



MINUTES

Kelce Leadership Team
Room #121
August 22, 2023

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

- I. Administrative
 - a. Academic Affairs/Governance
 1. Cindy Johnson leading the Office of Research Administration and Compliance (ORAC); will provide submission, pre-award, and post-award support to Principle Investigators
 - b. Campus
 1. Fall Commencement – dates and times finalized; KCOB is 5:00 p.m. on December 15th in the Bicknell; students will be issued up to 5 guest tickets each; exact ceremony format not yet finalized
 2. Assignment of Mentors – who in the colleges will make mentor assignments for new students going forward? Decision needs to be communicated to Bryronni in Provost’s Office.
 - a. Discussion on how to make mentor assignments to new students in the Kelce College.
 - b. Discussed how mentees will interact with their mentors. Suggestion to host a mentor/mentee day.
 - c. Faculty Chair will be the first point of contact for assigning mentors. He will work with PC’s to make assignments. Goal to provide equitable distribution.
 3. Issue of pay structure for various types of graduate assistants; will revisit again this year with goal to standardize. There is confusion across campus with the 3 classifications of graduate assistants (GTA, GRA, GAA). Equity and fairness more easily achieved if the compensation scheme was the same for all grad assistants regardless of classification.
 - c. College
 1. Strategic Initiatives for the university’s “Gorilla Plan” – Dean Grimes proposed setting a KLT retreat day to determine the KCOB’s first set of initiatives; better sooner than later.
 - a. Each KLT member was asked to come up with 1 or 2 initiatives in their area – group will then discuss and prioritize at the retreat – college needs to submit about 10 initiatives for approval by provost before entering into the new system.
 - b. Projects should be capable of completion within 12-24 months.
 - c. Group decided to hold the retreat this coming Friday, August 25 at 8:30 a.m.
- II. Debrief Kelce Fall Opening Meeting
 - a. Faculty/Staff reaction to Gorilla Rising Project presentation – no concerns expressed from faculty since the meeting; discussed the Gus Bus not running from Block 22 this semester.
 - b. International Business BBA decision
 1. Next Steps – development of timeline and implementation plan – “Curriculum Change” form must be completed (available from the Faculty Senate) and submitted through legislative process
 2. Who will be responsible? Faculty Chair will complete the Curriculum Change form to initiate deletion of the major and describe how we will teach out the major. There are currently 15 declared IB majors – Dr. Murray and Dr. Binder will send them a letter about the decision and call a meeting to explain options.

III. Building Items

- a. Various needed signs ordered from university printing office – waiting on delivery
- b. Known opening issues with classrooms or offices: AC issues in Classrooms #105 and #215; water leak in Faculty Office Suite #211; Report any others to Mimi (Howard wants to be informed of weather-related issues with buildings)
- c. Remediation of Classroom #224 – determine plans and timeline; Dr. Grimes to meet with Tim Senecaut this afternoon to discuss options.
- d. Hallway door to CIS Classroom Lab #103; do we want to make this a direct access point? Dr. Grimes will discuss options with the Physical Plant administration.
- e. Discussion on student organization spaces on bulletin boards – Holly's GA will be working with student organizations to refresh and provide standardization.

IV. Kelce Personnel –

- a. KLT performance evaluations – Mimi is scheduling
- b. Updates on positions approved to fill:
 1. Accounting (TE) – update from Dr. Binder – position has been posted
 2. Management (TE) – quantitative/mathematics/analytics survey update from Dr. Binder – results have been received from most faculty and decision can now be made on how math is taught in our courses; after that decision is made a position description will be prepared for the Management (TE) position; Dr. Binder working on ideas for courses
 3. Executive in Residence (NTE) – update from Dr. Murray- 1st consideration date is September 5th
 4. Accounting/Finance (NTE) – update from Dr. Binder – position not yet posted; in works
 5. Entrepreneurship (NTE) – Dean Grimes working on position description
 6. Associate Director for Forecasting and Special Projects (BERC) – see draft of position description prepared by Dean Grimes – send comments to Dr. Grimes
- c. Revision of existing position – formalize Michael Davidsson's position as Director of BERC; see draft of position description prepared by Dean Grimes – send comments to Dr. Grimes
- d. Faculty absences due to health concerns; updates from Dr. Binder

V. AACSB Accreditation Checklist

- a. Hard copies of CIR distributed to PRT; shipping out today via FedEx
- b. PRT agenda – first draft agenda sent to PRT last week (see attachment); awaiting response; send input to Dr. Grimes
- b. Need to finalize Faculty Qualifications Summary sheets and Kelce Curriculum Vitae for each faculty member who taught last year
- c. Need to complete refreshment of all displays in the building; update
- d. Need to prepare documentation of evidence for PRT's work room
- e. Hotel rooms and conference room reserved at LaQuinta / provide projection and printing capability
- f. Peer Review Team visit date, **November 5th throughout 7th**

VI. Administrative Updates

- a. ADGSB – Cortes – completed responding to comments from AACSB on our submitted survey regarding student outcomes – revisions have been submitted and accepted; helped enroll dual degree students from France this week
- b. ADMIN – Morrison – Foundation funding available this year for student competitions and conferences is \$2,000 total for the college – application form is available through the college webpage and will be reviewed/approved by the Dean; three \$500 awards will be allocated to the college this year for Faculty Excellence Awards; Faculty Affairs Professional Development and accreditation expense reimbursements funds for faculty travel have been reduced.
- c. ADUSB – Murray – working on faculty search committee duties/meetings; Do internship job descriptions need to be approved by program coordinators for their disciplines? Discussion. Dr. Murray will create a one-page form with specific questions for PCs to guide their review of internship job descriptions before finalization by Melissa W.; KCOB picnic is Sept. 5th and new t-

shirts will be given out – will have students sign to receive a shirt; Re-working the Kelce Canvas communities – done by end of the week. Working on new Marketing Association constitution with Dr. Frank. Entrepreneurship task force will meet next week to work on charge from the Dean.

- d. DGBP – Decker – 14 international students enrolled on Friday; plans to attend university recruiting fairs at three universities; will meet with Freeman leadership group next week
- e. DSRE – Kent – welcoming students to Kelce and assisted them with getting to their classrooms, etc; majors fair is in September; Paint the Town Red is next week – her office will participate; has hired an additional student for her office; new Kelce t-shirts have been ordered and will arrive in time for the picnic; student organizations will be invited to have tables at the picnic; Phillips 66 is downsizing – affects many Pitt State grads’ jobs; they will no longer be giving scholarships or recruiting on campus
- f. FC – Binder – no additional updates

VII. Adjourn – 12:40 p.m.

Fall Dates to Remember:

- August 21 to 25 – First week of classes
- September 4 – Labor Day Holiday
- September 5 – Kelce Fall Picnic
- October 16 – Midterm grades due
- October 28 – Homecoming
- November 5 to 7 – AACSB Reaccreditation Visit
- November 6 – Final drop day
- November 18 – Thanksgiving Break Begins
- November 30 – Last Day to Withdraw
- December 5 to 9 – Dead Week
- December 11 to 15 – Finals Week
- December 15 – Commencements Begin
- December 19 – Final Grades Due