

## COBA LEADERSHIP TEAM MEETING MINUTES

Friday, June 1, 2011

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Ed Blackburne, Gloria Buchanan, Bala Maniam, Philip Morris, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from May 1st. The minutes were modified and approved.
2. Chair Evaluations. Each of the chairs need to schedule a meeting with the dean to go over their annual evaluations.
3. CAD Items.
  - a. Enrollment growth. Randall Powell met with CAD and would like for the Deans to work with Enrollment Management in regards to forecasting enrollment growth.
  - b. Summer School Budget. There is a structural deficit in the summer school budget. In the short run, various sources will be used to cover the deficit. Salary savings and Distance Learning funds were used to cover COBA's summer school deficit.
  - c. University Center Fee. Dean Muehsam asked Randall Powell if we would see a cut in our TUC funds with the increase in expense for TUC with the addition of the new building. He said funding should continue as is.
  - d. TUC Travel Policy. Dean Muehsam and Dr. Hebert are working on a TUC Travel policy for reimbursement on travel to TUC.
  - e. Annual Chair Review. CAD is rewriting the policy on annual chair reviews.
  - f. Program Fees. The program fees will be on the agenda at the August Board Meeting. If approved, the overall budget cut for COBA will be around \$300 thousand.
4. COBA Retreat.
  - a. Distance Learning Funds. The leadership team needs to develop a one year, two year, and three year spending plan for these funds.
  - b. Faculty Positions. Discuss what will be the priority of filling vacant positions.
5. Miscellaneous.
  - a. Kurt Jesswein will be replacing Laura Sullivan as Assistant Chair in General Business and Finance.
  - b. The Sam Center sent an email out in regards to training on Degree Works. Only those individuals who attend training will be given access to Degree Works.