

**MINUTES**

Kelce Leadership Team Meeting  
9:00 a.m., December 10, 2019

Present: Din Cortes, Paul Grimes, David Hogard, Steve Horner, Lynn Murray

- I. AALC Updates
  - a. rpk Group – video conference call; will be here on campus 12/11 and 12/12 presenting final report; Howard meeting with Deans on 12/16 for next steps
    - i. KLT are invited to meeting on Thursday, 12/12 at 9:00 am in the Sunflower Room of the Overman Student Center.
  - b. President and Provost will be holding college-wide meetings soon after break with faculty/staff about budget scenarios
    - i. Kelce College meeting is set for January 28 from 8:30-9:30 am in the Student Center.
    - ii. Dr. Grimes will send an e-mail to faculty telling them about budget concerns and inviting them to the meeting on January 28.
- II. Personnel Issues
  - a. Updates on open faculty slots
    - i. CIS - advertisements being placed; first consideration after break
    - ii. ACC (2) – committee is working on documents with Cindy Johnson in EEO; will be working on external ads for positions as soon as possible;
    - iii. MKT – ad was approved and posted yesterday; position will be advertised with American Marketing Association and specific Marketing conferences
  - b. Open admin position – hiring complete; Melissa Payne starts next Monday, December 16
- III. Data Analytics Proposal
  - a. Still waiting for syllabi from Brooks
- IV. Miscellaneous
  - a. Reimbursements for membership dues – Jae’s request
    - i. Discussion followed on whether the college should pay membership dues for faculty
  - b. SAP Initiative – revised course fee proposal (\$20 per credit hour for CIS 420); form and cover memo submitted for President’s Council consideration
  - c. AP – our representative Brian Saunders is leaving firm for other opportunity; Silas Bowler is our new contact (out of Denver) – Silas visited campus last week
  - d. Commencement is Friday at 5:00 p.m. – David Hogard will announce graduate names
  - e. Entering leave over break; please report all days the university is “open” but you do not work; don’t leave any discretionary days or comp time on the table; note the deadlines for reporting
  - f. Need to set regular day/time for KLT spring semester meetings; will tentatively schedule KLT meetings for 1:30 pm on Tuesdays
  - g. Make sure your travel schedule for spring semester is on your calendar
    - i. Dr. Grimes will be traveling to Texas with the Pitt State alumni office during the last week in February to speak at Gorilla Gatherings and will be attending a conference in Florida later in same week; Associate Dean’s will cover for the Dean while he is out.
  - h. Opening Kelce meeting in the Spring Semester; will schedule for Friday, January, 31, at 11:30 starting with lunch.

- V. Updates
- a. AACR – David Hogard
    - i. Master Advisor training will be taking place next Monday – David will be attending
    - ii. Need to set up a time for training with Kelce faculty for the new degree audit system – new system will be in place fall 2020
  - b. DOBE – Lynn Murray
    - i. Ad has been posted for the Marketing faculty position
    - ii. Working on updating curriculum legislation in the marketing major/minor and sales certificate programs
    - iii. FBLA conference will be on March 30
  - c. KGSB – Din Cortes
    - i. MBA Graduates Reception – 13 PMBA students graduating, 5 will attend the reception; traditional MBA graduates are invited as well
  - d. KUSB – Steve Horner
    - i. Working on staffing for the spring 2020 semester, need to hire 3 accounting instructors
    - ii. Marketing legislation is on-going
- VI. New Business
- a. KCOB has received \$201,680 this month toward the building fund
  - b. Reviewed funding still needed for specific areas in the new building
- VII. Old Business
- VIII. Adjourn – 10:30 a.m.

**Fall Dates to Remember:**

1. Final Exams – December 9-13
2. Commencement – December 13