



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Team
April 21, 2023

Present: Binder, Cortes, Grimes, Murray

Absent: Decker, Kent, Morrison

- I. Administrative
 - a. Campus
 1. Legislative uncertainty continues
 - About \$2M for Pitt State in limbo (inflation adjustment, NISS Playbook funding, etc.)
 - Engineering Education enhancement appropriation under consideration; funding for all ABET accredited programs; several in COT; Pitt State may be eligible
 2. Final Gift Policy; removes “Promotional Items” (see attached); distribute to faculty advisors
 3. CARES enrollment up over last year; freshman & transfer enrollment trending up as well; however, overall early enrollment for summer and fall still down
 4. President’s Executive Fellow Program; leadership development initiative; see attachment; discussed need to encourage faculty to consider when this rolls out
 5. Care for our spaces; custodial concerns due to decrease in workforce; group functions and special events placing pressure on ability to perform routine tasks; President asks that we pick up after ourselves after events and gatherings; deploy student workers to assist; need a cultural shift in perceived responsibility; discussed need to ensure that student organizations are aware of the need to clean up and bag trash after events
 6. Mr. Bulk-E goes away on May 15th; New Outlook Lists (OLs) to be deployed
 7. This week’s KBOR Campus Visit; meeting went well; President pleased with events
 - b. College
 1. Debriefed KBOR Visit; Dean Grimes part of presentation on Gorilla Rising at Block 22; lots of questions; Regents supportive of initiative; Michael Davidisson answered questions on local economy and BERC’s work
 2. Review revised Kelce Organizational Chart based on last week’s comments; will distribute at faculty meeting
 3. Former KBOA member Jeff Beasley nominated to serve as Pitt State Foundation Trustee; Foundation Board meeting today; several Kelce alum are now serving
 4. KLC Meeting on Monday; items to discuss – admin assignments
 5. Lunch with COT Dean Candidate and Spouse on Tuesday; discussed plans on who will participate and where to go
- II. Kelce Personnel
 - a. Administrative Assistant; hired Kaitlynn Finley; target start date is now May 15th – will come to faculty meeting to be introduced
 - b. Internship Coordinator Search; several candidates have now applied; screening will begin soon
 - c. Management (Strategy Position); need to cover our keystone courses after Steve Horner’s retirement; discussed search committee formation; will visit with management faculty
 - d. Retirements; discussed status of pending retirements and options for hiring; Mimi and Dean Grimes meeting soon with Barbara Winter about salary pool and open lines; will determine size of available budget and KLT will meet after conclusion of semester to strategize/prioritize hiring needs

- III. Curriculum
 - a. International Business Program; will discuss future of IB curriculum at faculty meeting and plan to initiate changes through the curriculum process in the fall
 - b. Health Care Administration Emphasis for MBA; discussions with AP resulted in plan to roll out the emphasis in Spring II of 2024; Paula Baker likely to teach first course

- IV. AACSB Accreditation Checklist of Upcoming Items
 - a. Dean, ADs, and Faculty Chair met earlier to finalize each part-time faculty member's AACSB Qualifications and time devoted to mission; most determined and entered into system; Dr. Murray requested new CVs from those whose status could not be determined; Mimi is collecting them
 - b. Conduct Faculty Survey – teaching, engagement, and scholarship impact – went out to all teaching faculty last Tuesday and due on **Friday, May 5th** (check to see if distribution included courtesy professors and retirees)
 - c. PRT Chair's pre-visit; Dean Robin Sronce rescheduled to **Wednesday, May 3rd** (Dead Week); discussed which groups will meet during the day with Dean Sronce
 - d. Peer Review Team visit date, November 5th throughout 7th
 - 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

