**BAS Forum Minutes**

**August 9, 2017**

**Schwartz Center Auditorium**

**9:00 – 11:00 a.m.**

**Title IX**

**April Woodward**

**Compliance and EOAA**

Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Violence Against Women Reauthorization Act (VAWA) is enforced by the DOE and was last revised in 2013. The revision updates the Clery Act which is part of HEA. VAWA requires universities to report annually any incidents involving sexual assault, incidents involving intimate partner violence and incidents involving stalking. VAWA also requires universities to provide prevention services, provide educational programming and create policies to address these issues.

Policy 5-16.2 pertains to the requirements of faculty and staff to report sexual harassment and sexual violence. In general, all employees of Kent State are required to report all instances of harassment and discrimination. Faculty and staff includes faculty, athletic coaches, custodians, food service employees, etc. The reporting is excluded for university medical services since medical staff cannot violate patient confidentiality. Licensed counselors and unlicensed counselor trainees acting in the capacity of counselors are also excluded as well as licensed clergy acting in a clergy capacity.

Anyone who believes there has been an act of unlawful gender discrimination, gender/sexual harassment, sexual misconduct, stalking or intimate partner violence can report and/or file a complaint with the Title IX Coordinator, Deputy Title IX Coordinator or Regional Campus EOAA Facilitator by email to [aa\_eeo@kent.edu](mailto:aa_eeo@kent.edu) or by phone at 330-672-2038.

A listing of 2017-2018 facilitator-led trainings will be distributed to the BAS Forum members. These trainings are listed as a Beyond Compliance course and count as a one hour credit toward your annual Beyond Compliance training requirement. Register for training at <https://www.kent.edu/hr/title-ix-workshops-faculty-staff-and-students>.

**University Mass Communication**

**Jeff Futo, KSU Police Department**

A test of the mass communication system was performed on the Kent campus last week. The university is continually upgrading and testing the systems on the Kent campus as well as all of the regional campuses. Updates are continuing on the speaker system which taps into the fire system. Speakers have been installed in all buildings. A new upgrade now sends a broadcast over the university telephones as well as a display on the telephone panel. There are over 5,000 phones on the Kent campus and the system was designed to loop through the message at least 2 times to allow the full message to be heard by all within a very short time frame. The messages are pre-recorded to alert personnel of a potential problem. The system is capable of a broadcast over the entire campus or by selected zones or buildings.

Once the initial broadcast goes out, UCM (University Communications and Marketing) takes over the broadcast messages. UCM and KSU emergency services have developed an emergency response plan that allows UCM to send additional communications, as needed, while the emergency service teams (fire, police, etc.) deal with the problem at hand.

Text alerts are also used as a means of communication but those options are very broad and cannot be sent to affected areas only. This method may also extend the length of time it takes to receive a text message.

Flash Alerts are another source of communication used to alert students, faculty and staff.

The university is currently working on a mass communication system for the Study Abroad students. This will permit the university to notify students who are studying overseas of any potential danger or situations that may be happening in their locations.

If your building, department or general area did not hear the test performed last week you are requested to contact the KSU Police Department. They are not able to fix something unless they are made aware that it may not be working properly. Also, a phone call to 911 is the best way to notify the university of a situation. Using 911 can help determined the type of situation that needs to be dealt with. In the case of fire, be sure to pull a fire alarm.

**New University Wide Events Calendar**

**Kristan Dolan, Center for Student Involvement**

A new university-wide events calendar will take all of the university calendars and combine them into one. Until now anyone organizing an event was required to submit requests to multiple websites to get the event posted (i.e. What’s Up calendar, FLASHperks, university calendar, department webpage, etc.). In the event a change was needed, all of these locations also needed to be updated. The pilot phase of the calendar wrapped up and is expected to go live August 15.

The new events calendar will improve efficiencies for organizers, create one central source for university events and enhance functionality for all users. The new calendar page will have the ability for users to filter events by campus, event type, date, category etc. Users can set up “events for you,” establish preferences and customize for easy searching.

A reporting module will allow organizers to monitor attendance, division events, FLASHperk points etc. Watch for a feature allowing events to be added to a Google or Outlook calendar.

To add an event to the university calendar you will need to complete an event form that serves multiple purposes:

* Populates to host website
* Adds to [www.kent.edu/calendars](http://www.kent.edu/calendars) redesigned page
* Adds to customizable event page in FlashLine
* Ability to request FLASHperks
* Ability to request to be featured on kent.edu/calendars page

Email confirmations are sent to the organizer at multiple points. The organizer is notified that the event request has been received, when the event is approved or denied and if the FLASHperks were approved or denied. Any email correspondence coming from the event calendar site will contain the event name, date and time in the subject line.

