



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Team
September 7, 2022

Present: Alex Binder, Chelsey Decker, Paul Grimes, David Hogard, Lynn Murray

Absent: Din Cortes (excused – Malaysia)

- i. Administrative
 - a. COVID – Faculty members asking students to mask in class should have a medical accommodation on file.
 - b. Campus
 1. Enrollment – freshman, transfers, and international all up; but overall down – major retention problem!
 2. Travel Policy Booklet – developed by VP Ball's office; workshops forthcoming for admins
 3. New campus trash contract – look for new dumpsters and trucks coming soon
 4. Centralized advising center – Provost wants to have in place prior to mid-spring '23 for pre-enrollment
 5. Drop Policy – committee making recommendations on fee structure changes and better incentives for students (see attached "Drop Policy Committee Notes")
 6. COE's joint program with Chinese university – generated \$1.4M in fees; funds currently held with Provost; there may be an opportunity for a business 1+3 program (Aaron Hurt is exploring)
 7. Jamie Brooksher now seeing open records requests for information; cautioned all regarding campus communications on university computers and Pitt State emails, etc.
 8. SGA – board vacancies; encourage business students to apply
 9. Diversity Office – new location in Student Center; lower level space previously used by bookstore
 10. Leadership PSU – on hold for this year to study demand and review purpose
 11. Communications – Mr. Bulk-E going away; considering a centralized daily email that would be curated
 12. System-wide enrollment concerns; ESU hit hardest
 13. President's enrollment initiative – award AA on way to Bachelors; use as benchmark for scholarships; consider partnering with FSCC; opportunity to credential non-completers (those with 70-80 hours and no degree); discussion on what type of associates degree could actually be awarded (i.e.: specialist or generalist?)
 - c. College
 1. Joplin Regional Innovation & Technology Summit – looking for a student team for pitch competition in Joplin; Angela Neria in ITS is recruiting for a Pitt State Team; Dr. Murray will check with students involved in the W@W organization and will also contact Dacia Clark, who teaches entrepreneurship, to see if any of her students interested in participating.
 2. Phone upgrades – new phone systems coming; Mimi will schedule meeting with ITS tech to discuss before deciding on phone systems for the college
 3. ITS meeting with KLT – Mimi will schedule meeting in October; Dr. Grimes will talk to Angela about providing talking points before the meeting
- ii. Building
 - a. Debrief last week's meeting with President and Provost – discussion points in KLT meeting
 - Plan A no longer exists; working on Plan B now
 - discussed faculty having an office at each location, downtown and on campus; will need open spaces in both locations for faculty and meetings, but only one set office space at either
 - preferences for KCOB are to have a significantly renovated/new space on campus; plus, a location downtown
 - there seems to be skepticism for a "different" project after focus group meetings
 - relocating downtown would require a shuttle to transport students and possibly faculty; shuttle to Tech Center has not been reliable
 - discussed programs being mostly downtown or mostly on campus

- need to put together a portfolio of programming that makes sense for a downtown center that fits our mission and social impact statements
- need to have a campus presence for classes/students
- discussed having a new renovated building on campus (not Kelce) and a new facility downtown
- Provost is expecting information from the architects on square footage available on campus. He and Dr. Grimes will discuss when this information is available.

III. AACSB Accreditation – ongoing

- a. KLT to attend fall Accreditation Conference in Atlanta – Next week – September 13 to 15; want to meet with CIR Team; attendees will divide up programs to attend
- b. CIR Visitation Team – approved appointment of the team; still awaiting confirmation and proposed dates
 - David Eplion, Indiana University Southeast - Not confirmed yet - Dr. Grimes to contact AACSB so a meeting can be set up
 - Latisha Settlege, University of Arkansas at Fort Smith
 - Marilyn Helms, Dalton State College (GA)
- c. Faculty Success; issues finally appear RESOLVED!! Myles working on assigning faculty to discipline fields; will run reports as soon as information in the system is verified.
- d. Risk Assessment – next steps; mitigation plans; arrange meeting of full Strategic Planning Committee
- e. Societal Impact – next steps; refinement of statement concerning “economic growth and development”

