



MINUTES

Kelce Leadership Team
Room #121
January 16, 2024

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

I. Dean's Update

- a. Leadership Team met last week; VP Naccarato presented plans and status of the "building out" of the Economic Development and Community Engagement Division (will be adding "Research" to the portfolio); he and Deputy City Manager Jay Byers also presented review of past and ongoing investments in the city – more than \$600M over past 8 years; current micropolitan area unemployment rate is 2.2 percent
- b. Executive Vice President and Provost Search; Deans Grimes and Pomatto co-chairing the search committee; Faculty Chair Binder is one of 28 members; Search firm engaged to recruit and assist the process; aggressive timeline with goal of identifying finalist in April; kick-off meeting held last Thursday; Listening sessions scheduled with search consultant next week – encourage faculty and staff to participate

II. Personnel

- a. Ongoing Searches
 1. Accounting (TE); upcoming interviews – distributed and discussed tentative candidate visit schedules for two applicants; one next week and the second in early February
 2. Analytics (NTE); posting and advertising forthcoming – position has been approved; waiting for HR to post
- b. Forthcoming Vacancies; Dean Grimes discussed plan with Provost Smith whom approved;
 1. Economics (TE); Cortes position; hold open and search next year
 2. Economics (NTE); McKinnis position; will conduct a search for an NTE visitor (masters/ABD/PhD); will hire for AY24-25 with option to apply during TE search for following year
 3. Marketing (NTE); Dalecki position; Linden's two-year phased begins AY24-25 which frees up half of his salary; Provost has approved using lapsed salary to hire temporary NTE instructor for two years with expectation of filling TE position upon Linden's retirement
- c. Revised and New w/EDCE
 1. BERC; formalization of Director's position to 12-month appointment; awaiting PD approval
 2. BERC; Data Analyst; awaiting PD approval (new)
 3. BERC; Econometrician; awaiting PD approval (new)
 4. Entrepreneurship Coordinator; awaiting PD approval (new)

III. Curriculum

- a. CIS to DSIS; update from Alex – name change is approved; now courses need to be approved to DSIS courses. For a while DSIS courses will need to be course substitutions for CIS majors as there will still be CIS majors until new catalog becomes official.
- b. Entrepreneurship; update from Lynn – no updates
- c. Supply Chain and Industrial Distribution; update from Paul – upcoming meeting with Dr. Lee and Drs. Iley and Smetana (COT) to discuss and compare proposed technology and business tracks; need to identify courses for the shared major

- IV. Strategic Planning
- a. All Gorilla Plan initiatives submitted to system with first and second quarter updates
 - b. Need to begin college strategic planning process for AACSB
 1. Start with Gorilla Plan initiatives (two-year); develop new mission statement; add longer-term goals- need to come up with additional two-year initiatives to satisfy four years' remaining on our accreditation with AACSB.
 2. Effectively utilize committee and secure faculty buy-in (must demonstrate involvement for AACSB). Will need to meet with overall strategic planning group to develop plan for semester. Meeting will be set soon.
- V. Daily Operations
- a. Review of Admin assignments of responsibilities (see handout) – discussed current and proposed admin assignments; KLT will review and send any needed changes asap.
 - b. KLT; purchases and event expenses; advance notice needed of purpose, audience, dates, etc.; create form with goal to identify appropriate funding and processing responsibilities. Dean's office will create an advance notice event form for leadership team/faculty to complete when funding is required for specific purchases. This will allow funding to be set up ahead of purchasing items.
- VI. Administrative Area Updates
- a. ADGSB – Din: now working on AACSB BSQ survey; Melissa Weed is requesting judges for FBLA competition next week; 2+2 agreement with Uzbekistan asked to make changes.
 - b. ADMIN – Mimi: no report
 - c. ADUSB – Lynn: state FBLA competition is 04/04/24 - 4 events and we have 2 tables – judges needed; MFT meeting with Dr. Horner next week for details; would like to have BGS reception on same day as MBA graduation reception.
 - d. DGBP – Chelsey: met with Kelce GA's yesterday to discuss expectations; will distribute GA list to KLT; starting to sign up for spring fairs for recruiting MBA students; a number of PMBA students were on drop list for non-payment of fees – Chelsey had to re-enroll several; PMBA numbers are looking really good for the semester; will be ordering table cloths to take to college fairs for MBA programs
 - e. DSES – Holly: discussed graduation regalia for outstanding faculty, Kelce Scholars, etc.; Golden Gorilla and Outstanding Senior nominations are due by February 6; FBLA welcome from Dr. Grimes for opening of FBLA competition – 8:30 a.m. Tuesday in OSC
 1. Discussed getting medallions for Outstanding Faculty to wear to graduation.
 2. Cords – every full-time member of the faculty should have BGS honor cords to wear to graduation; Lynn will check to see who needs cords and order them
 - f. FC – Alex: Faculty Annual Reviews-Goals & Objectives will be due soon; working on course schedules; working through hiring processes for open faculty positions; going to Las Vegas for APEE conference and will be taking students (April)
- VII. Old or New Business – changing date for Awards Ceremony to later date – possibly May 3rd; New Admissions Report in the GUS Portal – encourage departments to use once students are admitted

VIII. Adjourn – 11:00 a.m.

Spring Dates to Remember:

- January 29: Last day to drop w/out W
- March 2: Spring Rumble in the Jungle
- March 10: Spring Break begins
- March 11: Mid-term grades due
- April 1: Deadline for spring and summer graduation applications
- April 1: Last day to drop a course
- April 7: First day of pre-enrollment for summer and fall
- April 25: Last day to withdraw from school
- May 6 through May 12: Finals Week
- May 10 and May 11: Commencements
- May 15: Final grades due

