

MINUTES

Kelce Leadership Team Meeting
2:00 p.m. March 22, 2016

Present: Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Dr. Lynn Murray, Dr. Peter Rosen

Absent: Ms. Suzanne Hurt

- I. PLC Update
 1. Tuition Committee
 - a. Committee will be meeting in a few weeks to hear from PLC group on what funding is needed for the academic units at PSU.
 - b. Dr. Grimes distributed a copy of the faculty salary budget comparison sheet that has been used by PLC in the past for the meeting with the Tuition Committee. Wages for the KCOB using current salaries are well below our comparison groups, which include CUPA Publics, KBOR peers, and AACSB publics.
 - c. Deans will be meeting tomorrow to put together a report for the tuition committee. Will again communicate that the salary structure needs to be adjusted for below-market salaries.
 2. KBOR – community colleges pushing for a standardization of CLEP threshold scores system-wide
 - a. KBOR is meeting next week, and there have been concerns regarding the possibility of lowering CLEP threshold scores below those we have set internally.
 3. Retention retreat next Monday and Tuesday
 - a. Dr. Murray and Dr. Grimes will be participating in this retreat all day next Monday and Tuesday.
 4. Hold off on processing GA appointments – changing funding lines and new ERP processes
 - a. Departments are asked to hold off on processing GA appointments due to changes in the ERP processes. Processing should continue in mid-April. Letters of Intent can be issued to potential GA's.
- II. AACSB
 1. Completion of faculty qualifications forms
 - a. Dr. Grimes asked that departments submit their Faculty Qualifications Forms to Dr. Grimes.
 - b. These files need to be kept in the Dean's Office and in the Departments for the 5 year review period (2013/14 - 2017/18).
 2. Determination of administrators' faculty qualifications – process
 - a. There has been a question about the determination of administrator faculty qualifications for Kelce administrators (Chairs, Associate Dean, Dean).
 - b. Discussion followed, and it was determined that there should be a set process for these evaluations – the Dean will conduct the evaluations for Chairs and Associate Dean, and Chair of EFB will do the evaluation for the Dean (his home academic department). These will be placed in the AACSB files.
 - c. Discussed setting up a manual for processes in the College.
 3. Peer and aspirational schools lists
 - a. Decisions need to be made on peer and aspirational schools for the Kelce College. Reviewed lists of peer/aspirational schools that KBOR uses. A decision will be made at a later date.
 4. Window dates for peer team visit
 - a. Window dates for the next AACSB visit were discussed. AACSB is encouraging visit dates in the fall semester (2018) following the academic year of record (2017/18). Discussion followed on dates that would work best for the visit. The group preferred the fall but a final decision will be made later after considering all options. Dr. Grimes will send out a copy of the required AACSB reaffirmation application to all KLT.

- III. Miscellaneous
 - 1. Faculty Awards
 - a. Discussed faculty eligibility for awards, and reviewed past recipients. Faculty are not eligible for the same award 2 years in a row.
 - 2. Set date for Faculty Awards Recognition
 - a. Discussed potential date for this ceremony. Ceremony will be held on Monday, May 2 at 3:00 pm.
 - b. Dr. Grimes will discuss adjunct awards with Dr. Harris and will inform KLT.
 - 3. Spring General Faculty Meeting
 - a. Discussed agenda items for the spring faculty meeting:
 - i. Faculty neighborhoods/communities in new facility.
 - ii. Discussed dates for the meeting. Decided to have the meeting starting at 2:00 pm on May 2, with the faculty awards to follow.
 - 4. Summer work hours
 - a. Summer work hours will be the same as last year. PSU will be open from 8:00-4:30 Monday-Thursday, and from 8:00-12:00 on Fridays. KLT were asked to talk to their administrative assistant's about their summer work hours.
- IV. Updates and Announcements
 - 1. Cortes – Dr. Cortes is applying for the E-Learning Academy.
 - 2. Bracker – Viet Nguyen received one of the FEI Scholarships for next year.
 - 3. Murray – Sang Lee needs one more student to sign up for the China trip. Trip will take place between the end of the spring semester and the beginning of the first summer session. Students are asked to contact Dr. Lee if they are interested.
 - 4. Rosen – Speaker from the FBI will be speaking in the College tomorrow night.
- V. Old Business
- VI. New Business
 - 1. No KLT next week (03/29) due to RPM retreat
 - 2. Next KLT on 04/05; will meet with OIS/Business Office regarding new Finance ERP
- VII. Adjourn – 3:10 pm

Dates to Remember:

- 1. Kelce Dean/Chairs/Faculty Meetings with the President and Provost – Friday, March 25
- 2. Junior Jungle Day – Saturday, April 2
- 3. Kelce Student Awards Ceremony – Friday, April 15
- 4. Annual Spring Student Picnic – Tuesday, April 26
- 5. Finals Week – May 2 through May 6
- 6. Kelce College Commencement – Saturday, May 7