- V. Current "to do" items:
 - a. Schedule spring meeting of KBOA and develop agenda – Dean Grimes to send meeting notice out this afternoon; hybrid format with both in-person and remote options
 - b. Schedule computer labs consolidation and relocation of CIS specialty lab; needs to take place after CARES sessions in June
 - c. Revise College Bylaws to reflect new DSRE instead of DAACR; Dean Grimes will work on this
 - e. Set times for Faculty Meeting and Annual Faculty Awards reception; **May 8th**; 2:30 p.m. for reception in #221 followed by meeting at 3:00 p.m. in Auditorium

- VI. Administrative Updates
 - a. ADGSB – MBA surveys going out; Employer surveys underway next
 - b. ADMIN – No Report
 - c. ADUSB – BGS ceremony being finalized - >30 expected inductees; W@W won Horizon Award
 - d. DGBP – No Report
 - e. DSRE – No Report
 - f. FC – discussed new Gen Ed package and likely impact on Kelce programs of study – issue with Accounting hours going over 120 max due to change for new CPA requirements; discussed possible options

- VII. Adjourned at 10:00 a.m.

Spring 2023 Dates to Remember:

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

Pittsburg State University Gift, Prizes, and Awards 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.

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

	Cash/Cash Equivalent	Commodities/Goods	Entertainment
PSU Employee			
Gift	Not Allowed	Allowed with Foundation Funds and valid business purpose. Taxable Fringe if \geq \$40	Not allowed
Prize	Allowed if random drawing or contest. Taxable Fringe	Allowed if random drawing or contest. Taxable Fringe if \geq \$40	Allowed if random drawing or contest. Taxable Fringe if \geq \$40
Award	Taxable Fringe	Taxable Fringe if \geq \$40	Not allowed
PSU Student Employee			
Gift	Not Allowed	Allowed with Foundation Funds and valid business purpose. 1099 Reportable if \geq \$100	Not allowed
Prize	Allowed if random drawing or contest. 1099 Reportable	Allowed if random drawing or contest. 1099 Reportable if \geq \$100	Allowed if random drawing or contest. 1099 Reportable if \geq \$100
Award	1099 Reportable	1099 Reportable if \geq \$100	Not allowed
Non-PSU Employee (Students, Community Members, Guest, etc.)			
Gift	1099 Reportable	1099 Reportable if \geq \$100	1099 Reportable if \geq \$100
Prize	1099 Reportable	1099 Reportable if \geq \$100	1099 Reportable if \geq \$100
Award	1099 Reportable	1099 Reportable if \geq \$100	1099 Reportable if \geq \$100

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/>



Pittsburg State University

President's Executive Fellowship Program

Purpose

- Further the purpose and mission of the University; to make life better through education.
- Enhance PSU's organizational culture by providing opportunities to faculty and staff which will strengthen job satisfaction and lead to career growth.
- Foster mentorship and collaboration across campus.

Program Description

The President's Executive Fellowship is a year-long program that provides an opportunity for faculty and staff to collaborate with PSU Executive Leadership on projects outside of the scope of their daily work. The program allows each fellow to create a unique fellowship experience within the context of their placement. Fellows will work in partnership with mentors on developing and implementing a project as well as participate in professional development activities within their cohort.

Guidelines and Implementation

- Executive Leadership will submit project proposals they would like to collaborate with a fellow on.
 - Proposals must have a completion timeline that does not exceed 12 months and align with the university's strategic goals. The 12-month timeline may consist of more than one project.
- The fellowship application packet will include a current resume, a statement of interest that focuses on career goals & benefits of participation in the program, and ranked interest in available fellowship projects.
- A committee will be formed to review applications, select participants and match fellows with mentors.
- Applicants will meet weekly with their mentor to collaborate on the fellowship project. In addition to those meetings, fellows will meet with their cohort once a month to participate in a professional/personal development activity.
- Fellows will receive a \$2500 stipend; \$1250 at the halfway point and \$1250 upon completion of the program. Fellows will also be given the opportunity to attend a professional conference related to their project or a one-year membership to the professional organization of their choosing (up to \$750).

3/7/23

Organizational Chart for the Kelce College of Business

