



MINUTES

Kelce Leadership Team
8:30 a.m. – Room #121
March 11, 2025

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

- I. Dean's Administrative Update
 - a. PAL this week; identifying low enrollment courses (<10 students) over the past three years – working on spreadsheet for Fall offerings with Spring offerings to come soon; Summer budget spreadsheet due to Bry on April 18; target for summer faculty contracts is April 28 (including Youngman)
 - b. Meeting with President's Search Committee this afternoon; discussion followed on what preferences we have in KCOB for the new President
 - c. New Building
 1. Met with Jenni and Holly to match up named spaces from the renovation project to the new building
 2. Discussed technology purchases with Angela; she thinks we can manage without a consultant; will schedule a meeting with her and Susan to figure out a strategy after spring break
 3. Conference call with Tessere this Wednesday
 - d. Pitt State Foundation college faculty awards; make decisions – discussion and choices made. Names will be given to Kathleen Flannery's office, and they will prepare checks. Dean's office will prepare plaques and provide medallions.
 - e. End-of-semester faculty meeting (05/12) and workshops (AOL and Research (05/19 – traditional day for KBOA spring meeting); final decision on dates and communication with faculty/staff/board. Research workshop (Binder) will be held before the end of the semester (4/25 afternoon)
 1. 5/12 will be the general faculty meeting and faculty awards (starting times to be set at later date)
 2. 4/25 pm research workshop for faculty (reserve 121 Kelce)
 3. Morning 5/19 – AOL; KBOA afternoon of 5/19 – Aladdin will cater lunch
 - f. Dr. Grimes will be gone March 20-21 for Society of Economic Educators conference in Philadelphia
- II. Administrative Area Updates
 - a. FC – Alex: finishing faculty performance appraisal meetings this week which are going very well; need to have a PMBA instructor meeting to discuss deadlines, issues, etc.; working on summer schedule and fall schedule
 - b. DSES – Holly: doing Mock Interview Day in Bus Prof classes in conjunction with Career Development; Melissa Weed will be back in the office tomorrow from parental leave; out on Friday; will be in office next week
 - c. ADUSB – Lynn: trying to hire Sarah Clausen as a contractor to help with graphics work – going through Business Office; Rumble in the Jungle was Saturday with good turnout of faculty to help
 - d. ADMIN – Mimi: will be working during spring break; no student workers available
 - e. ADGPB – Chelsey: met at Bicknell yesterday – confirmed BGS and Graduate receptions on May 17; can now prepare invitations; taking GA applications for next year; will offer info sessions and visit classrooms to promote GA positions; 2nd session of PMBA starts on Monday; will be talking to Neosho HS juniors in association with Admissions office; all MBA core courses for next semester are listed as online – having to enroll in an extra course in person to meet their requirements
- III. Personnel Updates
 - a. Entrepreneurship Coordinator – second finalist on-campus Thursday and Friday
 - b. Forecasting Director (with RED) – reworking position description
 - c. Data Analyst (with RED) – committee reviewing late applications for possible additional interviews
 - d. Accounting and Finance Assistant Instructional Professor – meet today to discuss candidates to interview
 - e. Assistant Professor of Marketing – committee is formed and needs to start working on an ad, etc. with HR.

- IV. Old or New Business
 - a. Curriculum proposals in March 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); inquiry received yesterday from KBOR staff about recommended math gen ed course – resolved
 - b. Catalog updates – in progress

V. Adjourn – 10:00 a.m.

Spring Dates to Remember:

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