

MINUTES

Kelce Leadership Team Meeting

1:30 p.m., April 9, 2019

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

- I. PLC Updates – No meeting this week!
 - a. Provost out of town – Dean Grimes attended President’s Council yesterday
 - b. Strategic Visioning teams being formed this week – 7-8 teams (Grimes, Murray, Nance and Hogard are all involved on teams)
- II. Miscellaneous
 - a. Annual Kelce Awards Ceremony – This Friday!
 - i. Currently 435 registered to attend.
 - ii. Mimi will distribute updated scripts to everyone.
 - b. Faculty computer replacement - review and finalize list (handout)
 - i. Discussed potential computer replacements and those scheduled to receive new computers.
 - c. Phillips 66 Trip – updates – Friday, April 12 (7:30-3:00)
 - i. There will be 3 administrators attending with six students.
 - d. Class projects and local businesses (handout) – need policy and processes to identify and track
 - i. Need a policy to keep the Dean’s Office informed – need to be appreciative of those who assist with projects and do not want to overburden businesses with requests.
 - ii. Dr. Murray and Dr. Grimes will draft out a policy to coordinate efforts to get a handle on how we work with local businesses. Discussed potential liability issues for the students.
 - e. Qualtrics Contact – need to identify faculty member to oversee/coordinate use
 - i. Discussed who to use to oversee – instead of a faculty member, decision is to ask Brandi to do this – Dr. Harris will work with her to get it set up.
 - f. 3 Day Startup – great opportunity to sponsor with Block 22 this fall (handout)
 - i. Idea for a cooperative partnership with Block 22 to produce and academic outreach program to foster entrepreneurship and innovation.
 - ii. This start-up venture specifically targets college students. Should attract high-performing students from across campus.
 - iii. We would share a fee of \$6,500 for 3-day event. Price includes cost of facilitator, travel, and lodging. Only additional costs would be for food at the event.
 - iv. Target date would be early-to-mid fall semester. Shawn will visit with group this week.
 - g. Inquiry from Internal Auditor on Outside Funding – contracts and grants (BERC, AE, and KIEF)
 - i. Will be auditing all outside funding across campus include these three accounts within Kelce.
- III. GA Hiring – processes and procedures; update on policy development
 - a. Discussed probable hiring procedure as distributed by Dr. Murray.
 - b. Assigned who is responsible for each step of the process.
 - c. Will merge with previous policy distributed by Dr. Cortes.
- IV. Faculty Positions for next year – Trish verified funding (it was all there!)
 - a. Instructional Tech position (Fleury) – one half of position funding must be transferred by the end of the fiscal year.
 - b. CIS search – will open search at end of term; Kuefler to fill in one more year as an Instructor
 - c. Marketing Instructor position (Nance) – convert to full time.

- d. Management Instructor position (HR) – full vs. half time? After discussion, the decision is to hire a ¾-time position @ \$25,000 with no service or advising.
 - e. Associate Dean Position – options – will have \$120,000 for this position when approved by the new Provost.
- V. Population of new College Standing Committees for next academic year – postponed until next meeting
- VI. Updates
- a. AACR – David Hogard – advising students this week; transfer CARES is next Monday & Tuesday
 - b. DOBE – Lynn Murray – participated with Kansas FBLA state-wide meeting was last Tuesday in Topeka and will do so again next Monday for the Missouri state-wide meeting in Springfield; also participated in DECA Conference; discussed *Establishment of a University Sales Center* handout – Dr. Murray will research and make recommendation of how many classes it would take to start this type of a program
 - c. KGSB – Din Cortes – advising students this week; will be traveling to Taiwan after graduation to teach a class for a week at a sister school and then will travel to Japan for recruiting for International Programs; currently only have one student signed up to go to Taiwan during July – will get the word out via social media
 - d. KUSB – Eric Harris – has been busy with pre-enrollment; summer staffing is in place; need one section of Legal & Social online in the fall for technology; discussed JMI issues
- VII. New Business
- VIII. Old Business
- IX. Adjourn - 3:15 pm

Dates to Remember:

1. Pre-Enrollment Begins, April 7
2. Kelce Awards Ceremony, April 12
3. Transfer CARES, April 15
4. Finals Week Begins, May 6
5. Faculty Awards, May 6
6. Commencement, May 10; 5:30 p.m.
7. Final Grades Due, May 13
8. KBOA Spring Meeting, May 13