Meeting Notes – Academic Leadership Council – Feb 1, 2012, rev 2-4-12
Notes by Neosha Mackey

Members Present:

<table>
<thead>
<tr>
<th>Members</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Einhellig</td>
<td>Pawan Kahol</td>
</tr>
<tr>
<td>Carey Adams</td>
<td>Dennis Kear</td>
</tr>
<tr>
<td>Stephanie Bryant</td>
<td>Neosha Mackey</td>
</tr>
<tr>
<td>John Catau</td>
<td>Victor Matthews</td>
</tr>
<tr>
<td>Kathy Coy</td>
<td>Joye Norris</td>
</tr>
<tr>
<td>Rachelle Darabi</td>
<td>Kent Ragan</td>
</tr>
<tr>
<td>Terrel Gallaway</td>
<td>Greg Rainwater</td>
</tr>
<tr>
<td>Chris Herr</td>
<td>Helen Reid</td>
</tr>
<tr>
<td>Tammy Jahnke</td>
<td>Don Simpson</td>
</tr>
</tbody>
</table>

Jim Baker: Office of Sponsored Research and Programs. Grants Accounting (GA) Office has been receiving money for things they don’t know about—some quite sizable checks. Process is that in order to get an account number, the GA Office must see the contract that has been signed by the PI, the department head and the dean. When dean or department head signs off, he/she assumes potential liability. If proper channels aren’t followed and issues arise, then there are problems. As one example, if surveys don’t go through IRB there can be serious problems between PI and whoever provided the money. Lots of complexities can occur. Another example is Export/Import controls—violators can go to jail! **Deans asked that when GA Office identifies problem, let Deans know.** All grants and contracts need to go through OSR. Don’t set up accounts that don’t have proper paper trails. Agreement should accompany the form. Electronic system does cause problems. Deans and department heads should not sign ones with no documentation—according to Tammy that will get people to bring documentation.

**Delegation of contracting**—2nd page middle paragraph. Vice-President for Research and Economic Development (signs) with regard to grant proposals and sponsored program agreements. The next paragraph states that College Deans are designated the authority to execute agreements which involve a commitment of resources no greater than $25,000. The question is what Deans can really do. Jim won’t sign any grant proposal unless the appropriate dean and department have signed first.

**B accounts.** Small service agreement. Be cautious. Indirect costs are often asked to be waived. Jim Baker is the only one who can waive the indirect costs.

**Announcements (Einhellig)**
1) Springfield Business Journals 40 under 40 taking nominations: Nominations. If there is a good person to nominate, go ahead and do it.

2) Missouri Graduate Deans Association meeting: This group will meet at MSU on Friday, Feb 3, 2012 from 11 am - 2 pm. Graduate Deans from about 15 universities. This was begun about 12 years ago and Frank organized first meeting. Has not met for a few years. And Pawan has arranged for this meeting.

3) BOG Feb. 17 agenda
   a. Resolutions – 2013-14 calendar; HPER department name change to Department of Kinesiology.
   b. Brief update on hiring of department heads from Frank.
   c. Grants success of UG research—about $300,000 grant in CNAS.
   d. Perhaps performance measures will be discussed briefly.

4) BOG Orientation reminder (Thursday, Feb. 16, 11:30 am – 1:00 pm, Fuldner Lounge, JKHHPA): If you want anything changed get it in to Frank.

5) Clif’s notes to give budget update—already out.

6) Space. 2nd floor of Plaster—being converted to 6 or 7 classrooms. Neosha spoke about the need for space for Mat clubs and that the request had been made during the planning process for the new Rec Center and last August when discussions were held about PSC.

7) BOG Retreat—FE’s PowerPoint. Frank will resend. Check for changes/additions. Needs backup material for anything we send him in the way of changes or additions.

Discussion Items

1) USA Today Readership Program
   a. Is it being used in the classroom?—3 different groups contribute a total of $33,000. This does cover USA Today, The New York Times and The Springfield News-Leader. See if anyone is using in class and let Frank know.

2) Policy on Administrator Appointments (handout): history has evolved from the fact that people have difficulty with administrators returning to 9-month status and making exorbitant salaries.

Will this language appear in letters for new DH? Yes. Helen has tried this with the explanation of salary not going well—the 2/9th for the summer is a problem. Are they 11 month or 12 month? Why not getting paid for 12 month. Has it changed what the offer is? Have to pay what we would pay. Some coming from universities without a retreat policy so glad there is a policy. Section 5, last bullet—calendar year or two semesters. Initial appointment for all academic administrators is up to 5 years. Term limited to 3 terms up to a total of 15 years. Difference between administrator who does a very good job and one who doesn’t. Some (Stephanie, Rachelle) would not have come here under these rules. Will impact our ability to attract people from outside. In great part a response in anger to the situation of the three recent administrative
positions. Stephanie believes it will potentially hurt our ability to attract people from the outside. Some thought the retreat part is not good. Transparent if all in the contract. Pawan—Nietzel said many times the life of administrator in one position is 6 years. Did committee look at peer schools? Yes and there were many varied policies. These arguments (need more money, better terms, etc.) are always made for administrators; why not use same arguments to hire the best faculty. The major growth in the university has been in mid-level administrative positions. Overly generous retreat packages are detrimental to faculty. Carey mentioned that the State of Georgia has system-wide policy—very similar but not as good as here.

If there is input for Frank to share with Clif, get it to Frank. The focus is on the 3 components going up and back—9 month salary, summer addition and administrative addition. All administrators currently in place are under contracts that they have.

3) Class Schedule – SGA Resolution (handout) Scheduling of Classes in Downtown Areas of Campus: read and come back with thoughts on this. May have a subcommittee to look at. Could prohibit students scheduling back-to-back classes. Art & Design are supposed to be totally in Brick City by fall 2012.

4) Student Affairs & AA BOG – Feb. 17 outline—PSU east ballroom.
   a. Behavioral Intervention Team presentation--
   b. Profiling a College – CHPA—Will be the primary presentation from Academic Affairs.
   c. Updates – OSRP; WP
   d. May be more information

5) Rachelle –
   b. Family Weekend: SOAR activity. Saturday and Sunday, Sept. 22 & 23, 2012. If colleges, departments, support areas want to participate, let Rachelle know. There will be some kind of activity for participation on Saturday morning.
   c. Public Affairs Conference Schedule. All on website. Can click on panels to get photos and biographies. Please contact Mary Ann Wood to request a speaker/presenter to meet with classes.

6) Approval of New Academic Programs – (Kathy) Kathy Coy can help with new program or new site proposals that have to go to CBHE. If department/college sends almost final draft, Kathy can put in final form required by CBHE. Doesn’t evaluate, just makes sure everything is how they want to see things.
7) COBA Initiatives for Spring Showcase April 21st, 2012. (Stephanie): COBA will cook hotdogs-TCM trailer. Hope to have a $1000 scholarship give away. This is part of COBA’s efforts to work hard on enrollment. This led to a discussion of Spring Showcase. Don Simpson will find out if the meal vouchers for the ResLife Dining Centers are for just CNAS or for all.

8) Around the Room: Nothing else.

9) Arts & Sciences Deans meeting—Course transformation—involved students. Tammy is going to try that in CNAS.