

MINUTES

Kelce Leadership Team Meeting
9:00 a.m. July 19, 2012

Present: Ms. Rebecca Casey, Dr. Bienvenido Cortes, Dr. Paul Grimes, Dr. Eric Harris

Absent: Dr. Michael Muoghalu (Mini-MBA Field Trip)

- I. Provost Visits to Departments
 - A. Schedule soon – departments need to schedule meetings soon
 - B. HLC Updates – Dr. Jan Smith and Dr. Olson will attend these departmental meetings to provide updates on HLC
 - a. HLC visit will be in March 2013
- II. Follow-ups
 - A. Travel Forms - The travel estimate request forms have been distributed to all faculty and are starting to be returned – due date 8/16/12
 - B. AACSB Conference Arrangements – need to make final arrangements for all Kelce Administrators to attend the conference. Dr. Harris and Dr. Muoghalu need to get info on dates of travel to Mimi so that hotel and registration payment can be made.
 - C. Board of Advisors – New Member Nominations have been approved. Next step is to have the President appoint the new members. Dr. Grimes has been working with current Chair of the KCOB, Bill Neighbors, to make changes to the board's bylaws and to nominate new members:
 - a. John Lowe
 - b. Terry Puett
 - c. Jeff Ney
 - D. Digital Measures – Wei Sha /OIS
 - a. Dr. Grimes has met with Dr. Sha to in order to begin building the data base in this new program.
 - b. Organizational meeting has been set up with OIS, Dr. Sha and Dr. Grimes for July 27.
 - c. Student will be hired for 10 hours per week to aid Dr. Sha.
 - d. Students / GA's will need to assist with entering data on this project.
 - e. Will need to input at least the last five years' worth of data into the system, but would prefer to input information for everyone's entire career.
 - f. Will need to make sure that we have vita's for everyone who has taught during the last five years.
 - E. Agenda Items for Opening Faculty Meeting
 - a. KLT members are asked to think about what needs to be discussed
 - b. Planned agenda items:
 - i. Digital Measures and introduce Dr. Sha as the administrator
 - ii. Restructuring the bylaws for the college of business – will require faculty vote. Proposed changes will be distributed to faculty before the meeting.
 - iii. Curriculum committee will make presentation on proposed curricular changes (Admission Standards)
 1. Dr. Dalecki will be asked to provide a copy of the latest version of the proposed curricular changes and will then be distributed to all faculty before the Kelce meeting, so that everyone has time to review beforehand.

- i. Introduction of new faculty
- ii. Year of record for AACSB
- iii. 35th Anniversary Celebration events

III. Grimes – Goals for 2012-2013

- a. Dr. Grimes had his performance evaluation with Dr. Olson yesterday.
- b. His goals were set for 2012-2013 – distributed to KLT for discussion – a lot of his goals are “college” related.
 - i. Proposed MBA Handbook has not been completed.
 - ii. Need to change process for appointing graduate assistants.
 - i. discussed need for additional GA’s.
 - ii. need to develop a new Mission statement and then continue with strategic planning.
 - iii. expand engagement activities – partnership with WSU; Economic Outlook; SEK Business Journal.
 - iv. Year of record.

IV. 35th Birthday Celebration – Lynn Murray

- a. Tents – made arrangements with Jake’s for \$200 per tent per game – they will set up and take down
- b. Tentative Theme: will highlight each of the 5 decades of Kelce at each game (70’s, 80’s, 90’s, 00’s, 10’s)
- c. Will serve cupcakes and light refreshments at each game.
- d. Banners will be prepared beforehand.
- e. Will probably do a postcard mailing listing events, will advertise on COB web page, PSU magazine ad (Business GUS with fireworks behind).
- f. Faculty involvement - Departments / student organizations will man the tents at different games.
- g. Tents will be hosted by KBOA companies (\$500-\$1000)
 - i. Jungletron Ad for each company hosting/sponsoring
- h. Need to try to clean up the building.
- i. Students are working on merchandise for the anniversary celebration (student organizations would use this as a fundraiser).
- j. Golf Tournament in KC (October 1)
 - i. Former students have indicated that they are interested in participating
 - ii. Social event afterward will be open to all alumni in KC along with a silent auction
 - 1. Donations still need to be solicited for silent auction items if anyone has ideas, please relay those to Dr. Murray.
 - iii. Opening event for students is being planned by student organizations. Will be on a Wed., or Thurs., evening when school starts. Will probably set up a table in front of Kelce.
 - iv. Dr. Murray suggested charging a nominal fee for the social event. KLT was in agreement.

V. Updates and Announcements

- B. Grimes – Promotion and Tenure documents have been received from ACIS and MGMKT. Dr. Cortes will submit for ECON.
- C. Casey – attending WAC workshop and has good info to share; discussion on Gleim alumni; Meet the Firms day is coming up (September 10, Monday) – Leggett & Platt would like to host an event for faculty when they are here - 5:30 in the Alumni Center
- D. Cortes –
- E. Harris –
- F. Muoghalu –

VI. Old Business

VII. New Business

VIII. Adjourn – 11:00 am