

MINUTES

Kelce Leadership Team Retreat Meeting
1:30 p.m., January 15, 2019

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

I. PLC Updates

- a. Strategic Visioning – rpk Group visit; January 28th and 29th
 - i. Process is well underway – will want to meet with various leadership groups across campus while they are visiting campus on Jan. 28-29.
 - ii. Our job will be to communicate to the consultants our strategic reorganization and that we are probably ahead of the curve.
- b. KBOR Definition of Baccalaureate Degree
 - i. Provosts' group will be recommending that KU and JCCC roll out the plan to increase number of courses that can be taken at community colleges as a trial run before rolling out to the state system. Plan must be first approved by the Presidents.
- c. HRM – new Oracle reports & summer health insurance deductions
 - i. Michele Sexton reported to PLC that new HR reports are now available in Oracle – training will need to occur for all line managers so they know how the new system works.
 - ii. Summer health insurance deductions – has been taken over at the state level and will begin with the first pay period in February and run six straight pay periods. Faculty need to be aware of this new policy.
- d. Certificates – advising & reporting issues / forthcoming workshop course codes
 - i. There is still no uniform policy on processes for advising, tracking, and awarding certificates.
 - ii. Working on methods for offering short-term workshops and giving course credit for those – will be able to create types of professional development events and offer college credit for the workshops.

II. Miscellaneous

- a. *The Knowledge Review* – awaiting page proofs – Dr. Grimes will keep KLT apprised of progress.
- b. Issues with Gen Ed Submissions to Committee for Review – there were issues with items being sent to the incorrect e-mail address, and not everything being submitted by initial deadline.
- c. Staffing Offices – business hours and over breaks – need to make sure offices are staffed and open to have someone greet visitors and have someone answer the phones.
- d. Student Evaluations – see handouts
 - i. Reviewed handouts and new process for running results of evaluations
 - ii. Some students who dropped courses were able to submit evaluations
- e. Accounting Curriculum and the CPA – review by Theresa
 - i. Area that is most weak is the audit area – would like to add an additional audit class to the curriculum.
 - 1. Faculty resources should be freed up to teach the additional auditing course by dropping Financial Accounting from the new general education core.
 - 2. Dr. Harris will talk to the Accounting faculty about adding an additional auditing course and degree sequence for the major.
- f. Date for Kelce Faculty Meeting
 - i. Need to have new Bylaws completed before the meeting. Decision to have next faculty meeting on Friday, February 15 at 3:00 pm. Plan to hold at Block 22 downtown.
- g. Dr. Grimes will send out list of assignments that were decided on at the KLT Retreat in December.

III. Miscellaneous Reminders

- a. Time Cards in to Dean by designated Fridays for approval
- b. Share travel dates with Mimi and keep calendars updated

- IV. Updates
 - a. AACR – David Hogard
 - i. This Thursday Cintas from Joplin will be on campus to host a welcome back booth in Kelce (Amy Martin).
 - ii. Met with regional Enactus rep, Josh Jones, last week.
 - iii. Padfolio sample will be available before actual printing takes place.
 - iv. Busy with advisement and still working to enroll students for this semester.
 - v. Working with prerequisite reports has been a problem. David is working with ITS staff to make report work better for what is needed.
 - vi. Feb 25 – Spring Career Fair date.
 - b. DOBE – Lynn Murray
 - i. E-mailed University Marketing about marketing materials for Kelce. Materials will be available soon.
 - ii. Provost Search Committee report – first consideration of candidates is January 31.
 - iii. Kelce will sponsor 4 events at Topeka FBLA conference in April. Will also send judges.
 - c. KGSB – Din Cortes
 - i. First courses for the AP on-line MBA program began yesterday. There are 37 students enrolled in one of the courses and 20 enrolled in the other. Total of 42 total students in the program.
 - ii. Faculty Development program that he attended in the middle east in January went well.
 - d. KUSB – Eric Harris
 - i. Part-time budget proposal has been submitted.
 - ii. Working on summer courses.
 - iii. Working on JMI issues.
- V. New Business
- VI. Old Business
 - a. New College Bylaws and Committee Structure - Dean
- VII. Adjourn – 3:00 p.m.

Dates to Remember:

1. MLK Holiday, January 21
2. Final Drop Day for W, January 28
3. Midterm Grades Due, March 11
4. First Day of Spring Break, March 11
5. President & Provost Visit College, March 22
6. Rumble in the Jungle, March 26
7. Grad Finale, March 27
8. Final Drop Day, April 5
9. Pre-Enrollment Begins, April 7
10. Transfer CARES, April 15
11. Finals Week Begins, May 6
12. Commencement, May 10
13. Final Grades Due, May 13