

# COBA LEADERSHIP TEAM MINUTES

November 6, 2015

Present: Doug Berg, Gloria Buchanan, Kurt Jesswein, Gerald Kohers, Juliana Lilly, Philip Morris, Mitchell Muehsam and Valerie Muehsam.

1. Approval of Minutes. The minutes were modified and approved.
2. Budget.
  - a. Distance Learning Fees Revenues/Expenditures. During the strategic planning phase (spring/summer 2015), the college was informed that the COBA DLF budget would be \$823,000. Recently, COBA was informed that the DLF budget will be increased after the 20<sup>th</sup> class day in the spring semester to reflect actual revenue earned. The college will need to plan how to spend that additional revenue. The Dean asked the Chairs to think about how to spend that additional revenue and be ready to discuss at the next meeting.
  - b. Update on University/College Budget. For the time being, any salary savings can only be used for salaries as opposed to broader college needs. Fawzi Noman is working on a proposal for technology needs just in case the college is allowed to use salary savings for one time expenditures.
3. Summer Research Grants (update). The chairs agreed that they do want to offer summer research grants. The chairs are going to work on a rubric to create more structure. Summer research grants may be based on 1/12 of a faculty member's salary. The Dean will let the faculty know about the rubric during the spring faculty and staff meeting.
4. Space Needs.
  - a. Office space for fall 2016. During summer 2016, classroom 108 is going to be converted into office space.
  - b. Possible renovations for fall 2017 and later. The Dean met with Chad Huff to discuss space needs and options. If the college is allocated more faculty positions next year, there is a possibility that some faculty may have to be housed outside of the Smith-Hutson Business Building. Another possibility is to convert a few more classrooms to office space.
5. COBA Advisory Council Meeting. The COBA Advisory Council Meeting will be held on Friday, November 13, 2015. The Dean will talk about space needs and a possible capital campaign for the college. He will also talk about what the college should do to showcase its brand.
6. Miscellaneous.
  - a. Assessment. The Leadership Team had a discussion about assessment. They will discuss more about assessment later.