



KELCE  
COLLEGE OF BUSINESS  
Pittsburg State University

**MINUTES**

Kelce Leadership Team  
April 4, 2023

Present: Alex Binder, Din Cortes, Chelsey Decker, Paul Grimes, Mimi Morrison, Lynn Murray

- I. Administrative
  - a. Campus
    1. University Strategic Plan; President Shipp released his proposed strategies; college leadership teams asked to provide comments and suggestions to their respective deans who will transmit to President's Office by next Friday, 04/14- KLT asked to identify those strategies that will be pertinent for the college – review with respect to future actions that may need to be taken by us.
    2. University website redesign; Abby meeting with deans later this morning to discuss needs and priorities; send pressing issues to Dr. Grimes. Discussed problem with graduate students not being able to link to their specific admission page.
    3. Draft of Gift Policy; applies to all academic and foundation accounts; see handout, but likely to be some minor revisions; NO GIFT CARDS. Advisors of student organizations need this information.
    4. Food Service Contract; committee has made recommendation to president; decision forthcoming, but any changes would occur prior to start of Fall semester.
    5. Internal search for Honors College director; release time position.
    6. Pitt State participating in the National Survey of Student Engagement; encourage student participation.
    7. Still working on reducing student registration holds; from 97 to mid-50s; still problematic due to departmental holds not being tied into Cashier's Office system; no centralized system – those who place holds and those who remove holds are often different and all require manual input. Discussion – KLT unaware of any unit within the college with power to place holds. All agree that changes are needed.
    8. Central administration reorganization and realignment of titles; multiple changes to titles and reporting lines; complete list will be forthcoming soon from the President's Office.
  - b. College
    1. Gorilla Rising; site acquisition legalities to be worked out by end of May; discussions ongoing with Colonial Fox Theater Foundation; walk through with architects (Jane and Steve) on Wednesday – Dr. Grimes will participate in walk through.
    2. Campus Security Workshops; encourage faculty to attend; Tomorrow, Wednesday, 04/05 at 1:00 p.m., or 04/11 at 11:00 a.m., or 04/17 at 9:00 a.m. All sessions in Governor's Room in Student Center.
    3. Kelce Development Officer position approved for external search (replacing Holly).
- II. Kelce Awards Ceremony, Friday April 7<sup>th</sup>
  - a. Announcer; need to identify – Dr. Murray & Ms. Decker will share duties (undergrad and grad respectively).
  - b. Script; edits and corrections? Reviewed and will make changes.
  - c. Final preparations; donor guest list distributed. Discussed logistics of reception.
- III. Faculty Awards
  - a. Review of eligible faculty members – decisions made on teaching, research and service awards for 2023. Awards to be announced at reception prior to final end-of-semester faculty meeting.
- IV. Curriculum
  - a. International Business Program; update and next steps
    1. Plan has been prepared and ready to go to the Kelce committee with a formal proposal.
    2. Need to determine how IB program can be phased out. Dr. Grimes to visit with Provost Smith.
  - b. Health Care Administration Emphasis for MBA; Nursing will support course proposals at Grad Council
    1. College of Nursing will be supportive of us providing this emphasis at Graduate Council.
    2. Meet with AP next week to make sure course carousel can be adjusted for Spring '24 start.

