

**Kelce College of Business
Chair's Meeting
MINUTES
Wednesday, June 17, 2009
3:30-4:30 a.m.**

Present: Ms. Rebecca Casey, Dr. Dean Cortes, Dr. Richard Dearth, Dr. Felix Dreher, Dr. Eric Harris

1. Lynette Olson, Interim Provost/VPAA, sessions
 - a. Dr. Olson, Interim Provost, had question and answer sessions on June 15 with faculty, staff and administrators.
 1. Dr. Cortes and Dr. Dreher gave input on the sessions that they attended.
 2. Dr. Dearth has also had conversations with Dr. Olson regarding what might happen in academics at PSU during the next year. She is going to plan on spending a day in the College of Business at some point. An Interim Dean of Arts & Sciences still needs to be appointed.
2. Updates
 - a. President's Council
 1. Howard Smith will not be replaced as Assistant to the President, but will become the new Chair of Curriculum & Instruction. His duties as Assistant to the President will be distributed to other individuals at PSU.
 2. University Calendar Issues – we are currently on a 150 day calendar and the Board of Regents is suggesting changing to a 146 day calendar. Some universities are on a 139 day calendar. KU is pushing toward lowering the # of days in the calendar. PSU will need to revise its future calendars if there is a change.
 - b. Provost's Council
 1. The Jungle – Guidelines for sending bulk e-mails and e-newsletters using "The Jungle" was distributed and discussed. There will be two deadlines – November 15 and March 15 each year. Chairs are asked to review the "guidelines" and give input to Dr. Dearth.
 2. Media Tour of Construction Projects – this will take place sometime in the next couple of weeks and will give the general public information on all existing construction projects at PSU.
 3. Ken B. Jones Award – based on scholarship, GPA, athletic ability, etc., is one of the top awards in Division II sports. The award was given to two PSU athletes this year. One was a business major.
 4. FY 10 Budget – the College of Business hit the salary reduction target with the loss of Herath and Deatherage. The starting OOE budgets for 2010 will be very close to what the OOE's were in 2009 after the rescission. There will be no salary increases except for classified employees in 2010, however there will be enough funding to pay all existing faculty and staff positions. We will start out with about 20% of the funding that we had last year in our Business Instructional Equipment fees account, which might be all there will be for the year. OST funding will remain the same as last year. This does not account for shrinkage – Academic Affairs will be funding the shrinkage amounts in 2010. PSU is still requesting a 6.8% increase, but will probably only get a 4% increase.
 5. FY 10 Rescission - The governor has said that for FY 10 there will almost immediately be a rescission – probably an additional 7% - which would affect Operating Budgets. The 2nd part to this is that there may be stimulus money available in 2010 for tuition mitigation and/or deferred maintenance. The Board of Regents will decide how to portion the stimulus money.
 6. Parking Lots – almost all parking lots on campus have been torn up and will probably not be ready for the fall semester for several reasons. They have had

to replace dirt that was hazardous and not compactable and the heavy rains have held up the entire process.

7. New Financial Aid Director – Tammy Higgins will be the new Director of Financial Assistance. Bill Ivy will fill in until Ms. Higgins begins her job later this summer.
8. Audit of Summer 2009 classes – Dr. Snyder has announced that she is auditing 2009 summer classes, especially the ones that the CGS funded. This will guide her as far as the classes that she will approve with her funds for summer 2010. High enrollment will be one of the criteria she will look at as well as the salary of the instructor.
9. HLC Assessment Academy – The decision was made that PSU will enter into this program. There will be a Dean, Chair and faculty member that will go through this academy during the next four years. The program is very expensive.
10. Special conditions language examples – A copy of the Special Conditions Language Examples was distributed and discussed. For our appointment issues we want to make sure that we get all of the special conditions included.
11. Goldwater, Fulbright, Rhodes and Udall Scholarships – Board of Regents lists these scholarships but PSU hasn't taken advantage of seeking the scholarships for our students. Dr. Ivy is going to work on this project for PSU. Dr. Dearth has asked that Chairs/Faculty identify top students who would be eligible for these scholarships.

