

## MINUTES

Kelce Leadership Team Meeting  
1:30 p.m., June 11, 2019

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

- I. PLC Updates –
  - a. Strategic Visioning Initiative
    - i. 4 Teams selected to move forward with first 90-day cycle projects; Lynn Murray is leading one of the groups (focusing on student recruiting)
    - ii. Forthcoming financial data analysis – reports from consultants revealed next week
  - b. Provost transition – Dr. Smith is transitioning into the Provost position
- II. Budget Reduction
  - a. Approximately \$62K reduction required from Kelce for forthcoming budget year
    - i. Will pull from UNR account (past lapsed salaries including overages on last round of cuts) – along with commitment to pay ½ of tech salary reduces our UNR to <\$8K
    - ii. Canceled half-time HR position @ \$25K and will not fill Polfer position this year
    - iii. Will need to hire adjuncts to cover courses lost – ACCTG and MGMT; funding to come from remaining residual of Fischer line (\$13.25K) – Drs. Harris and Horner will start the process to identify and hire needed adjuncts for these courses.
    - iv. What should be on the table if more is required later?? See Enrollment Reports
      1. Discussion on what will be required if there are additional budget cuts:
        - a. Two open positions – CIS position, Polfer position.
        - b. June Freund retiring in two years (2021).
        - c. Van Wyk phased retirement line will eventually open.
      2. Discussed enrollment reports. Graduate enrollment is up for both fall and summer, but undergraduate enrollment is down. International down significantly.
- III. Personnel Issues
  - a. Course Coverages – where are we on known openings? May need to rely on faculty overloads to cover all the courses on the fall schedule.
  - b. PCs – need to visit with everyone and make appointments
  - c. JMI – finalize roles & responsibilities with Dr. Sang-Heui Lee
  - d. Annual Ethics Statements – need to have everyone sign at opening faculty meeting in the Fall
- IV. Program Review Documents – Eric
  - a. Dr. Harris reviewed the program review documents with KLT. One for each undergraduate major is required. Based each document on the college’s AACSB CIR – will need to be modified to fit *program*, not *college*.
  - b. Program Review is required by KBOR but the rules of review are set by Pitt State.
  - c. Dr. Harris included in the report exactly what Institutional Effectiveness requested – but needs to be tailored to match individual degree programs.
  - d. Documents are due by June 15 (Saturday).
  - e. Report needs to be word-smithed and re-arranged according to programs. KLT/Dr. Harris will work to revise the documents.
- V. Miscellaneous
  - a. 3-Day Start Up – contract reviewed by Jamie, requesting modifications – working on finding a date (with Shawn and Darrell)

- b. KBHA – Team Kansas Banquet, June 4th – Lee Scott’s induction, review of ceremony/banquet
  - i. Lee Scott gave an excellent talk to the group
  - ii. Dr. Cortes, Dr. Horner, Dr. Dalecki and Dr. Grimes attended along with Kathleen Flannery and Terry Puett from the KBOA.
- c. Korea Trip – review
  - i. It was a very busy trip.
  - ii. Signed an agreement with Seoul Tech for the 2+2 program.
  - iii. Woosong University visit was good – President is a native of Pittsburg.
  - iv. Dr. S. Lee and Dr. Grimes will meet with Dr. Smith about the trip and potential agreements with the Korean partner universities.
- d. Terminal Degree Requirements – modify for Personnel Handbook Drs. Murray and Grimes will work on this
- e. Summer Travel Dates – review coverage of Dean’s Office – Dr. Murray will be available on July 10-12 when everyone else is gone. Trish will be notified.
- f. Master of Science in Technology IT concentration discussion. Requiring courses in Kelce for this major although they are all business-oriented courses.

VI. Updates

- a. AACR – David Hogard – Pitt Cares is going on this month; planning to charter PBL in the fall; Enactus President will be available after July 1 and are discussing future projects.
- b. DOBE – Lynn Murray – discussed Sales Certificate program; working on her online class and Strategic Visioning Program team project.
- c. KGSB – Din Cortes – six courses in the PMBA this summer session and all instructor agreements have been submitted; will need to meet with the new Registrar about the Professional MBA Program; two courses have academic coaches (Lee & Brooksher); AP has given him results of Quality Matters for the courses; Financial Strategy class for fall is maxed out at 60 – will expand capacity; traditional MBA program is going well; still working with the Taiwan summer program – the two previously committed students have both dropped out of the program – need to find replacements.
- d. KUSB – Eric Harris – will be working with Dr. Horner next week to help transition him into the Interim position, and work with Dr. Presley concerning AOL and Curriculum Committee issues.

VII. New Business

VIII. Old Business

IX. Adjourn - 3:05 p.m.

**Dates to Remember:**

- Professional Development Day – August 14
- Opening University Meeting – August 15
- Opening Fall Faculty Meeting – August 15
- First Day of Fall Semester – August 19
- Labor Day Holiday – September 2
- Fall Break – October 10 and 11
- Mid-Semester Grades Due – October 14