

COB LEADERSHIP TEAM (CLT)

August 16, 2018

MINUTES

Attendees: David Meinert, Neal Callahan, Ron Coulter, Brenda Crebs, Sandra Culver, Joshua Davis, Jeff Jones, Melissa Price, Kent Ragan, Elizabeth Rozell and Dick Williams.

Absent: None

I. Dean's Agenda Items

a. Discussion:

- i. Budget Monitoring and Training – Financial Services is working on standardization on what will be required from colleges and we will arrange for training at that time as appropriate.
- ii. ALL COB Presentation – (Slide presentation attached)
- iii. BOG Approved Action Plan – COB is in line and have initiatives in all areas.
 1. Approved raising the Presidential Scholarship and others have been tweaked by GPA and dollar amounts to be more equitable.
- iv. UG Fee Report – Carry forward about \$200,000 this year, which will go to Tutoring lab, Kemper renovation etc.
- v. Blackboard – adding users to courses – Jeff Jones
 1. Departmental requests should include user names of all faculty (including per course). Faculty must have courses created prior to sending request. Dr. Jones will send out a one-page instruction sheet to department heads.

II. Associate Dean Topics

a. Dr. Rozell

- i. New Forms (faculty award guidelines, summer research grant form, etc.) ready to be posted – February 4, 2019 due date for all forms.
- ii. Tutoring lab hours 8-5 M-F – Glass Hall 112
- iii. MBA Kick-off August 24 at 4:40 pm Glass 486 (Orientation in Glass 354 at 3 pm – please allow GAs to attend.
- iv. Traditional MBA has reached 500 students
- v. High School Assignments from retreat – Working on package of template emails to send on Counselor Week etc. with cookies etc.
 1. Libby - Central
 2. Kent - Glendale
 3. Dick – Kickapoo
 4. Dave – Parkview and Rogersville
 5. Ron – Hillcrest
 6. Neal – Ozark and Nixa
 7. Jeff - Willard
 8. Josh – Greenwood
- vi. FEC

1. Examine minor policy manual changes
2. Work on SP/IP clarification

b. Dr. Ragan

- i. EMBA Update – Several students still in Visa limbo – at 50 students we split into two cohorts. One would be a general; second, one would be financed focused. January is already looking like we will have enough students for two cohorts.
- ii. Locking Specialty Space – Administrative assistants are responsible for locking specialty spaces near their offices on Friday and open on Mondays. Dr. Ragan will send respective room assignments to each department head.
- iii. Locking Classrooms – students are hiding out in classrooms to remain in the building after closing. Departments should lock all classrooms on Friday for the weekend.
- iv. Inside COB for Monday August 20 – Melissa Price
 1. Copies were distributed and input solicited.
 2. Reception for COB Career Fair will be invitation only based on RSVPs. Accounting has 30 RSVPS and 90 for COB – phone calls went out today to attendees from last year who have not responded.

BAC:

Last SOAR session today. We saw 590 students. Two new advisors to start soon.

MKT:

Wesley Friske made a presentation at the Marketing and Entrepreneurship Annual Meeting and received an award for the best presentation. Chuck Hermans made a presentation at Showcase today.

MARCOM:

No approval process for items posted on bulletin boards – departments must police their own boards. All requests for tables goes through Mary Grace. Campus visits are starting on Mondays/Wednesday and Fridays – Dean's office Gas will be involved and Melissa, Mary Grace and Kate will be coordinating.

SOA:

Beta Alpha Psi won 2nd place in their category at the annual meeting.

MIT:

Onboarding a lot of new faculty this week and next. IT lab, Glass 388, will be fully functioning after the first week of classes. Looking into security cameras for that room with faculty approval due to the equipment it contains.

FGB:

Administrative Assistant Heather Moore has taken a position in EMBA and her position has been posted. The first date of consideration is August 24.

TCM:

Interior Design Classroom is tracking.

Meeting adjourned at 3:35 pm

Mark Your Calendars

Aug 16 – All Faculty Luncheon 11:30 am – PSU Ballroom

Aug 17 – ALL COB Meeting FA18, Glass 108 – Lunch following
(GAs invited.)

Aug 24 – MBA Orientation and Kick-off Reception

Oct 6 – Showcase

Oct 20 – Glass Hall Open House – Homecoming Saturday

Oct 27 – Southern Illinois Football - 2pm – Plaster Skybox

Travel Dates

Sept. 22-29 – China - Dr. Ragan