

COB LEADERSHIP TEAM (CLT)

December 5, 2019

2:00 – 3:30 pm * Dean's Conference Room

MINUTES

David Meinert, Kent Ragan, Neal Callahan, Jason DeBode, Joshua Davis, Dick Williams, Libby Rozell, Melissa Price, Sandy Culver, Ismet Anitsal, Stefani Hall

I. Dean's Agenda Items

a. Announcements:

- i. BOG – December 12, 2019
 - a) Finance & Facilities, 9:00am, PSU Ballroom East
 - b) Programs & Planning, 10:15am, PSU Ballroom East
 - c) BOG Meeting, 1:00pm, PSU 313
- ii. Eight COB staff received equity adjustments effective January 1, 2020 – **All employees were notified of their adjustment.**
- iii. Minimum wage for Student Wages going up (minimum \$9.45) on January 1, 2020 – paid by cost center.
- iv. The salary threshold necessary to exempt executive, administrative, or professional employees from the Fair Labor Standards Act's (FLSA) minimum wage and overtime pay requirements will be \$35,568 effective January 1, 2020. Five COB BAC Academic Advisors are receiving FLSA mandated Salary Increase (ranging from \$851 to \$1,499. New minimum Cost Center funded
- v. Background check for Per Course faculty needs to be done prior to Spring 2020 semester – **Emails to applicants from HireRight are reportedly sometimes going to Clutter/Junk folders. DHs are encouraged to notify applicants when the HireRight email is sent, and encourage them to search All Folders if it does not appear in their Inbox.**
- vi. Deadline for International Travel applications to Graduate College – Jan. 15, 2020
- vii. Spring Deadline for Faculty Research Grants – Feb. 3, 2020 – **Encourage faculty to apply.**
- viii. Deadline for Spring Thesis and Non-Thesis funding – Feb. 20, 2020
- ix. Annual MSU/OTC Joint Meeting, Monday, Feb. 24, 2020, 3:30pm – **DHs are expected to attend.**
- x. Faculty Senate reviewing proposed language for overloads & emeritus compensation – **Per Chris Craig, these policies are currently under review and revisions are expected to be forthcoming.**
- xi. Website for 2 + 2 plans – <https://www.missouristate.edu/2plus2>
- xii. Transfer Center website – <https://www.missouristate.edu/transfer>

b. Discussion:

- i. Internal Audit Report Re Distributed Servers – **The Deans Office was unaware of this audit, apparently COB Computing was contacted in advance of the audit, but their area was not surveyed. The audit, conducted by BKD identified a number of security and operational concerns. While there may be some merit to**

centralizing servers, Computer Services primary concerns include: physical security, up-to-date software/configurations, backups, and adequate power & environmental controls.

- ii. SEM Update – A draft of the SEM goals is being presented to the BOG on Thursday. The goals were drafted by the SEM Committee and reviewed by Councils. Our Career Guide is going out to AR, IL, OK and KS. Collaborating with other colleges is a positive action for enrollment and retention, as well as gaining efficiencies. Example - The Economics Department has proposed select online ECO classes be offered to MBA students as electives. These online ECO classes could reduce demand for current MBA electives, which are often oversubscribed.
- iii. Search Updates
 - Associate Dean – Announcement is coming soon.
 - SOA Director – Our final (4th) candidate is currently on-campus. Plan is to make an offer next week.
 - MGT DH – Feedback from committee, DHs and Assoc. Deans is pending, goal is to extend an offer before break.
 - MGT Assistant Professor – Candidates have been interviewed, and an offer should be extended very soon.
 - BAC Academic Advisors – One new advisor will be starting this month, an offer should be going out soon for the second advisor. Interviews should start soon for a third new advisor to replace a recently vacated position.
 - MKT Assistant Professor (LSCM) – Interviews started today. The goal is to identify a finalist and extend an offer prior to the holidays.
 - ITC Instructor – To accommodate shifting demand among IT options, an instructor position is being repurposed to facilitate hiring someone with a cybersecurity background.
- iv. SWU Global Immersion Program (see handout) – This summer teaching opportunity is with Southwest University (SWU) in China. MSU has recently established joint programs with SWU, and they are interested in having our faculty teach short courses on their campus in the summer. If you know of anyone who might be interested in participating in this summer program, please encourage him or her to apply. Questions should be directed to Peng Zhang at 68501.
- v. Career Center Request for Assistance with Placement Data (Jeff Jones) – A number of the graduates whom the Career Center claimed could not be located were readily accessible via LinkedIn. Kelly Rapp was notified of this issue.
- vi. MarooNation Balls – Those interested in attending were encouraged to notify **Dean Meinert**
 - Jan 18 - St. Louis MarooNation Ball, 7:00pm
 - Feb 1 - Kansas City MarooNation Ball, 7:00pm
 - May 29 - Springfield MarooNation Ball, 7:00pm, The Old Glass Place

