



HLC Accreditation 2016-2017

## Evidence Document

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Administration and Finance

Office of Human Resources

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### New Staff Orientation Agenda

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**Additional information:** Agenda of the WSU Biannual New Staff Orientation held in the Rhatigan Student Center, February 2, 2016.

AGENDA -- February 2, 2016  
**WSU Biannual New Staff Orientation**  
Rhatigan Student Center Beggs Ballroom #305/306

- 8:00 am**                    **REGISTRATION AND CONTINENTAL BREAKFAST**  
*Enjoy video brought to you by the Offices of International Education and Admissions*
- 8:30**                        **INTRODUCTION**  
Frankie M. Kirkendoll, *Director of Human Resources*
- WELCOME**  
Dr. John W. Bardo, *President*  
Tony J. Vizzini, *Provost and Sr. Vice President, Academic Affairs*  
Mary L. Herrin, *Vice President, Administration & Finance*  
Eric L. Sexton, *Vice President, Student Affairs*  
Lou M. Heldman, *Vice President, Strategic Communications*  
John S. Tomblin, *Vice President for Research and Technology Transfer  
and Executive Director of NLAR*
- 9:30**                        **BREAK** – American Federation Teachers of Kansas (AFTKS)  
representative will be in the lobby during break.
- 9:40**                        **EQUAL OPPORTUNITY and TITLE IX**  
Jane Link, *Director of Equal Opportunity and Interim Director of Title IX*
- 9:50**                        **GOVERNANCE and POLICY**  
David H. Moses, *General Counsel*
- 10:05**                      **SENATE GREETINGS**  
Mark D. Porcaro, *President, Unclassified Professional Staff Senate*  
Stacy Salters, *President, University Support Staff Senate*
- 10:15**                      **CAMPUS RECREATION**  
Eric P. Maki, *Director, Campus Recreation*
- 10:30**                      **BREAK**
- 10:40**                      **CAMPUS RESOURCES**  
John Jones, *Director, Media Resources Center*  
Lisa Hansen, *Director, One Stop*  
Grady L. Landrum, *Director, Office of Disability Services*  
Maureen Dasey-Morales, *Director, Counseling and Testing Center*  
Jason Holmes, *Director of Server Infrastructure & Debbie Winter, Project  
Management Officer, Information Technology Services*  
Guy Schroeder & Corey Herl, *Captains, University Police Department*  
Vanessa Bell/Matthew Helmick, *Rhatigan Student Center*
- 11:55**                      **CONCLUDING REMARKS AND DISMISSAL**

## Welcome Letter

As a new or transferring employee, we would like to welcome you to the Wichita State University team. We are excited to have you on board and know that you will be an important contributor to our success.

The flash drive given to you includes this letter with a link to the *New Employee Orientation Booklet* on our website which has links to helpful information to enrich your campus experience:

[http://webs.wichita.edu/?u=humanresources2&p=/New\\_Employee\\_Orientation/index/](http://webs.wichita.edu/?u=humanresources2&p=/New_Employee_Orientation/index/)

The purpose of the orientation is to help you become better acquainted with Wichita State University and to make your job at WSU more satisfying by:

- communicating our mission, priorities and goals;
- offering an overview of our structure;
- making key policies and procedures readily understandable; and
- providing the information you need to do your everyday work.

The orientation provides an overview of policy and is only a guideline. The most current and complete descriptions of policies are maintained on the WSU website:

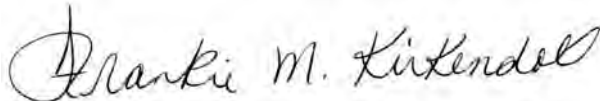
<http://webs.wichita.edu/inaudit/tablepp.htm>

The orientation is not intended to imply any employment contract or property right, nor is it intended to guarantee employment with WSU. WSU reserves the right to change or modify the contents of the orientation at any time without notice to the employees. Changes in the agency's policies may modify, supersede or eliminate the guidelines in this orientation.

The orientation does not provide detailed answers, cover all situations or outline the specifics of your job. Your supervisor provides you with this information. If you have specific questions or concerns, ask your supervisor to explain. Your supervisor can also provide access to your department's *Policies* and other manuals or guidelines that have specific, detailed information about departmental policies and procedures.

Whether you are with us for only a short while or for your entire working career, we wish you every success.

Sincerely,



Frankie M. Kirkendoll  
Director, Human Resources