

# KANSAS WESLEYAN UNIVERSITY

## Middle Managers Committee

April 3, 2020

### Minutes

**Present:** Melissa Anderson, Jasmin Dauner, Meredith Drees Annetta Flax, Steve Hovey, Michelle Jensen, Bryan McCullar, Christian Mitchell, Brad Salois, Patsy Stockham, Dave Tolle, Justin Taylor, Matt Thompson

**Absent:** Lonnie Booker, Jonathan Freemyer, (excused)n Paul Green (excused), Tiffany Daniels

**Meeting Guests:** N/A

**Call to Order:** Bryan McCullar and Matt Thompson called the meeting to order at 10:00 a.m. via Webex

**I Opening Prayer:** Bryan McCullar gave the opening devotions.

**Approval of Minutes:** The minutes of the March 6, 2020, meeting were approved

**Unfinished Business:** N/A

**President's Report:** President Thompson indicated it is essential to meet because of fractured situation that we are all in. On/off campus employees, be kind/thoughtful, return calls if an email is leading to stressful discussion.

### **III New Business/ Departments:**

**\*Business Office** – Annetta and Dan worked together regarding International students' insurance. Who is designated to handle claims, payments, etc.? Dan only does athletes. Matt indicated to involve Bridget and Melanie. Waiver insurance through Vivature is used as a current process for documenting athletes' injuries (whether through participation or not). In regard to injured students, Bryan asked, how do we determine accommodations for them. Meredith indicated that this topic came up in the recent faculty meeting. Matt suggested that Bryan, Jasmin and Dan meet with Damon.

**\*Career Services** – Patsy reported the WOW is going to go out every Wednesday as usual, but she is adding supplements to it with additional social media pod-cast like posts in an effort to continue delivering relevant career services material to our students virtually. Something I she is doing different with the WOW right now, is offering a newsletter type of story in each edition on a career forward topic. Becky Matthews is contributing to the first podcast interview in her role as Human Resource Specialist addressing the topic of how social media plays a part in human resource considerations.

Bryan asked about using the KWU app developed by students to share messages related to Life Hacks topics. Melissa highlighted a recent grant that was submitted with Campus Consortium that would provide artificial intelligence and a chat option to address/handle recent increase in calls and needed answers amidst the COVID 19.

#### **IV. Share from Floor**

\***Annetta** – Payroll web based so if there is a full stay-at-home, she will be able to process payroll from her home.

\***MarCom** – Brad noted that a new GA will be recording students and campus video and working with athletics.

\***Student Development** – Christian and Patsy mentioned there are 130 students currently on campus. The university is offering no-cost boxing services through 404 Movers to students if they want it. 5-10 have taken advantage to that service so far. Patsy said they have had only a few particular student situations to manage.

\***Athletics** – Dan indicated that staff has been in contact with all students. Calls are going out to ask how students are doing and how are they coping. Dan said students were asking what is happening with sports in the fall.

David Toelle announced we won the commissioners cup and reiterated that athletics department is making calls.

\***Registrars** – Jasmin is working remotely at home and processing transcripts, SOAR info, fall course catalog and regularly scheduled Facetime with staff.

\***IT** – Justin elaborated on the issues that ZOOM meetings are having. Other software or web based options are Webex and Canvas. Matt asked that no faculty should be calling Justin in the evenings and that Justin may not go to individual homes to work on home set up.

\***Library** – Kelley said virtual student support is up and working. Chat services are in place.

\***Advancement Office** – Melissa taff and student interns are working from home making calls to over 1500 constituents and writing notes to catch up with others. Melissa is working on a few grant proposals as well. Sylvia is posting video content and covering progression of the nursing building to Alumni.

\***Ministries** – Meredith shared Socrates Café upcoming info. Prof. Petak involvement with Wesleyan Journey. New online Journey presentation idea was discussed. Faculty meeting recently, where faculty were focused on students connecting by phone/zoom. She reported it was a good productive meeting.

**\*Student Success Center** – Bryan discussed new Canvas based tutoring. No students have taken advantage of this. Students not replying to emails sent out. Text and email services \$125. Students were reporting having trouble with home technology.

**Other:**

- N/A

**Next Meeting:** May 22, 2020

**Adjournment:** With no further business to address, Matt Thompson adjourned the meeting at 10:45 a.m.

Respectfully submitted,  
*Melissa Anderson*  
Director of Advancement and Meeting Recorder