

## MINUTES

Kelce Leadership Team Meeting  
2:00 p.m., August 7, 2019

**Present:** Din Cortes, Paul Grimes, David Hogard, Steve Horner, Lynn Murray

- I. PLC Updates
  - a. Convocation – encourage all faculty and staff to attend – everyone will meet for about an hour, then a faculty-only meeting to vote on bylaw changes; Note: Keven Bracker will be lead host
  - b. rpk being asked for a proposal to address potential Academic Affairs reorganization and new markets
  - c. Gorilla Gateway course update – see handout of course content; deans asked to bring forth a recommendation concerning returning students with Freshman Experience course credit and choosing to move to new catalog requirements – recommending accepting course substitution for all
    - i. Questions about students moving to the new curriculum and having to take fewer courses.
      1. If students have taken Freshman Experience, they do not need to take the Gorilla Gateway course - recommendation by the Deans.
  - d. Strategic Plan; see university plan approved by President to be presented to KBOR this month; unit plans due by November 1<sup>st</sup> – need to tie in with university goals; see handout of our annotated plan
    - i. KLT were asked to provide updates to the annotated action plan and progress made toward goals and return to Dr. Grimes for updates to the strategic plan as soon as possible.
  - e. Discussion with deans concerning adjunct and EDC payments – revisit policies to add flexibility
- II. Semester Startup
  - a. Kelce Directory – see handout
  - b. Emergency Contact List – see handout – give corrections/changes to Mimi
  - c. Opening faculty meeting
    - i. Invite Randy and Mindy from SBDC to explain their project and students working in Kelce – will also invite Dr. Howard Smith to give opening remarks at the meeting.
    - ii. Announcements & Committee Assignments – reminder about College Promotion Committee vote
    - iii. Budget update - \$65,000 was cut from college budget at the end of last fiscal year.
    - iv. Travel – do we wish to follow same allotment process? Will have faculty complete forms.
    - v. Need to identify this year’s priorities – building must be #1; recruiting and retention and AOL are also priorities
- III. Personnel Issues
  - a. Course Coverage – update on open accounting section – still searching for an adjunct for one intermediate accounting course that Mary Polfer has taught in the past
  - b. Ongoing search for CIS position
  - c. PCs – need to visit with everyone and make appointments – assignments need to be made for Program Coordinators (Tentative assignments: Bracker – Finance; Lal – Economics; Cummings – CIS; Murray – IB; Nance – Marketing; McKinnis – Management; TBD – Accounting)
  - d. Alternative Work Schedule Policy – now in effect; see handout and be aware of new policy
  - e. Marketing faculty search to replace Dr. Harris
- IV. Miscellaneous
  - a. Latest enrollment numbers – see handouts
    - i. Reviewed summer and fall enrollment counts – all are trending downward in UG, but graduate numbers have increased.
    - ii. Will distribute enrollment numbers at Kelce Faculty Meeting

- b. Carry Forward – we rolled over nearly \$30K this year; total in account is more than \$310K (for building project)
- c. Innovative Career Education Internship Program – from KBOR; see handout
  - i. This is an internship opportunity for many areas in business.
  - ii. KTL were asked to distribute this information to interested students. David Hogard will contact the contact person for more information.
- d. 3-Day Start Up – conference call later this week (to be held October 25-27)
- e. Center for Management Development @ WSU – meeting postponed and to be rescheduled
- f. Annual Reviews – turn in performance appraisals and goals for next year
- g. Travel Dates – keep calendars updated
  - i. Dean’s upcoming travel: 08/30 (Personal Day); 09/14 to 09/17 (AACSB Conference); 09/25 to 09/28 (Mentor - SUNY Farmingdale); 10/06 to 10/08 (MABD Conference)
- h. Picnic – Career Services will have a table at the picnic – September 3
- i. Discussion on assigning GA’s for the semester
- j. Chamber of Commerce Coffee’s – list of “coffee’s” was distributed and passes for the coffee’s has been received.
- k. Date and time for KLT meetings – 9:00 a.m. on Tuesdays
- l. Student evaluations – will discuss at next KLT meeting

V. Updates

- a. AACR – David Hogard – have been very busy with transfer enrollment; Enactus will be working with the community garden program in Arma (aquaphonics program); will distribute padfolios to newly admitted Kelce students.
- b. DOBE – Lynn Murray – waiting for materials from University Marketing; received thank you note from Wellsville FBLA for assistance with helping to send them to competition; Kelce Connection will go out soon.
- c. KGSB - Din Cortes – had a productive meeting with Rachel VanBeceleare who will be assisting with on-line MBA program (she will be paid now for summer – 12 month instead of 10 month); class sizes are increasing for on-line program; still looking for instructors for courses for the 2<sup>nd</sup> fall session.
- d. KUSB – Steve Horner – hired instructors for open courses – still need to hire for one Intermediate Accounting course; rolled two face to face Managerial Accounting courses into one Managerial Accounting on-line class; discussed Program Review processes.

VI. New Business

- a. Discussed potential gifts for the building project and naming of the building

VII. Old Business

- a. Terminal Degree Requirements – modify for Personnel Handbook – Drs. Grimes and Murray

VIII. Adjourn

**Dates to Remember:**

- Professional Development Day – August 14
- Opening University Meeting – August 15
- Opening Fall Kelce Faculty Meeting – August 15
- First Day of Fall Semester – August 19
- Labor Day Holiday – September 2
- Kelce Fall Picnic – September 3
- Meet the Firms – September 9
- Annual Kelce Golf Tournament – October 7
- Fall Break – October 10 and 11
- Mid-Semester Grades Due – October 14
- Homecoming – October 19
- Career Expo – October 23