



## MINUTES

Kelce Leadership Council  
11:00 a.m. – Room #121  
August 30, 2024

**Present:** Chelsey Decker, Lynn Murray, Holly Kent, Paul Grimes, Alex Binder, Mary Nance, Wei Sha, Anil Lal, Mary Goedeke, Jenni Hall, Melissa Weed. **Absent:** Sang Lee, Larry Woodward

- I. Dean's Administrative Update
  - a. HRD transition – President Shipp and Provost Bon have signed off on our transition plan; committee formed to be co-chaired by Alex and Judy (see attached memo). 3 faculty will move to Kelce by January. The Provost's Office will work with VP Ball to review accounts to ensure HRD lines and resources are transferred to the KCOB.
  - b. Provost Bon informed me yesterday that the PAL recommended elimination of the WTL requirement for undergraduate degree programs.
  - c. Charge memo going out to accounting faculty to work on MPAcc restructuring. Will determine how to expand admissions beyond the 4+1 format to grow enrollment; exploring online options.
  - d. New Building
    1. VP Ball informed me that the transfer of ownership for land is progressing; confirmed that ATM will need to stay; environmental site testing forthcoming (old fuel storage tank in ground, on SE corner).
    2. VP Naccarato – quote in *Morning Sun* regarding the new children's development center and KCOB.
  - e. Substitutions and Waivers – Question from Angie in Registrar's Office; who approves within Kelce and in Advising Center? See attachment – determine response
    1. The Chair and associate dean have the authority for substitutions/waivers for undergraduate major college requirements. PC's will approve major-specific substitutions or waivers.
    2. Holly and Alex will meet with Academic Advising on 09/09 to discuss how they are processing substitutions and course waivers; provide direction and instruction
    3. Program coordinators are contacted directly by Academic Advising for responses regarding major-specific issues. Centralized Advisors are not allowed to substitute/waive courses without approval from KCOB.
  - f. Paul to be out of office September 23 and 24; Susquehanna University (PA) for an AACSB reaffirmation visit
- II. Program and Outreach Coordinator Updates
  - a. Accounting – Mary Jo: working on course schedules; MPAcc; scheduling "meet your mentor" session for students on Sept 5 with all mentees in accounting – plan to do this every fall; discussed having a session in the college for all majors. Will put together a steering group to determine how mentors and mentees make contact.
  - b. Business Economics/International Business – Anil: interacting with new faculty member, D.J.; discussing Economics internships with Melissa – she is the instructor of record for most of the major internships; currently have 10 IB majors completing the program.
  - c. Business Studies – Holly: Business Studies majors are coming to her as a mentor – appears that many may transition out of this area; will host an event for her mentees this semester.

- d. DSIS: – Wei: working on creating emphasis in DS for the PMBA program and possibly the traditional MBA program; met with DSIS faculty regarding what courses to offer in the coming semesters; faculty were asked to share how many in courses are CS or DSIS students; talked about changing GPA requirements for DSIS BBA.
- e. Finance – Larry: absent; no report.
- f. Management – Sang: absent; no report.
- g. Marketing – Mary Judene: will have the Marketing faculty gathering on Oct. 2; Student marketing association is having a meeting on Wednesday, Sept 4; clarification of rules for students changing from MBA to PMBA – we have had students who have done this – work with Chelsey to ensure smooth transition.
- h. Internships – Melissa: her GA gathered information on summer internships who did not receive course credit for their internships (manned a table in the hallway) – close to 40 students reported no-credit internships this past summer! Previously these placements were not tracked; plan to start an internship reception with students who have completed internship experiences – employers would also be invited to provide info to those interested; discussed micro internships; handbook being finalized to provide info to those interested in internships.
- i. Development – Jenni: updates: golf tourney is Oct. 7 – will need student assistants to help; Presidents Society celebration is September 20 – need trophies to display to match up with their theme of “Champions”; discussed individuals who wish to come speak to classes for recruiting purposes; will start tracking alumni engagement; new stage from Apex (Todd Allison) – will be available across campus – managed through John Bartlows office – to be called the “Kelce MBA Stage” – will eventually sell advertising on the stage for MBA scholarships.

### III. Administrative Area Updates

- a. ADMIN – Mimi: we now have access to add events to the Pitt State web page.
- b. ADUSB – Lynn: Kelce picnic is Sept 3; have started regular postings to social media (Jayden is working on this) – working on increasing followers; Evan will do posters for us; recruiting events coming up – majors fair is Sept 18; Rumble in the Jungle is Oct 5; working toward Entrepreneurship classes; will be hosting session with adjuncts; Women@Work had their first session this week – planning events for semester.
- c. DGBP – Chelsey: new GA directory is updated and online; new international students are here now; DSIS emphasis in PMBA – will need to integrate into the PMBA course carousel; could attend mentorship meetings to promote MBA; working on scheduling fall online instructor meeting in September.
- d. DSES – Holly: gave out 13 insurance scholarships this semester; working on getting students to sign code of ethics as soon as they declare a business major; meeting with Academic Advising next week – new advisor – Jennifer Lawrence; working on Kelce Connection; working on course updates and numbering for internships; GA project on AI – will work on this semester.
- f. FC – Alex: HRD task force meets next week – give input to Alex; working on course schedule for next semester; summer schedule is also due soon; needs info from all faculty about courses that have zero textbook costs; working on spreadsheets for prerequisites and schedule rotation; need to work on roadmaps for all majors; will schedule spring meetings with faculty to meet a desire for more frequent gatherings.

### IV. Personnel

- a. Hiring Updates - Faculty
  - Assistant Instructional Professor of Marketing (NTE) – small applicant pool; in the spring will assemble a search for the TE faculty member in marketing – start date of 2026
  - Assistant Instructional Professor of Accounting and Finance (NTE) – start process
  - Assistant Professor of Economics (TE) – start process
- b. Hiring Updates – Professional Staff
  - Entrepreneurship Coordinator – applications being reviewed
  - Assistant Dean for Graduate Business Programs – approved by President’s Office
  - Assessment and Accreditation Coordinator – Committee appointed
  - Econometrician (with EDCE) – finalizing PD and funding sources

- Data Analyst (with EDCE) – finalizing PD and funding sources

V. Old or New Business - none

VI. Adjourn – 1:30pm

**Fall Dates to Remember:**

September 2 – Labor Day holiday

September 3 – Kelce Picnic

October 5 – Rumble in the Jungle

October 7 – 15<sup>th</sup> Annual Kelce Golf Tournament

October 14 – Midsemester grades due

October 15 – Economic Outlook Conference

October 18 – KBOA Fall Meeting

October 19 – Homecoming Saturday

November 4 – Last day to drop a single course

November 22 – Last day of classes before Thanksgiving Break

November 26 – Last day to withdraw from semester

December 2 – Classes resume / Dead Week begins

December 9 – Finals Week begins

December 13 – Semester closes

December 13 – Commencement

December 17 – Final Grades Due to Registrar's Office