

**COB LEADERSHIP TEAM (CLT)**

**Thursday, December 6, 2012**

**2:00-4:00pm, Glass 400B**

**Minutes**

**Present: Dean Bryant, Laurie Bryson, Jerry Chin, Ron Coulter, Dave Meinert, Kate Mendenhall, Melissa Price, Kent Ragan, Elizabeth Rozell, Don Swift, and Barry Wisdom,**

1. *Dean Bryant*

- a. China Scheduling
  - Dept. Heads – first stop for faculty problems
- b. COB Student Organization Funding Allocation Guidelines
  - Minimum of \$2500 to each student organization – transferred to department travel lines
  - Funding Guidelines & Procedures – effective Spring 2013 (refer to *COB Student Organization Funding Guidelines and Procedures* [handout])
    - All student organization treasurers (or appointees) must attend training session to be able to apply for funds
    - Organization completes form (pre-approval of funding prior to trip)
    - Faculty advisor authorizes / signs
    - Student organization and faculty advisor verify costs and submits invoice to department **within** two weeks after event
- c. Personnel Updates
  - Vickie Hicks, Corporate Relations Specialist begins on December 17
  - Teresa Carl moves from FGB to Dean's Office on December 17
  - Kim Callahan (FGB) advances from Assistant I to Assistant II
  - April Babbington transfers from MKT to CEFS. A search for an Administrative Assistant I position will be conducted since it is a *floater* position
  - MBA Coordinator search in January and MBA Advisor search to follow
  - FGB – faculty - Jeff Jones
  - ACC – search on hold
  - TCM – search for faculty in process
- d. Outreach Efforts
  - Community Colleges visits
  - West Plains
  - Crowder
  - *Dean Bryant* signed MBA agreement with Chile
  - International Business Program – heightened interest
  - ITV Discussion regarding Glass 108
- e. Glass Hall 476 – ribbon-cutting first week of Spring classes
- f. Glass Hall renovation:
  - Scheduled to meet with Doug Sampson to pick top architectural bids this week
  - Top three firms will be on campus in January for presentations

2. *Dr. Rozell*

- a. Tenure & Promotion Guideline updates are due by December 14
- b. Large classroom scheduling
- c. Bear Claw needs tutors
- d. February 11 – all faculty submit dossier for annual review
  - *Dean Bryant* requested department heads specifically state if faculty are on track or not and include qualitative comments

3. *Dr. Meinert*

- a. Building
  - carpet schedule and installation (handout)

- building storage cleanout
    - future storage labeling and document retention
  - b. EMBA
    - two cohorts graduate
    - Two inbound cohorts – arrive December 28
  - c. Academic integrity issues
    - Checking IP addresses
    - Students lobbying instructors for grade changes - squelched
4. *Melissa Price* – Coordinator, Marketing, Strategic Communications and External Relations
- a. COB and department calendaring processes
    - Melissa, Sarah and Vickie will be setting up appointments with each department
    - *Calendar Process* (handout) was discussed
    - Each department's calendar will populate to COB calendar and then the University calendar automatically.
  - b. Monitors will be under Melissa's purview beginning in January
  - c. COB Newsletter to have new look beginning Spring 2013
  - d. Digital archive – send your pictures!
5. *Dr. Ragan*
- a. SB-389 evaluations: causes us to run two separate evaluations – delays in ordering forms are due to having to wait for census. Will talk to Dr. Craig for clarification.
  - b. Public Affairs Conference Steering Committee Rep. needed for next fall 2013-14. Melissa Burnett possible candidate.
6. *Kate Mendenhall*
- a. Electronic Personnel Action Forms (BearPAF)
    - Currently only graduate assistant PAFs may be done electronically
    - Choose lower amount in GA stipend selection or your budget will be charged
    - If you *reject* an electronic PAF please included comments
    - Budget (and other) changes mid-semester must use paper PAFs for now
    - Per-course PAF's scheduled to be electronic next fall
    - Recommend we print page of electronic PAF for record
    - Recommend you set up a proxy
7. Around the room
- a. Dr. Williams (ACC): 55% of student populace – non-resident aliens
  - b. Dr. Chin (CIS): hired GA, football recruit
  - c. Dr. Coulter (MKT): IBM session – MKT research; JibJab holiday display
  - d. Dr. Wisdom (MGT): last CLT meeting ☺, on sabbatical Spring 2013
  - e. Dr. Rozell: Executive panel MBAA went spectacular – over 200 attended
  - f. Dr. Ragan (FGB): good CFA session – Jeff Jones attended

### **Fall 2012/Spring 2013 Calendar Notes**

#### ***December***

7	Study Day
8 - 13	Finals Week
14	Commencement
21 - Jan. 1	Holiday Break – No classes/Offices closed

#### ***January***

Jan. 2	Offices open
Jan. 7 - 10	Intersession
Jan. 14	Spring semester begins
Jan. 21	Martin Luther King Jr. Day – No classes/Offices closed