

## MINUTES

Kelce Leadership Team

1:30 p.m., June 23, 2020 – Online Teams Meeting

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

- I. Administrative Issues
  - a. Transition back to campus
    - i. Pitt State Together – transition back to campus
      1. No major updates from last week
      2. President & Provost radio town hall meeting scheduled for 06/30 @ 11 a.m.
    - ii. Do we want to indicate our open offices on university's Covid website? Might include Academic Advising office, but that will be up to David Hogard. He will contact Abby if he decides he wants it listed.
    - iii. Tuition/Fees increase approved by KBOR; ≈ \$83 across all tuition cohorts (flat rate)
  - b. Planning for Fall Semester
    - i. Working Groups – ongoing with no announcements – groups still talking, but nothing finalized on recommendations that will go to central administration
    - ii. Kelce Task Force – practical functional capacity for each classroom; update from group
      1. Dr. Murray/task force update: reviewed measurements taken in classrooms for number of students allowed in classrooms using 6' personal distancing – most rooms are measuring at just about 30% capacity; will add these numbers to the spreadsheet to compare what has been suggested to what the task force recommends; some issues with regard to entrances and exits in 208 & 210 classrooms.
    - iii. Dean approached by senior faculty member about “retractable phased retirement agreements” – Howard believes this is doable. KLT discussed scenarios where this type of phased retirement might occur. Dr. Grimes will discuss further with the Provost.
    - iv. Provost collecting information about vacant and future vacant lines
      1. Discussed vacant/nearly vacant salary lines – these may be cut by central administration due to funding shortages because of the Covid-19 pandemic.
- II. Students
  - a. Latest enrollment headcount numbers from Registrar's Office – update distributed via email last week; Fall Undergrads down 6% and Summer Undergrads down 10%
- III. Faculty
  - a. Program Coordinators are needed for these two areas
    - i. Accounting – David O'Bryan will no longer be PC for Accounting after 6/30; Dr. Horner will send a call to Accounting faculty to see if there is any interest in being PC
    - ii. International Business – Dr. Murray will continue as PC unless someone else expresses interest after a general call to the faculty
- IV. Curriculum
  - a. Data Analytics – Doug reports that Brooks' rep is backtracking on agreement; will visit with Doug for details and make a decision
  - b. Construction Management and Minor in Business Students; will visit with Joe and Melinda to see if we can set up the one course substitution in the system for their majors only
  - c. PMBA Tuition Share – our distribution from second term WF19 through both terms of SP20 received

- i. ≈ \$101K received (current account balance ≈ \$155K). This is one third of the profits. The other 2/3 goes elsewhere; Graduate Studies (1/3) and Administration & Finance (1/3). Dr. Grimes is going to work on re-negotiating the percentages when CGS disbands.
    - ii. Reinvest in the traditional MBA program (recruiting and marketing) plus invest in the faculty. Suggested uses for funds: part-time positions; hiring a part-time position for recruiting and marketing of the MBA program; course designer. Will ask University Marketing to do a story on the success of the program.
  
- V. Annual Performance Reviews
  - a. KLT members – need more reporting consistency. Dr. Grimes will visit with each KLT member in their one-on-one review about a template to use when reporting annual performance reviews and goals going forward.
  
- VI. Updates
  - a. AACR – David Hogard – no report
  - b. DOBE – Lynn Murray – helped enroll a transfer student who is interested in the sales certificate program; task force is working on measuring classrooms; also working on gathering resources for faculty for fall
  - c. KGSB – Din Cortes – grievance from an applicant in the PMBA program – student has now been admitted to the program; working on AACSB BSQ survey; applications continue to come in for the PMBA program; will work on finding out what our peer institutions pay GA's
  - d. KUSB – Steve Horner – working on finding offices for new faculty; also need to provide computers for new faculty; Dr. Horner will proceed with ordering a new computer for Dr. Lunde, and talk with Chris Fleury about finding the best computers we have in inventory for the two new instructors (Phillips and Weaver)
  - e. ADMIN – Mimi Morrison – 211 office not currently staffed on Tues, Wed, Fri, when Irene is working from home – Mimi will confirm with Irene that her office needs to be staffed all hours that the building is open this summer; office supply inventory for all of Kelce is complete – all are working on list of supplies that can be ordered after July 1 for the fall semester; Admins will continue to work staggered schedules until classes begin on August 17; face masks requested for fall faculty and staff as well as disposable masks for offices; working on ordering web cameras for classrooms – waiting for Provost approval
  
- VII. Old Business: Retreat Items – Curriculum and Degree Options
  - a. Actions Underway
    - ~~i. International Business Task Force – Report Received~~
    - ~~ii. Professional Sales Certificate and Sales Center~~
    - iii. Data Analytics Certificate – See above
  
  - b. Potential New Programs
    - i. Entrepreneurship and Small Business – consider starting as certificate
    - ii. Business Education – will meet with COE at future date
    - iii. General Business – Dr. Grimes to prepare white paper / proposal
  
- VIII. Adjourn 2:55 pm

**Dates to Remember:**

- Summer II Session Begins – June 29
- Holiday - No Classes – July 3
- Campus Reopens to Public – July 7