

## MINUTES

Kelce Leadership Team  
July 12, 2021

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

- I. Administrative
  - a. COVID-19 Issues
    - i. Classroom capacity restrictions lifted; furnishing the auditorium restricts ability to return all classrooms to previous capacities; keep #111 and #215 offline and determine new capacities for the rest
      1. KLT were asked to visit and review all classrooms with current post-covid set up and give input on adjustments to the dean
      2. Labs cannot be returned to full pre-covid capacity because computers have been removed to other areas. New laptop cart will be stationed in the closet in the middle room if needed. No computers in center lab.
    - ii. Maintain scheduled F2F and Online modalities; may adjust Hybrid and Hyflex per Provost decision
  - b. Telework Policy – new policy document in discussion – more to come
  - c. Discussion of administrative assistants’ pay scales and expectations
    - i. Units on campus concerned about inequities in terms of admin pay scales – working on addressing concerns
    - ii. Looking forward, a significant minimum wage increase could make starting salaries of some admins below a \$15 minimum wage
    - iii. New language for ads for admin positions is to state the minimum starting salary in the range plus adjustments for experience and expertise
- II. Kelce Personnel – search updates
  - a. Vahid Zardoost has accepted offer as Assistant Instructional Professor of CIS
  - b. Admin position – the individual who was initially offered the position and accepted, declined last week; two interviews are scheduled this week
  - c. Adjunct needs – Microeconomics and Business Strategy courses are still open – interviewing additional candidates
- III. Agenda for KBOA Meeting
  - a. Virtual meeting next Monday, July 19<sup>th</sup> @ Noon
    - i. Provost to provide campus update
    - ii. CIR submitted for reaccreditation
    - iii. Raising cap on # of members, and how to handle those who become inactive
    - iv. Updates by KLT areas
- IV. Creating new major within college (Business Studies)
  - a. Discussed form that is required by KBOR for their approval
  - b. Survey gateway students and undecided majors during first week of classes (Murray/Eckstein)
- V. Kelce Program Coordinators and College Committee Assignments
  - a. Review and Reload
  - b. Discussed potential assignments for the 2021-2022 academic year

- VI. AACSB Accreditation
- a. CIR application filed July 1, 2021; receipt acknowledged; no additional information requested to-date
  - b. Immediate Actions:
    - i. Faculty Qualifications – revise in response to review and update to meet new standards
      - 1. Will need to review and demonstrate that we are qualifying faculty relative to the new standards and similarly to what peer institutions are doing; change boxes for actual qualifications
    - ii. Journal Quality – incorporate statement into our Research Vision document
      - 1. Dean will prepare a draft statement on research quality and distribute for KLT to review

- VII. Updates
- a. AACR – Hogard – no updates
  - b. DOBE – Murray – donation for Women in Business from Phillips 66
  - c. KGSB – Cortes – Chelsey’s training is going very well – coming up with new ideas for marketing and will be representing us at the state fair, applying to teach courses in KCOB; looking for alternates to teach PMBA; met with AP in June; discussed PMBA ETech course being taught this summer; uncertainties still surround details of sabbatical for fall/spring
  - d. KUSB – Horner – 2 new faculty starting in the fall; admin position is still open – 2 interviews this week; need mentor for Dr. Lallemand; some vacant offices now available in the building
  - e. ADMIN – Morrison – out 6-8 weeks for knee surgery

VIII. Adjourn – 11:30 a.m.

**Dates to Remember:**

- Professional Development Day, 08/11
- Opening Faculty Meetings, 08/12
- Fall classes begin, 08/16
- Labor Day holiday, 09/06
- Mid-Semester grades due, 10/11
- Homecoming, 10/16
- Final drop day, 11/01
- Fall break, 11/22 and 11/23
- Thanksgiving break, 11/24, 11/25, 11/26
- Final exam week begins, 12/06
- Fall Commencement, 12/10