IV. Updates

- a. ADGSB – Din Cortes – absent
- b. ADMIN – Mimi Morrison – no report
- c. ADUSB – Lynn Murray - picnic yesterday was a success; thinking about changing future picnics to Wednesdays instead of Tuesday; preparing information to distribute and display at majors fair and Rumble (Oct. 8); GA working on creating new flyers and viewbook to be completed in November; Nov 7 will have a panel of prospective student visits; planning a group photo at KBOA luncheon on 10/21; W@W will be represented in a Skybox at one of the football games this season
- d. DAACR – David Hogard – Meet the Firms Day and Koch information day is Monday, 9/12; he will attend State Fair next week to recruit; as of 9/6 his reports show that there were 627 undergraduate business students enrolled for the fall semester; campus videographer wants new shots of Kelce – discussed potential areas for video shots
- e. DGBP – Chelsey Decker – Dr. Cortes will return from overseas trip on Sunday; met with AP last week and plan to meet again tomorrow; need to reconsider course offerings for traditional MBA program
- f. FC – Alex Binder – met with Susan Dellasega and CTLT techs about multi-media needs in the auditorium – it will cost roughly \$5,000 to put a viewable screen in the room; questioned whether there will be a continuing need to use that space for a classroom; will be meeting with PC’s, Chelsey & Lynn to finalize the course schedules for 23SP semester

V. Old Business - none

VI. Adjourn – 4:00 pm

Fall 2022 Dates to Remember:

October 3 – Kelce Golf Tournament
 October 8 – Rumble in the Jungle
 October 17 – Midterm grades due
 October 28 – Transfer Day
 November 7 – Final drop day
 November 21 to 25 – Thanksgiving Week Holiday
 December 5 to 9 – Dead Week
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Drop Policy Committee Notes*

August 31, 2022

In attendance: Melinda Roelfs, Misty Hopper, Scott Donaldson, Michael Woodrum and Amberly Downs

The committee met to discuss the most important factors needing addressed prior to implementing a new policy.

1. Update communication plans for students, faculty and staff. Build in communication prior to late fees. Consider multiple communication channels.
 - a. Registrar's Office will gather our current communication regarding tuition deadlines and drop policy for review.
2. Restructure late fee policy. (Currently, students are charged a \$50 late fee the day after tuition is due if they have a balance due over \$110. Thirty days late, any unpaid balance will result in another \$50 late fee.)
 - a. Proposed late fee policy. Late fee of \$100 assessed to students the day after tuition is due if they have a balance due of \$500 or more. A late fee of \$50 will be applied end of September, October and November to accounts with any balance due at the time of assessment. (This excludes students on a payment plan.)
 - b. Students assessed the second late fee will be sent a letter to their permanent address notifying them of the balance due. (The hope is that a letter will help "clean up" any enrollments that were not initiated by the student.)
 - c. A new late fee policy would need to go through the approval process and likely not take effect until Fall 2023. (Late fee policy is published in University Catalog.)
3. Create financial responsibility statement and build into system (considered a best practice). (Not requiring a financial statement from students prohibits our ability to charge students collection fees.)
 - a. Cashier's Office will poll other institutions to find out where and when they collect the financial responsibility statement. They will also gather statements from other institutions in Kansas.
 - b. Ideas include building into verification process or building into Admission process.
4. Develop process for identifying students who did not initiate enrollment. (Our ability to drop students is hindered since faculty are not required to take attendance.)
 - a. Encourage faculty to drop students for non-attendance.
 - b. Include in the communication plan a letter sent to a student's permanent address if they have a balance due at the end of September.
 - c. Administrative withdraw and tuition refund petition process is available to students when non-participation cannot be confirmed.

Implementation semester: Spring 2023

✓ *Current drop policy would not change for PMBA due to contract with AP.

Kelce Phone Upgrades

Gina Henry Matter <ghenrymatter@pittstate.edu>

Mon 8/29/2022 4:28 PM

To: Mimi Morrison <mmmorrison@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>

Good afternoon,

The university's current phone system was manufactured in the early 1980's. We need to replace the current system with one that has active, current support services available – and has a ready supply of spare parts under current manufacture.

To help us get accurate pricing from vendors for a replacement phone system, we developed a proposed configuration for each campus department. The attached document shows what your department currently has and what ITS would recommend for replacement devices in a new phone system. **Unless you reach out and ask to meet with us to propose changes, the recommendations in the attached document will be used to configure the new phone system for your department (see below for more).**

Please review the list of telephone extensions and recommendations in the attached document. If you need to seek input from your team, **please do so without delay.** If you have any personnel missing from the list or on the list that do not report to you, you will need to send us the corrections to prevent incorrect deployment/configuration/charges going forward with the new system.

