Minutes
Kelce Leadership Council
April 24, 2023

Present: Alex Binder, Din Cortes, Chelsey Decker, Mary Jo Goedeke, Paul Grimes, David Hogard, Anil Lal, Holly Kent, Wei Sha, Larry Woodward, Sang Lee, Mimi Morrison, Lynn Murray, Mary Judene Nance

I. Program Updates
   a. Accounting – Goedeke – wrapped up VITA last week – did 99 tax returns altogether; will work on getting better signage up next year; Dr Presley is going on phased retirement in the fall and will be done next spring (no classes); reviewing accounting curriculum as it relates to the CPA exam
   b. Business Economics – Lal – he and Dr. Binder are working on a flyer for the Business Economics majors for international and domestic students – hope to have it ready next week
   c. Business Studies – Kent – transitioning from David to her with Program Coordinator duties; working on promoting the BS major
   d. Computer Information Systems – Sha – CIS will be looking at curriculum starting next week (course offerings, etc.); CIS faculty will meet next week to discuss curriculum and other instructional methods/issues; Dr. Choi is working on brochure with four-year plan for students
   e. Finance – Woodward – data analytics program discussions has led to possibly changing courses within the finance program; very pleased with the Research Colloquium last week – there were several finance students involved; will be discussing rotation of courses within the finance program for those faculty who teach; adding more finance scholarships
   f. International Business – absent – no report
   g. Management – Lee – submitted new course creation form for Supply Chain Management courses
   h. Marketing – Nance – marketing faculty will meet socially in the fall; Applied Marketing capstone course will be delivering final presentation to client next Thursday (University Athletics)

II. Administrative
   a. Campus
      1. Legislative uncertainty continues – however, no current talk of budget cuts and tuition increase is likely
      2. Final Gift Policy – provided with last KLT Minutes; please distribute to student organization advisors
      3. CARES enrollment up over last year, however, overall early enrollment for summer and fall still down;
      4. 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
   b. College
      1. Revised Kelce Organizational Chart – reviewed chart – let Dr. Grimes know if there is input

III. Kelce Personnel – Administrative Assistants
   a. New hire Kaitlynn Finley; target start date May 15th
   b. Review Administrative Assistant Assignment sheet – input to Mimi

IV. AACSB Accreditation Checklist of Upcoming Items
  a. PRT Chair's pre-visit; Dean Robin Sronce rescheduled to Wednesday, **May 3rd**
    1. Reviewed agenda for visit
    2. Lunch with students and GA's
    3. Will try to schedule 30 minutes with President – discuss Gorilla Rising project
  b. Faculty Survey on teaching and engagement – due on **Friday, May 5th**
  c. Peer Review Team visit date, **November 5th throughout 7th**

V. Current "to do" items:
  a. Hold General Faculty Meeting and Annual Faculty Awards reception; **May 8th**
  b. Hold spring meeting of KBOA; **Monday, May 15th**
  c. Schedule computer labs consolidation and relocation of CIS specialty lab; date after CARES
  d. Revise College Bylaws to reflect new DSRE instead of DAACR; in progress

VI. Administrative Updates
  a. ADGSB – Cortes – busy with search committee duties for COT Dean; Graduate AOL activities – have sent out graduate surveys and getting responses; employer surveys will go out soon
  b. ADMIN – Morrison – students are submitting scholarship thank you notes.
  c. ADUSB – Murray – hosting BGS ceremony on 5/12 – 49 students to be initiated; working on a forms form and will be using graphics student to put these together for us. She will be sending out a sign up list for the spring picnic which is **May 2nd**
  d. DGBP – Decker – 12 of 14 GA's have been hired for the fall; will be visiting classes to talk about GA positions; 69 MBA graduation permissions this semester; graduation reception will be in the Bicknell on 5/12 after the BGS ceremony; PMBA – health care administration emphasis has been passed by graduate council – 1st course to be offered Spring 2024 with Paula Baker teaching; online program is now open to international students.
  e. DSRE –Kent – has received 8 applications for internship position so far - to start mid-June; working on conditional acceptance for students; Women at Work organization was honored at PSU Leadership awards as best new student organization and received a monetary award.
  f. FC – Binder – discussed handouts and how the systemwide general education framework (buckets) is going to work; there have been lots of instances of students cheating this semester; faculty have freedom to handle how misconduct is handled; will have a session with faculty on preventing and catching cheating, hopefully in the fall; KBOR passed the gen eds for 2024-25 catalog; not allowed to "require" any gen ed courses – they can be recommended but not required; course schedule continues to change; all summer courses are going to make; dead week is a week when classes meet – no unscheduled assignments not already on the syllabus; all are encouraged to attend commencement on 5/12.

