



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Team

8:30 a.m. – Room #121

Summer Monthly Meeting #3: August 07, 2025

Present: Alex Binder, Chelsey Decker, Paul Grimes, Holly Kent, Mimi Morrison

- I. Dean's Administrative Update
 - a. Provost Academic Leadership (PAL) – Susan did meet with the deans this week:
 1. Welcomed Lisa (CCOT) and Eric (LIB)
 2. Reviewed Deans & Directors Retreat agenda
 3. Discussed KNEA stalemate with finalizing the contract
 4. Discussed KBOR expectations; working group to propose revised faculty workload/tenure guidelines; this is being done given that the tenure bill is still pending in the state legislature's committee
 - b. Dean Grimes and Faculty Chair Binder attended meeting yesterday about Navigate and student retention; presentation by EAB personnel; faculty are encouraged to use the system and take advantage of the data reports; meetings between faculty members and their student mentors should be scheduled and reported in the system
 - c. Third revision of RFP for coffee bar/c-store now circulating; Wes Streeter now reviewing to provide input based on Block 22 experiences (see attachment)
- II. Review agenda for next week's opening college meeting (see attachment) – due to air conditioning issues, the decision was made to hold Wednesday's meeting in Kelce Classroom #207; add sabbaticals and phased retirement individuals to personnel items; discussed changing title of Data Analyst position to Data Technician; discussed KCOB Operating and Policy Documents section – will need to vote to approve revisions and updates for new 6-year accreditation cycle; Dr. Murray will discuss mentorship and Research Fridays; Holly will distribute a handout about student organization logos and a few other items since she'll be absent; announcements for new programs need to be added to the agenda
- III. Proposed college Capital Equipment Repair and Renovation Policy document (see attachment); discussed and determined no additional edits are needed; approved the policy by consensus; Dr. Grimes will forward to Jaime Dalton
- IV. Administrative Area Updates
 - a. ADGPB – Chelsey: 50th anniversary mailing has gone out to about 2,000 alums; need student employees on Sept 13 to help with event; GA's will be here for orientation next Friday; still need to send invitations to KBOA and faculty – Dean will pay for t-shirts and food at tailgate for KBOA and Kelce faculty; 15 declared DSIS emphasis students
 - b. ADMIN – Mimi: planning to have a social event each semester to include all faculty, staff and student employees; office is fully staffed for the fall; Dean encouraging all admins attend one professional training conference this year
 - c. ADUSB – Lynn: View Book will have draft next week; need student photos and quotes to feature
 - d. DSES – Holly: working on prerequisite reports and will get to advisors by tomorrow; working on honor society logos; need to update marketing materials for Financial Services certificate; discussed GA's doing a group project again this year – decision made to assign another AI-themed project
 - e. FC – Alex: Fall Faculty Workshop plans; distributed info for discussion at the faculty workshop next week; decided on table top themes and who will be facilitating which groups; discussed order for choosing offices in the new building – Alex explained decision formula (weighted by rank and time in service) to determine order of selections based on input from faculty survey
- V. Personnel Updates – Positions Open
 - a. Forecasting Director (with RED) – applications being accepted; early first consideration date (Alex)
 - b. Data Analyst (with RED) – Michael Davidsson reviewing/revising PD with Shawn; will need to restart search
 - c. Assistant Professor of Marketing – applications being received and reviewed (Lynne)
- VI. Old or New Business - none
- VII. Adjourn – 11:00 am

Coffee Bar/C-Store in the Kelce College of Business at Pittsburg State University

RFP#:XXXX

The Kelce College of Business (KCOB) at Pittsburg State University invites proposals from qualified vendors to operate a small retail service concept, which may take the form of a coffee bar, convenience store (c-store), or an on-the-go combined/hybrid concept. The goal is to enhance the daily experience of the students, staff, and visitors, by offering quality beverages, “grab and go” light food, and potentially other items at the new KCOB facility in downtown Pittsburg. [The university intends to enter into a formal multi-year revenue-sharing service agreement with the accepted vendor.](#)

Scope of Service:

Operators may propose one of the following:

- Coffee Bar: Beverage-focused concept with coffee-based drinks (hot and cold), brewed teas, cold soft beverages, baked pastries and snacks, sandwiches, and other light fare.
- Convenience Store: Retail operation offering hot coffee, cold soft beverages, packaged snacks and light food, and general convenience goods including over-the-counter health products.
- Hybrid Concept: A combined c-store and coffee bar format, blending beverage service with pre-package foods and general retail/health goods.

The university encourages vendors to consider both staffed and unstaffed store options.

