

**Business Administrator Services**

**Forum Minutes**

**Feb 10, 2016 9:00 a.m. to 10:30 a.m.**

**Kent Student Center Governance Chambers**

**University Climate Study**

**Dr. Kathy Wilson, Committee Co-Chair**

Dr. Kathy Wilson is a professor in the Economics department and is the committee co-chair for the Climate Study which is a survey that all faculty, staff and students are requested to complete. This study will be completed with total anonymity and will provide feedback on what it is like to be at Kent State University. The last time a study like this was conducted was back in 1998.

The Climate Study will give everyone a chance to let their voices be heard. Climate includes the attitudes, behaviors, standards and practices of employees and students and is shaped through personal experience, perceptions and institutional efforts.

It is important to provide a positive environment in which to learn and work. Students need to obtain positive educational experiences and develop a healthy identity. Faculty and staff need to feel valued and have their productivity recognized. A positive environment represents Kent State University’s core values.

The goals of the climate study are to identify successful initiatives, uncover challenges facing members of the university community and to develop strategic initiatives to build on the successes and address the challenges.

The committee for this study began their processes more than a year ago and it is now time to let the voices of the university community be heard. A listing of the committee members can be found under the minutes for today’s meeting on the BAS website [www.kent.edu/bas](http://www.kent.edu/bas).

Rankin & Associates is the consulting firm that the university has chosen to conduct the Climate Study. Dr. Sue Rankin is an emeritus faculty member at The Pennsylvania State University and Rankin & Associates has conducted climate studies at more than 130 institutions. The results of the study will be able to be benchmarked against other universities across the country.

The survey will be available starting Tuesday, March 8 and will continue to be available through the end of March. Results of the study will be reported Fall 2016 followed by the development of strategic actions and initial implementation of actions 2016-2017.

The survey will examine experiences for a wide range of groups:

 Gender Caretaker

 Race Disability

 Sexual Orientation Campus/Division

 Religion International Students

 Veteran of the Armed Forces Socioeconomic Background

**What types of Questions Will Be Asked?**

* Have you ever seriously considered leaving KSU – if so, why?
* Student academic experience
* Faculty/staff work-life experience
* KSU policies
* Perceptions of specific aspects of campus climate
	+ Bullying
	+ Harassment
	+ Discrimination
	+ Unwanted sexual contact

In order for the Climate Study to be effective broad participation in all areas is needed. Changes will be made as a result of the Climate Study responses.

We all need to be part of the solution so all of our voices need to be heard. The survey will take approximately 20 minutes and all faculty, staff and students are urged to participate. The survey should be taken during business hours and supervisors and managers are asked to encourage their staff to participate. For those who do not have access to a computer or who would rather complete a paper survey, the paper option is available.

The online survey will be made available by clicking on a link that will take you to an offsite server. Results of the survey cannot be tied back to an individual and the survey is completed with total anonymity.

**Thank you Items**

At the end of the survey you will be asked if you would like your name entered into a drawing. If you choose to do so, you will be redirected to another location totally separate from the survey. It was stressed that the survey is confidential and our opinions need to be captured, recorded and included in the results if changes are to be made.

Students may opt to earn FLASHperks (500 points) and enter to win a $250 gift card.

Faculty and staff may enter to win a drawing for a weekend getaway, tickets to Porthouse Theatre, athletic events or Stark Performing Arts Series. (There will be a variety of options to choose from.)

The earlier you complete the survey the better your chances of winning one of the thank you items.

**Mail Services Update**

**Steve Finley, Manager**

Although the cost of stamps did not increase, package and shipping rates increased at the United States Postal Service (USPS) as well as FedEx and UPS.

You will see an increase of 15-21% on shipping through USPS as well as 10-16% for domestic shipping through FedEx and UPS. International shipping has also increased 10-20%.

Mail Services will now be delivering loaned materials from Library Services to the departments and residence halls. The materials will be tracked using the Mail Services SQBX tracking system. This new service allows individuals to order books or other media from their computer and Mail Services will deliver it once it is received.

**FLASHPac**

FLASHPac is another new service offered through Mail Services. This was introduced to the university in October and many departments have already taken advantage of this service.

(Due to time constraints the presentation that was set for the October forum had to be postponed.)

FLASHPac is a new online shipping service for ground packages. It allows you to compare shipping prices and choose the best delivery method. Ground shipments are submitted using the online system and Mail Services will pick up your outgoing package and ship it out.

Benefits of FLASHPac include the consolidation of ground package pickups on campus, the ability to comparison shop to get the best rates and delivery available and the consolidation of over 60 FedEx accounts.

