



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Team
Room #121
January 16, 2024

Present: Alex Binder, Din Cortes, Chelsey Decker, Paul Grimes, Holly Kent, Mimi Morrison, Lynn Murray

- I. Dean's Update
 - a. Leadership Team met last week; VP Naccarato presented plans and status of the "building out" of the Economic Development and Community Engagement Division (will be adding "Research" to the portfolio); he and Deputy City Manager Jay Byers also presented review of past and ongoing investments in the city – more than \$600M over past 8 years; current micropolitan area unemployment rate is 2.2 percent
 - b. Executive Vice President and Provost Search; Deans Grimes and Pomatto co-chairing the search committee; Faculty Chair Binder is one of 28 members; Search firm engaged to recruit and assist the process; aggressive timeline with goal of identifying finalist in April; kick-off meeting held last Thursday; Listening sessions scheduled with search consultant next week – encourage faculty and staff to participate

- II. Personnel
 - a. Ongoing Searches
 1. Accounting (TE); upcoming interviews – distributed and discussed tentative candidate visit schedules for two applicants; one next week and the second in early February
 2. Analytics (NTE); posting and advertising forthcoming – position has been approved; waiting for HR to post
 - b. Forthcoming Vacancies; Dean Grimes discussed plan with Provost Smith whom approved;
 1. Economics (TE); Cortes position; hold open and search next year
 2. Economics (NTE); McKinnis position; will conduct a search for an NTE visitor (masters/ABD/PhD); will hire for AY24-25 with option to apply during TE search for following year
 3. Marketing (NTE); Dalecki position; Linden's two-year phased begins AY24-25 which frees up half of his salary; Provost has approved using lapsed salary to hire temporary NTE instructor for two years with expectation of filling TE position upon Linden's retirement
 - c. Revised and New w/EDCE
 1. BERC; formalization of Director's position to 12-month appointment; awaiting PD approval
 2. BERC; Data Analyst; awaiting PD approval (new)
 3. BERC; Econometrician; awaiting PD approval (new)
 4. Entrepreneurship Coordinator; awaiting PD approval (new)

- III. Curriculum
 - a. CIS to DSIS; update from Alex – name change is approved; now courses need to be approved to DSIS courses. For a while DSIS courses will need to be course substitutions for CIS majors as there will still be CIS majors until new catalog becomes official.
 - b. Entrepreneurship; update from Lynn – no updates
 - c. Supply Chain and Industrial Distribution; update from Paul – upcoming meeting with Dr. Lee and Drs. Iley and Smetana (COT) to discuss and compare proposed technology and business tracks; need to identify courses for the shared major

- IV. Strategic Planning
- a. All Gorilla Plan initiatives submitted to system with first and second quarter updates
 - b. Need to begin college strategic planning process for AACSB
 1. Start with Gorilla Plan initiatives (two-year); develop new mission statement; add longer-term goals- need to come up with additional two-year initiatives to satisfy four years' remaining on our accreditation with AACSB.
 2. Effectively utilize committee and secure faculty buy-in (must demonstrate involvement for AACSB). Will need to meet with overall strategic planning group to develop plan for semester. Meeting will be set soon.
- V. Daily Operations
- a. Review of Admin assignments of responsibilities (see handout) – discussed current and proposed admin assignments; KLT will review and send any needed changes asap.
 - b. KLT; purchases and event expenses; advance notice needed of purpose, audience, dates, etc.; create form with goal to identify appropriate funding and processing responsibilities. Dean's office will create an advance notice event form for leadership team/faculty to complete when funding is required for specific purchases. This will allow funding to be set up ahead of purchasing items.
- VI. Administrative Area Updates
- a. ADGSB – Din: now working on AACSB BSQ survey; Melissa Weed is requesting judges for FBLA competition next week; 2+2 agreement with Uzbekistan asked to make changes.
 - b. ADMIN – Mimi: no report
 - c. ADUSB – Lynn: state FBLA competition is 04/04/24 - 4 events and we have 2 tables – judges needed; MFT meeting with Dr. Horner next week for details; would like to have BGS reception on same day as MBA graduation reception.
 - d. DGBP – Chelsey: met with Kelce GA's yesterday to discuss expectations; will distribute GA list to KLT; starting to sign up for spring fairs for recruiting MBA students; a number of PMBA students were on drop list for non-payment of fees – Chelsey had to re-enroll several; PMBA numbers are looking really good for the semester; will be ordering table cloths to take to college fairs for MBA programs
 - e. DSES – Holly: discussed graduation regalia for outstanding faculty, Kelce Scholars, etc.; Golden Gorilla and Outstanding Senior nominations are due by February 6; FBLA welcome from Dr. Grimes for opening of FBLA competition – 8:30 a.m. Tuesday in OSC
 1. Discussed getting medallions for Outstanding Faculty to wear to graduation.
 2. Cords – every full-time member of the faculty should have BGS honor cords to wear to graduation; Lynn will check to see who needs cords and order them
 - f. FC – Alex: Faculty Annual Reviews-Goals & Objectives will be due soon; working on course schedules; working through hiring processes for open faculty positions; going to Las Vegas for APEE conference and will be taking students (April)
- VII. Old or New Business – changing date for Awards Ceremony to later date – possibly May 3rd; New Admissions Report in the GUS Portal – encourage departments to use once students are admitted
- VIII. Adjourn – 11:00 a.m.