Location and Available Space:

The store will be located in the new KCOB building currently under construction on the east side of South Broadway between 2nd and 3rd Streets. The proposed concept will consist of 235 square feet of store space on the first floor. This space is between the east entry doors and the building’s atrium which encompasses a large public gathering area. The east entrance will serve as the primary access point for students and employees. A 330 square foot serving kitchenette and a 135 square foot storage room are located across an adjacent hallway. [The kitchenette space will be shared with KCOB.](#) Seating will be available for customers within the atrium and on an outside plaza. [The accepted vendor will have reasonable access to the building and these locations before and after the agreed upon hours of operations.](#)

As the retail concept is intended to be operated as a service to our students and employees, the university does not intend to charge rent or utility costs, [including internet and trash disposal](#), to the accepted vendor. The store space has access to electricity, water, drainage, and internet. The [shared](#) kitchenette space will be equipped with cold storage (refrigerator and freezer), icemaker, and dishwasher. While the vendor will be responsible for providing the specialized equipment required for operations, the university is open to negotiating an innovative cost sharing financial model that includes acquisition of equipment. The accepted vendor will be responsible for meeting all health and safety regulations regarding cleanliness and waste disposal. [The accepted vendor will be responsible for business insurance.](#)

The layout of the first floor is attached for reference. [Additional detailed drawings of the spaces are available upon request.](#) However, since the building is currently under construction, the university will build-out the store space to suit its needs.

Potential Customer Base:

The new KCOB building will serve as the academic home for more than 700 residential Pitt State students majoring in business (and an additional 300+ online business students). The seating capacity across the nine classrooms and instructional spaces is approximately 360. The total number of full-time faculty and staff members with offices in the building is about 45 with an additional 15 or so graduate assistants and part-time employees. Many days the building

**Coffee Bar/C-Store in the
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will receive guests and visitors to its various outreach centers and host meetings for campus and community groups. As an academic home, the building is designed to keep students engaged before, after, and in-between classes. About 200 study spaces are scattered across both floors in the form of private team rooms, casual gathering alcoves, collaboration spaces, and comfortable public seating areas.

Calendar:

It is expected that activity in the new building will follow the general rhythm of the academic calendar. Peak classroom utilization will occur between 9:00 a.m. and 3:00 p.m. Monday through Thursday, and Friday mornings during the Fall and Spring semesters (mid-August through mid-May). Food service will not be required during regular school breaks, holidays, and the summer months (mid-May through mid-August). The accepted vendor will be considered eligible (but not required) to cater meetings and events held within the building throughout the calendar year.

All proposals must include:

- a) Description of the operation's sales and staffing format.
- b) Overview of the proposed products to be sold and pricing strategy.
- c) Description of daily operations including proposed hours of service, approach to customer service, product preparation, inventory management, cleaning, etc.
- d) Proposed financial model for revenue sharing with the university.
- e) Proposed space layout or design with a focus on efficiency and customer flow.
- f) Description of how all applicable health, safety, and business regulations will be met.
- g) Description of how a sustainable waste management and cleaning plan will be developed.
- h) Explanation of digital payment capabilities (credit card, mobile payments, etc.).
- i) Overview of company background and relevant experience.
- j) Listing of certificates of insurance and licenses (if awarded).

Preferences:

- Established local vendors with proven student-market success
- Willingness to source products from local vendors and wholesalers
- Ability to operate cashless retail sales
- Willingness to participate in Pitt State's student payment programs and system
- If staffed, willingness to hire student employees or interns