II. Associate Dean Topics

a. Dr. Rozell

- i. Resume Template – Please send feedback to Dr. Rozell and thoughts on giving the template to **MGT286** students.

- ii. Peer review for teaching in new T & P guidelines – Guidelines stipulate that peer review is not required. Office of the Provost is encouraging academic units to include some peer review/classroom observation component. Tabled until next CLT meeting.
 - iii. Graduate Assistant Orientation – January 7, 2020, 9:00am – 1:00pm, PSU Traywick Room
 - iv. Class sizes for Spring 2020 – DHs were encouraged to review and closely monitor class sizes and increase/decrease sections as needed.
- b. Dr. Ragan
- i. EMBA Update – having more visitors! – To strengthen relationships with EMBA sponsors, COB is inviting Visiting Scholars from sponsoring institutions. Visiting Scholars will attend EMBA classes, tours, and campus events; in addition, they may ask to attend non-EMBA classes. Visiting Scholars are allowed to observe classes as guests. As this is a COB initiative, DHs should encourage faculty to allow scholars to attend their classes.
 - ii. Fletch Update – Glass 102, 108, 262, 331, 431, 435, Kemper 102 – Kent Ragan will be providing additional information to participating faculty.

Mark Your Calendars

Dec 5 – Last Day of Classes

Dec 6 – COB Holiday Luncheon, 11:30am-1:00pm, Atrium

Dec 9 – President’s Open House, 2:00pm, PSU Ballroom

Dec 9 – Foundation Holiday Reception, 4:00pm, Meyer Alumni Center

Dec 9 – President’s Finals Breakfast, 9:00pm, Blair-Shannon Dining Center

Dec 11 – Risk Management & Audit Committee Meeting, 4:00pm, CARR 203

Dec 12 – BOG Finance & Facilities Committee, 9:00am, PSU Ballroom East

Dec 12 – BOG Programs & Planning Committee, 10:15am, PSU Ballroom East

Dec 12 – BOG Regular meeting, 1:00pm, PSU 313

Dec 13 – Commencement Ceremonies, 10:00am & 1:30pm

Dec 23 – Winter Break begins – University closed through January 3, 2020

Jan 8 – Staff Awards Luncheon, TBD

Jan 18 – St. Louis MarooNation Ball, 7:00pm

Jan 20 – University Closed – Martin Luther King Jr. Day

Jan 29 – SEM Town Hall Meeting, 12:15pm, PSU Theatre

Feb 1 – Kansas City MarooNation Ball, 7:00pm

Feb 17 – University Closed in observance of President’s Day

Feb 24 – Annual MSU/OTC Joint Meeting, 3:30pm

Mar 16 – 20 Spring Break

Mar 25 – Bears in the Know luncheon, 11:30am, Meyer Alumni Center

April 3 - Bears of Distinction Dinner and Awards Ceremony

April 10 – University Closed for Spring Holiday

April 17 – Missouri Public Affairs Hall of Fame induction banquet, White River Conference Center, TBD

May 6 – Bears in the Know Luncheon, 11:30am, Meyer Alumni Center

May 15 – Spring Commencement, 1:00pm (COB, DCOA, Interdisciplinary)