

MINUTES

Kelce Leadership Team

2:15 p.m., November 4, 2020 – Kelce #121

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

- I. Administrative
 - a. COVID-19 Issues
 - i. Student Health Center has tested 62 individuals within the last week; 23 positive cases. There are more students in isolation/quarantine this week as well.
 - ii. Provost is encouraging all to stay the course – less than a month to go on campus
 - iii. Working to return to sponsoring intramural sports by next semester with special rules
 - b. Campus after commencement – need to finalize our local plans
 - i. Office staffing and student workers – admins will stagger schedules and offices will be staffed each day the university is open from 8:00 a.m. to 4:30 p.m.
 - ii. Building Hours – will change open door hours to 7:30 a.m. - 4:30 p.m. after face-to-face classes dismiss on November 20
 - c. Preliminary summer 2021 staffing request - submitted to the Provost on Monday
 - d. Graduation ceremony registration #'s – currently only 17 UG students from KCOB are signed up for Friday evening's KCOB ceremony (Fall 2020 grads); at Saturday morning ceremony for all university-wide graduate students there are now 47 students registered; and Saturday's undergraduate ceremony with COAS for Spring and Summer grads there are currently 87 students signed up.
 - i. Dr. Grimes will send an email to all KCOB Fall grads to encourage participation in ceremony
- II. Budget Issues
 - a. Major concern for FY22 – need to have contingency plans prepared
 - i. Provost requesting updating of RPK data – to determine programs that are not generating a positive financial return
 - ii. What creative ideas can we implement in Kelce? ie: revenue generation – potential undergraduate online program. At some point, cuts will be required – need a strategy
 - iii. Doug Ball has visited with deans about roll-over funds (move down)
 1. colleges will be allowed to keep $\frac{1}{2}$ of OOE funds not spent in FY20 (\$67,540.97/2=\$33,770.49) and total amount saved from the previous 3 years. \$344,680.59 is the total in the KCOB Carry Over account after FY20 funds are added.
- III. Curriculum
 - a. Visited with Provost concerning enrollments and proposed initiatives – believes KBOR will only approve new programs if an old program is eliminated; what can be forfeited? Discussed proceeding with development of an undergraduate online program – specifically a new Applied Business Administration major that would fill a need and spread responsibility across faculty in current majors.
- IV. Faculty
 - a. No recruitment funding available from Provost to units that are seeking to hire this year
- V. KBOA Meeting – this Friday, November 6th via Zoom
 - a. Review Agenda – read through agenda and discussed
 - i. Dr. Scott won't be available until 1:30, and will join meeting at that time
 - b. Reviewed Handouts for meeting

- VI. Miscellaneous
 - a. Holiday gift for faculty and staff – order has been placed
 - b. Continue to do Toys for Tots drop off – need to determine dates
 - c. May try to do a walk-through reception prior to commencement
- VII. Updates
 - a. AACR – no report
 - b. DOBE – met with Recruitment/Retention committee today; working with GA's to assist with prospective student visits; will try to begin virtual visits with prospective students; suggestion was made in R&R meeting to provide small scholarships to those attending virtual visits
 - c. KGSB – continuing work on PMBA admissions process and app with ITS; preparing for AACSB BQS survey (due in December)
 - d. KUSB – Irene will be in quarantine for a couple of weeks; continuing to move classrooms around for spring semester – given expected enrollments, some courses will meet in Axe 014 (cap 40)
 - e. ADMIN – no report
- VIII. On-going Business: AACSB Accreditation
 - a. Upcoming webinars on new 2020 standards – first is tomorrow
 - b. Initiate planning:
 - i. Vision/Mission Statement revisions
 - ii. Strategic Plan – update progress on action items
 - iii. Faculty Qualifications – revise in response to review and update to meet new standards
 - iv. Journal Quality – incorporate statement into our Research Vision document – reviewed list of journals in which faculty have published to date during this cycle (concerns about some titles)
 - v. Participating Faculty sufficiency – create an Advisory Committee of Adjunct Lecturers to provide input to Faculty Chair and KLT; amend College Bylaws to establish
 - vi. New Social Responsibility Standard – need to document and coordinate activities that are already taking place (e.g. VITA program, Enactus outreach programs, MBA volunteer projects, Toys for Tots, etc., etc.)
- IX. Adjourn – 3:40 pm

Dates to Remember:

1. Commencement – November 20 and 21
2. Thanksgiving Break Begins – November 21
3. Last Day to Withdraw – November 25
4. Final Exams – December 7-11
5. Grades Due – December 14