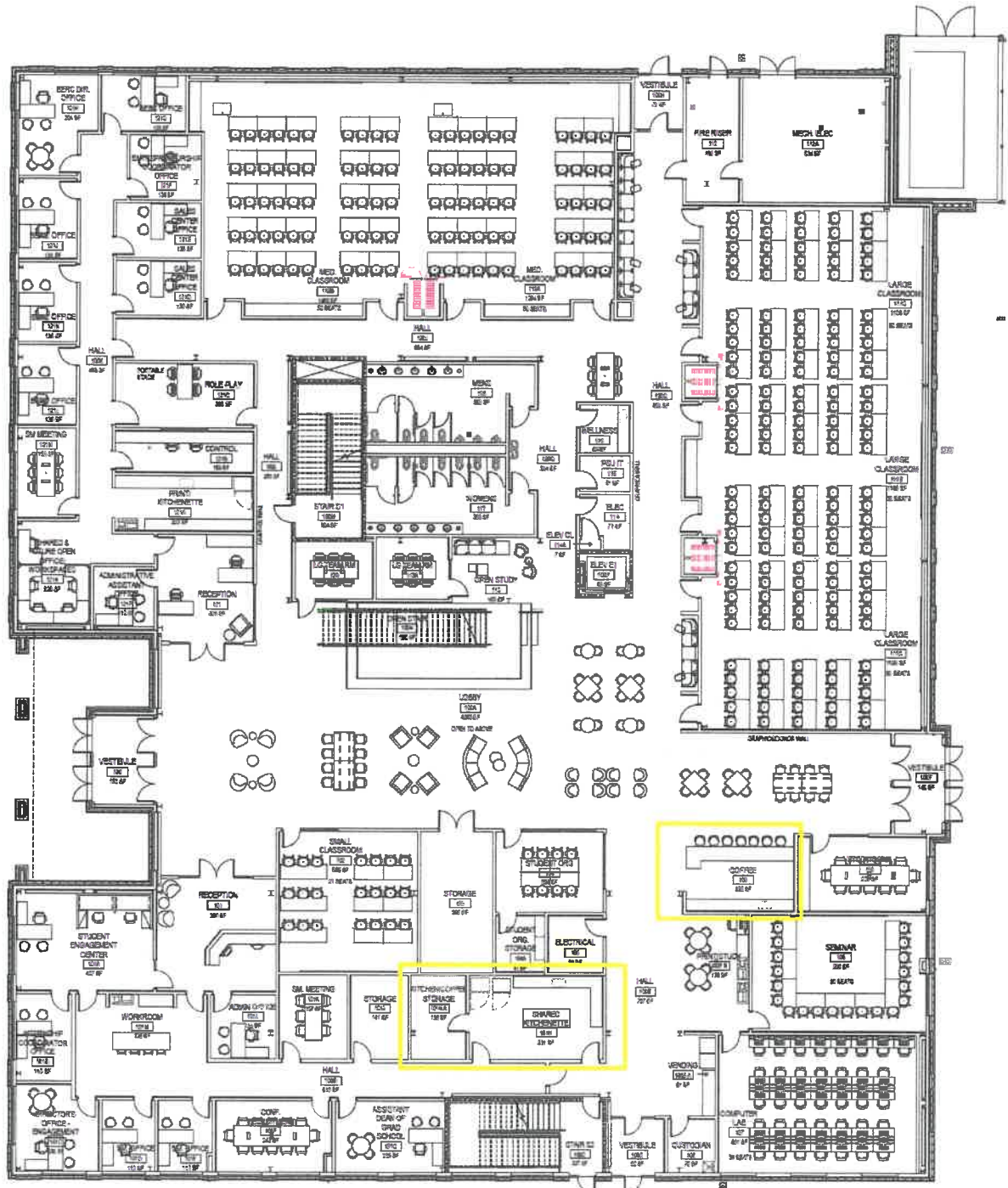
Inability to meet one or more of these preferences will *not* remove a proposal from consideration.

Additional Information and Deadline:

Questions concerning this Request for Proposals may be directed to Mr. Jim Hughes, Director of Purchasing, at (620) 235-4154. Proposals should be sent via email to thughes@pittstate.edu before XXXX, XX, 2025.

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A FIRST FLOOR - FURNITURE REFERENCE PLAN
1" = 10'





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AGENDA

Kelce College Opening Fall Meeting
Wednesday August 13, 2025 – 1:00 p.m., Location TBD

- I. Welcome and Opening Remarks – Paul Grimes
- II. New Downtown Building – Preview of interior layout and design
 - a. Monica Abbott – Project Manager, Tessere
 - b. Megan Pierskalla – Interior Designer, Tessere
- III. Axe Library – Services and Updates; Robert Lindsey, KCOB Library Liaison
- IV. New Faculty and Professional Staff Introductions – Alex Binder
 - a. Human Resource Development Faculty – now *officially* part of KCOB!
 - Mark Johnson – University Professor
 - Krissy Lewis – Assistant Professor
 - Judy Smetana – Associate Professor
 - b. Braxton Gately – Assistant Professor of Economics
 - c. Jane Talkington – Entrepreneurship Coordinator and Courtesy Faculty
- V. Positions and Personnel – There are still a few searches underway
 - a. Positions with Research and Economic Development (RED)
 - Data Analyst
 - Forecasting Econometrician
 - b. Faculty Searches
 - Assistant Professor of Marketing
- VI. KCOB Operating and Policy Documents – Voting to approve revisions and updates to reflect new six-year AACSB accreditation cycle and evolution of organizational structures – Paul Grimes
 - a. Rules of Organization and Bylaws
 - b. Participating and Supporting Faculty
 - c. Faculty Qualifications and Engagement Criteria
 - d. Codes of Ethics – students, faculty, and administrators
- VII. Gorilla Plan – Paul Grimes
 - a. Close out of FY25; see Annotated Strategic Plan
 - Four initiatives to continue forward into next two-year cycle (#4, #5, #7, #9)
 - b. Opening of FY26; beginning of next two-year cycle
 - Nine new initiatives (#15 through #23)
 - c. Vote to affirm plan for FY26 & FY27
- VIII. Assurance of Learning – Updates and Progress; Lisa Paterni and Jennifer Pursley
- IX. Administrative and Service Area Updates
 - a. ADGBP – Chelsey Decker
 - b. ADUSB – Lynn Murray
 - c. FC – Alex Binder
 - d. Student Engagement – Holly Kent

