

MINUTES

Kelce Leadership Team

1:30 p.m., May 19, 2020 – Online Teams Meeting

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

- I. Administrative Issues
 - a. Transition back to campus
 - i. Plastic panels for admin stations and public-facing desks – Kelce ordered 17 / Provost paying
 - ii. Pitt State masks – should be available this week – 1 per employee; requests for grad students and student employees working this summer
 - iii. Buildings to remain locked during intersession
 - b. Planning for Fall Semester
 - i. Working Groups – ongoing –
 1. Dr. Grimes reported the budget committee is fact finding - currently reviewing what other institutions are doing – some are issuing furloughs and layoffs with personnel
 - ii. Kelce Task Force – inventory of courses for fall
 1. Dr. Murray reported that the Kelce Task force has suggested that most classrooms in Kelce may need to be capped at 1/3 capacity if social distancing guidelines for face-to-face WF20 courses are in effect.
 2. All classes should be able to be modified, either through on-line, hybrid, or splitting up the class in to two separate rooms.
 3. Management of flow in the hallways and in and out of the classrooms is a concern. University-level working group exploring calendar and scheduling options to minimize these concerns.
 - c. Budget Uncertainties – legislature meeting on Thursday; KBOR to consider tuition in June
 - i. Kansas Legislature will most likely meet only one day. Responsibilities for determining a new state budget may be placed on Governor.
- II. End-of-Term
 - a. Finals Week – grade deadline yesterday; no word from registrar concerning late grades; conversion of Pass/Fail option this week.
 - i. Reports that students have been able to view their actual course grade on their transcripts before the pass/fail option is rolled over. Messages going out to lower level of student confusion over timing of conversion to P/F.
 - b. Summer Enrollments
 - i. Kelce has a handful of courses for summer that have very low enrollments.
 - ii. Dr. Horner will prepare a list of courses that have an enrollment of less than five. He will share this list with KLT to be discussed at the next meeting.
- III. Annual Performance Reviews
 - a. College accomplishments – need list prior to May 28th for Provost
 - i. KLT to prepare lists of major accomplishments within areas and send to Dean Grimes.
 - b. KLT members – update prior goals/accomplishments and enter new goals by June 19th
- IV. Miscellaneous
 - a. Data Analytics –
 - i. A meeting with Provost and VP Ball has been requested to find out what is happening with the contract. Mimi will set up this meeting with Stacy and Bryronni.
 - b. Sales Center – proposal sent to Provost for approval; will go to KBOR in the fall
 - c. Memorial Day – consider taking this Friday off

- V. Updates
- a. AACR – David Hogard – trying to connect with students who have not yet pre-enrolled for fall; gearing up for CARES (Zoom meetings in office); has produced CARES video for incoming business students
 - b. DOBE – Lynn Murray – discussed with Marketing faculty, via zoom meeting, the potential for promoting a marketing emphasis within the MBA Program
 - c. KGSB – Din Cortes – PMBA applications coming in strong and enrollment is on-going for summer
 - d. KUSB – Steve Horner – working out staffing issues for fall; will need to cover course vacated by John Ison due to his unavailability this fall
 - e. ADMIN – Mimi Morrison will pick up mail and masks on Thursday
- VI. Old Business: Retreat Items – Curriculum and Degree Options
- a. Actions Underway
 - i. ~~International Business Task Force – Report Received~~
 - ii. ~~Professional Sales Certificate and Sales Center~~
 - iii. Data Analytics Certificate – See above
 - b. Potential New Programs
 - i. Entrepreneurship and Small Business – consider starting as certificate
 - ii. Business Education – will meet with COE at future date
 - iii. General Business – Dr. Grimes to prepare white paper / proposal
- VII. Adjourn – 2:45 pm

Dates to Remember:

1. Summer I Session Begins – June 1
2. Summer II Session Begins – June 29
3. Holiday - No Classes – July 3