble in the Jungle Senior Saturday #2 – November 14
- l. Thanksgiving Break, No Classes – November 25, 26, 27
- m. Junior Jungle Day – Saturday, April 2
- n. Kelce Dean/Chairs/Faculty Meetings with the President and Provost – Friday, March 2