- e. Internships – Melissa Weed
- f. Assessment & Accreditation – Josh Curran
- X. General College Announcements – Paul Grimes
 - a. College Standing Committee assignments and major university-wide assignments
 - b. Faculty Ethics Statement – DocuSign PDF to be distributed; complete by end of next week
 - c. Copy of course syllabi to Kait
 - d. Research – Copies of publications to Mimi in Dean's Office
 - ~~e. Annual Travel Request Forms – Return to admins!~~
 - f. Plan for Fall Commencement – December 12th
 - g. Watermark Faculty Success (formerly known as Digital Measures/Activity Insight) – update all personal productivity information (Research/Service/Teaching)
- XI. Old Business
- XII. New Business
- ~~XIII.~~ Non-tenure earning faculty and staff adjournment
- ~~XIV.~~ New Business – Tenured Faculty Only: Election of 2025-2026 Consolidated P&T Committee
- XV. Adjourn

Fall Dates to Remember:

August 18 – First day of classes
September 1 – Labor Day holiday
September 2 – Kelce Picnic
September 13 – 50th Anniversary Celebration for the Kelce MBA
November 1 – Rumble in the Jungle
October 6 – 16th Annual Kelce Golf Tournament
October 11 – Homecoming Saturday
October 13 – Midsemester grades due
November 4 – Last day to drop a single course
November 21 – Last day of classes before Thanksgiving Break
November 27 – Last day to withdraw from semester
December 1 – Classes resume / Dead Week begins
December 8 – Finals Week begins
December 12 – Semester closes
December 12 – Commencement
December 16 – Final Grades Due to Registrar's Office



Kelce College of Business Capital Equipment Repair and Replacement Plan

The Kelce College of Business (KCOB) affirms its commitment to following the practices and procedures set forth in the "Repair and Replacement Plan Policy" as approved and adopted by the administration of Pittsburg State University. The KCOB will:

1. Create and maintain an inventory of all capital equipment with an original purchase cost exceeding \$5,000 per item; or groups of like items that exceed \$5,000 in total.
2. Determine the expected functional life of the inventoried equipment and forecast the need for regular maintenance and the timing for future replacement.
3. Considering any existing warranties and manufacturers' guarantees, determine an estimate of the expected expenditures over the lifetime of the equipment and schedule the cost of future replacement.
4. Maintain an adequate balance of funds in appropriate accounts to cover the expected maintenance of the equipment over its useful lifetime and its future replacement cost.
5. Repair equipment to working condition as needed and replace needed equipment at the end of its useful life.
6. Dispose of worn out and unneeded equipment in sustainable ways following university guidelines and policies. Remove discarded equipment from the inventory.

Operational Notes:

1. Those with college purchasing authority must notify the Kelce Leadership Team (KLT) in advance of any equipment purchases that meet the inventory requirement.
2. Equipment will be inventoried in real time as it is purchased and acquired. Information collected in the inventory will adhere to university expectations.
3. Equipment will be removed from the college inventory in real time as it is discarded and disposed.
4. To the extent possible, repair and replacement expenditures will be made from those cost centers used to initially acquire the equipment. However, over time, the college will work with the Pittsburg State University Foundation to establish a "Working Capital Endowment" with the goal to generate a cash flow of earnings to support the maintenance, repair, and replacement of equipment.
5. Per university policy, the Faculty Chair is responsible for oversight of the equipment inventory. Specific responsibilities may be delegated to members of the staff or faculty. All KCOB administrators with purchasing authority will cooperate to ensure the inventory remains accurate and up-to-date.
6. The KCOB Dean is responsible for ensuring that adequate balances are maintained in appropriate KCOB accounts to financially support the annual expected repair and replacement costs as reflected in the equipment inventory.