- V. AACSB Accreditation Checklist of Upcoming Items
- a. Finalize each faculty member's AACSB Qualifications and time devoted to mission; part-timers still to do
  - b. Conduct Faculty Survey – teaching, engagement, and scholarship impact – will go out later today to all teaching faculty (due **Friday, May 5<sup>th</sup>**)
  - c. PRT Chair's pre-visit; Dean Robin Sronce rescheduled to **Wednesday, May 3<sup>rd</sup>** (Finals Week); need to develop agenda for the day
  - d. Peer Review Team visit date, November 5<sup>th</sup> throughout 7<sup>th</sup>
  - e. Risk Assessment – mitigation plans; Alex and Nancy George
  - f. Societal Impact – next steps; refinement of statement concerning “economic growth and development”
  - g. Continuing work on Continuous Improvement Review (CIR) Report; working on updating tables
- VI. Current “to do” items:
- a. Schedule spring meeting of KBOA and develop agenda
  - b. Schedule computer labs consolidation and relocation of CIS specialty lab
  - c. Revise College Bylaws to reflect new DSRE instead of DAACR
  - d. Agenda for end-of-semester faculty meeting
- VII. Administrative Updates
- a. ADGSB – Cortes – 4 students will be traveling to Taiwan this summer for their camp; working on graduate AOL and survey of graduating MBA students; COT Dean Search – top 9 have been phone-interviewed
  - b. ADMIN – Awards ceremony – distributed list of donors attending; discussed emcee duties and script
  - c. ADUSB – Women@Work luncheon event went very well – 60 attended; about 45 students from Olathe South High School here on Thursday – 9:30 a.m. and leave by 12:15 p.m.; Gorilla Showcase on April 15 has been cancelled; BGS ceremony will be in the Bicknell Center on Friday, May 12, prior to the MBA reception and KCOB commencement.
  - d. DGBP – enrollment and advisement is ongoing; MBA reception will be on 05/12 at the Bicknell – invitations going out with parking maps.
  - e. DSRE – computer system is set up; working on student interviews; working on documents for Internship Director/Career Readiness coordinator – 1<sup>st</sup> consideration on 04/26 with a start date in June; meeting with Admissions is scheduled; will meet with David Hogard on 04/06; working on list of companies and contacts that support KCOB.
  - f. FC – gone tomorrow to Econ Club competition at Ottawa University; offered Admin position to a candidate who is thinking about it.
- VIII. Adjourn – 10:45 a.m.

**Spring 2023 Dates to Remember:**

April 7 – Kelce Awards Ceremony  
 April 10 – Transfer Enrollment opens  
 April 27 – Last day to withdraw  
 May 1 – Dead Week begins  
 May 2 – Kelce Picnic  
 May 8 – Finals week begins  
 May 8 – Kelce General Faculty Meeting  
 May 8 – Kelce Faculty Awards  
 May 12 & 13 – Commencements  
 May 17 – Final Grades due

## **Pitt State Goals and Proposed Strategies**

Our strategic plan is organized by ten primary goals and corresponding strategies and initiatives through which we plan to achieve those goals.

### **Goal 1: Valuable Education Experience**

Develop the region's most valuable learner-centered higher education experience for students.

#### **Strategies**

- 1.1 Work with local and regional partners to improve education, health, and economic outcomes for individuals, families, neighborhoods, and communities.
- 1.2 Ensure academic programs and learning experiences are responsive to student and employer demand by creating and monitoring an academic program plan for the institution.
- 1.3 Develop and promote curricular and co-curricular innovation and assessments that assure a valuable learning experience for all students.
- 1.4 Work with area high schools, community colleges, and other regional colleges and universities to interest and recruit students to begin and/or complete their educational goals at Pitt State.
- 1.5 Fully utilize the Center for Teaching and Learning (CTL) to ensure Pitt State faculty are best practice prepared to provide quality learning experiences for all students.
- 1.6 Utilize educational technology to advance active and adaptive learning competencies for Pitt State faculty and students.
- 1.7 Work with education and employment partners to establish rural health leadership within the four-state region by recruiting, educating, and employing the best learners and faculty to expand existing education, biomedical/ethical and healthcare research, public health, and continuing education programs to meet current and future workforce needs for Kansas and the surrounding four-state region.
- 1.8 Develop regional leadership in STEM education by partnering with education and employment partners to expand and develop existing pathways and explore new opportunities for future educational programs, research, and creative activities.

### **Goal 2: Student Achievement**

Remove barriers and commit to student success as a shared imperative to assist students to achieve their personal and professional educational goals.

