



**MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. August 23, 2016

Present: Suzanne Hurt, Paul Grimes, Lynn Murray, Din Cortes, Peter Rosen, Kevin Bracker

- I. PLC Update
  - a. Updated PLC on President's Council meeting
    - i. Enrollment numbers are down this semester – could affect funding/budgets.
  - b. Gen Ed review – committee is planning the *process* in which general education will be reviewed, not the actual courses to be in a new curriculum. They will be meeting with a consultant from Indiana University in the next few weeks.
    - i. Provost Reading Group –
      1. Book is about process approach to general education reform.
      2. Dr. Olson would like reps from each department on campus as part of the group.
      3. Dr. Grimes asked Chairs to find someone from their department who is willing to take on this task. There are currently 3 faculty from MGMKT who have already participated.
      4. This reading group will meet several times during the fall semester. Names of interested faculty should be sent to Trish Peak with a copy to Dr. Grimes.
  - c. Retention – Howard Smith will be leading a group that will be participating in a retention analytics conference/workshop in North Carolina. Mary Kay Wachter will be representing Kelce.
- II. Calendar Items – Establish Process within Each Department
  - a. The Kelce College is working on being more deliberate on adding calendar items to the PSU Home Page Calendar. These events will automatically show up on the Kelce web page.
  - b. Dean's office will develop a form for departments/organizations to complete for their meetings and events; and will take care of adding these events to the University Calendar.
- III. Miscellaneous
  - a. New FLSA Rules – Brief
    - i. Changes to FLSA were distributed; including new thresholds for overtime pay.
  - b. Compensatory Time – New Balance Rules (effective 12/18/16)
    - i. New rules do not allow employees to “bank” comp time hours over certain limits each year.
    - ii. For salaried workers, if these hours aren't used, the saved hours are forfeited.
  - c. 'Heads Up' – Changes in Double Deductions in Summer for Insurance
    - i. A draft of a change in the way that double deductions are taken in the summer has been distributed. This is not for general circulation yet.
  - d. SPTE Dates – Reminder about Procedures (Be sure to brief new faculty)
    - i. New faculty need to be briefed on how the student evaluation process works at PSU.
    - ii. KNEA contract states that the faculty member along with the approval of the chair decides on the courses that will be evaluated for each department. We need to be in compliance with the contract.
  - e. Set Date for Meetings with President and Provost (traditionally held in spring for Kelce)
    - i. Discussed dates for these meetings. March 10 was decided as the date that the college would like to have their meetings.
  - f. Emergency Contact Information Update
    - i. KLT were asked to provide updated information to the Dean's Office.

- g. State Fair – Some Slots Still Available
- h. Travel Policies – Co-author Trip Question
  - i. In times of tight budgets, how do we handle situations where faculty are collaborating on papers and projects together as co-authors?
  - ii. Do both authors get financing for their trips from PSU?
  - iii. Discussion followed on
    - 1. approving the faculty travel claims for co-authors on a case-by-case basis and as funds are available;
    - 2. viability of conferences/meetings that faculty attend;
    - 3. need to involve faculty in the process of deciding on the viability of conferences;
    - 4. funds are to be used to further the mission of the college and PSU;
    - 5. Dr. Grimes asked Chairs to open this topic up for discussion in each of the departments on how we spend our funds, especially for travel;
    - 6. a policy needs to be set on appropriate conferences and meetings for Kelce faculty.

#### IV. Committee Assignments

- a. Curricula Management and Assurance of Learning Committee – Eric Harris to Chair
  - i. UG Curriculum and AOL Committees have combined with Dr. Harris as Chair.
  - ii. Discussed potential committee members: O'Bryan, Strong, S. Lee, van Wyk, Freund, Lin, Harris, Hurt (ex-officio), University Assessment Director (ex-officio), and possibly the MBA Director. These names were accepted.
- b. Faculty Assignments due to Rotation of Terms –
  - i. KLT discussed Kelce Standing Committee assignments
  - ii. Faculty shifted to ensure proper representation on each committee
  - iii. Refer to new committee assignment sheet for specifics
  - iv. Dr. Grimes will ask chairs to review assignment sheet prior to distribution to faculty
- c. Appointment of Task Force on College Ethics and Academic Honors
  - i. Dr. Maceli, Dr. van Wyk, Dr. Lal, Dr. Goedeke, Dr. C. Lee. Will ask Dr. Lal to Chair the committee.

#### V. New Business

- a. Academic Advising/Enactus – Suzanne Hurt
  - i. Academic Advising has been very busy enrolling undergraduate students.
- b. EFB – Kevin Bracker
  - i. Dr. Bracker is on the Strategic Planning Council – they are working on completing the template. October 1 will be date that plans are due from Chairs to the Committee.
  - ii. Dr. Shum is planning to request a sabbatical during Spring 2018.
  - iii. Dr. Binder is targeting late September for the defense of his dissertation.
  - iv. Upper level Finance courses are growing tight because of the increasing number of Finance majors.
- c. ACIS – Pete Rosen
  - i. Department meeting last Friday went really well.
  - ii. There are several recruiters on campus during the next couple of weeks.
  - iii. Accounting Search – conducted a Skype interview last week with a viable candidate. Will continue to interview candidates.
- d. MGMKT – Lynn Murray
  - i. Dr. Sang Huei-Lee will be applying for Sabbatical for WF 2017.
  - ii. Assistant Academic Coordinator of Academic Advising search update. Will begin checking references after phone interviews are completed.
  - iii. Met with a former student who is doing an internship at Zappo's and has been offered a full-time job with them. She will be a guest speaker to classes this semester.
  - iv. Dessert reception with employers who will be here for the Career Fair.
  - v. Ice Cream Social for Freshman/new business students – College Lake in September

- e. MBAA – Din Cortes
  - i. Enrollment up! 48 currently signed up for MBA Experience course. 76 total in program today.
  - ii. Dr. Grimes will schedule a meeting with Dr. Kahol and the MBA Program Committee to discuss reforms to admission policies that provide greater administrative discretion and less confusion.

VI. Old Business

VII. Adjourn

**Dates to Remember:**

1. Welcome Back Picnic for Students – Tuesday, August 30
2. Labor Day Holiday, no classes – Monday, September 5
3. Phillips 66 Day – Thursday, September 8
4. Kansas State Fair – September 8 through 16
5. Meet the Firms Day – Monday, September 12
6. Company Day at KTC – Tuesday, September 20
7. Rumble in the Jungle Senior Saturday #1 – October 1
8. Kelce Golf Tournament in Johnson County – Monday, October 3
9. Outstanding Alumni Award Recipient – Friday, October 7
10. Homecoming – Saturday, October 8
11. Fall Break , No Classes – Thursday and Friday, October 13-14
12. Career Expo at Student Center – Thursday, October 20
13. Majors Fair for Undeclared Students – Thursday, October 27
14. Rua Skybox Host – Saturday, September 22 – vs. Emporia State
15. Rumble in the Jungle Senior Saturday #2 – November 5
16. Early Enrollment for Spring – November 6 through 11
17. Thanksgiving Break, No Classes – November 23 through 25
18. Finals Week, December 12 through 16
19. Commencement, December 16
20. Fall Semester Grades Due, December 19
21. Kelce Dean/Chairs/Faculty Meetings with the President and Provost - TBD