Coles Faculty Council Meeting
December 5, 2016

Attendance: Dean Schwaig, J. Herbert, D. Lester, T. Kolenko, X. Huang, S. Gupta, M. Caylor, T. Miller,

I. Meeting called to order by J. Herbert at 1:00pm

II. DEAN SCHWAIG’S DISCUSSION WITH COUNCIL:
   a. Opened with remarks that she was willing to discuss any topic requested by council
   b. Organizational Chart and Role of The Coles College of Business’ Cabinet Members and Graduate Program Directors were passed out to Council (attached)
   c. There was discussion with regard to a lot of transition since May of 2016 and Dr. Papp’s resignation and the University being in an unusual state
   d. Dean Schwaig expressed her approval and appreciation of leadership of Interim, President Houston and his genuine concern and understanding of state and system processes
   e. She stated that she felt as though we are being observed by the system office
   f. Senior leaders being removed impacted us by not knowing who we were to go to for answers on processes
   g. We are needing to relearn finances and budgets, as well as, waiting on new rules on how to proceed with processing of payments
   h. Discussed the following “buckets of dollars”:
      i. Bucket 1 – The Foundation – most flexible in the past – rules have changed and still waiting for formal policies (still being discussed as audit has just been completed)
ii. **Bucket 2** – State Dollars – provided by legislature and tuition dollars – highly restricted – expires at end of each fiscal year (June 30th) – faculty and staff lines are considered hard dollars
   1. President Davis dissolved previous Advisors Committee of 40-50 people which were representatives of their area
   2. Currently requesting 50 faculty lines and 20 advisor lines across the campus
   3. In the Fall the summer allocation is received from Provost (this year’s allocation received last week)

iii. **Bucket 3** – Kennesaw State University Research and Service Foundation, Inc. (KSURSF) – 501 (c) (3) – flexible dollars – expenses paid through this account
   1. Research side of foundation is okay but service side is being heavily scrutinized
   2. Unable to pay faculty awards with this fund as done previously
   3. Executive Education Program and Woman’s Leadership Center among a few that could be effected
   4. Currently, individual payment situations are being brought to KSURSF for them to formulate how to calculate and process – M. Salvador and M. Clark are individuals dealing directly with KSURSF for a list of guidelines to follow in processing payments
   5. Frustration was expressed that the new policies and procedures are still unknown but agreement was also expressed that changes are a good thing

i. It was stated that overall policies and procedures are changing throughout the university

j. Provost to State flow is different now. It used to be a steady allocation to use up the “slack”. Not in a negative but different. Answers which used to be a yes before, may be a no moving forward because of that “slack”
k. Growth of KSU:
   i. Some areas are in absolute crisis mode while others are on the way to delivering the core message
   ii. It was discussed that the previous projection of growth for this year was 1% but actual numbers reflect a 6% growth
      1. Concern was expressed about the lack of available classes for students being accepted and they as a result having to turn to other universities for these classes which is not acceptable
      2. There was discussion with regard to retaining and progressing students to graduate when not enough classes are being offered
   iii. Dean Schwaig stated that this is a wonderful moment in time to focus on the core mission of the university and that we need to be able to fund that core mission. It was stated that there was a 15% decline in academic affairs funding during this growth period
   iv. At most recent dean’s meeting, 13 academic deans at KSU with leadership transition were given opportunity to be more vocal about core issues
   v. At this meeting, President Olens recognized the issues on the table and doesn’t want the same issues on the table for next year
   vi. Dean Schwaig discussed her email sent out last week with regard to managing freshman influx at general education level and maintaining enrollment email sent out last week with regard to managing freshman influx at general education level and maintaining enrollment at upper level
   vii. It was stated that these are very interesting times with data being seen differently than before and pragmatic for university
I. Budget Priorities:
   i. It was stated that Accounting received priority last year
   ii. Consolidation savings - $2 million allocated across the line – JIM, is this a correct interpretation of her statement?
   iii. New Entrepreneurship and Cyber Security research faculty and DBA faculty to receive priority this year - Cyber Security is an institute that reports directly to the Provost and will not be solely funded by Coles
   iv. Soft funding:
      1. A donor has designated but not at liberty to discuss as of yet because it has not been made public
      2. Scholars funding – a connection has been made with a donor which will be funding scholarships for high achievers and Coles Scholars Program students
   m. Focus for 2017:
      i. Shore up MSHMI (MS in Healthcare Management & Informatics) – Dean Schwaig has asked that the program report to T. Carte due to the amount of IT classes to launch
      ii. Advisory issues in Coles – H. Baker working on the following:
         1. Understaffing of Coles advisors
         2. Simplify hurdles in process for students such as Prerequisites & Overrides
      iii. C. Hutt to evaluate the process of the university moving to a standard advising model – C. Hutt is researching GA State’s well known and innovative advising policy
      iv. Revisions and Updates to Hughes Program
         1. Ways to simplify process for students
         2. Retain coaches and interaction students
         3. Looking to standardize and partner with Career Services
         4. L. Malgerie working with Career Services
         5. The value of keeping the student’s hands on experience with the professor was discussed
   v. Dean Schwaig stated that President Olens is evaluating salaries across all colleges - Dean Schwaig to provide salary compression report with market realities to President Olens
vi. Strategic Plan for Coles:
   1. Metrics to reflect how to evaluate strategic plans - R. Franza to provide information to Dean Schwaig which groups provided
   2. It was stated that AACSB wants to see metrics and how we are serving students

