

## MINUTES

Kelce Leadership Team  
9:30 a.m., April 27, 2021

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

- I. Administrative
  - a. COVID-19 Issues
    - i. TBA – if everyone is vaccinated, meetings can take place without masks
    - ii. Health Center has enough doses to make vaccinations available during CARES
    - iii. Rapid covid testing available for departing students today through May 14<sup>th</sup>
    - iv. Summer Camps – will follow CDC guidelines in effect at time of camp / mitigation plans need to be filed for camps and summer programs
  - b. Fall Break – decision to be made at President’s Council next Monday
  - c. Annual administrative reviews coming up; Deans’ will be in May. Kelce Administrators reviews before the end of June. Dean will provide a template for consistency in reports.
  - d. Back to Campus planning task force – need to submit a name to Howard by end of week
    - i. Discussed need for a nomination from Kelce before the end of this week. Dr. Grimes will contact individual suggested in meeting.
- II. Building Renovation Project
  - i. Meeting about office furniture last week – options presented not a good fit for our expectations and needs
    1. Purchasing will work with company to find the needed expertise and experience with furnishing higher ed buildings to offer better options for offices and classrooms.
    2. Designers are often hired to come in and design all spaces/furnishings for buildings and we may need to think about doing this.
  - ii. Timeline – “about a month” to finalize pre-bidding documents/procedures. Plans are currently being reviewed by KBOR.
  - iii. Campus relocation – Shirk Hall may be in play given campus needs
- III. Miscellaneous
  - a. Scholarships and Awards Recognition Program – now posted on website
    - i. Donors and recipients will be contacted about viewing pictures and program on Kelce web page
  - b. Open Job Search Update
    - i. CIS Instructional faculty – 11 applications to date; first consideration at the end of this week
    - ii. Administrative Associate – Rachel’s final day will be May 28; Dr. Horner working with HR on completing items on the road map to begin search
  - c. KNEA negotiations
    - i. P&T Template Taskforce to oversee revisions – current template is very old; Digital Measures Task Force will work with a P&T Template Taskforce to provide consistency; Kelce may need to assign a rep to the combined working group
    - ii. Elimination of student evaluations from contract – Provost requests alternative for student input before considering any major changes
    - iii. Working on crafting a way for KNEA to express salary desires to the administration at the beginning of the annual budget building process. Intent to keep everything in-house.
- IV. End-of-term faculty meeting scheduled for next Monday, May 3<sup>rd</sup>
  - i. Review draft agenda and finalize

- ii. Need to decide where on the agenda recognition of retirees will be placed – KLT decided to plan a reception in Room #121 at 2:00 p.m. prior to faculty meeting at 3:00 p.m.; Mimi will double-check that both Dr. Freund and Dr. Bracker are available
- iii. Dr. Murray will take pictures of all awardees / presentations
- iv. Building discussion and what will happen with furniture and equipment left in building
- v. Societal Impact Task force report by Sang Lee
- vi. Strategic Planning; Student Honor Pledge; proposal for generalist undergraduate degree will be main discussion items for faculty
  - 1. Will ask faculty to “declare support” for the Student Honor Pledge
  - 2. Discussed formulating new minors and legislation process of proposed new degree – plan to send forward in the fall
  - 3. Meeting will be scheduled with Registrar to ensure generalist degree fields of specialization will be transcribed appropriately
- vii. General announcements to include AACSB processes; Digital Measures updates; Research papers submitted to Dean’s office; Dr. Horner plans to retire at the end of next year; Dr. Cortes sabbatical?

V. Updates

- a. AACR – David Hogard – student employment needs for summer; will be out a week in July
- b. DOBE – Lynn Murray – student “survival kits” distributed today and tomorrow; Josh and Katie Beth will be working on social media for the college during Pitt Cares; will be out from May 6-16
- c. KGSB – Din Cortes –submitted finance module for AACSB report
- d. KUSB – Steve Horner – no report
- e. ADMIN – Mimi Morrison – admins meeting this afternoon to discuss student employee needs for summer and fall

VI. On-going Business: AACSB Accreditation

- a. File CIR application by July 1, 2021
- b. Initiate planning:
  - i. Faculty Qualifications – revise in response to review and update to meet new standards
  - ii. Journal Quality – incorporate statement into our Research Vision document

VII. Other Business

- a. Digital Measures recently acquired by WaterMark. Problems with customer service and response time. May need to cancel contract if not more proactive with providing assistance.
- b. Donor gift to air condition the Weede and put up video boards
- c. Commencement – graduate school program: Dr. Cortes will hood all graduates and Dr. Grimes will pass out diplomas; undergraduate school: Dr. Grimes will distribute diplomas. Anticipating good representation of students from Kelce graduating at both ceremonies. ≈ 150 business graduates expected in total

**Dates to Remember:**

- 1. Commencement – April 30 and May 1
  - a. Kelce Undergrad and Grad Ceremonies on May 1
- 2. Finals Week – May 3 through May 7
- 3. Grades Due – May 12
- 4. Spring Break Week – May 10 through May 14