



## **MINUTES**

Kelce Leadership Team Meeting  
1:30 a.m., July 23, 2018

**Present:** Din Cortes, Paul Grimes, Eric Harris, Lynn Murray

**Absent:** David Hogard (excused)

- I. PLC Update
  - a. Opening faculty meeting – introductions limited to new people
    - i. Discussed opening faculty meeting; will cut down on introductions; President has decided that introductions will be limited only to NEW faculty/staff.
  - b. Staffing plans – long term plans due to Lynette in September; strategy?
    - i. Will continue with staffing plans; due in September; Mgt & Mktg areas will need to be reviewed due phased retirements.
    - ii. If there are additional cuts, open CIS position could be cut.
  - c. USS Classification Update – Deans met with Michelle
    - i. HR Director visited with Deans/PLC about USS Classification updates. There will be significantly more classifications.
- II. AACSB Visit – Planning for Site Visit
  - a. CIR comments/edits due to dean by Friday.
    - i. Report will be finalized the first of August.
    - ii. Dr. Grimes thanked everyone for their efforts in completing the CIR and AOL report.
  - b. Phone visit with Bruce Raymond (team member) tomorrow morning (from Colorado State-Pueblo)
  - c. Five-year CVs completed / Qualification Profiles with impact statements still in progress
    - i. Discussion followed on the need to have faculty enter the appropriate information into Digital Measures; will conduct a workshop after the accreditation visit on entering accurate data into Digital Measures.
  - d. Preparation of Faculty and Students for visit; need to plan and organize
- III. Reorganization Issues
  - a. Program Coordinators Update – Eric
    - i. Final vote from the PC task force will occur today. Eric will visit with those who volunteered to be program coordinators. Discussed role of program coordinators under new structure.
  - b. Administrative Assistants Update – job descriptions and third position request
    - i. Mimi explained how the new Administrative Specialist positions have been set up.
    - ii. Will get input from KLT after Irene & Rachel have reviewed the descriptions.
  - c. Representation on University Committees and Faculty Senate – meeting set with Cliff Morris, et. al.
    - i. This group (Morris, Grimes, Murray, Harris, Jeanine VanBecelaere) will meet next week to discuss representation on committees and faculty senate because of the reorganization within the college.
  - d. College Directory/Business Cards Update – Mimi
    - i. New Name Badges for KLT Members
    - ii. Swag for students admitted to Kelce – David
      - a. Have discussed giving out something to students to signify their admission to the college. Suggestion to give portfolios to these students. Will seek to share cost with other offices.
  - e. Announcement of Reorganization to Campus Community – bulk email and placement in Media Review
    - i. An announcement of the Kelce reorganization will be distributed via bulk email as well as adding an internal release via University Marketing’s Media Review.
  - f. Consolidation of Departmental Files – plan to purge and scan
    - i. Discussion on purging files from each of the old legacy departments into one locked file room, especially for secure documents. Decision was made to consolidate all files.

- ii. Discussed using the MBA student organization office to keep all documents until they can be purged and scanned.
- g. GA Hiring and Assignment Processes
  - i. Will put together an operating policy on how we will hire GA's in the future. Dr. Murray, Dr. Cortes and Dr. Harris will be working on putting together this policy.
- h. Student Employee Hiring and Assignment Processes
  - i. Student employee hiring and assignments operating policy will be decided by the department admins. All admins will be on the task force for deciding how students should be hired and assigned.
- i. Mail Delivery and Distribution Processes
  - i. Will continue with mail processes as is currently occurring within legacy departments.
- j. Office Supplies/Purchases and Inventory
  - i. Discussed processes for centralizing orders/purchases and inventory. Mimi, Rachel & Irene will work on an inventory of supplies in each of the areas.
- k. Accounts/Signatory Authority/Oversight and Reconciliation
  - i. This will be discussed in meeting with Barbara Winter next week.
- l. Signage – what and where?
  - i. Will use room numbers and call offices “Rm# Faculty Suite”
- m. As issues arise, how to involve faculty?
  - i. AD for KUSB/ Chair of Faculty will address issues with faculty. Faculty will be encouraged to see Dr. Harris and Dr. Harris will ask for input from faculty.

IV. Unit Updates

- a. KUSB – Dr. Harris - priorities will be PC's; work on GA policies; plan meeting with Kelce Faculty & GA's; edit CIR and return to Dr. Grimes; discussed continuing to head AOL committee and functioning as chair of that committee (will phase out as chair after accreditation).
- b. KGSB – Dr. Cortes – moving forward with AP and ITS in working toward AP deadlines; need faculty participation; BGS – Jamie Brooksher is interested in teaching this course; cost of program on the web page questions – this is a separate program as approved by KBOR and tuition rates are different than regular students - \$365 per credit hour; discussed academic coaches for AP program.
- c. OBE – Dr. Murray – Learning Community with Nance and Wachter teaching Intro to Business – Ms. Wachter will teach the large class because of coordination problems. Nance will teach another course.
- d. AACR – no report

V. New Business – no business

VI. Old Business

- a. P&T Document
- b. Targeted Journals and Conferences

VII. Adjourn – 3:55 pm

**Dates to Remember:**

1. Professional Development Day, August 15
2. Opening University Faculty Meeting, August 16
3. Opening Kelce General Faculty Meeting, August 16
4. First Day of Classes, August 20
5. **AACSB Reaffirmation Visit, October 14-16**