

Attachment 4
Proposed Changes to
University Handbook, Section K
Clean Version (with revisions incorporated)
Approved by Faculty Affairs on December 4, 2018

University Handbook, Section K:
General Services: Recreation, Cultural, Social Activities; Political Events

(July 2006, revisions)

K-State Student Union

K1 Offering a wide range of programs, facilities, and services, the **K-State Student Union** is the center for social, recreational, and cultural activities of the Kansas State University campus community. For more information consult the [K-State Student Union website](#).

The **Union Governing Board** (UGB) serves as the general governing and policy-making body of the K-State Student Union. For more information on this and other Union organizations visit the [Union Organizations website](#).

K11 K-State **Union Program Council** (UPC) provides services to the university community with a range of cultural and recreational events. UPC also offers leadership opportunities to students. More information is available through the [UPC Website](#).

Central Mail Services

K20 All mail for students should be addressed to their Manhattan residences.

K21 Division of Facilities operates, for the personal mailing needs of the university's faculty, staff and students, a full service USPS contract station located at the west end of Dykstra Hall. Division of Facilities Central Mail Service provides an inter-building campus mail delivery and pick up service as well as the metering for outgoing business-related USPS, UPS and FedEx mail. This service is operated with state funds and may be used only for official university business. For more information refer to the [Central Mail Services Website](#).

K22 Inquiries regarding specific use of the campus mail service should be addressed to the Associate Vice President for the Division of Facilities.

Parking and Traffic

K40 In accordance with authority of the Kansas Board of Regents, the university has issued traffic and parking regulations designed to provide safety for drivers and pedestrians; keep streets and roadways open for safe and efficient movement of traffic; and provide parking space as convenient as conditions permit, with certain priorities assigned to the

physically handicapped and to those whose duties and responsibilities warrant special permits. Enforcement of parking regulations is primarily carried out by Parking Services Staff, but may also be handled by police officers. Traffic regulations are enforced by Kansas State University police officers.

K41 All vehicles intended to be parked on campus during the working day (7am-5pm) must be registered and identified with parking permit, except vehicles parked in meters. Bicycles and certain mopeds may use a free bicycle permit: cars must have the proper type of purchased permit. All permits are available at the [Parking Services office](#).

K44 Unauthorized vehicles are not permitted on campus sidewalks and/or walkways normally used by pedestrians. Bicycles move across campus on streets, bicycle-only paths, and on shared pedestrian/bicycle paths. Bicyclists will yield the right-of-way to pedestrians.

Campus Medical Services

K50 Student Health Center. Lafene Health Center is an autonomous unit located adjacent to campus. It serves the health needs of the Kansas State University students. The health center is entirely funded by student fees and fees for services. As faculty, unclassified professionals, and classified staff pay no fees they are not eligible for free care, but limited services are available on a fee basis. The Health Center is available for foreign travel consults for faculty, staff and students traveling abroad. Lafene Student Health Center is a Joint Commission Accredited Ambulatory Health Care Unit. For more information refer to the [Lafene website](#).

K51 Medical emergency policy. Medical emergencies should be directed to the local emergency room (as the university does not have emergency services).

K54 Services available to non-fee paying campus visitors. Any campus visitor suffering from a minor illness or minor injury may be seen at the Health Center for a small fee.

Identification Cards

K60 New employees, other than temporary, may obtain an identification card without charge by having a photograph taken at the I.D. Center, K-State Union. Upon termination of employment, the ID card must be surrendered to the department office.

Recreational and Cultural Activities

K70 Athletics. All university employees are entitled to reduced rates for season tickets to all home football and basketball games.

K71 The President's Advisory Committee on Intercollegiate Athletics formulates policies for the conduct of all intercollegiate athletics. The council is responsible to the president of the university and is composed of representatives from the faculty, students, and alumni.

K72 Recreational programs and facilities. Faculty and staff may participate in a variety of intramural recreational sports and fitness programs by contacting Rec Services. For more information consult the [Rec Services website](#).

K73 Facilities include a recreation and fitness center (and Natatorium). For more information consult the [Recreation Center website](#).

K85 The policy adopted in 1965 by the Convocation Committee provides that:

Those persons whether conservative or liberal shall be deemed most acceptable to participate in and lead discussions intended for the edification of students, faculty, or laity alike who: (a) occupy, or have occupied, a position which is generally recognized as being one of unquestioned prestige or importance; (b) espouse or strongly support concepts or views which make generally accepted or unique contributions to their areas of interest or specialization.

