KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Kelce Leadership Team Meeting
October 17, 2023, 8:30am

Present: Alex Binder, Chelsey Decker, Paul Grimes, Mimi Morrison, Lynn Murray
Absent: Din Cortes (excused)

1. Deans Update:
   (a) Notification requirement on lease contracts
       a. Policy requires those initiating a lease contract to notify VP Ball's office prior to signing.
   (b) Time reporting guidelines for upcoming holiday season were distributed.

2. KLT Updates:
   (a) Dean - Grimes – "Time to degree" and "graduation rate" statistical tables prepared in response to the accreditation team's queries for the bachelor's and master's degrees were distributed and reviewed by KLT.
   (b) Student Engagement – Kent – working on *Kelce Connection*. Will circulate to KLT when she receives from Sarah and Wyntr.
   (c) MBA - Decker – there will be 3 GA positions open for the spring; currently advising for spring; new PMBA session started yesterday; non-payment drop numbers were better this session for PMBA; Ross Turney is going to teach PMBA course next semester; also meeting with Jason Wesco to discuss teaching in the HCA emphasis.
   (d) AD, KUSB (Outreach & Engagement) - Murray – Lisa Paterni will begin teaching as Executive in Residence for the spring 2024 semester.
   (e) Faculty Chair - Binder – KCOB will be hosting a Happy Hour – next Friday, October 27 at 3:30 p.m. after KBOA meeting – all faculty will be invited, location will be 5th Street Bar and Grill.

3. Building Program:
   (a) Discussed classroom needs for new building and on campus after new building is ready.
       i. Need to discuss number and size of classrooms needed for downtown location.
       ii. Need to discuss functionality of original plan for an Advising Center – may need to reconfigure for Engagement and Internship Center.

        iii. Discussed faculty desires for teaching times and classroom/student needs.
- (b)   Need one classroom dedicated to computer lab courses (32-40 seats).
- (c)   Discussed where Business Professionalism courses should be held – at Block 22 or on campus. Consensus was that it should be taught in the new building downtown.
- (d)   Maximum number of courses/classrooms needed on campus per semester is 3 - mostly MWF mornings for 30-60 students each.
- (e)   Change one medium classroom to 100 capacity (large).
- (f)   Engagement suite – Needs:
  - i.   Location needs to be near gathering spot
  - ii.   Reception area
  - iii. Engagement Director's office
  - iv. Internship Coordinator's office
  - v.   GA office
  - vi. Flex offices (2)
  - vii. Remote office for visiting companies
  - viii. Internship space separate from coordinator's office
  - ix. Student organization space
  - x.   Storage
  - xi. Reallocate small offices to larger director and coordinator offices.
  - xii. Conference rooms need to be larger than for just 6 people
- (g)   Discussed considerations of having upscale vending or possibly a coffee cart. Will need gathering/collision spaces.
- (h)   Outreach Centers
- (i)   MBA program office
  - i.   Director office
  - ii.   "Extra arm" office
  - iii. GA office
  - iv. Outer/reception area
  - v.   Conference area
  - vi. Center needs to be in its own suite on the main level of the building.
- (j)   Need admissions kiosk for information
- (k)   Discussed restrooms and the need for family/accessible restrooms

Holiday Reporting Guidelines
November 2023-December 2023-January 2024

Pittsburg State University will close at the end of business on Thursday, December 21, 2023 and will reopen on Thursday, January 4, 2024. It is important that you assess your accrued leave balances now and know how you will report days that you do not work on your time card.

Here is a table with information for **employees who work Monday – Friday work schedules**. Please make note of the following:

Leave = Vacation, Comp Time, or Discretionary Day

If you do not have accrued leave to use, you must report Leave Without Pay (LWOP) or discuss alternate work schedules, if applicable for your position, with your immediate supervisor.

You should only use sick leave if the situation is appropriate per PSU policy:
https://www.pittstate.edu/hr/benefits/sick-leave.html

You cannot report leave that you have not yet earned or that will drop your leave balance to negative.

Discretionary Day Information:
        You must use the 2023 discretionary day by Friday, December 22, 2023.
        You can use the 2024 discretionary day starting Tuesday, January 2, 2024.
        Discretionary day is available after six (6) months of employment.

Reporting Guide for benefits-eligible employees who DO NOT WORK:

Date	Hourly Employees	Salaried Employees	Deadlines
Thanksgiving Break			
Wednesday, November 22	Report **Leave**	Report **Leave**	
Thursday, November 23 Thanksgiving Holiday	Report **Holiday Credit**	Do not report any time type on the time card	
Friday, November 24 Thanksgiving Holiday	Report **Holiday Credit**	Do not report any time type on the time card	**Monday, November 27, 12:00 PM** is the deadline to **submit** and **approve** time for 11/12/23-11/25/23
Christmas Break			
Thursday, December 21	PSU closes at end of the business day.	PSU closes at end of the business day.	Time cards for 12/10/23-12/23/23 should be submitted before you leave for the break (by 12-21-23)
Friday, December 22	Report **Leave**	Report **Leave**	
Monday, December 25 Christmas HOLIDAY	Report **Holiday Credit**	Do not report any time type on the time card	

Tuesday, December 26 thru Friday, December 29 Extra Days	Report **Admin Leave**	Do not report any time type on the time card	**Tuesday, December 26, 8:30 AM** is the deadline to **submit** and **approve** time for 12/10/23-12/23/23 **NO EXCEPTIONS**
Monday, January 1 – New Year's Day HOLIDAY	Report **Holiday Credit**	Do not report any time type on the time card.	
Tuesday, January 2	Report **Leave**	Report **Leave**	
Wednesday, January 3	Report **Leave**	Report **Leave**	
Thursday, January 4	PSU Open	PSU Open	**Monday, January 8, 12:00 PM** is the deadline to **submit** and **approve** time for 12/24/23-1/6/24

Note: This information does NOT apply to faculty. It only applies to Benefits-Eligible employees that accrue vacation leave.

Hourly employees without benefits (including students and graduate assistants) will not be working and will not receive any compensation during that time. They should not report any hours as they are not working. Line managers need to watch this carefully to make sure no hours are reported on those five extra days.

Hourly employees with benefits that **do work** on any or all of those four extra days will report time worked as "Reg." They will earn comp time equal to the number of hours actually worked.

IMPORTANT: Line Managers of employees working on any or all of those four extra days will need to email a list of names of those employees to payroll@pittstate.edu as soon as possible.

If you need additional assistance or have further questions, please email payroll@pittstate.edu. That will be the fastest and easiest way to reach us. There are more details about time reporting in the November and December Human Resource Services newsletter. We are here for you – let us know if you have questions.

PSU HR/Payroll Team

Note: This is the information we have as of 10-16-23. It is subject to change without notice.