



## **MINUTES**

Kelce Leadership Team Meeting  
1:30 p.m., October 17, 2018

**Present:** Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Mr. David Hogard, Dr. Lynn Murray

- I. AACSB Visit – Debrief (10/14-15/2018)
  - a. Reactions and takeaways
    1. Discussed AACSB team visit – overall meetings went well
    2. Nice exit interview with President and Provost – good impression for Kelce
  - b. What next?
    1. AACSB Process and timeline
      - i. Team will prepare report this week and send to Dr. Grimes to proof for factual errors.
      - ii. The team will then send final report to the AACSB committee in Tampa and to PSU.
    2. College Bylaws/P&T Documents/AOL Coordinator
      - i. Need to have new bylaws in place by the end of the academic year – intent to include a new standing committee for women in business issues.
      - ii. Work on P&T documents needs to commence. Will review documents from sister schools when preparing new document for the college. Retrieve last work-in-progress from files.
      - iii. Need to choose a new AOL coordinator before the year is out. Discussed names for new coordinator and composition of new assessment committee.
- II. PLC Updates
  - a. Strategic Visioning Steering Committee Membership – composition of committee was discussed. No action needed at this point.
  - b. New Academic and Support Unit Review Structure – in the future campus will review administrative and support units not just academic programs.
  - c. Issues with student employment start dates. To be in compliance with federal guidelines – all I9 documents must be completed before the student begins work. Rule going forward will be to not let anyone start until official approval is received. Hours are not be entered until I9 approval has been gained.
- III. KBOA Fall Meeting
  - a. Young Alumni Board – discussed young alumni who are planning to attend the meeting this Friday, and names of additional potential young alumni board members.
  - b. Other Agenda Items?
    1. Accreditation visit debriefing
    2. Young Alumni Advisory Board
    3. Reorganization of Kelce College – plus, increasing enrollment of females in the college
    4. Update on AP MBA program – enrollments
    5. Business & Economic Research Center (BERC)
    6. Advancement Update
    7. Advising/Career Readiness Update
    8. Golf Tournament Financial Results
- IV. Miscellaneous
  - a. Outstanding Alumni Visit – Marcella Phelps, Friday, October 19 – Dean Grimes will take her to alumni breakfast lunch is scheduled for 11:45 a.m.
  - b. Potluck Dinner at Dean Grimes' home, Friday, October 19<sup>th</sup> - still signing up for dinner

- c. Rua Box for Homecoming, Saturday, October 20<sup>th</sup> – Dr. Grimes will be sitting in the Rua Box with the guests; visitors from Koch, and two reps from FreightQuote will be attending.
- d. Onboarding new Admin – since the position is new, discussed how training should occur. Dr. Murray, Dr. Davidsson and Mr. Hogard will meet to discuss responsibilities that will be asked of her. Kylie will help train with respect to computer lab responsibilities.
- e. Computer Lab Surveys – Due date in November – Dr. Harris is working on surveys

V. Unit Updates

- a. KUSB – Harris – working on hiring adjuncts for next semester.
- b. KGSB – Cortes – 11 new enrollees in the AP program; faculty are working on course development for AP; ITS has created a new app for the program.
- c. OBE – Murray – Career Fair reception for employers will be in from 7:30-9:30 a.m. next Thursday; Wed. night reception for employers will be co-sponsored with KCOB and Career Services. Getting lots of new student inquiries from the Hobson’s list. Working on social media.
- d. AACR – Hogard – has advisement appointments set up through next week; have created an on-line scheduler for appointments which students are using; will be going to Texas next week for the Enactus Summit; Enactus is working on projects for this year and presenting to Sunrise Kiwanis next Tuesday.

VI. New Business - none

VII. Old Business

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

VIII. Adjourn – 3:00 p.m.

**Dates to Remember:**

1. Homecoming Week, October 15 to 20
2. Midterm D&F Grades Due, October 15
3. Final Drop Day, November 5
4. Rumble in the Jungle, November 3
5. Thanksgiving Break, November 21 to 23
6. Last Day to Withdraw, November 30
7. Final Exam Week, December 10 through 14
8. Commencement, December 14
9. President & Provost Visit College, March 22