

KANSAS WESLEYAN UNIVERSITY

Middle Managers Committee

December 17, 2019

Minutes

Present: Matt Thompson (Chair), Tiffany Daniels, Jasmin Dauner, Annetta Flax, Jon Freemyer, Steve Hovey, Michelle Jensen, Jay Krob, Bryan McCullar, Christian Mitchell, , Brad Salois, Patsy Stockham David Toelle.

Absent: Melissa Anderson (excused), Lonnie Booker, Meredith Drees (excused), Paul Green (excused), Daniel O'Connell (excused), Kelley Weber (excused).

Meeting Guests: None

Call to Order: Bryan McCullar, committee facilitator, called the meeting to order at 8:30 a.m. at Kirwin House. Refreshments were provided by Dr. Thompson.

Opening Prayer: Michelle Jensen led the opening devotions.

Approval of Minutes: The minutes of the November 8, 2019, meeting were approved as submitted.

President's Report: Dr. Thompson announced Spring enrollment is good and persistence likely will be higher than last year. An estimated 55 new students will enroll in Spring, which should put enrollment about equal with Fall. 29 students graduated in Fall. There was a brief discussion about personal efforts to retain students who are considering transfers, with mostly positive results.

Unfinished Business:

- Bryan presented the results of the Staff Professional Development Survey. The survey was emailed to 137 staff on December 3. There were 17 responses the first day; however, by the time the survey closed on December 15, only 24 KWU employees had responded: 2 part time and 22 full time. The typical time to complete the survey was 3:42. The group agreed that re-opening the survey after Dr. Backlin's demographics survey closes sometime in January and sending it only to the 113 who did not respond would provide better data on needs. Initial results show that leadership development (possibly presented by Phil Coleman '68 or Phil Beckner '05), soft skills development (possibly presented by Mike Gonzales '84 around the time of a board of trustees meeting), creating rapport with students (possibly in the fall coordinated with Dave Toelle for Kevin Deshavo's programming for student athletes), and conflict resolution (possibly presented by DVACK) were the clear top 4 topics of interest. The top technology need expressed is Excel (possibly taught at different levels by Dave Kraemer). Annetta agreed to check courses on these topics offered by Everfi and Paylocity as options. Length of the courses and time of day when offered were significant factors noted in determining whether staff can participate. Heavier workloads during parts of the semester also will have an effect. It was agreed that

short sessions offered multiple times over several days with consideration to workloads could increase participation.

New Business:

Item One – Improving Communications between Departments #1 – Each member indicated which offices/departments they regularly communicate with, creating a sort of air traffic control map. The following counts are approximately doubled (outbound and inbound).

- Admissions 11 (not represented; inbound only)
- Advancement 10 (not represented; inbound only)
- Athletic Director 21
- Athletic Training 7 (not represented; inbound only)
- Business Office 18
- Career Services 16
- Coaches 14
- Facilities 16
- Information Systems 21
- Library 4 (not represented; inbound only)
- Marketing/Communications 17
- President 22
- Registrar 15
- Safety 8 (not represented; inbound only)
- Sports Information 11
- Student Development 14
- Student Financial Planning 10
- Student Media 4 (not represented; inbound only)
- Student Success Center 15
- Students (not an office, but certainly a major client) 11
- Wesleyan Journey 2 (not represented; inbound only)

Item Two – Improving Communications between Departments #2 – The following items were identified as opportunities for improving communication:

- Campus calendars of events/ads for events or services posted on back of the scoreboard and on 7 TVs around campus
- Departments creating Who Does What lists similar to what the registrar's office has produced. Dr. Thompson stated that PC is already working on such a list.
- Providing event information in the weekly update looking two weeks in advance rather than just one week.
- An overview of Astra so staff can find events (perhaps included in weekly update)
- Adding the athletics events app, especially to track changes
- Documentation of the process students go through from admissions to SOAR to registration to assignment of IDs/passwords to move-in all the way through graduation. (Melissa Anderson and Claire Massey are working on the next SOAR.)
- Early notification of SOAR dates to both faculty and staff for their planning.
- Better coordination between sports information and marcomm
- Give more attention to student media

Item Three – Improving Communications between Departments #3 – The following were cited as examples of good communication:

- Events committee identifies potential problems and tries to resolve them before events.
- Students volunteer to help set up and breakdown events with facilities staff.
- Coach responsiveness to requests for help with students.
- Student media streaming more events.

Item Four – Coordinating Calendars for Spring Activities – The following events were identified through spring break:

- 1/8 Basketball
- 1/12 Move In
- 1/13 Transfer Student Meet & Greet
- 1/14 Classes Start; All Hall Meeting; Pop-A-Shot Competition
- 1/15 Ice Cream Sundae Bar
- 1/16 SKY Trampoline
- 1/17 Grocery Market Bingo
- 1/19 The Alley
- 1/20 Basketball; 6:30 Carmel Apple Night
- 1/21 Add/Drop; Deadline to Pay Bills; 12 Sophomore Slice
- 1/22 Intramural Registration; Madden Video Tournament
- 1/23 Basketball; Suits & Sneakers
- 1/24 SIT on campus
- 1/25 KWU at Bethany; SIT on campus
- 1/27 JV Basketball
- 1/28 Statements sent out; 12 Sophomore Mentoring
- 1/29 Possible Adulting on Credit
- 1/31 12 Adulting on Taxes
- 2/1 Cheer & Dance Competition
- 2/3 Music Festival
- 2/4 Music Festival
- 2/5 Music Festival; Basketball
- 2/6 Music Festival
- 2/7 Music Festival; Night to Shine Prom on campus; JV Baseball
- 2/8 Music Festival; Baseball; Basketball
- 2/9 Baseball
- 2/10 JV Baseball
- 2/11 Goal: All Student Documents Due
- 2/12 7 Life After Sweatpants Fashion Show
- 2/14 Baseball; 11-3 Career Closet
- 2/15 Baseball; Basketball
- 2/18 Possible Adulting on Credit
- 2/19 Midterms; Possible Etiquette Dinner
- 2/20 Midterms; Possible Etiquette Dinner; 7 Women in Religion on campus
- 2/21 Midterms
- 2/22 Baseball

- 2/24 Midterms; Group Advising
- 2/25 Midterms; Baseball
- 2/26 Grades Due; Women's Basketball Playoff
- 2/27 Men's Basketball Playoff; Teacher Interviews off campus
- 2/29 Softball; Men's and Women's Basketball Playoffs
- 3/4 Baseball
- 3/5 Lunch & Learn Summer Jobs
- 3/6 Baseball
- 3/7 Baseball
- 3/8 Spring Break; Construction; Wesleyan Journey
- 3/9 Spring Break; Construction; Wesleyan Journey
- 3/10 Spring Break; Construction; Wesleyan Journey; Baseball
- 3/11 Spring Break; Construction; Wesleyan Journey; Softball
- 3/12 Spring Break; Construction; Wesleyan Journey
- 3/13 Spring Break; Construction; Wesleyan Journey; Softball
- 3/14 Spring Break; Construction; Wesleyan Journey; Softball

Committee members were requested to bring calendar items for after spring break to the January 13 meeting to continue this discussion.

Other:

- Dave Toelle made several announcements about the academic success of our teams and players who are being scouted/attending combines. Charles Jessamy '72 was the last player to make it to the NFL (NY Giants).

Next Meeting: Monday, January 13, 10:00-11:00 a.m. in Backstrom Conference Room.

Adjournment: With no further business to address, Bryan McCullar adjourned the meeting at 10:30 a.m.

Respectfully submitted,
Bryan McCullar
 Director of Student Success and Meeting Recorder