



MINUTES

Kelce Leadership Team Meeting
2:30 p.m., May 5, 2015

Present: Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Peter Rosen

- I. Faculty Awards Reception – debrief
 - a. Discussed the faculty awards reception held on Friday, May 1
 - b. Chairs were asked to think about what could be changed for next year

- II. Updates from PLC
 - a. Administrative Annual Reviews – need to complete; chairs to dean by June 15th in GUS
 - b. Enrollment Issues – continuing concerns – presented by Dr. Kahol and Dr. Young at PLC
 1. Strong downward trend in Pitt State grads continuing into graduate school (decrease by about 40% since 2008).
 - Pawan’s office will help support recruiting at regional fairs – Dr. Cortes will meet with B.B. Stotts to decide what recruiting fairs should be attended with new materials developed for the MBA program.
 2. Enrollment holds due to debt – send to Registrar for possible release to enroll
 - The Academic Advising office is currently contacting students who have not yet pre-enrolled for fall. Some of this is because students still owe the university money and a hold has been placed on their records. Students’ debts under \$200 can contact the Registrar’s office to ask if they can obtain a waiver of the hold to pre-enroll for fall.
 - c. Summer Hours – we need to report final work hours chosen; realize they may change
 - d. City / University Coordinating Board being formed – 10 from City and 10 from Pitt State
 - This coordinating board is being formed to strengthen the bond between the City of Pittsburg and PSU.

- III. Pitt CARES – Every Monday and Wednesday throughout June; 1 faculty member per department needed to help register incoming Freshman; about 1:30 or 2:00 p.m. in our labs
 - a. Chairs were asked to identify individuals in their departments who will be assisting and send the names to Suzanne Hurt with a copy to Dr. Grimes. Faculty will be assisting incoming freshmen, who are business majors, with scheduling their courses for fall.

- IV. Miscellaneous
 - a. Leadership PSU Nominees submitted
 - The Dean has submitted two names for possible participation in Leadership PSU.
 - b. Scholarship issues
 - There were issues with some students not accepting scholarships, and needing to be re-distributed. Need to make a back-up list of students for receiving scholarships for next year.

- V. Updates and Announcements
 - a. Cortes – transition to MBA
 - Dr. Harris and Dr. Cortes will be meeting with OIS and the International Office in order to get everyone on the same page with the four admissions tracks for the MBA program.
 - Dr. Cortes recently met with family members of a potential international MBA student.
 - Need to admit new MBA students.
 - Dr. Cortes also met with the President of the MBA Association, Gabriel Attoun.
 - Discussed Taiwan trip for SU 15 – trip will begin in the middle of July – 5 students needed to fill slots.

- Dr. Grimes and Dr. Cortes visited the Greenbush facility last week. Will use their ropes course and training personnel for team building during the MBA Experience class in the fall.

- b. Harris - transition to JMI Dr. Harris and Dr. Cortes will be meeting to discuss the JMI transition.
 - Discussed personnel issues.
 - Recent curriculum legislation.
 - c. Rosen – faculty search update; conference update
 - ACIS has hired Theresa Presley as a new accounting faculty member. She will start WF 15.
 - New brochure for accounting major has been created. Dr. Rosen distributed a copy of the ad.
 - CIS Conference is 9 days from today. There will be about 30 attendees.
 - Discussed the PSU Admissions reception held at the Bicknell Center last week.
- VI. Old Business - none
- VII. New Business – KBOA meeting Monday, May 18 (lunch and then meeting)
- VIII. Adjourn – 3:40 pm

Dates to Remember:

- A. Finals Exams Begin – Monday, May 4th
- B. Spring Commencement – Friday, May 8th
- C. Final Grades Due – Monday, May 11th
- D. Summer I and Full Summer Begins – Monday, June 1st
- E. Summer I Ends – Friday, June 26th
- F. Summer II Begins – Monday, June 29th
- G. Summer II and Full Summer Ends – Friday, July 24th
- H. Fall Classes Begin – Monday, August 17th