



## MINUTES

Kelce Leadership Team  
December 7, 2021

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

- I. Administrative
  - a. COVID Issues
    1. Omicron variant – monitoring
    2. Masks recommended but not required for upcoming Best of Broadway production at Bicknell
    3. Attorney General has notified KU and K-State that their vaccination policies are not in conformity with recently passed state law regarding exemptions – asked to comply
  - b. KBOR and Governance
    1. KBOR meetings next week; Pitt State’s Computer Science program proposal’s first reading
  - c. Campus
    1. Housing contracts up for spring at 185 to-date; compares to 129 and 153 last two springs
    2. Receptions for commencement – dollars to be allocated to colleges from Registrar
    3. Priority enrollment – discussing adding athletes and student employees – KLT discussed pros and cons
    4. Master Advisor Training – see handout of those who have completed and are current
    5. Commencement numbers for Friday: COT 116, KCOB 103, A&S 98, COE 120
- II. Kelce Faculty Searches – updates on International Business, Computer Information Systems, Management
  - a. International Business – 4 applicants; committee meeting tomorrow via Zoom to review
  - b. Computer Information Systems – 6 applicants; will review applications received through this month and conduct phone/zoom interviews
  - c. Management – evaluating 30 applicants; will compile list of about 6 by next week and then conduct phone interviews
- III. Holiday Break
  - a. Building
    1. Hallways – remove stripes and arrows for waxing? Will ask custodial staff to proceed with removing stripes and arrows and waxing hallway floors.
    2. Benches – reinstall after waxing? Will reinstall after waxing
    3. Discussed non-functional sinks in upstairs restrooms (relabel as cold water only?)
  - b. Personnel
    1. Planned days out of office – be sure to report time taken
    2. Office staffing over break – Irene out from Dec. 20-thru Jan 4; Mimi out 22 & 23 of Dec., Melissa and Amy – not sure – Amy out 1/6-11
  - c. Spring start-up
    1. KLT prior to start of classes – January 11; Kelce faculty meeting on January 21
    2. Mini-retreat to discuss division of work / structure of positions
      - a. Discussed timeline for retreat – will have on regularly scheduled KLT date - 1/11 from 9-4:00

- IV. AACSB Accreditation – ongoing
  - a. Participating Faculty definition – revisions to document needed to align with 2020 Standards – will send proposed edits out prior to holiday break; will vote at January faculty meeting
  - b. Risk Assessment – next steps; mitigation plans
  - c. Societal Impact – next steps; refinement of statement concerning “economic growth and development”
  
- V. Updates
  - a. AACR – Murray – no report
  - b. DOBE – Hogard – about 40 current students not yet enrolled for various reasons; trying to make better use of classrooms based on class sizes
  - c. KGSB – Cortes – no report; MBA reception on Friday
  - d. KUSB – Horner – Kelce faculty member dropped from E-Learning Academy per email from Susan Dellasega; other personnel discussion; working on summer schedule; faculty qualification determinations need to be sent via Adobe Sign before the end of the year
  - e. ADMIN – Morrison – Kelce holiday party yesterday went well; discussed getting more faculty participation
  
- VI. Old Business – none
  
- VII. Adjourn 10:08 am
  - Dates to Remember:**
    - Final exam week begins, 12/06
    - Fall Commencement, 12/10