Repair & Replacement Plan Policy Pittsburg State University

Pittsburg State University has a significant amount of specialized infrastructure equipment that supports the teaching, research and operations within all units. This policy identifies basic steps to repair or replace equipment, allowing for targeted budget forecasting and planning within divisions. It applies only to items within buildings, not the structures or the operating equipment for the building itself (i.e. HVAC, plumbing, etc.) – those items are covered in the Campus Master Plan.

1. All units are asked to identify and inventory equipment with a purchase cost exceeding \$5000 per individual item and/or material total cost of a group of same items (ex: 4 lab computers are \$2500 each, but \$10000 total, so should be included in the inventory). Of note, the \$5000 point is required by this policy, but units are welcome and encouraged to include any assets they maintain at a lower cost point as well in order to have a more comprehensive inventory for their areas. The fixed asset list maintained by the business office can provide a good start to gathering your inventory data.
2. The inventory should include a description of the equipment, date of purchase, responsible unit/area, specific repair needs or anticipated replacement schedule, and estimated replacement cost of the item. Equipment with service plans or maintenance agreements should be noted.
3. Chairs/directors will consult with the deans/vice presidents on maintaining service warranties and maintenance agreements.
4. The completed inventory should then be reconciled with the fixed asset list maintained by the business office to ensure nothing has been missed on either side.
5. Chairs/directors will then develop a system to keep this information up to date as equipment comes and goes moving forward. Your inventory is required to be an ongoing, current snapshot of your department/area. You may assign whoever you'd like to lead this effort, but responsibility ultimately falls to the chair/director.

During the FY that equipment is recorded as potentially reaching the end of its useful life, chairs/directors will develop a replacement plan considering the following factors:

1. Determine whether to replace the equipment based on demonstrated use and need.
2. Estimate the costs associated with usage as well as future replacement.
3. Identify the appropriate replacement item based on present and future needs.
4. Identify available and appropriate funding sources for replacement in consultation with the dean and the college budget and finance manager (if applicable) or vice president.
5. Submit the appropriate asset disposal paperwork to the purchasing office before disposing/selling/donating existing equipment to ensure all requirements are met.

Policy approved by University Cabinet: March 10, 2025

Name	ProQuest - EconLit		MorningStar - Business		ProQuest - ABI/Inform		World Trade Press A-Z		Bloomberg Tax - Business School		Ebsco - IPA Source, LLC		IBISWorld		Mergent		CFRA Outlook		RIA		Thomson Reuters - Cabells - Business Set	
	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Often	Not at all	
Linden Dalecki	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Often	Not at all	
Mary Jo Goedeke	Not at all	Not at all	Not at all	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Lynn Murray	Not at all	Not at all	Not at all	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Jennifer Pursley	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Connie Shum	Not at all	Not at all	Some	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
David Weaver	Not at all	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Mark Johnson	Not at all	Not at all	Some	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Larry Woodward	Not at all	Not at all	Some	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Lisa Paterni	Not at all	Not at all	Often	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
William Huffman	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Stephen Zornes	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Chandler Davidson	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Gail Yarrick	Not at all	Not at all	Not at all	Not at all	Some	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Phillip Frank	Often	Often	Often	Often	Often	Often	Often	Often	Not at all	Not at all	Not at all	Often	Often	Often	Often	Some	Not at all	Not at all	Not at all	Often	Not at all	
Michael Davidsson	Often	Not at all	Not at all	Not at all	Some	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Paul Grimes	Often	Often	Some	Often	Often	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Often	Often	Often	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Keunyoung Kim	Often	Often	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Often	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
DJ Jiang	Often	Often	Some	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Often	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Sang-Heui Lee	Some	Not at all	Not at all	Some	Some	Some	Some	Some	Not at all	Not at all	Not at all	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Chelsey Decker	Some	Not at all	Not at all	Some	Some	Some	Not at all	Not at all	Not at all	Not at all	Not at all	Some	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Young Nae	Some	Some	Some	Often	Often	Often	Some	Some	Not at all	Not at all	Not at all	Often	Often	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Judy Smetana	Some	Some	Some	Often	Often	Often	Some	Some	Not at all	Not at all	Not at all	Often	Often	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
Mary Judene Nance	Often	Often	Often	Often	Often	Often	Often	Often	Not at all	Not at all	Not at all	Some	Some	Often	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all	
David Sikolia	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	Often	

Often	5	5	9	1	1	5	7	3	0	2	4
Some	4	6	4	3	3	3	5	2	1	7	8
Not at all	13	11	10	18	18	14	10	17	20	13	9