

**MINUTES**

Kelce Leadership Team  
11:30 a.m., February 19, 2021

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

- I. Finalize College Scholarships
- II. Administrative
  - a. COVID-19 Issues
    - i. Pitt State will serve as a vaccination site as supplies becomes available
  - b. WSU circulating vote of no confidence in KBOR due to new personnel reduction policy (1,000 signatures from KU)
  - c. Looking at loosening restrictions on student organization speakers and travel (competitions)
  - d. CARES technology funding – postponed order to next week (includes Kelce classroom/lab computers)
  - e. Organizational continuity planning – preparedness evaluation of units – what functions are essential in each area of PSU? Need to think about this for Kelce. Will eventually include information in the syllabus supplement regarding inclement weather, etc.
  - f. Open CIS and Econ positions – Econ position will not be filled immediately but received permission from Provost to fill CIS position. Discussed filling CIS position with a current adjunct faculty member. Dr. Grimes and Dr. Horner will meet with IS faculty to discuss filling CIS position.
  - g. Center for the Public Trust – students receive a certificate in ethics if they take part in the program. Cost is \$40. Could possibly offer this program to Business Professionalism and MKTG 839 students. Mr. Hogard, Ms. Kent and Dr. Murray will work on this proposal with their students and will provide feedback at the end of the semester.
- III. New Committee & New Task Force
  - a. Part-Time Lecturers Committee – membership appointments update
  - b. Social Impact Task Force – Dean met with group and gave them the charge last week
- IV. Planning for Scholarships and Awards Recognition Program – need to finalize thoughts on what we want to do –
  - a. Reserve Friday in 121 Kelce
  - b. Ask students to arrive “by discipline” at a certain time during the day
  - c. Send letter to faculty and students. Tell students they need to be there.
  - d. “Event” will take place on April 9 in 121 Kelce to award scholarships and other awards.
  - e. Will give each student a PSU cookie along with their award
- V. Updates
  - a. AACR – David Hogard - start advising for summer and fall next week; schedules come out March 5, enrollment begins April 4
  - b. DOBE – Lynn Murray – no report
  - c. KGSB – Din Cortes – no decision yet on commencement date(s) for this semester; met with AP last week – extending carousel to 2027 – class size is increasing – will add sections to decrease course loads; Finance Search Committee will meet in early March, there are 44 applicants to date; 4-5 applicants for the Coordinator position; retirement reception for Drs. Freund and Bracker – will have university photographer take pictures
  - d. KUSB – Steve Horner – BGS Awards Ceremony – checking on food and getting info on eligibility of students for recognition; summer schedules were due this week to Registrar, fall schedule due to Registrar on Monday; working on performance appraisals – due to faculty by March 1; PT Lecturers Committee – Lisa Paterni, Praveen Guraj, Melinda Roelfs have agreed – will have a meeting soon

- e. ADMIN – Mimi Morrison – heating unit in 121 Kelce to be repaired next week
- VI. Strategic Planning discussion
  - a. Dr. Scott will probably retire after next AY – Provost is working on extending the current SP to enable a new person to have input if Dr. Scott retires
  - b. Asking to extend the current Kelce Strategic Plan for an additional year which will put us at the end of our year of record. There will be much more to talk about with AACSB about.
    - i. Will review annotated college strategic plan before making a final decision on extending
- VII. Applied Business Administration proposal – retreat to develop framework
- VIII. On-going Business: AACSB Accreditation
  - a. Initiate planning:
    - i. Faculty Qualifications – revise in response to review and update to meet new standards
    - ii. Journal Quality – incorporate statement into our Research Vision document
  - b. Schedule retreat to consider:
    - i. Vision/Mission Statement revisions
    - ii. Strategic Plan – update progress on action items / next steps

**Dates to Remember:**

1. Apple Day – March 1
2. Mid-term Grades Due – March 15
3. Spring Career Expo – March 16
4. Pre-enrollment Begins – April 4
5. Last Day to Drop – April 5
6. Transfer CARES – April 12 and 13
7. Last Day to Withdraw – April 29
8. Finals Week – May 3 through May 7
9. Commencement – April 30 & May 1?
10. Spring Break Week – May 10 through May 14
11. Grades Due – May 17