

Attachment 4

Proposed Changes to
University Handbook, Section K, General Services
(with tracked changes)
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

~~**After Hours** is a committee on the Union Program Council, which offers weekend programs that appeal to students, like grocery bingo, live entertainment, and karaoke.~~

~~The William T. Kemper **Art Gallery**, located on the first floor, features exhibits coordinated by the Union Program Council.~~

~~The Student Union **Ambassador Program** provides outstanding student leaders with opportunities to become liaisons with students, on-campus student organizations, and the campus community in order to promote the Union.~~

~~Five different national **ATM** network systems are available any time the Union is open. Located on the first floor.~~

~~**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. ~~It provides a place where students, unclassified professionals, faculty, and guests can come together to exchange ideas and information and interact informally, thereby adding to their educational experience in a way not available in the classroom. For more information consult the [K-State Student Union website](#).~~~~

~~**K2 Banquets** are served in The **Union Governing Board** (UGB) serves as the pleasant atmosphere general governing and policy-making body of several dining rooms. Groups from 20 to 1,000 can be accommodated. the K-State Student Union ~~Food Service offers commuter meal plan cards.~~~~

~~**K3 Bluemont Buffet**, located For more information on the second floor, is open for lunch Monday through Friday (when classes are in session). Enjoy delicious all-you-can-eat buffet in a relaxed, quiet lunch atmosphere.~~

~~**K4 Bookstore**, located on the ground and first floor, is an integral part of the community [this](#) and carries a full line of required books and supplies as well as supplementary items to assist in the university's educational mission.~~

~~**K5 Campus Radio Station**, Wildcat 91.9, has a studio in the Union, which is staffed by students. It is located on the first floor of the [other](#) Union.~~

~~**Cat's Den** is the convenience store located on the first floor of the Union.~~

~~For computer software, hardware, peripherals, and supplies, the Union **Computer Store** has you covered. Located on the first floor.~~

~~Full-service banking and check-cashing are available at **Commerce Bank** on the first floor.~~

~~**K7 Copy Center**, located on the first floor, offers many services to help individuals and organizations [meet their written communication needs](#). [visit the Union Organizations website](#).~~

~~**K11** Offering the very latest in hair, nail, and massage services for men and women is **Crimpers Too**, a salon located on the Recreation Center level of the Union. Walk-ins are welcome.~~

~~The Recreation Center offers **Computerized engraving and metal photo service**, along with wood mounting for trophies, plaques, and engraving gifts. Located on the Recreation Center level.~~

~~Self-service machines for **Federal Express and Airborne Express**, located on the ground floor are available any time the Union is open.~~

~~The [K-State Union Program Council](#) offers weekly **Films**, both feature films and classic films. They are shown in Forum Hall or Little Theatre.~~

~~The **food court**, located on the first floor, offers a variety of branded and unique food concepts, combining appealing food choices with personalized food service.~~

~~**Greek Affairs**, consisting of Interfraternity Council and Panhellenic Council, is located on the second floor of the Union.~~

~~Wildcat Identification Cards are available through the K-State **ID Center**, located on the first floor. Open or make deposits on your on-campus Wildcat debit account.~~

~~**K8 Meeting rooms** are available for conferences and meetings in all sizes and types (seminars, conferences, and lectures). The Union is the primary location on campus for satellite downlinks and videoconferencing.~~

~~The **Multicultural Student Office**, houses student organizations on the first floor of the Union.~~

~~**Office Supply** is a central retail outlet where departments can purchase supplies for their offices. Located on the ground floor of the Union.~~

~~The **Office of Student Activities and Services** (OSAS) is the central hub for more than 400 student organizations and the Student Governing Association (SGA). It is located on the ground floor of the Union.~~

~~A self-serve **post office** station, located on the ground floor, includes free standing postage machines and scales for weighing and calculating postage.~~

~~**K9 Recreation Area** provides spare time fun with 16 lanes of bowling, billiard tables, video machines, shuffleboard, and a Full Swing Golf Simulator. Subway is also located on the Recreation Center level.~~

~~**K10 Reservations Office** schedules and makes arrangements for the banquets, conferences, and meetings held in the Union. This office also maintains the University Master Calendar.~~

~~**Televisions** are available for public viewing in the Food Court, Union Station, and Recreation Center.~~

~~**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.](#)~~

~~**K12 The K State Student Union** sponsors a variety of activities of interest to faculty and unclassified professionals, such as guest speakers, special series of foreign and domestic films, bowling leagues, art displays, and discussion groups.~~

~~Consisting of 15 voting members, **Union Governing Board** (UGB) serves as the general governing and policy making body of the K State Student Union.~~

~~**Wireless Internet** is available throughout the building.~~

~~**Postal** [Central Mail](#) **Services**~~

K20 ~~All mail for students should be addressed to their Manhattan residences. [Manhattan post office personnel deliver US mail directly to the university buildings and residence halls and pick up outgoing US mail from various locations on the campus, including the self-service postal unit on the ground floor of the K-State Student Union.](#)~~

