

Kansas Wesleyan University

2019-20 Middle Managers Committee Annual Report

Name of Committee: Middle Managers

Chair of Committee: Matt Thompson

Committee Members: Melissa Anderson, Lonnie Booker, Tiffany Daniels, Jasmin Dauner, Meredith Drees Annetta Flax, Jonathan Freemyer, Paul Green, Steve Hovey, Michelle Jensen, Angela Keopraseuth, Bryan McCullar, Christian Mitchell, Dan O'Connell, Brad Salois, Patsy Stockham, Justin Taylor, Dave Tolle, Kelley Weber

Purpose of Committee: The committee's focus this year was on opportunities for partnering with local businesses and organizations for "adulting" or "life hacks" programs for students, as well as surveying staff about professional development needs and improving communications between departments on campus.

Meetings Held: 9/6/19, 10/1/19, 11/8/19, 12/17/19, 1/13/20, 2/7/20, 3/6/20, 4/3/20, (May meeting postponed due to COVID-19)

Committee Work:

- 1. Decision Highlights / Actions and Motions passed by committee during this academic year** (and how did they advance the Mission and strategic goals of KWU):
 - a. Thirteen life hacks topics were identified. Four life hack sessions were scheduled during spring semester: Income Taxes (1/29), Credit (2/28), HR/Job Benefits (cancelled) and Real ID/Passport (cancelled).
 - b. Staff Development Needs Survey (12/3-12/15 and 2/6-2/25. High priority topics include leadership development, data analysis, and soft skills development. Providing multiple sessions over several days would attract a larger number of participants.
 - c. The committee mapped communications traffic between the various areas. Athletics and Information Systems had the largest number of contacts.
 - d. The committee discussed improving communications between areas. The multi-departmental events committee is an example of a good communication tool.
 - e. The committee began creating a campus-wide calendar to identify times to schedule life hacks and professional development.

- 2. Is there any follow-up still pending for coming year?** Although we were able to identify topics for student life hacks and staff professional development, COVID-19 meant that most of the presentations were postponed indefinitely. Once the situation is stable, we can once again schedule presentations. However, the need to increase participation/attendance is a significant issue if they are to be worthwhile.

Send to: jill.koster@kwu.edu

3. List Dashboards/Goals for the coming year and how they relate to the Mission and strategic goals of KWU:

- a. Identify staff development opportunities
- b. Identify partnering opportunities with local businesses to provide life skills education to students.

4. Are all committee minutes posted on the KWU Intranet? X Yes No

5. Committee recommendations for next academic year. Please share any comments the committee has for making the work of this committee more effective in accomplishing its charge and goals.

- a. Equally distribute responsibility for developing the life hacks and professional development programs (contacting speakers, reserving space and equipment, working with social media developers, getting the word out, and attending the session as host).
- b. Increased Middle Managers attendance at these events to show students that there is broad staff support.

The Faculty Annual Report is submitted to the Presiding Officer & Executive Vice President & Provost by June 30.
Attach current terms and membership list.
Regular minutes of committee are submitted to the Executive Vice President & Provost and posted on Intranet.
Handbook requires procedural rules adopted by any faculty committee be sent to Faculty Affairs.

Committee Chair's Signature

Date