



## MEETING MINUTES

Kelce Leadership Team  
August 24, 2022

Present: Alex Binder, Chelsey Decker, Paul Grimes, David Hogard, Lynn Murray  
Absent: Din Cortes (excused - in Malaysia)

- I. Administrative
  - a. COVID Issues - No news to report.
  - b. Campus
    1. Enrollment – current numbers about 900 freshman and 400 transfers
    2. Contracting Authorization – adding Lynn and Alex to list sent to Topeka; they will have ability to sign contracts for the university, but limited to their respective unit
    3. Run any faculty award winners/PR notices about faculty by Provost Office - any awards or promotions regarding faculty should be vetted through the Provost's office beforehand – will include Characters of Kelce on social media
    4. Mock HLC Visit – September 7<sup>th</sup>
    5. Tilford Conference – anyone going from Kelce? If anyone is interested in going, contact the Dean
    6. Leadership PSU – Academic Affairs bowing out – will discontinue involving faculty for now; will focus on succession planning within Academic Affairs and create own program
    7. Library – discussed cleaning outside of Axe or wrapping façade with notices - will be the host site for the President's Society Foundation program this year and want the building to look nice - no affordable solution to date
    8. Discussion of GA/GTA/GRA – designations and compensation schemes; problem with different designations being paid differently and some getting tuition waivers; one administrative unit asked to have their graduate student designated as a GTA; deans suggested that all graduate assistants be designated the same and paid the same
    9. Faculty Approvals – course modality and travel issues (reimbursement requests post trip)
      - a. concerns with some faculty requesting change in course modality on the first day of classes – need to go through established procedures before start of term
      - b. travel reimbursements will not be paid if travel requests aren't created ahead of time – follow established procedures
  - c. College
    1. Standing Committees – finalize memberships – reviewed
    2. IRB – need to appoint 2 faculty members to university council
      - a. recommendations: Joe Choi, Choong Lee – Dr. Grimes will follow up
    3. Kansas Insurance Certificate
      1. Foundation hosting a one-day student event (see handout) in Topeka
      2. KLT asked to distribute flyer to students interested in attending
      3. David will be attending and will transport interested students in the certificate program
    4. Policy concerning outside student groups requesting use of Kelce classrooms after hours
      1. discussion on pros and cons;
      2. Kelce organizations should get priority
      3. KLT agreed to try this on a trial basis month-by-month

4. Groups will be required to sign a form informing them of the rules and expectations while in the building

5. CMBE for faculty needing credentialization?

1. Certified Management and Business Educator certificate - sponsored by the Chartered Association of Business Schools (European business school accrediting body)
2. faculty make a pledge and pay a fee in order to be certified as a professional management and business educator
3. KLT will review program to determine if this might be a good way to get faculty a recognized certification which could help with faculty qualifications determination for AACSB

II. Fall Opening College Meeting

- a. Debrief meeting and President Shipp's remarks – discussion
- b. Follow-up – posting of edited Bylaws – Dr. Grimes will post bylaws
- c. Kelce Leadership Council schedule – last KLT meeting of the month; same as meeting with Howard?

III. Building

- a. Focus Groups – Kelce students will meet with the Dean and the Provost in room #121 on Friday and Faculty on Monday

IV. AACSB Accreditation – ongoing

- a. KLT to attend fall Accreditation Conference in Atlanta – September 13 to 15
- b. CIR Visitation Team – approved appointment of the team; still awaiting confirmation and proposed dates
  - David Eplion, Indiana University Southeast - Not confirmed yet
  - Latisha Settlege, University of Arkansas at Fort Smith
  - Marilyn Helms, Dalton State College (GA)
- c. Faculty Success; issues finally appear RESOLVED!! Need to run trial tables. New faculty now have active accounts – Dr. Grimes will email to ask them to complete their accounts.
- d. Risk Assessment – next steps; mitigation plans; arrange meeting of full Strategic Planning Committee
- e. Societal Impact – next steps; refinement of statement concerning “economic growth and development”

V. Updates

- a. Associate Dean for the Graduate School of Business – Din Cortes- absent (in Malaysia)
- b. ADMIN – Mimi – Claude Reno will be new custodian in Kelce starting September 6
- c. Associate Dean for the Undergraduate School of Business – Lynn Murray
  1. very busy this week with learning community
  2. today was activities fair at the student center - Enactus and W@W group participated
  3. Nov. 16 W@W conference in Topeka
  4. no advisor for Marketing Association yet
- d. Director of Academic Advising & Career Readiness – David Hogard
  1. new advisor/internship coordinator position is posted on the HR website
    - a. first consideration date is Sept. 30
    - b. will also advertise in the Morning Sun

2. Kelce needs a new major's brochure – Dr. Murray will work on this with her GA

e. Director of Graduate Business Programs – Chelsey Decker

1. Freeman sent her informational video this week – will follow up on Sept. 22
2. enrolled 5 international students
3. GA orientation was last Friday
4. need updated brochures for graduate programs
  - a. there is a specific need to up efforts on what is sent to students after they are admitted to the MBA and PMBA programs (use funds from PMBA)
  - b. Dr. Grimes mentioned this information should be coming from Academic Partnerships for the PMBA students
  - c. He will meet with AP next week and include touch points from Chelsey
  - d. Chelsey also indicated the need a local tv ad
5. Chelsey is making plans to have the author of her Business Professionalism textbook come to Pittsburg for a networking event.
  - a. A tentative schedule has been drafted
    - i. Agenda begins on Sept. 19 with Women in Entrepreneurship networking event in partnership with SBDC and CoC
    - ii. Thursday lunch with KLT or KSLC
    - iii. Afternoon meetings with Chelsey's class and then a networking event for all Kelce students
  - b. Dr. Grimes and KLT approved these plans. Funding for event will be from the PMBA account.

f. Faculty Chair – Alex Binder

1. He is meeting with all faculty this semester
  - a. gathering information and showing appreciation for what they do
  - b. any additional questions for faculty, let Alex know
  - c. getting requests from faculty to purchase items – he will follow up as needed

VI. Old Business –

- a. KBOA meeting Friday, October 21; all are invited to the University Skybox for Homecoming game on Saturday; KLT will fill in the Skybox if there is additional space available after board members respond

VII. Adjourn – 3:45pm

**Fall 2022 Dates to Remember:**

- August 22 – First day of classes
- September 5 – Labor Day Holiday
- September 6 – Kelce Fall Picnic
- October 8 – Rumble in the Jungle
- October 17 – Midterm grades due
- October 28 – Transfer Day
- November 7 – Final drop day
- November 21 to 25 – Thanksgiving Week Holiday
- December 5 to 9 – Dead Week
- December 12 to 16 – Finals Week
- December 16 - Commencement