



MINUTES

Kelce Leadership Team Meeting
9:30 a.m., September 4, 2015

Present: Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Dr. Peter Rosen

Guest Present: Mr. Paul Stewart

- I. Paul Stewart – Building update
 - a. Dr. Grimes distributed the proposal which was given to John Lowe this summer that explains the steps necessary to get the building project underway.
 - b. Paul Stewart went through the architectural stages that will be necessary to proceed with the Kelce building project:
 - i. Must have approval of the Board of Regents before beginning a project.
 - ii. Examples of former projects that have been approved on campus were distributed.
 - iii. Program will be budget-based, however, only a preliminary estimate has been prepared for the project. Current expectations are \$15 million for the total project budget.
 - iv. Design development for the project is currently being prepared. Cost estimate is then prepared.
 - v. Construction documents are prepared after the design documents are approved.
 - vi. RFQ's have been sent out to potential architects for the building. Proposals will be due on September 18.
 - vii. December 2016 is the date for the design to be approved and January 2017 for serious fundraising to begin. (Fundraising efforts are on-going and will continue.)
 - viii. The design team will be selected based on the top 5 qualified firm's proposals.
 - ix. Discussed challenges associated with the project.
 - x. Building design committee will involve all stakeholder groups and be selected based on recommendations from Kelce administrators.
- II. PLC Recap
 - a. Jan Smith attended PLC to talk about required HLC faculty credentials. The Kelce College is in very good shape based on AACSB requirements. Dr. Grimes asked departments to be careful when hiring adjunct faculty to make sure that they are academically qualified per HLC guidelines.
 - b. Kelce was recognized at the PLC meeting for retention of students as compared to other colleges based on alternative advising models. Centralized advising seems to be very advantageous in retaining students.
 - c. When the KBOR approves the unit contract, new contract letters will be sent to faculty advising them of the 1% raise in the fall, and then revised for spring at 1% increase as well.
- III. Review of College Statistical Data
 - a. Dr. Cortes obtained statistical data for the college from the Institutional Research office. The information was distributed and discussed.
 - i. Kelce enrollment has stayed relatively flat even though retention rates are up.
 - ii. The data indicates that the ratio of men and women is 60%/40% in the undergraduate program. This needs to be addressed.
 - iii. Dr. Grimes reviewed the rest of the report with KLT.

- IV. Updates and Announcements
 - a. Cortes –
 - i. He received approval from Registrar for Dr. Cortes to enter prerequisite waivers. Position descriptions for GA's in the Dean's office have been obtained from Mimi and Kylie.
 - ii. Working on collecting data from comparison schools in regard to revising curriculum in the MBA program.
 - iii. Working on the newsletter.
 - b. Bracker –
 - i. Currently working on the course schedule for spring.
 - c. Murray –
 - i. Discussed reimbursements for travel for those attending the State Fair. The Dean's office will pay these expenses.
 - ii. Exporter of the Year award recognition will be in Wichita on October 7.
 - d. Rosen –
 - i. Meet the Firms day is next week.
 - ii. Goals for new faculty are due by Sept. 15.
- V. Old Business - none
- VI. New Business - none
- VII. Adjourn – 3:55 pm

Dates to Remember:

- a. Labor Day Holiday, no classes – Monday, September 7
- b. Meet the Firms Day – Monday, September 14
- c. Company Day at KTC – Wednesday, September 22
- d. Outstanding Alumni Award Recipient – Friday, October 2
- e. Kelce Golf Tournament in Johnson County – Monday, October 5
- f. Fall Break , No Classes – Thursday and Friday, October 8-9
- g. Career Expo at Student Center – Thursday, October 22
- h. Majors Fair for Undeclared Students – Tuesday, October 27
- i. Rumble in the Jungle Senior Saturday #1 – October 31
- j. Rua Skybox Host – October 31 – vs. Missouri Southern (Hall of Fame)
- k. Rumble in the Jungle Senior Saturday #2 – November 14
- l. Thanksgiving Break, No Classes – November 25, 26, 27
- m. Junior Jungle Day – Saturday, April 2
- n. Kelce Dean/Chairs/Faculty Meetings with the President and Provost – Friday, March 25