If the attached list is accurate and the recommendations are acceptable to you and your team, you need take no further action. If you have questions or would like to make changes, we'll be happy to work with you. Just reply to this message with a proposed meeting time or two. We'll send one of our telecom gurus to meet with you and discuss options. If we don't receive a reply or request for a meeting from you by 09/19/22, we will configure your department based on the attached list to facilitate the generation of the RFP.

ADDITIONAL INFORMATION

Information regarding the types of phones and initial estimated pricing (subject to change after we have RFP responses) on optional equipment (like physical phones, headsets, and phone software for IOS and Android devices) is available on our FAQ page:

Phone System Upgrade

Phone System Upgrade

www.pittstate.edu

We encourage you to check out this resource for additional information.

We appreciate your time in reviewing the attached information. We stand ready to work with you if you would like to propose changes – or if you have additional questions the FAQ above doesn't answer.

Thank you!

Telecom Team

Extension	CallingPartyNameDisplay	Building	Department	DES	Type	New Phone Type	Room	Division	DepartmentHead
4596	David Hogard	Kelce Center	Business, Kelce College of	KC	3903	Soft Client	102	Provost and Academic Affairs	Paul Grimes
4595	Dean School of Business	Kelce Center	Business, Kelce College of	KC	3904	Soft Client	101	Provost and Academic Affairs	Paul Grimes
4564	Paul Grimes	Kelce Center	Business, Kelce College of	KC	2008	Soft Client	211 A	Provost and Academic Affairs	Paul Grimes this line should be on the KUSB list Keunyoung Kay Kim, Lynn Murray Department Head
4580	Kelce 118A (GA Office)	Kelce Center	Business, Kelce College of	KC	3903	Soft Client	118A	Provost and Academic Affairs	Paul Grimes
6063	Kelce 118A	Kelce Center	Business, Kelce College of	KC	500		118A	Provost and Academic Affairs	Paul Grimes this is not an active line (disconnected per conversation with ITS 9/1/22)
6111	Kelce Custodians	Kelce Center	Business, Kelce College of	KC	3902	Soft Client	222	Provost and Academic Affairs	Paul Grimes
4196	Kelce Lab-CAMPUS	Kelce Center	Business, Kelce College of	KC	500		105	Provost and Academic Affairs	Paul Grimes
4589	MGMKT-3	Kelce Center	Business, Kelce College of	KC	3903	Soft Client	110	Provost and Academic Affairs	Paul Grimes this line should be on the KUSB list. KUSB 110 Office Suite, Lynn Murray Department Head
4591	Mimi Morrison	Kelce Center	Business, Kelce College of	KC	3904	Soft Client	101	Provost and Academic Affairs	Paul Grimes
4599	School of Business	Kelce Center	Business, Kelce College of	KC	3903	Soft Client	102	Provost and Academic Affairs	Paul Grimes
4599	School of Business	Kelce Center	Business, Kelce College of	KC	3903	Soft Client	102	Provost and Academic Affairs	Paul Grimes
6196	Vahid-Zardooz	Kelce Center	Business, Kelce College of	KC	3902	Soft Client	201G	Provost and Academic Affairs	Paul Grimes KCOB Academic Advising
4553	Economics-Department	Kelce Center	Business, Kelce College of	KC	2008	Soft Client	211	Provost and Academic Affairs	Paul Grimes this line should be on the KUSB list, Stephen Zornes, Lynn Murray Department Head
4014	ACIS Conference	Kelce Center	Business, Kelce College of	KC	500		223A	Provost and Academic Affairs	Paul Grimes
4583	Kevin-Bracker	Kelce Center	Business, Kelce College of	KC	3902	Soft Client	1101	Provost and Academic Affairs	Paul Grimes this line should be on the KUSB list. KUSB 211 Office Suite, Lynn Murray Department Head
4551	Kevin-Bracker	Kelce Center	Business, Kelce College of	KC	2008	Soft Client	211-B	Provost and Academic Affairs	Paul Grimes this line should be on the KUSB list. 223 Conference, Lynn Murray Department Head
4590	Paul Grimes	Kelce Center	Business, Kelce College of	KC	3904	Soft Client	101 C	Provost and Academic Affairs	Paul Grimes
4598	School of Business	Kelce Center	Business, Kelce College of	KC	3904	Soft Client	101	Provost and Academic Affairs	Paul Grimes

