



MINUTES

Kelce Leadership Team
Room #121
November 14, 2023

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

- I. Dean's Update
 - a. Leadership Team Meeting – Abby presented and discussed marketing initiative to develop and update logos/wordmarks/Gorilla images; new brand standards forthcoming. Discussed bringing Abby to make a presentation to some of our marketing courses, or as a faculty development seminar.
 - b. New IRB policies regarding data security; distributed to campus; deans want to discuss location of secure data files; suggesting Digital Commons preference over Microsoft One Drive/Teams/SharePoint; this would provide one central location with dedicated personnel to administer
 - c. Update from CTLT
 1. Faculty using OER should inform of use when building course schedules so that students will know, and university can track for KBOR
 2. Gorilla Mentoring Council (GMC) – faculty committee working on best practices and training certificate for faculty who mentor students (to replace Master Advisor)
 3. Canvas – working on how to properly collect and report use metrics regarding gradebook functions (how to identify which classes to include in sample)
 - d. Abby – web development update; program pages to be updated and developed in descending order of enrollment; new target is completion by June '24; discussed need to get PMBA pages into the priority queue – Chelsey will call Abby's web group
 - e. Yesterday, Holly and Dr. Grimes met with Jannett Wiens from the Kansas Insurance and Financial Services Educational Foundation to discuss our certificate program and scholarships they support; discussed enrollments, marketing, and funding issues. Will try to add some electives to the program based on discussion with Jannett (Internship, Financial Modeling, and Money & Banking).
 - f. Meeting this morning with Howard and Shawn regarding EDCE-supported positions. Positions will be split between Kelce and EDCE. Cost is shared. Bryronni will word-smith and finalize to move forward – plan to start hiring in the spring.
- II. Administrative Area Updates
 - a. ADGSB – Din: finishing AACSB staff compensation survey; trying to restart conversation with COT to determine the possibility of having a Construction Management emphasis in the PMBA.
 - b. ADMIN – Mimi: Holiday Party – will be Monday, 12/11/23 – dean's office will provide main dish, drinks and paper products; need student and staff in offices next week on Monday and Tuesday when the university is open before Thanksgiving.
 - c. ADUSB – Lynn: going to State Chamber of Commerce's Women in Business Day with W@W group; going to Galena High School on Friday for recruiting.
 - d. DGBP – Chelsey: still enrolling students; graduate reception – will probably use a room/area in the student center (Crossroads area is preference).
 - e. DSRE – Holly: SEK regional entrepreneurship challenge – April 25 – open to community college students and will be promoted to Kansas and Missouri schools; discussed graduate leadership council times for meetings.

- f. FC – Alex: Faculty Position Updates – interviewed candidates for Fin/Accounting position – hoping to hire before holiday break; reviewing candidates for Accounting TE position – hope to make offer in the spring and hired before fall semester; Quant (QBA) position – using same position code as previous TE position but will not be TE – Dr. Grimes will get thumbs up from the Provost for position; will be sending guidance to faculty for annual review – give input to Alex.
- III. AACSB Accreditation
- a. Suggested corrections and clarifications sent to PRT; final report must be uploaded within the next ten days to the AACSB *myAccreditation* portal
 - b. Once final report is received, we will need to prioritize our actions in response to recommendations, both required and suggested
 - c. Begin thinking about strategic planning and development of new college mission statement
- IV. Old or New Business
- a. Recognizing retirees departing this fall – Steve and Theresa – Dr. Murray will present for Dr. Horner, and Dr. Binder will present for Dr. Presley
 - b. Adding Melissa Weed and Jenni Hall to KLC meetings for information flow; when we next edit college bylaws, will officially add the Internship Coordinator and Development Officer to the KLC membership
 - c. No KLT meeting next week due to Fall Break and Thanksgiving Holiday
- V. Adjourn – 11:55 a.m.

Fall Dates to Remember:

- 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