

## MINUTES

Kelce Leadership Team

1:30 p.m., June 2, 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. Pitt State Together – planning document may be coming out this week; may not include a hard date, but rather a roll-out of offices as necessary
  1. Academic offices targeting June 15<sup>th</sup> – try to maintain regular summer hours but allow flexible and staggered in-person schedules; we need a plan – Mimi will work with admins to determine office staffing schedules for rest of summer
  2. Signage for building – spreadsheet from Abby; need to determine signs to order; questions concerning flow of foot traffic
    - a. Reviewed signage and discussed removing benches in hallways
    - b. Discussed how traffic should flow through the building
    - c. Dr. Cortes, Dr. Horner and Dr. Murray will do a walk through the building to determine signage needed (Thursday)
- ii. Desk panels being distributed this week – they are not in yet, Mimi will check with Bryronni on status on delivery
- iii. President's radio broadcast set for Thursday at 11 a.m.

#### b. Planning for Fall Semester

- i. Working Groups – ongoing
    1. Budget working group – subgroup that Dr. Grimes is on will make a presentation tomorrow on personnel reductions, if required
  - ii. Kelce Task Force – update on self-identified risk
    1. Meeting tomorrow – should hear back from faculty before meeting on self-identified risks that may impact teaching modalities needed in the fall
  - iii. Budget Uncertainties – message from VP Ball concerning carryover; will try to protect accumulated carryover balances but they are available for “university use”; depending on circumstances, may be able to rollover portion of unspent balances this year
    1. VP Ball messaged Dr. Grimes that the recommendation to increase tuition for the PMBA program for next year is \$10/credit hour. Will be reviewed by KBOR for approval later this month.
- c. Proposed calendar for fall semester – proposal is that fall classes will meet up until Thanksgiving break with no fall break – after break classes and final exams will continue on-line
- i. Discussed hosting commencement before students return home before Thanksgiving; trying to eliminate person-to-person contact.
  - ii. It will need to be clear to students that they still have to finish the semester “after” graduation.
  - iii. Faculty will need to be advised that courses are required to be held online after graduation ceremony. They will be required to provide a plan at the beginning of the semester for the entire semester.

### II. Students

#### a. CARES – began yesterday

- i. CARES is going well according to David Hogard. Individualized advising has been working out very well, probably better than mass advising.

#### b. Latest enrollment numbers – not directly comparable because of pre-CARES enrollment of certain student groups this year

- III. Miscellaneous
  - a. Data Analytics – Dean Grimes met with Provost and VP Ball; will target Spring 2021 if contract can be signed and courses/certificates make it through legislation; both willing to discuss with Senate and Grad Council (summer courses will be cancelled by Dr. Horner)
  - b. ITC representative – Jae Choi has agreed to serve as KCOB representative; Dr. Grimes will be rotated on to the committee as Dean rep
- IV. Annual Performance Reviews
  - a. KLT members – Oracle evaluation module is down after recent system upgrade; please provide narrative assessment of FY20 Goals and proposal for FY21 Goals in a WORD document by June 19<sup>th</sup>
- V. Updates
  - a. AACR – David Hogard – advising incoming students through CARES on-line advising;; some courses that students need in the fall are filling up (College Algebra)
  - b. DOBE – Lynn Murray – prospective student callers want to come in to the office to make their phone calls (1-2 days per week); working with recruiting and retention team to produce faculty recruiting videos/Zoom prospective student visits
  - c. KGSB – Din Cortes – new PMBA session started this week amid problems with enrolling/re-enrolling students due to issues with students who paid tuition late and were dropped from class rolls; June 3 is deadline for enrolling students for summer; visiting with International Programs on trying to get admitted international students to take on-line courses for fall – there shouldn't be any problem with these students enrolling; working on GA positions for fall
  - d. KUSB – Steve Horner – submitted draft of KCOB section of the university catalog yesterday; Rachel will be off Thursday and Friday
  - e. ADMIN – Mimi Morrison – no report
- 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 – 2:35 pm

**Dates to Remember:**

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