



MINUTES

Kelce Leadership Team
8:30 a.m. – Room #121
March 04, 2025

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

- I. Dean's Administrative Update
 - a. No PAL this week; planning a CUPA workshop with the deans to determine best comparison group for salary benchmarks and future analysis – two weeks out
 - b. Met with VP Ball and Provost Bon to discuss the responsibilities and timing of the financial transfers necessary to operationalize the HRD programs moving to KCOB; plus, personnel compensation issues regarding the HRD faculty transfer, the Faculty Chair's contract duration, the return of the General Counsel to KCOB faculty, and instructional staff promotion; Dean Grimes proposed renegotiating the PMBA profit split to help accommodate these moves; tentative decision to maintain current split but Provost Office will invest part of their earnings share back into Kelce; Provost asked us to wait on CUPA data on salary equity issues regarding faculty transfers
 - c. Discussion with Mat Burton regarding building issues;
 1. Furniture consulting within scope of Crossland contract – will work to help us select a vendor/choices
 2. Tech consultant outside scope of contract – could hire, but for extra \$s; will pull together relevant parties to see if this is necessary or if we can decide on own vendors; discussion among KLT – not sure we could do this in-house since everyone is busy already; Dr. Grimes will visit with Susan and Angela about vendors and possibly working with IT and CTLT; further discussion about what will be needed for a laptop cart, what will be needed in each classroom on the podiums
 3. Mat will call meeting in near future with Jon Bartlow and Aladdin and other parties to discuss Coffee Bar options
 4. Current Gateway Student Learning Community faculty will serve as a working group to begin discussions of how KCOB can best utilize the Besse housing options; Mat recommends to get this started now before marketing decisions are made by Housing
 - i. meeting set up with KLT reps (Binder, Murray, Kent) and Besse hotel representatives (Housing)
 - ii. how many units will we need for business students?
 - iii. determine amount of space dedicated to KCOB for a Living Learning Community plus other groups
 - d. Proposal from Casie Hermansson regarding proposed certificate in "Business Communication"; see next page
 - i. discussed proposal from the Communications faculty; could our Business Professionalism courses handle the extra enrollments? Consensus is that we wish to support this certificate. Need to remind them that Business Professionalism now has a course fee.
 - e. Email from Andra concerning student accolades; encourage faculty to nominate our exceptional students
 - f. Email from Pitt State Foundation concerning this year's faculty awards; need to make choices soon. Discussed those receiving Exceptional ratings across the three award categories.
- II. New Building
 - a. Proposals from Monica regarding accommodation of mailboxes; see handouts. Consensus was to go with the #2 drawing.
- III. Administrative Area Updates
 - a. ADGPB – Chelsey: Outstanding MBA sent out this week; advising; working on filling GA positions for fall – 14-15 openings; will be participating at the Pitt State Career Fair today and Missouri Southern Fair next week; discussed layouts for advertisements in the Chiefs and Cardinals yearbooks
 - b. ADMIN – Mimi: still waiting on scholarship award amounts to be added to accounts in order to select recipients; Custodial issues – need to send work orders to the Physical Plant for anything we see that isn't getting done.
 - c. ADUSB – Lynn: post-semester assessment workshop for all faculty – planning to do this on Monday after commencement; Rumble is this Saturday; Kansas State FBLA is March 31 in Topeka; W@W sending invitation to event on March 28; Sarah Clausen is willing to do some design work for us as a contracted employee

- d. DSES – Holly: discussed internships and study abroad; meetings with Academic Advisors
- e. FC – Alex: met with Chairs from across campus yesterday – very helpful meeting; Kelce faculty research workshop will be scheduled after going through performance appraisals and finding interest and need for this; Faculty Affairs travel funding is exhausted for this year and OST funds have also been depleted – at least two KCOB faculty have underfunded trip commitments upcoming – need to find additional sources of support for them; working on finalizing summer schedule and starting to work on summer budget

IV. Personnel Updates – Alex and Lynn

- a. Entrepreneurship Coordinator – second finalist on-campus interviews upcoming – on campus 13th & 14th
- b. Forecasting Director – failed; reworking position description
- c. Data Analyst – committee reviewing late applications for possible additional interviews
- d. Accounting and Finance Assistant Instructional Professor; first consideration of candidates – 14 applications were submitted by first consideration date
- e. Assistant Professor of Marketing; search organization underway – Dr. Frank is chairing the search with assistance and mentorship from Dr. Murray

V. Old or New Business

- a. Curriculum proposals at this month’s KBOR meeting
 - 1. HRD – both the new BBA and the new MSHRD
 - 2. Supply Chain Management – new BBA (in connection with the CCOT’s new Industrial Distribution)
- b. Catalog updates - in progress
- c. Alex reported that all new courses and course description revisions which were submitted prior to the start of this semester have now been approved by Faculty Senate and will appear in next year’s catalog

VI. Adjourn – 10:00 a.m.

Spring Dates to Remember:

March 8 – Rumble in the Jungle
 March 17 to 21 – Spring Break Week; no classes
 March 17 – Mid-term grades due to Registrar
 April 6 – Early enrollment begins
 April 14 – Transfer CARES
 April 24 – Last day to withdraw from university
 May 5 to 9 – Dead Week
 May 12 to 16 – Finals Week
 May 16 & 17 – Spring Commencement
 May 21 – Final grades due to Registrar
 June 2 to 25 – Summer I
 June 30 to July 25 – Summer II

Certificate in Workplace Communication

Project description: An interdisciplinary certificate comprised primarily of courses in the departments of business, communication, and English. Currently, the team working on creating the certificate includes Casie Hermansson (English), Judy Smetana (Technology/Business), and Ken Ward (Communication). The team is currently seeking input on the following questions:

- Whether BUS 210 is offered every semester, allowing it to be placed in the certificate’s core requirements
- Possible electives from the three departments involved in the certificate. The options noted below are just ideas—the team would like to hear any other ideas for courses to offer as options.

Draft catalog description

Contact

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Description

The Certificate in Workplace Communication consists of 15 hours of coursework that prepare students to effectively communicate in frontline and entry-level management positions. Most courses are offered every semester; rotating options for the 3 hours of elective credit are offered every semester.

Core Requirements (12 hours)

- BUS-210 Business Professionalism (if offered every semester)
- COMM-207 Speech Communication
- COMM-530 Interpersonal Communication (course number will be lowered)
- ENG-301 Technical and Professional Writing

Electives (3 hours)

Choose one of the following:

- BUS-XXX The Emotionally Intelligent Supervisor
- BUS-XXX Developing a Dare-to-Lead Mindset
- COMM-450 Small Group Communication
- COMM-601 Intercultural Communication