To use this service go to [www.kent.edu/mailservices/flashpac](http://www.kent.edu/mailservices/flashpac) and begin completing the online request. Once the form is completed click submit and mail services will be notified of the package to be picked up. Submission must be received by noon for same day pick up and shipping. Remember, this service is currently for ground packages only.

Mail Services will notify the department via email when the package has been shipped, the tracking number and the total charge. The charge will appear on your monthly Banner statements along with the other mail services charges. You can view your monthly bill by visiting the mail services website and clicking on “Work Orders & Pricing” then select departmental billing.

Steve will be offering 2 one hour sessions for in depth training on using FLASHPac. Both training sessions will be held on Wednesday, March 16, 2016 in room 152 Library. The first session will be held from noon to 1 p.m. and the second session from 2 p.m. – 3 p.m. There will be live demonstrations so feel free to bring a laptop. If you do not have a laptop you can just follow along with the presentation projected on the big screens.

If you are interested in attending one of the sessions please RSVP to Steve Finley at sfinley7@kent.edu.

**Workplace Fire Prevention and Safety Tips**

**Ed Moisio, Fire Prevention and Safety Manager**

The Fire Prevention Office at Kent State University, through a coordinated effort with the City of Kent Fire Department, enforces all standards and required codes to ensure the safety of individuals associated with the university community.

The Fire Prevention department at KSU has 7 employees. These employees are responsible for testing security systems, sprinklers, exit lights, emergency lights, fire alarms, etc.

Depending on the age of the campus building will determine the type of fire prevention system in that building. Buildings are built to the codes in place at the time of construction. As time goes on and new construction is completed, the newer buildings will contain newer technology and state of the art systems.

Smoke detectors are made to be sensitive and do not respond just to smoke. Alarms have been activated due to hairspray, room fresheners and popcorn as well. Cooking, hairspray and popcorn are the 3 main reasons for smoke alarm activation.

Batteries in smoke detectors should be changed twice a year – it is suggested to change your smoke detector batteries when you change your clocks due to daylight savings time.

At minimum, fire drills are conducted in each residence hall within the first month of each new semester. The date and time of the drill will be posted 24 hours in advance.

It is important that someone in every department be designated as the key person that will account for all occupants of their office. In the event of a real fire, someone needs to be able to notify emergency personnel if someone may be left in the building or cannot be located. In any case, a central meeting area should be established so that all personnel can be accounted for. Employees are not permitted to go home or leave for the day without instruction from either their supervisor or a member of the fire department.

All buildings must have fire extinguishers. If the fire is small, quickly attempt to extinguish the fire and call 911. If your building has a sprinkler system it is activated by heat of 135° and will automatically start spraying water when activated.

If a fire alarm is activated, the alarm will connect to either UFM’s (University Facilities Management) Building Automation and Control Center or KSU Police Services. Upon notification the City of Kent Fire Department and KSU Police will be dispatched to the site. If you dial 911 do not hang up until you are instructed to do so by the emergency dispatch operator.

If the fire alarm sounds, evacuate the building immediately. If it can be done safely, make sure all windows are closed. (Be sure to take your purse/keys with you. In the event of a real fire you may not be able to re-enter the building.) Help stop the spread of smoke and flames by closing doors as you pass through the building. Do not use the elevator. Be sure to help any person with disabilities exit the building safely.

Fire doors are made to automatically close to keep smoke out and to keep fires from spreading. The doors come with different ratings and the ratings are listed on the door hinges. Based on the rating, these doors will prevent fire from penetrating the door for a specified period of time. Fire doors are not permitted to be painted nor can posters or flyers be hung on them.

After leaving the building, make sure you are at a safe distance from the building, at least 75 feet.

Re-entry into a building is not permitted unless authorized by fire department personnel.

All buildings are also equipped with a mass communication system. The systems are tested by the fire and police departments. If there is an emergency on campus, this system allows a broad communication to affected areas or the entire campus.

**Safety tips:**

* Egress routes must be kept clear
* Hoarding breeds bugs and mold.
	+ Keep work space clutter free
	+ File paperwork, piles of paper can be hazardous
* Surge protectors must be plugged directly into the wall and should not be plugged into another surge protector or extension cord
* Surge protectors/power strips have different ratings. Make sure that the strip that you are using is able to handle the items that you are plugging in.
* Extension cords used on campus must be grounded (contains 3 prongs)
* Extension cords used on campus must be rated for business and commercial use

NEXT BAS FORUM

WEDNESDAY

JUNE 8, 2016