

## **MINUTES**

Kelce Leadership Team Meeting  
11:00 a.m., November 9, 2017

Present: Dr. Din Cortes, Dr. Paul Grimes, Dr. Anil Lal, Dr. Lynn Murray, Dr. Peter Rosen

Absent: Ms. Suzanne Hurt (excused)

- I. PLC Update – Lynn attended for the Dean this week
  - A. Chris Kelly discussed the new CMS (Content Management System) online web page system – to be completed by March 2018. Asked that everyone review content now so that changes can be made.
  - B. Dr. Kahol talked about grant writing and opportunities for the Kelce College.
    - i. Currently working on an RFP for this summer to enhance recruiting and retention efforts (previously the summer teaching innovation grant program out of the Provost’s Office).
    - ii. Will focus more on generating positive recruitment and positive retention efforts. Will be open to instructors and faculty.
  - C. Adobe cost sharing model is happening now. We are being charged by the number of users based on downloads. Full suite of Adobe products for same price as Adobe Pro.
  - D. Academic Affairs assistants meeting is today at 2 pm.
  - E. Discussed attendance at budget meeting next week. Doug Ball to address deans, chairs, directors.
- II. KBOA Advisory Board
  - a. Fall meeting to be held tomorrow in OSC Governors Room starting with lunch at Noon. Dr. Scott will give update during lunch.
  - b. Pre-meeting presentation of building project renderings at 11:00 am in 121 Kelce for those who missed it earlier.
  - c. New members will be attending – Mike Foster & Brandee Johnson.
  - d. June Harryman will be rotating off the board due to her relocation and new job in Washington, DC. Certificate of appreciation will be given for 24 years of service.
- III. Online MBA Proposal
  - a. AP Group visiting campus 11/14 and 11/15; meetings scheduled as requested.
  - b. Jamie has provided requested changes to AP contract / No significant issues with IC contract.
- IV. Kelce College Organizational Structure (part of Strategic Plan)
  - a. Now may be time to begin serious study of long-range restructuring.
    - i. Discussion followed on what is being done in Arts & Sciences with restructuring and structures that Dr. Grimes observed when he was visiting SUNY New Paltz.
  - b. How to proceed? Discussed putting together a faculty task force to study the organizational structure in Kelce.
- V. Faculty Travel
  - a. “Targeted Conferences” List Idea from Dr. Grimes:
    1. Prepare extremely limited national/regional/specialty conferences; w/tiers of support provided. Funding support would be more/less depending on the type of conference. This would create incentive to attend “better” conferences/meetings.
    2. Create form for unlisted; requesters must provide argument for support; what criteria?
  - b. Budget issues creating pressures to make major changes.
- VI. Miscellaneous
  - a. Courses targeted for elimination from catalog; need to respond to Registrar today

1. Discussed courses not offered in the last four years – discussed whether to keep courses or take them off the list. Decided to keep all courses.
- b. MBA Program Review – approval to bring in AACSB Visitation Team Chair
  1. We have received approval from the Provost to bring in the AACSB team visitation chair for the Program Review commitment. The Dean will visit with program chair to set this up and notify Nora of the arrangements.
- c. University Scholarship Committee – deviations and exceptions with respect to approval chain; need to assure that we follow criteria and reduce mistakes
- d. Salary adjustments; 2.5% for all faculty/staff hired within last 5 years, 1.5% for unit faculty, 3 adjustments from bargaining process, normal promotion increments; 1 change in title/status.
- e. Holiday Party – finalize and confirm date; continue Toys for Tots traditions – Monday December 11th between 11:30-1:30. Will create list of needs for carry-in. College will provide meats and drinks as before.
- f. New copiers – discussed new copiers. No major problems at this point. Old machines waiting for removal.

VII. Unit Updates

- a. AAC – lots and lots of issues with GUS enrollment system during pre-registration!
- b. ACIS – 90% of current ACIS students are enrolled for next spring.
- c. EF&B – renumbering of courses has created problems for EF&B students. Enrollment in ECON courses is healthier. Discussed caps for on-line courses. Need to fill all sections before lifting any caps.
- d. MBA – Dr. Cortes attended the Associate Deans AACSB Conference this week and discussed his participation in meetings, networking, etc. MBA enrollment is ongoing. Working on surveys/reports.
- e. MGMKT – reported that classes are filling up; Kelce GA/faculty bowling challenge will be Sunday, December 10<sup>th</sup>; Steve Cranford (Alum) visited this week and gave multiple presentations to organizations and classes. Basketball promotion for Kelce – free throw contest, sponsored by Bartos.

VIII. New Business - none

IX. Old Business

- a. P&T Document
- b. Student Competitions
  - i. Kansas Entrepreneurship Challenge – Hosted by Kansas State (2 Teams in Spring)

X. Adjourn – 12:20 pm

**Dates to Remember:**

1. Thanksgiving Break, November 22 to 24
2. Last Day to Withdraw, November 30
3. Final Exam Week, December 11 to 15
4. Commencement, December 15
5. **AACSB Reaffirmation Visit, October 14-16**