



## MINUTES

### Kelce Leadership Team Meeting October 17, 2023, 8:30am

Present: Alex Binder, Chelsey Decker, Paul Grimes, Mimi Morrison, Lynn Murray

Absent: Din Cortes (excused)

1. Deans Update:
  - (a) Notification requirement on lease contracts
    - a. Policy requires those initiating a lease contract to notify VP Ball's office prior to signing.
  - (b) Time reporting guidelines for upcoming holiday season were distributed.
2. KLT Updates:
  - (a) Dean - Grimes – “Time to degree” and “graduation rate” statistical tables prepared in response to the accreditation team’s queries for the bachelor’s and master’s degrees were distributed and reviewed by KLT.
  - (b) Student Engagement – Kent – working on *Kelce Connection*. Will circulate to KLT when she receives from Sarah and Wyntr.
  - (c) MBA - Decker – there will be 3 GA positions open for the spring; currently advising for spring; new PMBA session started yesterday; non-payment drop numbers were better this session for PMBA; Ross Turney is going to teach PMBA course next semester; also meeting with Jason Wesco to discuss teaching in the HCA emphasis.
  - (d) AD, KUSB (Outreach & Engagement) - Murray – Lisa Paterni will begin teaching as Executive in Residence for the spring 2024 semester.
  - (e) Faculty Chair - Binder – KCOB will be hosting a Happy Hour – next Friday, October 27 at 3:30 p.m. after KBOA meeting – all faculty will be invited, location will be 5<sup>th</sup> Street Bar and Grill.
3. Building Program:
  - (a) Discussed classroom needs for new building and on campus after new building is ready.
    - i. Need to discuss number and size of classrooms needed for downtown location.
    - ii. Need to discuss functionality of original plan for an Advising Center – may need to reconfigure for Engagement and Internship Center.

- iii. Discussed faculty desires for teaching times and classroom/student needs.
- (b) Need one classroom dedicated to computer lab courses (32-40 seats).
- (c) Discussed where Business Professionalism courses should be held – at Block 22 or on campus. Consensus was that it should be taught in the new building downtown.
- (d) Maximum number of courses/classrooms needed on campus per semester is 3 - mostly MWF mornings for 30-60 students each.
- (e) Change one medium classroom to 100 capacity (large).
- (f) Engagement suite – Needs:
  - i. Location needs to be near gathering spot
  - ii. Reception area
  - iii. Engagement Director's office
  - iv. Internship Coordinator's office
  - v. GA office
  - vi. Flex offices (2)
  - vii. Remote office for visiting companies
  - viii. Internship space separate from coordinator's office
  - ix. Student organization space
  - x. Storage
  - xi. Reallocate small offices to larger director and coordinator offices.
  - xii. Conference rooms need to be larger than for just 6 people
- (g) Discussed considerations of having upscale vending or possibly a coffee cart. Will need gathering/collision spaces.
- (h) Outreach Centers
- (i) MBA program office
  - i. Director office
  - ii. "Extra arm" office
  - iii. GA office
  - iv. Outer/reception area
  - v. Conference area
  - vi. Center needs to be in its own suite on the main level of the building.
- (j) Need admissions kiosk for information
- (k) Discussed restrooms and the need for family/accessible restrooms