

MINUTES

Kelce Leadership Team
10:30 a.m., January 14, 2021

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

- I. Administrative
 - a. COVID-19 Issues
 - i. Drive through testing at the Bicknell Center parking lot will only be available until the end of the month (Jan. 31)
 - ii. Re: vaccination priorities – higher ed not listed in the state’s plan; will be treated as non-essential employees and not identified as a high-at-risk target group
 - iii. Student testing – strategy for Spring semester opening/arrival same as used for Fall semester
 - iv. Additional personnel changes at the county health department. New county health director has been appointed.
 - b. International Students – visa numbers for PSU almost on par with KU’s
 - c. KBOR Update via the Provost
 - i. Money replaced this year by stimulus funds may be replaced in the budget for next year
 - ii. Instead of planning for a 10% cut, now plan for “only” a 5% cut
 - iii. Consider increasing R&R funding if campuses reduce square footage
 - iv. Board does not favor the universities proposing new Associate Degrees
 - d. KNEA – first meeting of the new year is now scheduled
- II. MBA
 - a. Posthumous degree has been approved for our deceased student, Travis Gray of Columbus
- III. Faculty and Students
 - a. Finance faculty search – job ads placed
 - i. Ads placed with Finance Management Association (FMA) and AACSB online
 - ii. 25 applicants so far
 - b. Unclaimed scholarships available for spring - re-awarded unclaimed scholarships (Morton & Wilkinson)
 - c. Recruitment Contacts – identify personal contact for each degree program – via new website. Dr. Murray will be in charge of identifying the correct personnel as contacts on the web site.
 - d. Item to include in student recruiting packets – lens/monitor cleaning cloth
 - e. Coordinator for Academic Programs position – approved by the Provost; HR reviewing; after position description is approved a search committee will be formed. Will give faculty a heads up on the new position at faculty meeting next week.
- IV. Building
 - a. Update on this week’s meetings with architects
 - i. Sales Center rendering (see attached picture and floor plans) – reviewed changes
 - ii. New option for large tiered rooms – discussing flat floors with furniture of different heights – will need to discuss pros and cons with faculty. May put off finishing the case room as cost saving measure. .
 - iii. Technology options debriefing meeting – electrical plugs, microphone placement, etc.
 - iv. Donor recognition meeting with Dr. Grimes, Holly and development staff set for next week

- V. Miscellaneous
 - a. Building – do we want to update traffic flow and signage for spring based on what we learned and experienced in fall?
 - i. Discussed not designating external entries and exits. Decided to remove signage from outside exit doors on all doors except the west side of the building (continue to use as auditorium exit only).
 - b. Computer labs – maintaining fall’s schedule with abbreviated hours on Fridays
 - i. Chris Fleury to visit with KLT next week about Kelce computer lab machines – suggest taking older machines out to enforce social distancing.
 - ii. Older lab computers to go in upstairs labs where our oldest computers are now located.
 - c. Contact Info – Mimi has collected everyone’s home/mobile contact numbers and will maintain the list
- VI. Faculty Meeting items for next Friday
 - a. Proposed adjunct faculty standing committee
 - i. Will require a vote to change the by-laws
 - b. Proposed Applied Business Administration BBA degree
 - i. Discuss white paper memo – distribute before meeting? Dr. Grimes will revise and send out to all faculty this Friday to allow review before faculty meeting next Friday, 1/22.
 - c. Which AACSB items (see below) should we start this spring? Will begin with working on Social Responsibility standards (documenting and recording current activities). Will form a task force.
 - d. What else? Should committees be asked to report out on Fall activities? Will ask committee chairs to report at faculty meeting – 2 minute time limit.
- VII. Updates
 - a. AACR – David Hogard – 634 UG Kelce students currently enrolled for 21SP; still enrolling students for spring; new international students enrolling soon
 - b. DOBE – Lynn Murray – no report
 - c. KGSB – Din Cortes – PMBA enrollment numbers look good for first session of 21/SP; traditional MBA has added a few students
 - d. KUSB – Steve Horner – Finance search is going well; will start working on SU & WF schedules this week; Dacia Clark will teach Intro to Entrepreneurship in the fall; still need to hire one more adjunct for Intro to Business in the fall; GA appointments begin on Tuesday the 19th
 - e. ADMIN – Mimi Morrison – new student working in Dean’s office – Kyle Hlade; Emily Carlson left to student teach
- VIII. On-going Business: AACSB Accreditation
 - a. 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
 - 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.
 - 1. Will ask faculty to begin working on this planning item for accreditation at 1/22 faculty meeting.
- IX. Dismissal - 12:18pm

Dates to Remember:

1. Start of Spring Classes – January 19
2. Opening Kelce Faculty Meeting – January 22
3. Summer 2021 Course Schedules Due – February 17
4. Fall 2021 Schedules Due – February 22
5. Apple Day – March 1
6. Mid-term Grades Due – March 15
7. Spring Career Expo – March 16
8. Pre-enrollment Begins – April 4
9. Last Day to Drop – April 5
10. Transfer CARES – April 12 and 13
11. Last Day to Withdraw – April 29
12. Finals Week – May 3 through May 7
13. Commencement – May 7
14. Spring Break Week – May 10 through May 14
15. Grades Due – May 17