VII. Adjourn – 12:15

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

KELCE
COLLEGE OF BUSINESS
Pittsburg State University

AACSB Peer Review Team Chair Visit
Pitt State Campus Visit Itinerary for Dr. Robin Sronce

May 3, 2023

Tuesday, May 2

Arrive Springfield-Branson National Airport; overnight in Springfield

Wednesday, May 3

6:45 – 8:30 a.m.	Travel from Springfield to Pittsburg via rental car
8:30 – 9:00 a.m.	Visit with Dean Paul Grimes (Dean's Office)
9:00 a.m. – 10:00 a.m.	Meet with Kelce Leadership Team (Room #121)
10:00 a.m. – 11:00 a.m.	Meet with Faculty Chair and Program Coordinators (Room #121)
11:00 a.m. – 11:30 a.m.	Break
11:30 a.m. – Noon	Visit with Provost Howard Smith (Russ Hall)
Noon – 1:00 p.m.	Lunch with ~~Faculty, Staff, and/or~~ Students
1:00 p.m. – 2:00 p.m.	Meet with Undergraduate AOL and Curricular Management Committee (Room #121)
2:00 p.m. – 2:30 p.m.	Break
2:30 p.m. – 3:00 p.m.	Visit with David Hogard (Advising) and Holly Kent (Student Engagement)
3:00 p.m. – 4:00 p.m.	Meet with Graduate AOL and Curricular Management Committee (Room #121)
4:00 p.m. – 4:30 p.m.	Exit interview with Dean Grimes (Dean's Office)
End of Day	Travel from Pittsburg to Springfield via rental car; overnight in Springfield

Thursday, May 4

Depart Springfield-Branson National Airport

Administrative Duties

*Please see the appropriate Administrative Associate
regarding questions about these topics.

Irene (x4547) ierobinson@pittstate.edu	Kait (x4561) @pittstate.edu	Melissa (x4588) mapayne@pittstate.edu
Support and contact person for Binder, Brooksher, Dalecki, Frank, Kim, Lal, S. Lee, Maceli, McKinnis, Shum, Wachter, Woodward. .	Support and contact person for Choi, Decker, Goedeke, Horner, Nae, O'Bryan, Paul, Presley, Sha, Strong, Weaver, Yarick, Zornes.	Support and contact person for Murray (KUSB AD), Davidsson (BERC), Kent (SER) & internship coordinator.
JMI Assistant Editor, database, file, and financial management, quarterly issue creation; support for Editor Lee	Support and contact person for all graduate programs including PMBA and director	Edit Pittsburg Micropolitan Economic report, annual profile and economic surveys. BERC/Economic Development budget, planned expenditures and payments.
Travel – all full-time faculty, track travel budgets	Course Schedules UG, Grad, PMBA (fall, spring, summer) / Special Permissions, overrides as requested	Travel – Murray, Davidsson, Kent, and new internship coordinator
Budget tracking and planning for expenditures – KUSB operating, foundation, student employee and travel accounts	GUS Appointments – Faculty, Adjuncts; EDC's	Prospective students – all areas
Administrative support for Faculty Chair; schedule meetings.	Collect Syllabi, post Faculty Office Hours	Kelce student organizations – all areas including tracking budgets and making payments
Scholarships (all KUSB) pull eligible applicants, sort, meet w/committees, enter in GUS	Point of contact for graduate assistants; appointments; keys; offices	Point of contact for Adjunct Faculty (support, keys)
Outstanding Seniors – compile list, contact	Conference Room 223A Scheduling	Support ODE/BGS (honor societies)
	Contact person for canvas notifications	Organize Marketing Capstone dinners each semester

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:

