

### MINUTES

Kelce Leadership Team  
9:30 a.m., March 9, 2021

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

- I. Administrative
  - a. COVID-19 Issues
    - i. Pitt State vaccinations scheduled for tomorrow, Wednesday, March 10<sup>th</sup> in the Overman Student Center
    - ii. County has declared the community as being “Green” – first in long time
    - iii. GEAR funding from federal government – earmarked for mental health (student and/or employee mental health care)
  - b. KBOR – will hold a deferred maintenance workshop next week with the campus CEOs
    - i. Directives on expenditures should come out of this workshop as well as recommendations for shutting down some buildings on campuses across the state
  - c. State Legislature – appropriations hearing coming up; new procedures and the president will only get 5 minutes to report
  - d. USD 250’s DragonNet for home WiFi access; likely will install an antenna on the football stadium
  - e. Pitt State Foundation support – low earnings may reduce distributions; Howard preparing requests for Academic Affairs
  - f. Unit administration – Howard would like to conduct training for chairs and potential chairs; succession issues across campus - discussed
- II. Building Renovation Project
  - a. Resolved issues with mediation and the large tiered classroom. It was decided that the room in question will be a regular tiered room with lots of WiFi capacity and electrical outlets but will not have customized furniture that would need to be replaced if technology changes. We will have mediated room on second floor using a flat-floored medium-sized classroom. This is the most flexible option.
  - b. Met with Jim Hughes, Jane Huesmann and furniture vendor about office furnishings
    - i. Reviewed different options that were presented
    - ii. Jane will send photos of furniture that others have used which should give a benchmark about the type of quality and look we want for the layout of the rooms. Schematics reviewed at the meeting were reviewed as a starting point for discussion of building furniture needs.
  - c. Kristina from Sodexo meeting with Student Leadership Council on Thursday; Dean Grimes suggested she also meet with ITS for their input
  - d. Student printing – where to place public access printing terminal in new building; possible options include Advising, Sales Center, and Student Organization Room. Discussion followed on options on locations for printing terminal. Preliminary conclusion is that Advising Suite is most viable option.
- III. Student Recruitment
  - a. Issues with campus visits
    - i. Not enough faculty are not stepping up to assist with campus prospective visits; GA’s are helping. Discussion.
      1. Sales class is developing talking points for visits – will leave discussion spots in for specific major area discussions
      2. Dr. Horner will visit with each faculty member about the need for continuing recruitment and retention efforts and especially with regard to prospective student visits.
      3. This item tabled until talking points are available.

- b. Branded lens/screen cleaning cloth giveaways
    - i. Will fit really nicely in admissions folders for prospective student visits
- IV. Scholarships and Awards Recognition Program – April 9<sup>th</sup>
  - a. Still working on getting scholarships entered – deadline is March 10
- V. Faculty list for faculty awards for next meeting
  - a. Dr. Horner will provide list of those receiving Exceptional ratings in each of the three areas
- VI. Need date for KBOA video meeting – date set – 4/16/21, 12:00-1:30, via Zoom
  - a. Strategic planning proposal
  - b. Business Studies degree proposal
- VII. Programs on campus that use “Management” with their major/degree titles
  - a. Researched by student in Academic Advising office – there are currently 16 other areas that use the term in their major name.
  - b. Will review and see if exceptions are needed for AACSB CIR request which is due this summer.
- VIII. Updates
  - a. AACR – David Hogard – he and students are currently advising; PBL participating in state conference competition on April 10
  - b. DOBE – Lynn Murray – WIB Day is 3/26 – more details later this week; contacting prospective student list that Admissions sends and have had additional contact with several of those students; looking for student employee to replace Josh when he graduates; FBLA conference is occurring virtually this week
  - c. KGSB – Din Cortes -14 applicants for the Kelce Coordinator position, committee is working on reviewing and ranking applicants; graduate council meets tomorrow; GA openings for next year – lots of inquiries; PMBA carousel is being updated
  - d. KUSB – Steve Horner – meeting with faculty for Performance Appraisal reviews; narrowed Finance search down to 3 candidates (one dropped out); students are participating in the MFT exam yesterday and today; need a Faculty Senate rep for 2-year term starting next fall
  - e. ADMIN – Mimi Morrison – no report
- IX. 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 – meeting dismissed to continue discussion on strategic planning

**Dates to Remember:**

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