

**MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. June 12, 2012

Present: Ms. Rebecca Casey, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu

Absent: Dr. Bienvenido Cortes (in Iraq)

Guests Present: Dr. Lynn Murray, Dr. Kristen Maceli

- I. Kelce 35<sup>th</sup> Birthday Celebration (Homecoming)
  - A. Lynn Murray and Kristen Maceli
    - a. Distributed a calendar of events for the celebration
      - i. August-September – welcome back picnic for students
      - ii. Host tailgating tent at gorilla village at every football game
        1. Will talk to KBOA to see if their companies wish to sponsor/support these events.
      - iii. Sponsoring/co-sponsoring volleyball event
      - iv. Working with Holly and staff on annual the Golf Tournament in Kansas City
      - v. Arrowhead game
      - vi. Homecoming
        1. Host birthday celebration
        2. Tailgating at football game
        3. Will not do the pre-parade breakfast
      - vii. November – last football game
      - viii. Additional events through the fall semester
    - b. There will be a student assisting Dr. Murray and Dr. Maceli on a historical timeline to be viewed in the building, etc.
    - c. Distributed proposal by Alexia (student who is working on the historical timeline, etc.)
    - d. Discussed the proposed schedule of events – is it too ambitious?
  - B. Events and costs
    - a. Pitt State Magazine – story and ad with listing of all events; ad in Collegio, post card mailing, banners, special web page, Facebook, social media, Crimson & Gold story in KRPS
    - b. Costs for advertising in the Pitt State Magazine are expensive. Funding?
      - i. Ask KBOA about sponsoring?
      - ii. Pay from college/departmental funds?
      - iii. Discussion – definitely worth the investment
        1. Will try to place a full page ad (around \$1,300)
    - c. Need to finalize dates for the ad
      - i. All football games/tents will be hosted by student organizations or departments and Kelce Board of Advisors companies (MGMKT – October 6, ACIS – last game, ECON - )
        1. Dr. Murray will visit with SIFE and MBAA student reps.

- ii. Will plan on doing a welcome picnic at the beginning of the semester.
                  - 1. Need to have faculty sign up for events.
                - iii. Will plan on advertising for the Golf Tournament.
              - d. Discussed student organizations selling Kelce/PSU t-shirts or polo shirts at/before events. Dr. Murray will talk to SIFE and MBAA about this.
- II. End-of-Year Allocation from Provost (\$50,000)
  - A. Digital Measures
    - a. Dr. Grimes met with OIS and had conference call with company. OIS believes that the software will interface well.
    - b. Problem may be entering into a five-year agreement and possibly having to take bids.
    - c. If purchasing Digital Measures falls through then we will go to next items on list.
  - B. Carpet – out for quote; supplement may be needed
    - a. Faculty will need to move out of offices
  - C. Will purchase faculty/staff computers
- III. Miscellaneous Items
  - A. Performance Appraisals
    - a. Dr. Grimes has viewed KLT Goals & Objectives in GUS
    - b. Will evaluate everyone tomorrow – will try to have individual discussions with each chair.
  - B. Summer Office Hours and New Faculty Orientation
    - a. Should try to set office hours close to time of teaching – each department should set their own policies for office hours.
    - b. NFO – new faculty are expected to be there, but there are always outside obligations. Provost and CTLT should be informed if specific faculty won't be attending one of the dates.
      - i. Mentors for new faculty are to be selected by departments
  - C. Graduate Assistants
    - a. Same # have been allocated as last year
  - D. Advisory board; modifications to bylaws out for vote
    - a. Bill Neighbors has looked over bylaws and sent out for vote to board members
      - i. Change board membership from 20 to 30 members.
      - ii. Add Holly Kent as an ex-officio member and member of the Development Committee.
    - b. Two names have been given to the nominating committee as possible additional board members (Terry Puett, John Lowe).
  - E. Writing Center request for student worker dollars
    - a. Writing Center does not have its own budget
      - i. COB will continue to send  $\frac{1}{2}$  of a GA to the Writing Center each year
      - ii. Departments are asked to donate/transfer funds if possible
        - 1. Dean's office may assist Holly Kent in Development office with student funding
  - F. Alpha Kappa Psi
    - a. Dr. Grimes asked KLT if this student organization should be "revived"
    - b. Consensus was that we don't need an additional student organization to support
  - G. Credential verification – new form at initial hire (HLC accreditation)

- a. PSU is required to have a process in place that verifies that faculty that are hired have the right credentials/qualifications for their jobs. Document needs to be in place when faculty are hired.
  - H. Contact hours and non-standard class time slots
    - a. HLC re-accreditation issue
    - b. Departments are able to schedule courses in non-standard time slots and must be sure that the number of contact hours meets the required number of hours.
  - I. Faculty evaluation of Chairs
    - a. Discussion
      - i. Not much participation by faculty
      - ii. Chairs do not currently have access to these surveys – Dr. Grimes will give pertinent information from the surveys to the Chairs
- IV. Updates and Announcements
  - A. Grimes – Out 2 weeks, vacation leave and to Las Vegas for AACSB New Dean’s Conference;
  - B. Casey – working on putting together IAEP program since Dr. Heath will be leaving PSU – need to have at least 10 internships a year and have not been meeting this level.
  - C. Cortes –
  - D. Harris – submitted the BSQ to AACSB last week. Discussion followed on research emphasis for faculty. Will be gone this Friday and next Friday as well as 1 ½ weeks in July.
  - E. Muoghalu – still admitting students for the MBA program next semester; Mini-MBA concluded on Friday with 5 graduates; additional Mini-MBA will be offered in July.
- V. Old Business
  - a. Will discuss departmental Promotion and Tenure documents at next KLT meeting.
- VI. New Business
  - a. Dwight Strong is currently researching providing certification to students in place of CIS 130 course. He will present his findings at the Kelce meeting in the fall.
    - i. Discussion followed on what requirements would be for students to gain this certification.
    - ii. Will try to get input from schools that currently have this certification in place.
- VII. Adjourn