



**MINUTES**

Kelce Leadership Team Meeting  
10:00 a.m., July 11, 2018

**Present:** Eric Harris, David Hogard, Paul Grimes, Lynn Murray

**Absent:** Bienvenido Cortes (excused-in Taiwan)

- I. First meeting of the reconstituted KLT for the reorganized KCOB
  - a. Welcome and review of roles and functions of KLT
  - b. Planning for Fall meetings schedule
    - i. All were asked to review their fall schedules in order to plan date/times for Fall 2018 – tentatively set for Wednesdays at 1:30 p.m.
- II. PLC Update
  - a. Review of summer's meetings and yesterday's retreat
    - i. New working group led by Dr. Kahol to review current adjunct policies, especially with regard to increasing pay for adjuncts and establishing salary guidelines. There are no current written policies.
    - ii. Roll-over policies of OOE funds – Provost will disburse roll-over funds from Academic Affairs to colleges for specific expenses as requested.
    - iii. Provost has requested that \$100,000 from Academic Affairs be rolled over into the Kelce College account for equipping and furnishing the new building. This has not yet been approved.
    - iv. Reviewed topics from PLC Retreat on 7/10/2018.
  - b. Carry-forward of unspent state dollars – unspent KCOB 2017-18 OOE funds will be carried forward again this year.
- III. AACSB Visit – Planning for Site Visit
  - a. CIR in final stages of preparation – report is due 60 days prior to visit – August 14<sup>th</sup>.
    - i. 5-Year AOL Report still needs to be added to CIR.
    - ii. Report will be edited for grammar and then submitted hopefully by the 1<sup>st</sup> of August.
  - b. Agenda for Site Visit on October 14<sup>th</sup> through 16<sup>th</sup> – review schedule
    - i. Reviewed agenda from 2014 visit to decide if there need to be changes.
    - ii. Dr. Grimes will send potential meeting agenda to visitation team for prioritization for meetings while team is on campus.
    - iii. Dr. Murray will work on welcome baskets for team members.
  - c. Workroom materials – what to include
    - i. Reviewed materials to include in the team “workroom”
    - ii. Dr. Grimes will ask team members if additional documents are requested
  - d. Faculty Profiles / Research Impact Statements – compile, check, and produce
  - e. Preparation of Faculty and Students for visit – make sure all are up-to-speed before the visit
    1. Opening faculty meeting – August 16<sup>th</sup>
      - a. Discussed need to have an additional faculty meeting before the visitation – set meeting for Wednesday, October 10 in the afternoon in 121 Kelce.
    2. Organization of College Standing Committees – membership / briefing of expectations
    3. Student groups – who will represent us? – Briefing of expectations
      - a. Will send notification to students via Canvas regarding accreditation visit (Dr. Murray)
- IV. Reorganization Issues
  - a. Program Coordinators – where do we stand on roles and responsibilities? Dr. Harris discussed progress of Task Force.
    - i. Reviewed “Program Coordinator Responsibilities and Duties” as agreed upon by the PC Taskforce.
    - ii. Discussed potential program coordinators.
    - iii. Discussed assigning advisors to newly admitted students. David and Eric will work to create a mechanism for assigning advisees. Discussed assigning this duty to the new Admin if approved.

- b. Administrative Assistants – job descriptions and third position request
    - i. Discussed new job descriptions for admins and hiring an additional person. Dr. Grimes and Mimi will meet to finalize position descriptions.
  - c. Need a plan for revising College Bylaws - bylaws have to be revised this year. KLT will work on this after the accreditation visit.
  - d. Representation on University Committees and Faculty Senate? – Dr. Grimes and Dr. Harris will visit with the Faculty Senate president to determine representation on university committees/faculty senate. Mimi will set up meeting with Faculty Senate president, Grant Moss.
  - e. College Directory – will organize by major and will work on new Business Cards for faculty. Reviewed titles.
- V. Miscellaneous
  - a. AP Initiative – Brian and Jim on campus today visiting with Nursing and Education
  - b. Chief's yearbook ad opportunity – will be electronic this year and will ask AP to share cost with us and Dr. Kahol's office.
  - c. City renewed commitment to Micropolitan Report and economic development (\$25K Grant)
  - d. KIEF continues commitment to Insurance Certificate Program – Dr. Grimes attended meeting with business deans within the state regarding the KIEF certificate program. (\$25K in Scholarships this year)
  - e. Chamber of Commerce representation for forthcoming year – need to have a designated representative from KLT each week attend. Will route schedule as soon as it is received.
- VI. Unit Updates
  - a. KUSB – Eric Harris – working on CIR report – no additional updates.
  - b. KGSB - none
  - c. OBE – Lynn Murray – picnic date will be Tuesday after Labor Day, September 4; having problems with access to GUS – Registrar has submitted a programming ticket to resolve problems.
  - d. AACR – David Hogard – working on advising students and accessing information that is needed in the system; August 17 is another Pitt Cares date; will try to have a retreat with student employees/Registrar/Heather Eckstein.
- VII. New Business - none
- VIII. Old Business
  - a. P&T Document
  - b. Targeted Journals and Conferences
- IX. Adjourn

**Dates to Remember:**

1. Professional Development Day, August 15
2. Opening University Faculty Meeting, August 16
3. Opening Kelce General Faculty Meeting, August 16
4. First Day of Classes, August 20
5. Fall Picnic, September 4
6. AACSB Reaffirmation Visit, October 14-16