Edits to an event can be completed by the organizer using the link that will be sent in the confirmation and/or approval email. If an event is cancelled, the event will still show up on the event calendar with a notation of the cancellation.

If your department has several reoccurring events, email [EventAdmin@kent.edu](mailto:EventAdmin@kent.edu) to determine if your department meets the criteria to submit events through a Salesforce account.

To set up an event complete the event web form link found at [www.kent.edu/calendars](http://www.kent.edu/calendars). Approval can take up to 3 business days and the event will appear on the calendar within 24 hours of approval.

A step-by-step guide for requesting an event is available at <http://www.kent.edu/webteam/events>.

Watch for hands on training that will be available in August and September. Register at <http://www.kent.edu/webteam/training-topics-registration>.

**Electronic & Information Technology (EIT) Policy Overview**

**Jason Piatt, EIT Manager Student Accessibility Services**

Jason spoke to the forum members regarding the new EIT policy regarding the purchase of products and the need for the items to be digitally accessible.

Accessibility matters because it is required by federal law and it is required by university policy 3-01.3 Administrative policy regarding nondiscrimination and access to university programs for qualified students with disabilities; and university policy 4-16 regarding electronic and information technology accessibility.

Accessibility is promoted in the Provost’s Strategic Plan and it’s a commitment made to KSU students and parents.

Accessibility is mandated by federal law

* Rehabilitation Act of 1973, Section 504 & 508 (1988)
* 508 (addendum in 1998) addressed ELECTRONIC AND INFORMATION TECHNOLOGY including software applications, web-based inter/intranet information and applications, telecommunications products…
* Americans with Disabilities Act (ADA) 1990
* ADA, as amended (ADA-AA), 2008

Legally we must make a good faith effort to be in compliance with the law. We, as a university, are expected to meet accessibility requirements and offer training for faculty and staff to assist in ensuring compliance.

EIT Accessibility – “footprint”

* Software applications must be accessible to everyone - Microsoft Office, Acrobat, Adobe, Web Browsers, etc.
* Web-based information/applications - KSU websites, FlashLine, Banner, Blackboard Learn, Google Drive, Online application forms, KSU app, Online labs, content standards (WCAG 2.0), 3rd party web services, etc.
* Digital Documents/Materials – Digital assets (syllabi, course info, assignments, PDF readings, video, audio, multimedia) university forms, documents, etc.
* Telecommunications - Phones, voicemail, video conferencing, screen sharing technologies, etc.
* Procurement/Business – Purchase processes and requirements, RFP’s, VPAT (Voluntary Product Accessibility Template)
* Self-contained products such as headphones, headsets, touchscreens, operable controls (key carded door openers), public kiosks, public sound systems, computers etc.

EIT accessibility is a university-wide effort including staff, administration and faculty. It includes all digital materials and all EIT good and services including 3rd party vendors.

What needs to be made accessible?

* Digital documents
* Online courses
* Traditional courses
* Business documents, forms, etc.
* ALL digital files available via KSU websites
* Videos
* Must be closed captioned
* Provide transcripts if available
* EIT goods and services (provided by a 3rd party vendor)
* Websites should meet WCAG 2.0 level AA (at minimum)
* ADA compliant digital documents
* Videos closed captioned

RFPs now include specific standards for accessibility. Vendors must submit a VPAT when submitting an RFP. An EIT exception form is available for special cases but it is to be noted that very high standards must be met and products/services still must be accessible.

A pre-purchase checklist for non-RFP items is available at the Digital Accessibility Site located at https://www.kent.edu/accessibility/frequently-asked-questions.

Departments are urged to contact Jason Piatt [jpiatt@kent.edu](mailto:jpiatt@kent.edu) for more information prior to making a purchase involving electronic and information technology. Ask before you purchase, do not purchase an item that is not compliant and may not be usable.

Visit the digital accessibility website ([www.kent.edu/accessibility](http://www.kent.edu/accessibility)) to learn more about:

* Policy details
* 5-year strategic plan
* FAQ
* Training and development opportunities
* Resources for staff and faculty
* Accessibility problem reporting form
* News

**Kent State University and Aramark: Strategic Partnership**

**(Myth Buster: Addressing concerns related to University Dining Services)**

**Cesquinn M. Curtis, Executive Director - Administration, Division of Student Affairs**

Cesquinn’ s presentation was intended to serve as an informative and educational session to dispel myths, address concerns, and provide solutions to questions related to University Dining Services and Kent State strategic partnership with Aramark. In alignment with the university’s priorities, the two-way partnership is bringing significant upgrades to the dining facilities, emphasizing a larger selection of healthy options, and allowing for an improved and engaging dining experience for students on any Kent State campus.