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. [Stamp sales, money orders, postal supplies, priority, international, certified and registered mail are among the services provided.](#) 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, 108 Edwards Hall, from 7:30 to 5, M-F. At all other times, short term permits are available from the Kansas State University Police dispatch office, at the same location.](#)[Parking Services office.](#)~~

K44 ~~[Vehicles 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 [care-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 located on College Avenue.~~

K53–~~Ambulance services are offered through Riley County Emergency Medical Services and (as the university does not have emergency number is 911 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. These cards identify the employee and may be used in the library, when purchasing athletic or concert tickets or supplies at the bookstore, and when cashing checks at the 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. Faculty and unclassified professionals are at all university athletic events.~~

K71–~~The President's Advisory Committee on Intercollegiate Athletic Council 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 unclassified professionals staff may participate in a variety of intramural recreational sports and fitness programs by contacting recreational services and Rec Services. For more information consult the Department of Kinesiology. Modest fees allow faculty and unclassified professionals, as well as their families, to utilize facilities, participate in many programs, and check out or rent equipment. Rec Services website.~~

K73–~~Facilities include a recreation and fitness center with 16 handball and racquetball courts, gym space for six basketball courts, a weight and~~

exercise room, multi-purpose dance and gymnastics room, men's and women's locker rooms, and an indoor jogging track. Other facilities include the Natatorium which houses an eight-lane pool, a six-lane pool, and a diving pool, an additional weight and exercise room, basketball courts, and a running track. Also included are the outdoor facilities consisting of a 1,000-foot square playing field, lighted tennis courts, and three-wall handball and racquetball courts.

K74 Information concerning hours of availability for facilities, locker and basket rentals, intramural programs, recreation programs, fitness programs, etc., may be obtained from the recreational services and the Department of Kinesiology.

K75 Greek fraternity and sorority affairs. The Greek Affairs Office serves 29 national fraternities and 15 national sororities. Total Greek membership averages approximately 2,700 students. The majority of chapters own and operate houses, which accommodate a range of 30-70 members each. Sorority freshmen are encouraged to live in the residence halls. Each Greek chapter house operates a complete kitchen facility and usually employs a housemother. Sororities select new members during formal rush held in August of each year, while fraternities rush primarily during the summer months. The governing bodies for fraternities and sororities are the Interfraternity and Panhellenic Councils, composed of representatives from all chapters. The advisor for Greek Affairs can be reached by campus telephone.

K76 McCain Auditorium. McCain Auditorium sponsors a series of attractions each year and features some of the best nationally known cultural attractions. The range of attractions includes symphony orchestras, touring ballet companies, theater productions, recitalists, and popular recording and television artists. Art displays are also featured in the foyer from time to time. The Department of Music presents local choral groups, the Kansas State University Symphony, stage and marching bands, the Woodwind Ensemble, the Central States Jazz Festival, recitals, and conventions of music teaching organizations within Kansas and the surrounding states.

K77 The Department of Speech and the K-State Players present two plays, a Broadway musical, an evening of opera, and ballet recitals during the academic year.

K78 Approximately eight to ten Landon Lectures and All-University Convocations are presented in McCain Auditorium. These are free, open to the public, and present nationally known figures.

~~**K79** McCain Auditorium is also used for educational purposes with a course on theater appreciation offered by the Department of Speech. A listening laboratory class, which explores the various aspects of the history of music, is offered by the Department of Music.~~

~~**K80** International Film Festival. Each year the Department of English assists the union in the preparation of the International Film Festival, a series of monthly showings of internationally acclaimed foreign films. Admission is by season ticket and membership is open to the general public.~~

~~**K81** The Landon Lectures and Convocations. The intellectual life of the campus has been considerably enriched by the many persons of unusual national and worldwide distinction brought to the university as:~~

~~Landon lecturers
Convocation speakers
Lecturers on controversial issues~~

~~**K82** The speakers in these three lecture series have included persons qualified to discuss with authority the major issues and controversies of our time, and they represent a full range of points of view.~~

~~**K83** The Alfred M. Landon Lectures on Public Issues series has attracted favorable attention throughout the state and nation. The program been one of the most rewarding programs at Kansas State University. The series is a tribute to Governor Landon and its purpose is to explore the area of his life-long interest—public issues.~~

~~**K84** The concept of the university as free forum of ideas of all kinds has been greatly strengthened by the many speakers featured in the all-university convocations and the controversial issues program. The speakers are usually available for a question and discussion period following their addresses and may meet with a class or with student groups of related special interests.~~

~~**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.

~~**K86** Special speaker programs. A variety of speakers of special interests and competencies are hosted to promote the academic objectives of the university.~~

~~**K87** The Graduate School's Guest Scholar Program sponsors outstanding scholars in the various disciplines. They are invited on the initiative of the faculty whose specialties are in the speakers' areas. In addition, an academic department, using its own funds, may arrange with the provost to invite a scholar to lecture and hold seminars.~~

~~**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)