- 2.1 Develop a learner-centered, achievement-based architecture for students throughout their educational experiences at Pitt State.
- 2.2 Through consistent communication and strategic focus, create a cultural imperative at Pitt State where faculty and staff view/value completion as an institutional priority and helps students succeed and achieve their educational goals.
- 2.3 Develop and utilize a professional academic and career advising center to actively monitor and support student success in real time.
- 2.4 Engage essential campus and community partners to strengthen and focus Pitt State's approach to strategic enrollment planning and management.
- 2.5 Strengthen Pitt State's recruitment outreach and connection to urban and rural communities throughout the four-state region and beyond.
- 2.6 Strengthen and focus the institution's financial support and scholarship strategy for current and future students.

- 2.7 Annually review, refine, and develop new pedagogical, pathway, and/or support strategies to improve student outcomes in courses with consistently high D,W, and F rates.
- 2.8 Ensure faculty and staff are consistently utilizing best practices to strengthen retention and completion outcomes for all students.
- 2.9 Strengthen state-wide planning and programs that include micropolitan and rural communities, community and state colleges, to continually improve education access and quality across Kansas.

### **Goal 3: Access, Inclusion, and Belonging**

Create a campus culture that values diversity and works to ensure that all individuals are included and belong as members of the University community.

- 3.1 Increase recruitment, retention, engagement and mentorship for all faculty, students, and staff to enhance access, inclusion, and belonging across all Pitt State educational programs, services, and experiences.
- 3.2 Strengthen the experience for all faculty, staff, and students by advancing programs and behaviors that promote inclusion and belonging within the Pitt State community and beyond.
- 3.3 Utilize community building programs and experiences to communicate and reinforce the importance of investing in inclusion and belonging initiatives for all individuals.
- 3.4 Utilize current and future employment, development, and training opportunities to strengthen an inclusive campus culture that promotes belonging and success for all individuals.
- 3.5 Prepare students and employees to live and work in a diverse democracy where they are serving/or will serve as inclusive, thoughtful, and kind citizens.
- 3.6 Maintain a welcoming and safe environment for all students, faculty, staff, and guests visiting campus.

### **Goal 4: Organizational Culture**

Strengthen student, faculty, and staff satisfaction with their living, learning, and work environment as a clear institutional priority.

- 4.1 Make Pitt State the preferred learning and working environment in the four-state region by developing and implementing professional and career development programs, reviewing and organizing job categories and career ladders, evaluating job performance, coaching and developing individuals and teams, investing in initiatives focused on inclusion and belonging, and routinely recognizing/celebrating individual and team successes.
- 4.2 Reduce individual and organizational risks by enhancing employee knowledge and accountability of policies, procedures, systems and through establishing a consistent culture of accountability and excellence.
- 4.3 Utilize traditional and innovative communication channels to continually inform and engage and educate students, faculty, staff and alumni so they can accurately and enthusiastically promote Pitt State throughout the four-state region and beyond.
- 4.4 Aspire to become the healthiest campus in the country to be a student, faculty, or staff member through a commitment to nine commonly recognized dimensions of personal wellness (i.e. physical, emotional, financial, spiritual, social, career, intellectual, creative, and environmental).
- 4.5 Celebrate and reward students, faculty, staff, alumni, and community partners that exemplify and advance the Pitt State mission that seeks to “make life better through education.”

### **Goal 5: Scholarship, Research, and Creative Activity**

Develop a scholarship, research, and creative activity portfolio with strategic intent.

- 5.1 Strengthen and develop a collaborative research and creative activity agenda between and among local, regional, and global education and industry partners.
- 5.2 Increase extramurally funded, sustainable, quality research programs in current and emerging areas of research excellence at Pitt State. Build upon existing strengths and enhance existing collaboration through new partnerships where appropriate and possible.
- 5.3 Expand research in the science of teaching and learning, including educational pedagogy, curricular design and delivery, as well as interprofessional experiential learning to identify those factors that improve student learning and success—specifically related to individual educational, intercultural, and wellness outcomes.
- 5.4 Utilize Pitt State’s growing strength in rural health education to continue to assess rural Kansas and regional healthcare and workforce needs, coordinate pathway student programs for new students and enhance the rural health workforce quality and stability through continuing education.
- 5.5 Recruit new Pitt State research-focused faculty, students and staff from diverse backgrounds and assure that faculty have protected time, adequate financial support and dedicated mentorship.
- 5.6 Invest in centralized research-focused compliance and support resources for faculty, staff, and students.