Cesquinn thanked everyone for their continued support as the university transitions in our strategic partner, Aramark.

While this strategic partnership brings many benefits and improvements to the university community, there is a recognition that change can be challenging. Questions have been raised about procedures, requirements, and overall impact on students and employees. The Division of Student Affairs, Finance & Administration and University Relations have partnered to create a Frequently Asked Questions (FAQ) document to streamline and maintain a consistent message surrounding the University Dining Services transition with Aramark.

The FAQ is in the final stages of being finalized and should be available early next week. This transition is an effort that requires the support of the entire university community as all eight campuses and nine locations are transformed. Cesquinn reminded those in attendance that any questions can be addressed by the University Dining Services team of David Cummings, Strategic Partnerships Director and Chuck Berry, Strategic Partnerships, Senior Associate Director. These staff members are available to meet with departments and student organizations to answer questions related to university dining services. Additionally, Vice President Little can be contacted regarding dining related concerns.

During the presentation, Cesquinn highlighted some additional points and answered a few questions:

* As the university’s new strategic partner, Aramark has the **“right of first service”** for on-campus catering events. As our preferred dining services partner, Aramark (University Dining Services) must be given “first right of service” for on-campus events. It is important to understand that our agreement with Aramark (University Dining Services) offers many financial benefits to the university, and it is in our collective best interest to make every effort to work with our strategic partner. Please refer to [Policy 7-12.1 Administrative policy regarding purchasing of goods and/or services](http://www.kent.edu/policyreg/administrative-policy-regarding-purchasing-goods-andor-services), for more information.
* The selection of Aramark as our dining services partner applies to on-campus/university property only. The two-way partnership is bringing significant upgrades to the dining facilities, and an improved and engaging dining experience for all students, faculty, and staff.
* Please use this university policy to guide your decisions and practices within your departments and divisions when using university funds. Procedures for hosting business meals or hospitality events may be found in [Policy 7-02.5 Administrative policy regarding business meals and hospitality expenses payable or reimbursable from university funds](http://www.kent.edu/policyreg/administrative-policy-regarding-business-meals-and-hospitality-expenses-payable-or).

**FY2018 Budget Update**

**Mark Polatajko, SVP for Finance and Administration**

Mark began the update with a continuation of the discussion from the June 4, 2017 BAS Forum noting that there were several uncertainties in preparing the FY2018 budget: enrollment; state budget provisions relative to tuition flexibility and State Share of Instruction (SSI) funding; and, the impact of participation in the University Employee Separation Plan. Based on these budget parameters, the Board approved a resolution authorizing expenses in FY 2018 at FY2017 levels with an expectation that the FY2018 budget be presented at the September 13, 2017 Board Meeting.

The FY2018 budget development process continues to be fluid in relation to projected revenues: a significant decline in international students, no provision for tuition and fee increases for in-state, undergraduate students, and no additional funding for SSI. The adopted state budget also includes newly created fee caps, although authority to create a Career Services fee to promote state priorities of career development and success strategies have now been authorized. Revenue projections will continue to be developed and analyzed based on updated data as we prepare for Board discussion later in the month.

In customary fashion, balancing the budget requires aligning projected expenses to expected revenue levels.  As a result, emphasis will continue to be placed on effectiveness and efficiency gains, revenue enhancement, and strategic cost reductions.  Examples include: strategically managing positions from the University Employee Separation Plan or resulting from routine position attrition; exploring alternatives for healthcare plans in alignment with the Kent State of Wellness Initiative; reduction in cell phone stipends; comprehensive office print initiative; and many others. A hiring freeze is not currently in place and has not been considered as a budget balancing strategy.

Discussion ensued regarding a variety of topics based on questions from the audience on the following topics:

* Healthcare plan information is expected to be shared with the release of open enrollment materials in early September.
* A University Employee Separation Plan for faculty was authorized by the Board in May with a planned implementation in September 2017.
* Instructions and forms for position hiring and replacements are located on the Human Resources webpage.
* Wage increases for non-represented staff continue to be evaluated as a component of the FY2018 budget proposal.

Next steps for the budget development process will be to engage with Board members later in the month to finalize the proposed approach in preparation for approval at the September Board meeting.

**The next BAS Forum is scheduled on October 11, 2017, 9-11 a.m. at Kent Student Center Governance Chambers.**