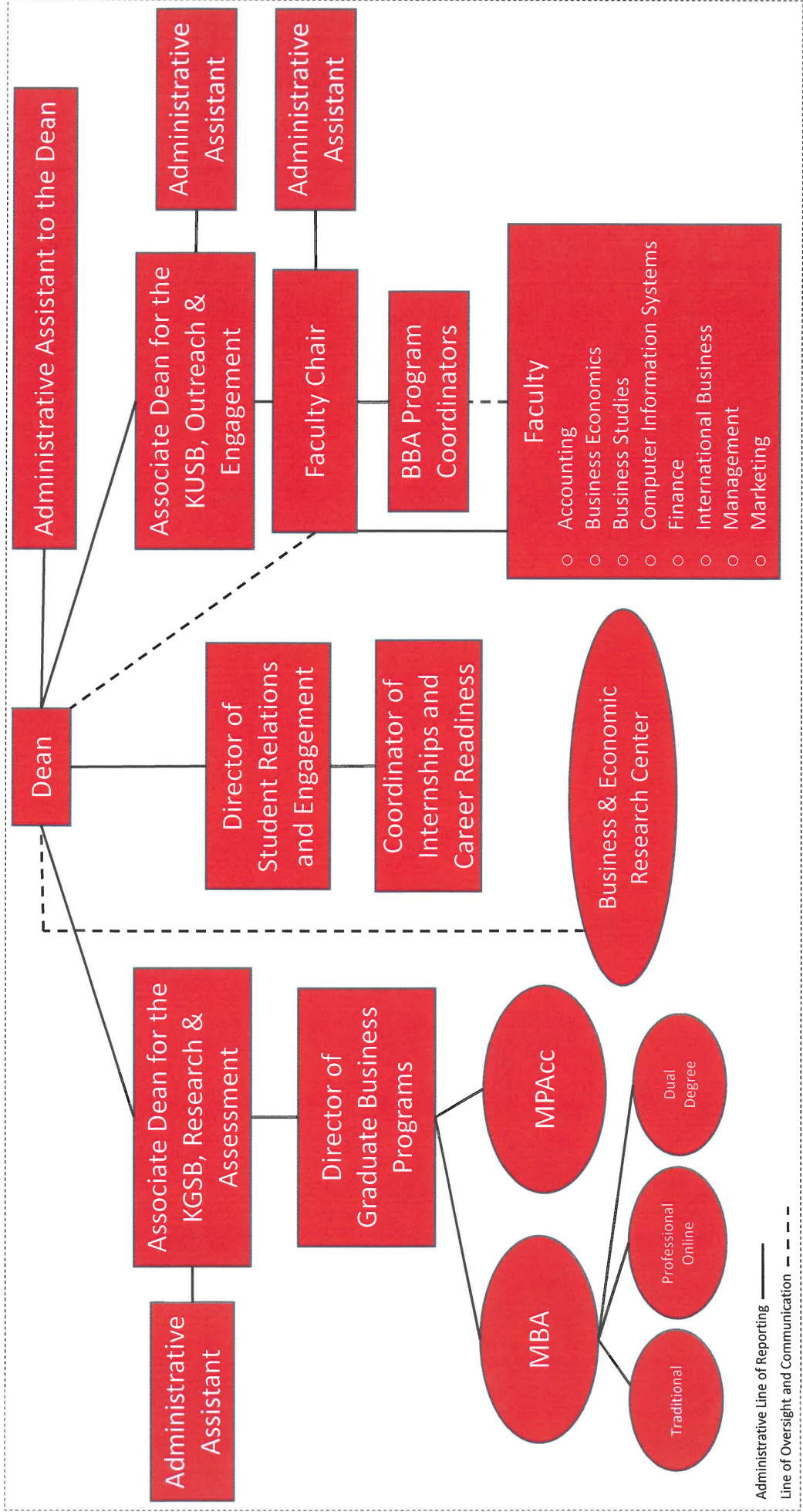|	Cash/Cash Equivalent	Commodities/Goods	Entertainment
PSU Employee			
Gift	Not Allowed	Allowed with Foundation Funds and valid business purpose. Taxable Fringe if >= $40	Not allowed
Prize	Allowed if random drawing or contest. Taxable Fringe	Allowed if random drawing or contest. Taxable Fringe if >=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

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/

Organizational Chart for the Kelce College of Business

Dean

Administrative Assistant to the Dean

Associate Dean for the KUSB, Outreach & Engagement

Administrative Assistant

Faculty Chair

Administrative Assistant

BBA Program Coordinators

Faculty
- o Accounting
- o Business Economics
- o Business Studies
- o Computer Information Systems
- o Finance
- o International Business
- o Management
- o Marketing

Director of Student Relations and Engagement

Coordinator of Internships and Career Readiness

Business & Economic Research Center

Associate Dean for the KGSB, Research & Assessment

Administrative Assistant

Director of Graduate Business Programs

MPAcc

Dual Degree

MBA

Professional Online

Traditional

Administrative Line of Reporting ——————

Line of Oversight and Communication – – – – –