Thus, it is the consensus of this committee that the objectives and intents of university-wide convocations can best be served by attracting individuals, whether conservatives or liberals, of unquestioned national or international stature or experience whose contribution to university thinking and discussion are in the best interests of the community as a whole.

K88 In those cases where faculty or students wish to pool money and other resources from several sources to provide the means to bring a speaker to campus, it is necessary to provide formal coordination. Guidance in establishing the necessary coordination may be secured by contacting the provost.

K89 Formal academic programs. The only regularly scheduled formal academic events of the university are the spring and fall commencements. All faculty members and officers of instruction and administration are urged to participate.

K90 University Social Club. The social club is composed of faculty and spouses of faculty members. Various interest groups meet periodically, and social events are scheduled. For more information refer to the [Social Club website](#).

K91 Alcoholic beverages on campus. Consumption of alcoholic liquor may be permitted under authorization and appropriately controlled conditions and guidelines to be determined by the administration of each school and set forth in an institutional policy on service of alcoholic liquor. Alcoholic liquor may only be served at luncheons, dinners, or receptions which honor individuals and which occur in connection with official university events and/or fund-raising activities for university programs. The service of alcoholic liquor at such events must be approved, in advance, by the chief executive officer of the institution and may only be held in those non-classroom areas, and outside grounds immediately adjacent thereto, which are specifically designated for such activities in the institutional policy on service of alcoholic liquor. Each institution shall file and maintain a current copy of its policy on service of alcoholic liquor with the executive director on behalf of the Kansas Board of Regents. Each institutional chief executive officer shall also be prepared to provide information to the Regents in relation to the service of alcoholic liquor on campus as requested by the Regents

or executive director. (BOR, Minutes, 2-18-88) University requirements and complete policy may be obtained from the President's Office, the Foundation, or the Alumni Office.

Alcoholic liquor includes all alcoholic beverages except cereal malt beverages containing 3.2 percent or less alcohol.

Fund-Raising Drives and Collections; Sales, Solicitations, and Advertising; Political Events

K100 There shall be no solicitation of funds at gatherings on the campus to which the general public is admitted by paid admissions. Included are approaches, entrances, and exits. (ACM 5-14-51)

An organized fund-raising drive is one in which the university accepts identification with the drive, and the departmental structure of the university is used as the means through which all employees may make individual voluntary contributions. Such drives are currently limited to the United Way of Riley County, Inc. As the departments are merely the channels through which individual voluntary contributions are received and transmitted, policies with respect to participation in organized fund-raising drives and decisions with respect to participation in particular drives are prerogatives of the institution as a whole. For other drives, all employees may be contacted as members of the Manhattan community through general residential campaigns.

Policies governing student participation in fund-raising activities and decisions with respect to student participation in particular fund-raising drives either on or off campus are responsibilities of the University Activities Board subject to the limitations imposed by its constitution and by-laws, and by the Student Governing Association constitution and by-laws. Contact the vice president for Institutional Advancement for further information.

K101 Policies concerning sales, solicitations, and advertising are included in the Policy and Procedures Manual on Use of Kansas State University Buildings and Grounds, the Kansas State University Literature and Notice Regulations, the Political Activity Guidelines, the Kansas State University Association of Residence Halls and K-State Union Guidelines Concerning Sales, Solicitation, and Advertising. Specific information can be obtained through the Office of the Vice President for Institutional Advancement and the Office of the Vice President for Administration and Finance.

K102 State facilities shall not be made available for fund-raising events for candidates or parties. Facilities of institutions under the Board of Regents may be made available for the purpose of holding political meetings, provided there is no interference with regularly scheduled functions, there is not otherwise available a reasonable facility in the community, students are permitted to hear the speakers without charge, and sponsors pay in advance the regular fees for use of the facilities. (BOR 3-16-64)

K103 Political office holders and candidates shall not be introduced or recognized on campus unless they are participating in the campus event which they are attending. The distribution of handbills shall be prohibited in those areas devoted primarily to instruction or study or at the immediate sites and times of enclosed public events. (BOR 1-21-77; amended 10-17-80)

K104 Regents' institutions shall have the authority to develop additional policies and guidelines that are not in conflict with this policy. Such policies and guidelines shall be reviewed by the Policy and Procedures Committee and filed with the executive director of the Kansas Board of Regents.
(BOR 10-17-80)