

MINUTES

Kelce Leadership Team Meeting
1:30 p.m., April 19, 2012

Present: Ms. Rebecca Casey, Dr. Bienvenido Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu
Guests Present: Michele Sexton, HRS; Cindy Johnson, EEO

- I. Michelle Sexton and Cindy Johnson
 - A. Accommodation issues for aging faculty
 - a. Discussed what physical accommodations/options can be made for aging faculty in the College.
 - b. Discussed specific physical problems with aging faculty in the College.
 - c. Need to look at problems with essential functions on the job as compared to just the annoying issues related to specific individuals.
 - i. Need to have conversation with individuals involved because there are issues being created in the workplace/classroom.
 - ii. Physical problems/mobility issues – need to discuss accommodations with the individual(s). Advise university police that the individual is in the building after hours.
 - B. Other issues/options
 - a. Long-term disability – pays 65% of salary for 5 years. Must use all sick leave before going on long-term disability.
 - b. Full-retirement
 - c. Phased-retirement
 - d. Might need to ask for safety equipment in the building (defibrillator, etc.).
- II. Upcoming Events
 - A. Junior Jungle Day – Saturday, April 21
 - a. Will be using room 224
 - b. Each department should have info ready to go for students
 - B. Awards Banquet – Monday, April 23
 - a. Discussed banquet procedures, etc.
- III. Management Training Program with WSU
 - A. Choose date – Thursday, May 24 (training needs and market for supervisory training programs)
 - B. Faculty to engage?
 - a. Identify faculty member who will take a lead in getting faculty involvement in an HR program like this.
 - i. Will ask Dr. Art Fischer to participate with the program

- IV. Summer Staffing
 - A. Alternative plans can be filed with Provost – allowed by the unit contract.
 - a. No COB department has an alternative plan filed in the Provosts office – discussed each department doing this.
 - b. Copies of plans from other departments will be reviewed and new alternative plans will be filed for each COB departments.

- V. Computer Labs
 - A. Earlier closing time? – change closing time from 10:00 pm to 9:30 pm?
 - a. Custodial staff stated that the building is being locked at the same time as the lab is closing. Proposed closing the lab at 9:30.
 - b. Chairs are asked to ask faculty what their thoughts are on this matter. Dr. Grimes will visit with the Kelce Student Leadership team about this matter.
 - B. Printing prices
 - a. Printing prices vary across campus – want to come up with a university-wide pricing scheme

- VI. AMM Project
 - A. Need to hear from Team #4 and #3 (Budget)
 - a. Meeting needs to be scheduled with T. Box, K. Smith & D. O’Bryan
 - B. Faculty meeting on Thursday, May 10th
 - 1. Time set for 8:00 a.m. (each standard will be given a certain amount of time)
 - 2. Break to honor service recognitions/retirements/promotions/tenure/sabbaticals

- VII. Grad Now Program
 - A. Debrief meeting with Registrar – Dr. Grimes met with the Registrar and assistant’s this morning.
 - a. Program for individuals within 15 hours of graduating. Individuals are contacted to try to help them get their undergraduate degree.
 - b. There has been a problem in the past with requirements not being accepted. Will look at being more relaxed when looking at courses being transferred in – as long as the quality of the courses is acceptable.
 - c. When a COB student is going to apply for Grad Now, Chairs in each department will be asked to look over the information provided by the Registrar on that individual. Chairs will be asked to sign off on each request.
 - d. Threshold rule for a business degree would be considered 25% of the program (AACSB rule). Anything in excess of 31 hours would fall under AACSB’s jurisdiction.

- VIII. Updates and Announcements
 - A. Grimes – To Arkansas w/Holly in May; To serve as negotiator for administration;
 - B. Casey – Search update;
 - a. Dr. Cummings is chair of the search committee for IS position.
 - b. Two candidates will come to campus for interviews.
 - C. Cortes – nothing to report

- D. Harris –
 - a. Will be gone to a Marketing Conference next month and will miss the Kelce Board of Advisors meeting on May 18.
 - b. Sang Lee has returned to campus from sick leave.
 - c. Discussed problems with international students and I-20 (immigration status), and OPT/CPT.
- E. Muoghalu –
 - a. Attended webinar this week with MBA headhunters and PSU MBA students (with Dr. Grimes)
 - i. psunetworker.com – is the web site. Need to try to involve MBA alums.
- IX. Old Business - none
- X. New Business - none
- XI. Adjourn – 3:20 p.m.