



**MINUTES**

Kelce Leadership Team Meeting  
2:00 p.m., October 10, 2018

**Present:** Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Mr. David Hogard, Dr. Lynn Murray

- I. PLC Update – No meeting this week.
- II. AACSB Visit – Planning for Site Visit
  - a. Upcoming meeting with faculty – agenda and ethics statement
    - i. Reviewed agenda for faculty meeting today
    - ii. Discussed how often Faculty Ethics Statement would need to be signed. Decided to do it annually along with the faculty qualifications.
  - b. New Signs and Building – any issues?
    - i. Discussed new signage and cleaning of building for visit
  - c. Saturday evening dinner with Bruce – Dr. Grimes and Dr. Harris will be going to dinner with Dr. Carnes.
  - d. Sunday reception at President's home
    - i. Reception is 5:30-7:00 p.m. – dress code will be business casual
  - e. Monday/Tuesday transportation for team
    - i. Dr. Grimes will be transporting team members in his van
  - f. Workroom materials – all materials are ready to go and be placed in the work room. Computers will be available in the work room and in the hotel work room.
  - g. Revision of table – Table 15-1: question on one adjunct faculty (Z. Binder), table was modified to show him under "Other" instead of IP.
- III. Miscellaneous
  - a. Outstanding Alumni Visit – Marcella Phelps, Friday, October 19<sup>th</sup>
  - b. KBOA Fall Meeting, Friday, October 19<sup>th</sup> – meeting begins at noon with lunch. Will be meeting with the Young Alumni group before the KBOA meeting if enough of them are available. Give agenda items for meeting to Dr. Grimes.
  - c. Potluck Dinner at Dean Grimes' home, Friday, October 19<sup>th</sup>
  - d. Rua Box for Homecoming, Saturday, October 20<sup>th</sup> – David and Holly sent invitations out for Rua Box.
  - e. Completion of Admin Search – Mimi – Brandi Boswell has been offered the position and accepted.
  - f. Computer Lab Surveys – Due date moved to November – need volunteers to complete surveys – Dr. Harris will complete.
- IV. Unit Updates
  - a. KUSB – Eric Harris – discussed hiring individuals to teach social media marketing and HRM; met with tenure track faculty this week to discuss issues.
  - b. KGSB – Din Cortes – Dr. Binder and Dr. Cortes are going to Free Market forum in KC this week.
  - c. OBE – Lynn Murray – Linked in workshop will take place later this semester; will still be doing the breakfast during the Career Fair; also co-hosting reception at Crossland house the day before the Career Fair.
  - d. AACR – David Hogard – will start advisement appointments next week; there are 15 Enactus students are set to attend the fall summit in Dallas;
- V. New Business - none
- VI. Old Business
  - a. P&T Document
  - b. Targeted Journals and Conferences

VII. Adjourn – 3:00 p.m.

**Dates to Remember:**

1. Fall Break, October 11 and 12
2. **AACSB Reaffirmation Visit, October 14 to 16**
3. Homecoming Week, October 15 to 20
4. Midterm D&F Grades Due, October 15
5. Final Drop Day, November 5
6. Rumble in the Jungle, November 3
7. Thanksgiving Break, November 21 to 23
8. Last Day to Withdraw, November 30
9. Final Exam Week, December 10 through 14
10. Commencement, December 14
11. President & Provost Visit College, March 22