### **Goal 6: Economic Development**

Drive regional economic prosperity and strengthen state-wide competitiveness through education, research, and community engagement programs and initiatives.

- 6.1 Work with public and private partners to diversify and strengthen the State-wide and regional economies.
- 6.2 Advance the Tyler Research Center’s impact on education, research, and economic development within the State of Kansas, region, and beyond. Continue to build and strengthen federal, state and local collaborations.
- 6.3 Work with local government and private partners to build on the success of Block 22 that informs, develops, and ensures the successful completion of the Gorilla Rising project for the benefits of both the City of Pittsburg and Pitt State.
- 6.4 Identify community partners and donors to secure sustainable investments that advance the Pitt State mission, enhance the quality of life for students, faculty, staff, and visitors, and increase the economic vitality of Kansas.
- 6.5 Expand and implement public-private partnerships for new capital construction and renovation projects where appropriate and possible.
- 6.6 Diversify Pitt State revenues by developing commercialization structures and other business relationships that allow for commercializing marketable technology, services and resources.
- 6.7 Continuously enhance, update and implement the Campus Facilities Master Plan for all facilities and properties that support Pitt State’s mission, enhance the quality of life for students, faculty, staff and visitors, and help enhance the economic vitality for the City of Pittsburg and Southeast Kansas region.

### **Goal 7: Community Engagement and Partnerships**

Partner with other organizations, alumni, and donors to advance shared educational, athletic, artistic, cultural, economic, environmental, and social priorities.

- 7.1 Utilize the Bicknell Family Center for the Arts to develop an essential education and entertainment engine for the region.
- 7.2 Utilize the Plaster Center and other Pitt State athletic facilities to develop an essential education, entertainment, and competitive engine for the region.
- 7.3 Align Pitt State's education, research, and governmental advocacy efforts with public and private partners to meet the needs of Kansas—specifically responsive to Southeast Kansas.
- 7.4 Leverage Pitt State's education, research, and community service strengths to partner with relevant regional organizations to improve education and health disparities within Southeast Kansas.
- 7.5 Ensure that Pitt State faculty and staff are trusted and reliable sources for education, scholarship, and research information. Utilize a variety of communication channels and strategies to share and promote Pitt State information throughout the State of Kansas and within the region.
- 7.6 Strengthen and develop community service and volunteerism connections for students, faculty, and staff that create partnerships with local and regional organizations to provide ongoing support and service to communities throughout Southeast Kansas.
- 7.7 Strengthen and develop valuable partnerships with alumni and donors to support the success of Pitt State students, faculty, and staff.

### **Goal 8: Continuous Improvement**

Advance a culture of continuous improvement that values transparency, strategic planning and evaluation, effective communication, shared governance, and creative problem solving.

- 8.1 Implement professional development programs that utilize Pitt State design principles to evaluate and transform education, research, and campus operations and programs.
- 8.2 Review curricular and co-curricular program offerings and pathways to ensure Pitt State offers students relevant, accessible, and high-quality educational experiences that are in demand and in alignment with State-wide and regional workforce goals.
- 8.3 Enhance and coordinate student friendly services for our faculty, staff, students, alumni, and community partners.
- 8.4 Strengthen and continue to invest in an organizational culture that embraces evaluation, assessment, and accountability.
- 8.5 Strengthen the strategic planning and operations of all academic and business units by utilizing well-defined institutional goals, strategies, metrics and a timely dashboard report of all academic and business unit plans and outcomes.
- 8.6 Invest in the ongoing professional development of faculty and staff as an organizational imperative.
- 8.7 Anticipate the need for Pitt State succession planning of key leadership roles across academic and business units. Extend leadership development, mentorship, coaching and other programs for our faculty, staff, students and other learners wherever appropriate or possible.