n. Dean Schwaig addressed the following questions from Council:
   i. Is the audit phase over?
      1. Audit of the Foundation and KSURSF is complete
      2. Uncertain if Culinary is ongoing
      3. It is unknown whether other audits are being performed
      4. Dean Schwaig stated that Coles was fine but that we need to make sure we are asking the necessary procedural questions and following exactly procedures given
      5. Core is okay
      6. Restrictions on faculty consulting being paid through KSURSF was discussed. Faculty are unable to promote KSU programs while being paid as a consultant
      7. It was discussed that dollars behave differently with a Fund 14 and we must learn new rules
   ii. Was the GBI and/or FBI involved in audit?
      1. Dean Schwaig stated that she knew only what was reported in the news and public reports and she does believe the FBI was involved
      2. It was stated that no wrongful termination processes are being filed
   iii. The Organization Chart provided was a topic of discussion during the question and answer session:
      1. It was stated that there is a desire to find a way to participate in the review process of the individuals on the Chart
      2. Currently the chairs are evaluated by faculty and staff but associate chairs are not
3. It was stated that currently associate deans are not currently reviewed and expressed a desire to start this review process
4. Dean Schwaig is okay with this and wants to discuss what this process would entail
5. There was a question whether to use same survey for associate deans, senior associate deans, and graduate associate deans as currently being used by chairs and deans
6. ACTION: Dean Schwaig to email to Coles the role of the above mentioned deans for review
7. Dean Schwaig expressed a need to evaluate from an HR perspective what information is appropriate to make public - Currently the format used annually is in memo form with regard to accomplishments of unit, individual leader, and personal
8. Open records can guide as to if a parallel internal process mirroring or not that of chairs and deans

III. COUNCIL DISCUSSION AFTER DEAN SCHWAIG’S EXIT:
a. There was discussion with regard to an award being given by Research Committee and whether there are funds associated
b. There was a request to have the Faculty Engagement Award removed from the Coles College Faculty Awards to eliminate redundancy
   i. It was stated that the CFC was tasked approximately five years ago with creating a process for these awards and was given the task of the award process
   ii. Last year the Research Committee sent out this award independent of the CFC process and this is what started the confusion and email has already gone out regarding this year as well
IV. **ACTION:** Leave both processes for 2016. However, J. Herbert, D. Lester, R. Franz, and J. Paul to meet for direction on future years

V. **ACTION:** X. Huang’s comments to Council with regard to the Conflict of Interest clause within the bylaws was handed out to Council for review and discussion at next meeting

VI. **ACTION:** D. Lester to address Council at next meeting regarding awards

VII. **ACTION:** T. Kolenko to present evaluation of assessment process at the next meeting

VIII. **ACTION:** November 7, 2016 minutes to be approved at next meeting along with December 5, 2016 minutes

IX. M. Caylor was introduced as the School of Accountancy’s new representative on the CFC

Meeting adjourned at 2:20 pm

Minutes recorded by L. Oder