

KENTUCKY STATE UNIVERSITY

STAFF SENATE

CONSTITUTION

AND

BYLAWS

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Kentucky State University Staff Senate Constitution and Bylaws

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Kentucky State University Staff Senate Constitution and Bylaws

PREAMBLE

WHEREAS, members of the Kentucky State University staff are desirous of creating a stronger bond among themselves and to more effectively direct, focus and utilize the talents and efforts of the membership to foster communication and cooperation between and among the staff, administration, faculty, and students; and

WHEREAS, the need arises to create a governing body possessed of responsible and responsive leadership which shall develop, promote, and administer those policies and objectives which best fulfill and address the needs, concerns, and interests of all staff; and

WHEREAS, accomplishment of the foregoing shall ideally enhance the ability of the membership to support the institution in its effort to achieve its mission;

BE IT THEREFORE RESOLVED, that there is hereby created a STAFF SENATE.

NAME

This governing body shall be known as the Kentucky State University Staff Senate, herein referred to as the "Senate."

ARTICLE I: PURPOSE

Section 1: Goals and Objectives

The Senate will address the concerns of staff. The goals and objectives of the Senate shall include the following:

- A. Facilitate communication among co-workers as well as two-way communications between staff and the administration;
- B. Facilitate mutual understanding of administration-employee problems;
- C. Serve as a conduit for staff ideas for improving policies and procedures, safety, staff relations, and accomplishing cost containment;
- D. Provide staff with an opportunity to plan and implement programs of interest and benefit to them; and
- E. Provide a conduit for communicating existing policies and new policies to staff.

ARTICLE II: MEMBERSHIP AND ELIGIBILITY

Section 1: Representation

The Senate shall be the representative organization for all staff members of Kentucky State University, including staff members who may teach no more than two classes as an adjunct.

Section 2: Eligibility to Vote

All staff who have completed their ninety (90) day probation period are eligible to vote in the Senate election. Any KSU employee who is eligible to vote in the faculty Senate election shall not be eligible to vote in the Senate election.

Section 3: Authority

- A. The powers of the Senate emanate from the staff and from the delegation of authority by the Board of Regents.
- B. The Senate shall be governed by *Robert's Rules of Order*, