

**Kelce College of Business  
Chair's Meeting  
June 4, 2008  
2:30 pm**

Dr. Richard Dearth called the Kelce College of Business Chair's Meeting to order. Present: Ms. Rebecca Casey, Dr. Richard Dearth, Dr. Felix Dreher, Dr. Eric Harris.

Security Issues

Office of Information Systems

Dr. Dearth discussed information he received from The Office of Information Systems regarding the security of records that contain sensitive information. OIS has requested an inventory of all sensitive records in each department. All paper records with personal and sensitive information must be kept in a locked file in a locked room. Each department needs to have a place to keep these records. The new security issues will ultimately involve all records, digital and paper.

OIS will be changing and updating their computer system soon. There may be some glitches during this transition.

Kansas Board of Regents

The Kansas Board of Regents has passed a gun policy that may facilitate a change to PSU's gun policy.

Password Policy

Everyone with a password to access the Gorilla User System will now be prompted to change their password every six months. If the password is not changed the user will be locked out of GUS.

E-Mail

PSU would like for every student who is admitted to the university to have a Pitt State e-mail address. Currently there is not enough room on the university system so PSU will look for a vendor to host e-mail for students. Faculty and staff e-mail will remain on the current PSU system.

Background Checks

Beginning September 1, 2008, all searches and new hires must have a criminal background check completed. This applies to part-time and full-time faculty and staff. Graduate students may be exempted from the check. Some selected positions may also have a credit check required.

Performance Agreement

The PSU performance agreement was accepted 100%. The report included the years 2005 through 2007.

### Tuition Proposals

PSU has proposed a 5.75% increase in tuition. We will know by next week what the percentage of increase will be.

### Wage Increase

The minimum wage will increase this July. The student budgets will also increase to cover the wage hike.

Administrators will see a 3.5% wage increase over base salary.

There is some speculation that the State will run out of money. Dr. Dearth warned the chairperson's not to be too quick to spend their OOE money because there could be a rescission in January. Theoretically the OOE budgets could be slashed at that time.

### Enrollment

Enrollment is 20+ ahead of fall enrollment. The College of Business enrollment is down. Summer enrollment is flat.

### Speak Test

The speak test will still be offered for a few more months.

### Faculty

Jamie Wood is going back to faculty status. The position is open. Someone with a degree in Psychology, Sociology etc. would be ideal.

### Advertising Costs

Any departments with balances due for national advertising need to pay those before the end of the fiscal year.

### Student Budget

All departments need to submit a student salary budget. The budget needs to be on a spread sheet that lists student hours by category. This is due on 6/20/08.

### GA Budget

The GA budget will be out soon. This year's GA budget will be the same amount as the previous year. The GA budget for next year will increase.

### Performance Reviews

Performance reviews are due this Friday, June 6. They should list goals.

### Grad Now Committee

Mrs. Casey proposed that a committee be developed to review the students from the Grad Now program through Pitt State. She suggested using the same policy as the Reinstatement Committee currently uses.

### Office Space

The Department of Management & Marketing will have a new faculty member coming in the fall. This will necessitate some faculty moving to new offices throughout the Kelce building. Discussion took place about who would be moving and what office space is available.

### AACSB

The discussion of the chair's meeting focused on the topic of the AACSB accreditation process for the remainder of the meeting.

Meeting adjourned at 4:25pm.