3. Departmental Concerns

- a. ECON – Dr. Cortes will be leaving for Taiwan next week
- b. ACCTG – Construction Accounting in the fall will be taught at the KTC, and has also offered to teach Financial Account at the KTC in the spring.
- c. CSIS – Dr. Dreher is asking for around \$700 in funding for the Forensics software. Dr. Dearth agreed to give him the funds. CSIS reorganization was discussed with the Interim Provost.
- d. MGMKT – brought up Grad Now and the problems that are being encountered by one particular student. We will use Grad Now on a case by case basis.

4. Discussion items

- a. Assignment of Lap Top Money - \$7,500 is available for laptop computers in funds from Academic Affairs. We will order 6 laptops for faculty use. CSIS will use two of the computers, ECON will use at least 1, MGMKT will probably need 1, and Accounting doesn't need any at this point. We will store the additional computers for anyone else who needs one.
- b. Part-time budget for FY 2010 was discussed. Let Dr. Dearth know if additional part-time sections are needed as funding may be available.
- c. Air Conditioner and Roof replacement issues – There have been several problems with the air conditioner removal and replacement in Kelce. Dr. Dearth decided that none of the classrooms should be used because of debris and possible problems with installing the new air conditioning units. Equipment in affected classrooms will be covered up and rooms will be locked down until the new air conditioners are in place. The only issues now are with the ECON and MGMKT offices – as they will be performing preliminary work above those offices on Friday, June 19. There could be a problem with debris accumulating in the air returns in those offices. Dr. Dearth has asked that equipment be covered and to move people out of those offices on Friday. The schedule of replacements e-mail from Paul Stewart was discussed. The parking lot behind Kelce will be closed when cranes are brought in to install the new air conditioning units.
- d. Meet and confer update – no salary increases will occur for faculty except for promotions during 2010. Next summer we will spend the same amount of money as

- we did in 2009, but that is the final year, so there isn't any guarantee for summer after that.
- e. Additional OOE and Student Technology – all departments are encouraged to spend all of their OOE funds for the year. The Dean will try to assist with funds if they are needed.
 - f. Dee Thomas resignation is effective July 24, however she will be gone July 2 and will use accrued vacation through July 24. The search process for her replacement has been initiated and a search committee will be formed. Ms. Casey will be the representative from Kelce on the committee. Ads and job descriptions were distributed.
 - g. Distributed copies of Map Through the Jungle items that Dr. Murray has been working on. This program will be rolled out in the fall as a voluntary program. Participants will receive a certificate. Give input to Dr. Dearth or Dr. Murray.
 - h. The new promotional video for the College of Business has been shot and rough cut. The video will be placed on our web site and copies will be made on DVD for promotional purposes.

5. Upcoming events:

- a. Kansas Board of Regents meetings – June 24-25
- b. Inauguration of President Scott – October 23
- c. Provost meetings will continue through the summer – Chairs meetings will be called as necessary for the remainder of the summer
- d. The Kelce Opening Meeting will take place on August 21 at 9:00 am in 112 Kelce with lunch following in room 121
- e. Rua Stadium Box – reserved for the College of Business on September 21 – let Dr. Dearth know if there are recommendations for guests to sit in the box on that date
- f. Arrowhead game – September 12 at 5:00 pm
- g. Student Health Center will have grand opening on September 26
- h. Meet the Firms – September 14
- i. Opportunities in Business Day – September 29
- j. March 10 – AACSB Conference on Assessment in New York – a representative from the College of Business will probably go to this conference
- k. July – LiveText and TR20 will be on campus
- l. April 2010 – Annual International Conference of AACSB – Dr. Dearth would like to send a Chair to the meeting in Anaheim, CA

Richard C. Dearth, Dean
Kelce College of Business