

COB LEADERSHIP TEAM (CLT)

Tuesday, July 14, 2015

2:00 – 4:00 pm, Glass 400B

AGENDA

In attendance: Neil Callahan, Barry Cobb, Ron Coulter, Sandy Culver, Mike Hignite, Dave Meinert, Kate Mendenhall, Kent Ragan, Libby Rozell, John Williams.

1. Thomas Lane, new Dean of Students *(2:00 pm)*
 - a. Introduction
 - b. Comments
 - i. PSU, New Student & Families, Disabilities, Counseling Center, Student Conduct and Case Mgmt all fall under their office
 - ii. Classroom disruptions – faculty member (working w/ dept head) should complete the online Behavioral Team Intervention form and work with Dean of Students' office
 1. If student is on probation or suspended, their office can provide conduct info to the college to use in making decisions regarding the student's future

2. Tom Johnson, new Dir. Of Safety/Transportation *(2:30 pm)*
 - a. Introduction
 - b. Comments

3. Dr. Rozell's updates *Libby Rozell*
 - a. Travel pre-authorization
 - i. Make sure faculty members fill out form prior to travel, or the faculty member may be responsible for payment
 - b. Daisy Portenier Loucks nominees due 7/15 (tomorrow)
 - c. Per-course orientation
 - i. Dr. Rozell has a PowerPoint that will be on our website for online-only faculty members to view
 - d. New faculty orientation
 - i. Will meet at COB for a brief COB-specific orientation in Glass 400 Board Room on Wed, August 11 from 2:00 pm – 4:00 pm
 - e. AACSB forms – Dr. Rozell is creating new forms.
 - i. DHs will need to guide their faculty members through the process, as it will probably be confusing

4. Dr. Meinert's updates *Dave Meinert*
 - a. COB Building Projects and Issues
 - i. 4th floor, except 2 offices, should each now have one new office chair and one new guest chair in place
 - ii. 3rd floor will probably be finished next Wednesday

- iii. 2nd floor furniture is scheduled for delivery Monday. They may be done by week's end, but that's not likely (due to other deliveries also scheduled in our building and in other buildings).
- iv. The 7 offices which had adjoining doors removed, but lacked built-in counters, bookshelves, and cabinets will not be done until August 1st due to a delay in the shipment of alternative furniture.
- v. If DHs need offices for new faculty, let Dr. Meinert know so we can claim those offices for COB.
- vi. Discussion of desk drawer dividers resulted in Dr. Meinert agreeing to order 5 per desk.
- vii. Task chairs will be upgraded because of an error on the order.
- viii. Glass 236 (Distance Learning) – has only been used for 2.2 classes/semester over the past 3 years, so it will be converted to a CIS Cyber/Hardware/Networking Lab. Glass 347, which is underutilized might become a Distance Learning room.
- ix. Room 111 will go away. We may just shell a production studio there for now.
- x. Photocopy money – Kate and Deb will check on it.

b. EMBA

- i. FA15 cohorts will have 80+ students
- ii. Room 112 will be used if the # gets low enough. If not, it will have to move to another building.
- iii. Glass 342 will house the two ongoing cohorts (47 & 48 until December), and then 2 new cohorts will start in Jan 2016.

c. Other

- i. Carpet in 1st floor classrooms – we will try to get new carpet.
- ii. New computers - next year, we have \$150k scheduled (5-year cycle).
- iii. Clocks – before fall, we will purchase standard battery clocks
- iv. Furniture purchases – don't buy furniture on a P-Card, as it's against University rules. We have a contract with Hohn and it needs to go through procurement.
- v. Renovation
 - 1. Will probably begin Nov-Dec 2015 (piering will start)
 - 2. Staging – the mall will become the staging area
 - 3. Existing building renovations – will begin Summer 2016
 - 4. Departmental offices (some of it – the “Storefronts” will be done as the floor is worked on, and they will probably come back later to do the more interior areas.
 - 5. Student organization areas – will be worked on over Winter Break '15-'16).

5. Around the Room

- a. Sandy – Group Advisement sessions for Dalian students will be held August 10 & 11 at 9:00 am and 1:00 pm. 136 students have made travel plans.

MARK YOUR CALENDARS

Aug 14 All-COB Kick-off meeting/lunch
Sept 9 SOA Career Fair
Sept 22 COB Career Fair
Oct 15 Groundbreaking, EAC
Nov 13 Scholarship Banquet

Travel and Vacation Notes

07/20 -07/24	Dr. Rozell out (vacation)
07/28 – 08/14	Dr. Cobb out (China)
08/08 – 08/12	Dean Bryant out (AAA)

Recorded by Sherri Cornelius, Executive Asst. to Dean Bryant