### **Goal 9: Sustainability and Stewardship**

Grow a sustainable future for the University and world through the successful stewardship of finite resources.

- 9.1 Develop, strengthen, and communicate broad-based sustainable strategies that enhance the stewardship of public and private resources across the educational, research and foundation strategies associated with Pitt State.
- 9.2 Enhance the coordination and partnership of Pitt State with the PSU Foundation to identify philanthropic support for the planning and development of “Big Ideas” and other identified programs, facilities, scholarships, processes, and outcomes strengthening the planning and outcomes of ongoing fundraising programs/campaigns.
- 9.3 Identify and invest in education and operational initiatives that advance triple/bottom line sustainability outcomes at Pitt State.
- 9.4 Strengthen the public belief that Pitt State/higher education is an essential investment in the future of southeast Kansas and society writ large.
- 9.5 Work with State and local government leaders to strengthen public support for Pitt State/regional universities in Kansas.

### **Goal 10: Health, Wellness, and Safety**

Invest in health and wellness strategies and evidence-based educational programs and services that promote positive change in knowledge, skills, behaviors, and outcomes for students, faculty, staff, and community partners.

- 10.1 Utilize a strategic approach to strengthening and supporting the multidimensional wellness of PSU faculty, staff, and students.
- 10.2 Enhance the occupational wellness of faculty, staff, and students by strengthening workplace quality indicators and increasing employees’ sense of doing meaningful work.
- 10.3 Strengthen and develop health and safety training for all employees and students.
- 10.4 Maintain, create, and implement evidence-based programs and services that promote positive change in students’ health & wellness knowledge, skills, and behaviors.
- 10.5 Develop and implement an assessment and evaluation strategy to ensure data gathered are useful, comprehensive, and coordinated.
- 10.6 Increase collaborative opportunities with campus and community partners to expand the reach and foster a greater culture of wellness across the Pitt State community.
- 10.7 Strengthen the communication of health and wellness resources and messaging to increase the efficacy and utilization of wellness support services and programs throughout the Pitt State community.
- 10.8 Identify opportunities to work strategically with community partners to address and improve health, wellness, and educational disparities within the Southeast Kansas region.

# Pittsburg State University

## Gift, Prizes, Awards, and Promotional Items Policy

In some instances, gifts, prizes, awards, and promotional items may be purchased with a valid business purpose. Regardless of the recipient, State of Kansas Ethics Policies, IRS 1099 reporting implications, grant award agreements, and other applicable rules and regulations must be followed. The following definitions will be applied when evaluating taxability and reporting scenarios:

**Gift** – A gift is something given without expectation of something in return.

**Prize** – A prize is something given for winning a drawing or competitive contest.

**Award** – An award is something given to recognize achievement.

**Promotional Item** – A promotional item is a product carrying a logo, name, tagline, etc. given to promote PSU.

Per this policy, taxability and IRS 1099 reporting requirements are as follows:

	Cash/Cash Equivalent	Commodities/Goods	Entertainment
<b>PSU Employee</b>			
Gift	Not Allowed	Allowed with Foundation Funds and valid business purpose. Taxable Fringe if >= \$40	Not allowed
Prize	Allowed if random drawing or contest. Taxable Fringe	Allowed if random drawing or contest. Taxable Fringe if >= \$40	Allowed if random drawing or contest. Taxable Fringe if >= \$40
Award	Taxable Fringe	Taxable Fringe if >= \$40	Not allowed
Promotional Item	N/A	Allowed, but should be of small value < \$10/item	Not Allowed
<b>PSU Student Employee</b>			
Gift	Not Allowed	Allowed with Foundation Funds and valid business purpose. 1099 Reportable if >= \$100	Not allowed
Prize	Allowed if random drawing or contest. 1099 Reportable	Allowed if random drawing or contest. 1099 Reportable if >= \$100	Allowed if random drawing or contest. 1099 Reportable if >= \$100
Award	1099 Reportable	1099 Reportable if >= \$100	Not allowed
Promotional Item	N/A	Allowed, but should be of small value < \$10/item	Not Allowed
<b>Non-PSU Employee (Students, Community Members, Guest, etc.)</b>			
Gift	1099 Reportable	1099 Reportable if >= \$100	1099 Reportable if >= \$100
Prize	1099 Reportable	1099 Reportable if >= \$100	1099 Reportable if >= \$100
Award	1099 Reportable	1099 Reportable if >= \$100	1099 Reportable if >= \$100
Promotional Item	N/A	Allowed, but should be of small value < \$10/item	N/A