Extension	CallingPartyNameDisplay	Building	Department	DES	Type	New Phone Type	Room	Division	DepartmentHead
4109	Chelsey Decker	Keice Center	Business, Keice Graduate School of	KC	3904	Soft Client	110G	Provost and Academic Affairs	Paul Grimes
4594	MBA-Office Bienvenido Cortes	Keice Center	Business, Keice Graduate School of	KC	3903	Soft Client	101 B	Provost and Academic Affairs	Paul Grimes

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4561	Amy Cussimano	Kelce Center	Business, Kelce Undergraduate School of	KC 3903	Soft Client	223	Provost and Academic Affairs	Lynn Murray
4549	Anil Lal	Kelce Center	Business, Kelce Undergraduate School of	KC 2008	Soft Client	211 H	Provost and Academic Affairs	Lynn Murray
4540	Dwight Strong	Kelce Center	Business, Kelce Undergraduate School of	KC 500	Soft Client	223 K	Provost and Academic Affairs	Lynn Murray
4535	Mary Kay Wachter	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	223F	Provost and Academic Affairs	Lynn Murray
4546	Alex Binder	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	212	Provost and Academic Affairs	211B Lynn Murray
4561	Amy Cussimano	Kelce Center	Business, Kelce Undergraduate School of	KC 3903	Soft Client	223	Provost and Academic Affairs	Lynn Murray
4561	Amy Cussimano	Kelce Center	Business, Kelce Undergraduate School of	KC 3903	Soft Client	223	Provost and Academic Affairs	Lynn Murray
6040	Ashlee Phillips-Ables	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	223H	Provost and Academic Affairs	David Sikolia Lynn Murray
4587	Choong Lee	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	211 C	Provost and Academic Affairs	Lynn Murray
6010	Christine Fogliasso	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	211 F	Provost and Academic Affairs	Lynn Murray
4568	Connie Shum	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	202	Provost and Academic Affairs	Lynn Murray
4566	David O'Bryan	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	206B	Provost and Academic Affairs	Lynn Murray
6045	David Weaver	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	223J	Provost and Academic Affairs	Lynn Murray
4563	Gail Yarrick	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	201F	Provost and Academic Affairs	Lynn Murray
4541	Jae Choi	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	223 C	Provost and Academic Affairs	Lynn Murray
4552	Jessie Lehmann	Kelce Center	Business, Kelce Undergraduate School of	KC 2008	Soft Client	211 F	Provost and Academic Affairs	Larry Woodward Lynn Murray
4571	Kristen Maceli	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	110N	Provost and Academic Affairs	Lynn Murray
6581	Linden Dalecki	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	201C	Provost and Academic Affairs	Lynn Murray
6041	Mary Jo Goedeke	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	223L	Provost and Academic Affairs	Lynn Murray
4582	Mary Judene Nance	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	110 E	Provost and Academic Affairs	Lynn Murray
4585	Matthew Lumde	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	110J	Provost and Academic Affairs	Stephen Horner Lynn Murray
4588	Melissa Payne	Kelce Center	Business, Kelce Undergraduate School of	KC 3904	Soft Client	110	Provost and Academic Affairs	Lynn Murray
4592	Michael Davidsson	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	110C	Provost and Academic Affairs	Lynn Murray
6575	Michael McKinnis	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	211 G	Provost and Academic Affairs	Lynn Murray
4597	Sang-Heui Lee	Kelce Center	Business, Kelce Undergraduate School of	KC 2008	Soft Client	110D	Provost and Academic Affairs	Lynn Murray
4548	Shipra Paul	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	110K	Provost and Academic Affairs	Lynn Murray
4575	Stephen Horner	Kelce Center	Business, Kelce Undergraduate School of	KC 3904	Soft Client	114	Provost and Academic Affairs	Jamie Brooksher, 212 Kelce Lynn Murray
6031	Theresa Presley	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	223D	Provost and Academic Affairs	Lynn Murray
4542	Wei Sha	Kelce Center	Business, Kelce Undergraduate School of	KC 3902	Soft Client	223 E	Provost and Academic Affairs	Lynn Murray
4586	Lynn Murray	Kelce Center	Business, Kelce College of	KC 3903	Soft Client	4914	Provost and Academic Affairs	114 Kelce Irene Robinson Lynn Murray
4547	Economics Department	Kelce Center	Business, Kelce Undergraduate School of	KC 3903	Soft Client	211	Provost and Academic Affairs	Lynn Murray
4543	Maeve Cummings	Kelce Center	Business, Kelce Undergraduate School of	KC 3904	Soft Client	223B	Provost and Academic Affairs	Lynn Murray



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AGENDA

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