Spring Dates to Remember:

- January 29: Last day to drop w/out W
- March 2: Spring Rumble in the Jungle
- March 10: Spring Break begins
- March 11: Mid-term grades due
- April 1: Deadline for spring and summer graduation applications
- April 1: Last day to drop a course
- April 7: First day of pre-enrollment for summer and fall
- April 25: Last day to withdraw from school
- May 6 through May 12: Finals Week
- May 10 and May 11: Commencements
- May 15: Final grades due

Administrative Duties

*Please see the appropriate Administrative Associate regarding questions about these topics.

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Support and contact person for Binder, Brooksher, Dalecki, Frank, Kim, Lal, S. Lee, Nance, Maceli, McKinnis, Shum, Wachter, Woodward.	Support and contact person for Choi, Cortes, Decker, Goedeke, Nae, O'Bryan, Paul, Paterni, Sha, Strong, Weaver, Yarick, Zornes.	Support and contact person for Murray (KUSB AD), Davidsson (BERC), Kent (SER) & Weed (internship coordinator).
JMI Assistant Editor, database, file, and financial management, quarterly issue creation; support for Editor Lee.	Support and contact person for all graduate programs including PMBA and director.	Edit Pittsburg Micropolitan Economic report, annual profile and economic surveys. Make deposits as needed & prepare EDC's as required.
Travel – all full-time faculty, track travel budgets.	Course Schedules UG, Grad, PMBA (fall, spring, summer) / special permissions, overrides as requested	Travel – Murray, Davidsson, Kent, and Weed.
Budget tracking and planning for expenditures – KUSB operating, foundation, student employee and travel accounts.	GUS Appointments – Faculty, Adjuncts; EDCs; work with Dean's office admin on summer appointments	Prospective students – all areas
Administrative support for Faculty Chair.	Collect syllabi, post faculty office hours each semester.	Kelce student organizations – all areas including tracking budgets and making payments.
Scholarships (all KUSB) pull eligible applicants, sort, meet w/committees, enter in scholarship system.	Assist as contact for graduate assistants – appointments, keys, faculty assignments, office assignments.	Point of contact for adjunct/courtesy faculty (support, office assignments, keys).
Outstanding Seniors – compile list, contact.	Conference room 223A scheduling.	Assist with planning for ODE/BGS (honor societies).
Help coordinate KUSB faculty and committee meetings. Take minutes as requested.	Contact person for canvas notifications.	Organize marketing capstone dinners each semester.
Contact for graduate assistants - appointments, keys, faculty assignments, office assignments.	Student employee and tutor hiring/staffing.	Student employee hiring/staffing.
Student employee hiring/staffing,	PMBA point of contact; prepare EDC's and appointments for PMBA instructors; pay Instructional Connections invoices; keep PMBA historical records.	BERC/Economic Development budget, planned expenditures and payments.
	MBAA student organization contact person; pay bills, track budgets.	Assign, apply for funds and track monthly/yearly EOF student payroll (student engagement office student).
Line Manager: Alex Binder	Line Manager: Alex Binder/Chelsey Decker	Line Manager: Lynn Murray/Holly Kent