



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

**MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. October 03, 2016

**Present:** Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Ms. Suzanne Hurt, Dr. Lynn Murray, Dr. Pete Rosen

- I. PLC Update
  - a. GAs and health insurance
    - i. Graduate Assistant health insurance optional package at KBOR institutions does not meet the qualifications for the Affordable Care Act.
    - ii. There are currently only 31 out of 132 GA's who have requested this subsidy through PSU/State of Kansas this semester. This costs \$1,044 per graduate student.
    - iii. Suggestion has been to roll the cost of health insurance into the GA pay.
  - b. Online Enrollments
    - i. Online enrollments by class for the last three years was discussed in PLC.
    - ii. Dr. Howard Smith asked PLC to review classes that have very low enrollment #'s in summer online classes. Kelce has relatively high enrollment in online courses in the summer.
    - iii. Spreadsheet with breakdown of enrollment in on-line classes will be distributed to all KLT.
- II. GUS Cloud Implementation - Mimi
  - a. Approvals – reviewed what approvals are required in the new GUS Finance & Procurement system. Ask Mimi if additional clarification is needed.
  - b. Delegation – administrators can delegate their expenses in GUS F&P to their admins. Mimi will help with setting this up if necessary.
- III. Miscellaneous
  - a. Debrief the Dean's AACSB Trip
    - i. Dr. Grimes traveled to Georgia last week for a team accreditation visit to the College of Business at Georgia College and State University (GCSU) in Milledgeville.
    - ii. Discussed program information and facts about the school and their accreditation efforts.
  - b. "To Do" lists – administrative and AACSB
    - i. Dr. Grimes will be working on a "TO DO" list of items to be completed before next year (year of record for AACSB).
    - ii. Chairs are asked to put together their current "To Do" lists and give them to Dr. Grimes along with progress in completing these tasks.
  - c. College Committees – updates?
    - i. Curriculum and AOL committee has been working on curriculum items for the college (specifically MGMKT).
    - ii. Gail Yarick has prepared review of Faculty Senate meetings for ACIS – Dr. Rosen will ask her to forward to all college faculty members.
- IV. Unit Updates
  - a. AAC – Suzanne Hurt
    - i. Academic Advising has begun pre-enrolling.
    - ii. Adrienne Vaughn started on 9/26 and will be working Monday, Thursday and Friday. Her job title is Assistant Coordinator of Academic Advising and Enactus.
    - iii. Poverty Inc. film will be presented at the Bicknell Center on November 3. Panel will be set up.
  - b. ACIS – Pete Rosen
    - i. Job candidate for the open Accounting Assistant Professor position visited PSU last week. Committee would like to hire the candidate after she interviews with Dr. Grimes on Skype this Friday.

- ii. Michael Simone, Outstanding Alum in accounting, will be honored this Friday by PSU and the Kelce College/ACIS Department. Agenda for his visit will be distributed.
  - c. EF&B – Kevin Bracker
    - i. Dr. Binder has completed his dissertation defense and passed.
    - ii. Mike McKinnis was involved in an automobile accident last week. He returned to work this week.
    - iii. Curriculum items for the department are complete and need to be put into the Curriculum Briefcase.
  - d. MBA – Din Cortes
    - i. Attended PLC meeting last week while Dr. Grimes was out.
      - 1. He summarized the meeting and concerns regarding international student admissions policies.
      - 2. Conditional status admissions will not be allowed at PSU per this new policy.
      - 3. MBA program will strive to put together an admissions track specifically for international students. Other graduate programs on campus will also work toward this type of admissions process.
    - ii. Heather Hartong will be the KCOB student rep for the university CFO search committee.
  - e. MGMKT – Lynn Murray
    - i. Catalog curriculum changes have been approved by the department committee, and Dr. Murray is working on getting the changes typed up.
    - ii. Business Bash (for freshmen) will take place from 6:00-7:30 p.m. on October 10 in Gorilla Village. Freshman Experience instructors will send out invitations to those students – about 250 total. Tables are available for clubs and organizations. Contact person is MGMKT GA, Sarah Freeman. John Botts will be doing his cotton candy business at the event.
    - iii. Dessert reception is the night before the Career Fair. Sarah and Dr. Murray are planning this event.
    - iv. 4 international trips planned for Study Abroad – Korea, China, Ireland and France. Dr. Dalecki is currently teaching a class in Paraguay. Trips will be promoted in Kelce and all over campus.
- V. New Business
  - a. Dr. Steve Horner attended the meeting to give an update on the general education leadership review team.
    - i. Distributed background information on why the taskforce has been formed. Initiative was from Faculty senate. Met with Faculty Senate, Registrar and her assistant to discuss the timeline. Will be meeting with unclassified staff senate tomorrow.
    - ii. Focus groups will be formed to gather information.
    - iii. Timeline is to have something ready to submit to faculty senate by November 2018.
      - 1. They are currently in the discovery phase which will be wrapped up in February.
      - 2. Defining stage will come next and should be complete in May-June of 2017.
      - 3. Design process report is anticipated to be complete late in the spring 2018 semester.
    - iv. Dr. Grimes thanked Dr. Horner for his dedication and participation in the general education review process.
- VI. Old Business
  - a. Carry Forward OOE balances – procedure for expending funds
    - i. Discussed procedures for expending FY 16 OOE funds that were carried forward from all Kelce accounts to the Dean's OOE account.
    - ii. Mimi will do some checking and will get back with KLT with possible options.
  - b. Dr. Kevin Bracker will be honored as University Professor at a reception tomorrow afternoon.
  - c. Discussed MBA course schedule for the spring 2017 semester. It was agreed to work on a long-range schedule for MBA courses.
  - d. Deadlines for sabbatical, promotion, tenure, etc. were discussed.
  - e. Summarized Golf Tournament – 10/3/16.
- VII. Adjourn – 4:15 pm

**Dates to Remember:**

1. Outstanding Alumni Award Recipient – Friday, October 7
2. Homecoming – Saturday, October 8
3. Fall Break , No Classes – Thursday and Friday, October 13-14
4. Mid-term Grades Due – Monday, October 17
5. Career Expo at Student Center – Thursday, October 20
6. Majors Fair for Undeclared Students – Thursday, October 27
7. Rua Skybox Host – Saturday, September 22 – vs. Emporia State
8. Rumble in the Jungle Senior Saturday #2 – November 5
9. Early Enrollment for Spring – November 6 through 11
10. Thanksgiving Break, No Classes – November 23 through 25
11. Finals Week, December 12 through 16
12. Commencement, December 16
13. Fall Semester Grades Due, December 19
14. Kelce Dean/Chairs/Faculty Meetings with the President and Provost - TBD