

KANSAS WESLEYAN UNIVERSITY
Institutional Direction Committee Meeting

August 26, 2019

IDC is under the expectation of keeping confidentiality about necessary candid conversations to carry out the charge for this committee.

Minutes

Present: Dr. Matt Thompson (Chair), Dr. Bill Backlin, CFO Rhonda Bethe, Dr. Dorothy Hanna, Dr. Paul Hedlund, VP Mike Hermann, Dr. Steve Hoekstra, Dir. Janeane Houchin, Dr. Damon Kraft, Head Coach Anthony Monson, Prof. Barbara Marshall Nickell, Dir. Bryan McCullar, Dr. Melanie Overton, Dr. Kristy Rodriguez, EAP Jan Shirk, Dir. John Swagerty and VP Bridget Weiser

Absent: Dir. Ken Oliver.

Call to Order: Dr. Thompson called the meeting to order at 3:30 pm and Prof. Nickell offered the opening prayer.

Minutes: The Aug. 13 meeting minutes were approved as printed.

President's Remarks

- This will be a busy semester with the Academic Program Prioritization and budget processes.
- Time is set aside on today's agenda for collective discussion by IDC members.

UNFINISHED BUSINESS: None.

NEW BUSINESS

Budget Process/Planning – Rhonda Bethe

- Current budgets have been uploaded to MyKWU
- Rhonda is meeting with dept. heads to confirm all have access to their budget via MyKWU.
- Transactions are now live both from business office postings and the Visa credit card purchases.
- **FY2021 budgets are due Sept. 6.**
- Budget update will be available after Sept. 9, with the budget summary prepared by Sept. 23 IDC meeting.
- Staff credit card online training is this week. The new process begins with Sept. 1 card transactions. After that, all invoices/receipts are to be uploaded to the UMB site, no more paper processing.

Academic Program Prioritization (APP) – Dr. Bill Backlin

- The APP timeline was updated following the previous IDC meeting/discussion, allowing Divisional Council to have more time to discuss before coming to IDC with proposed recommendations.
- The first open forum with faculty was held today, 15 attended.
- The original data spreadsheet had some errors which have now been fixed. This file is being maintained as the document master.
- Drs. Backlin, Hanna and Hedlund will meet to talk about the APP process.

Review of [Staff] Summer Hours Survey – Rhonda Bethe

- 54 responses received, 61% liked the summer hours this year. Generally good feedback.
- IDC discussed the votes and comments received from staff.
 - Some staff expressed being tired from the week's hours.
 - Daycare is a challenge for some.
 - It was a challenge to schedule plant operations staff who had to be here for weekend events.

- Will look into cost of providing one meal per week for staff employees (as done for FT faculty and head coaches.)
- Some type of summer pick-me-up/morale booster is recommended.
- Does it hurt PR with offices being closed?
- Camps were prepared and managed well.
- Summer bridge runs 7 days a week for June.
- John Swagerty is working on the report detailing how the summer hours affected utilities use/cost.
- Dr. Thompson will make a decision regarding next summer after receiving the plant operations report and Middle Managers have had time to discuss at their meeting on Sept. 6.

Next survey – Employee Benefits – Rhonda reviewed the next HR survey to be implemented. This one will be for all employees regarding benefits and is a result of conversations IDC had last spring. There will be no personally identifying information requested

HR Policies – Rhonda Bethe

- The HR adjunct group met this summer and recommended the revised policies which the Board approved. (IDC was notified of the Board action.)
- The PTO policy is still pending an update.
- Another group of policies is under review. One is the bereavement policy which will recommend up to 2 days of time off allowed for immediate family members.

Compliance – Dr. Backlin

- The master document is being reviewed to determine what pieces are missing or need to be updated.
- No information has been received yet from financial aid.
- The Compliance Task Force meets on Sept. 12

CAMPUS WIDE TOPICS

IDC discussed the following topics:

- Staff transitions
 - Some work tasks are falling behind.
 - Supervisors are responsible for determining what access their staff/faculty members require (IT, budget, etc.) then this can be communicated to the appropriate office to secure the access.
 - HR is working on putting together a more comprehensive HR onboarding a packet.
 - K-Dub Hub is set up to be the one place (one-stop-shop) to resolve student issues, not to send them around to multiple other offices. Dr. Overton will have a meeting with K-Dub staff to review process and procedures.
 - We need to standardized how new employee orientation is done.
- Communications: calendars, welcome weeks, events
 - Weekly Friday updates will begin coming soon from MARCOM.
 - Astra Schedule can be set up for each person to see the events they want on their default calendar (classes, fine arts, athletics).
 - Suggestion made to have push notices for fine arts events or campus events, as there is for athletics.
 - Fine Arts box office phone number can roll over to Jordan Loomis. Some of the ticketing is now being done online, just need to train Jordan Loomis and Jordan Matheny (MARCOM) to help with ticketing.

- The new **KWU Student Media App** is now LIVE on both the Google Play and Apple iOS stores. *"This is the new home for KKWU Radio, our streaming internet radio station, which starts operations next week for the new semester, and for The Advance, the online newspaper. In addition, we have our own customized map of interesting places in and around Salina, and the home of the KWU "Bucket List" - a list of things that should be experienced by anyone who wants to call themselves a real modern-day Coyote."* Dr. Hedlund said his students will do some PR to market this app to other students.
- It was suggested to use some KWU history about the campus landscaping design as information to share and tell our story.
- Sodexo has an app called Bite. Shows menus for campus. (<http://bite.sodexo.com>)
- Security
 - Employees can request IT to set up security button on their office phones.
 - Bridget Weiser will talk with Dr. Lonnie Booker about doing safety training in the various admin offices.
- PSH 201 is still off-line due to roof issues.
- It was suggested to have a sofa in women's restroom(s) somewhere on campus for female students to rest for health reasons. Bridget Weiser will check on this.
- Sams Chapel project is still pending on financing options. The upper level is closed due to safety reasons. How this will or will not affect Christmas by Candlelight concerts will be determined later this fall.
- Brief discussion on a new student's need to carry an item with him everywhere he goes. Although the particular item has made some uneasy, it has not risen to the point of creating any danger to the student or others. Concern was expressed that we are providing information on mental health care if the student requires it.
- Positive news about the new incoming class, good feedback on the students' positive attitude and energy.
- The retention rate as of today is 69%.
- The orientation for transfer students went well. Dr. Hedlund recommended the ropes course be part of the orientation next time, and stressed how important it is to get the students engaged on day one.
- The Wesleyan Journey to Greece is still on. We have not cut any of the WJ trips. Dr. Kraft will send a reminder out to faculty about the upcoming WJs.
- Suggestion made to assign an RA to off campus students as a way to keep them informed. VP Weiser and Dr. Overton will work on this.

Next IDC Meetings: The next IDC meeting is Monday, September 9 at 3:30-5pm in Backstrom Conference Room.

Adjournment: Dr. Thompson adjourned the meeting at 4:21 pm.

Submitted by:
Jan Shirk
EAP and Meeting Recorder