If a transaction is deemed to be 1099 reportable, a W-9 or W-8BEN must be obtained from the recipient of the gift, prize, or award. If a transaction is deemed to be a potential taxable fringe benefit, the information will be submitted to Human Resource Services for evaluation and assessment of any benefit.

Per IRS regulations, gift cards are a cash equivalent and follow the same rules as if cash was given as a gift, prize, or award. If a PSU Employee receives a gift card as part of a random drawing or contest, it will be a taxable fringe benefit regardless of amount. A form W-9 or W-8BEN **MUST** be obtained from all other gift card recipients, as they are 1099 reportable regardless of the amount. Per PSU policy, gift cards **MAY NOT** be purchased using a procurement card. Failure to comply with these gift card policies will result in repayment by the purchaser of the gift card(s), or denial of payment in the case of a reimbursement.

State of Kansas ethics rules (KSA 46-237a) allow state employees to receive a gift, prize, or award valued at less than \$40 if it is presented at an official function. State ethics rules apply regardless of funding source. These rules also stipulate that the potential for a conflict of interest be considered when giving gifts to non-state employees. <https://ethics.kansas.gov/state-level-conflict-of-interest/guidelines-for-state-employees/>



RSVP	DATE	CORRES.NAME
		Ken & Barbara Bateman
0	4/3/12	George & Sydney Brandecker
		Carl & Mary Buchman
		Patrick Cardullo
		David R. Cash
		John & Pheobe Yencic
		Mr. Jyh Rong Chang
		John & Deanna Fields
		Kevin & Sandra Cofer
		Dr. Maeve Cummings
		Richard Popp
0	3/21/23	Reid & Sue Davison
		Felix & Jane Dreher
0	3/16/23	Pete & Shirley Esch
0	3/20/23	FORVIS, LLP
		Roberta A. Gosch
		Adrienne Goss
0	3/28/23	Don & Jana Hartshorn
2	3/30/23	Kurt & Debbie Holmes
		Steve Robbins
		Joplin Tri-State IMA
		Linda M. Kahmann
		Kansas Society Of CPAs Education Foundation
0	4/4/23	Jeffrey W. Ney
		Leggett & Platt Incorporated
		Bill & Karen Lewis
		Judy R. Little
0	3/23/23	John & Susan Lowe
		Mrs. Geraldine L. Malle
1	3/24/23	Patrick E. Martin
2	3/31/23	Wallace & Mary Souder
		Tim & Christy McNally
		Dawn McNay
		Nancy Moyer
		William J. Needham
0	3/13/23	Larry E. Nokes
		Mrs. Glenda Overbeck
		Guy & Pamela Owings
		Mark & Elizabeth Paden
		William & Pamela Phalen
		Rachel O'Donnell & Angela Rodriguez
1	4/3/23	Neil & Mary Benelli Polfer
		Mark & Diana Quinlan
		David Rua
		David A. Russell
		Vijay L. Shankar
		Michael A. Slack
		Mr. Charles R. Smith
2	4/3/23	Mr. James D. Standen
0	3/28/23	Peter & Cynthia Thomas
		Brandon Weaver
		Anita M. Westervelt
		Wendell & Lynda Wilkinson
		Michael & Gwen Wilson
		Ron Wood

