



**MINUTES**

Kelce Leadership Team

12:00 Noon – Held at 2 Brothers (over lunch)

Summer Monthly Meeting #2: July 08, 2025

Present: Alex Binder, Chelsey Decker, Paul Grimes, Holly Kent, Lynn Murray

Absent: Mimi Morrison

- I. Dean's Administrative Update
  - a. Provost Academic Leadership (PAL)
    1. Travel Policy; discussion with Rachael from Business Office – discussed policies and data needs; no funding this year from Pitt State Foundation to support the Faculty Development Travel fund - decision made to support travel with money from Provost's Office and each of the colleges – email to faculty last week announcing this; long-term need to restructure travel funding and procedures across campus
    2. Karl Stumo dropped in to discuss the plan to hire a Graduate Director at the university level to oversee coordination of graduate programs and policies campus-wide; disturbed a draft of a PD; significant focus on recruitment and retention of graduate students and not direct oversight
    3. Discussed presidential inauguration ceremony; agreement that we need to have one but to avoid over-production; a committee will organize; date TBD but likely during homecoming week
    4. Summer School enrollment down  $\approx$  5%; undergrad enrollment trending up but graduate enrollment trending down for Fall
  - b. KBOA – email went out yesterday canceling summer Zoom meeting and setting fall meeting for September 12<sup>th</sup> to coincide with 50<sup>th</sup> anniversary of MBA alumni reception and first home football game
  - c. Discussed Academic Affairs performance appraisal process for direct reports; due at end of July
- II. Reviewed documents revised during KLT Retreat; Dean Grimes asked everyone to review the marked-up WORD files based on the group's work during the retreat last week; he asked everyone to send him any corrections or changes that are needed
  - a. College bylaws document
  - b. Standing Committees for 2025-2026
  - c. Organizational chart
  - d. AACSB policy and procedure documents
    - Faculty Qualifications
    - Faculty Sufficiency
  - e. Codes of ethics – students, faculty, and administrators; including pledge letters
  - f. Gorilla Plan
    - 4<sup>th</sup> quarter/end of year update now due; still need to be entered into system
- III. Discussion of new building project
  - a. Jim Hughes provided a short write-up for an RFP for coffee bar; need to revise and rewrite; Dr. Grimes will work on this when time allows with input from KLT
- IV. Administrative Area Updates
  - a. ADGPB – Chelsey: planning underway this summer for 50<sup>th</sup> anniversary celebration on Sept. 13, physical invitations to be sent in mail by end of month
  - b. ADMIN – Mimi: No report - absent
  - c. ADUSB – Lynn: viewbook in progress; working on purchase of Gorilla straw toppers for the college
  - d. DSES – Holly: No report
  - e. FC – Alex: finalizing topics/format for faculty meeting in August; will ask faculty for input on this year's topics

- V. Personnel Updates – Positions Remaining Open
  - a. Forecasting Director (with RED) – new PD awaiting approval from HR before posting
  - b. Data Analyst (with RED) – no update;
  - c. Assistant Professor of Marketing –
  - d. Visiting Assistant Professor of Economics – D.J. Jiang; one-year reappointment in process; visa app started
- VI. Old or New Business
- VII. Adjourn