

**MINUTES**

Kelce Leadership Team Meeting  
10:00 a.m. April 11, 2016

- I. University Update
  1. Sabbatical and Planned Leaves – applications due May 6<sup>th</sup>
    - a. Faculty are encouraged to submit their applications for AY 17-18 sabbatical and planned leave to the Provost's office by May 6.
    - b. There are several faculty who qualify for sabbatical but do not apply. Discussion followed on encouraging faculty to apply.
- II. Student Awards Ceremony – KLT were asked to review the script and program and give any changes to Mimi by tomorrow. Student Center will be set up by mid-morning on Friday. KLT will review the set up then.
  1. Script – rough draft distributed
  2. Program – rough draft distributed
- III. Faculty Awards Program – Dr. Grimes will prepare a rough draft of the agenda for the faculty meeting prior to the program and a draft for the ceremony to follow
  1. Determine Award Winners
    - a. Discussed meeting to select recipients for awards. KLT will meet on April 21 to make this determination.
    - b. Adjuncts – there two individuals who qualify for service awards this year. MGMKT will take care of this award.
- IV. Updates and Announcements
  1. Dr. Cortes
    - a. Will leave for the Fastenal Expo tomorrow morning (Rosen, Cortes & Poe attending with two students)
    - b. Kelce Newsletter has been finalized. Approval will still be required from the Advancement Office before they can be e-mailed out to alumni and constituents.
    - c. Pre-enrollment week is going well so far.
    - d. MBA students will be conducting a Women in Leadership Panel discussion on Friday, April 22 in 121 Kelce.
  2. Dr. Bracker
    - a. Working through pre-enrollment issues.
    - b. He judged posters for Research Colloquium that took place last week. The room was not large enough to handle all of the people attending.
  3. Dr. Murray – Ken Nance visit went very well (Meritorious Achievement Award Recipient)
  4. Dr. Rosen – no report
- V. Old Business - none
- VI. New Business
  - a. Leadership and Awards Banquet - April 22. Dr. Grimes asked for a rep from the College to attend this banquet.
- VII. Adjourn – 10:30 am

**Dates to Remember:**

1. Kelce Student Awards Ceremony – Friday, April 15
2. Annual Spring Student Picnic – Tuesday, April 26
3. Annual Faculty Awards Program – Monday May 2
4. Finals Week – May 2 through May 6
5. Kelce College Commencement – Saturday, May 7
6. KBOA Spring Meeting – Monday, May 9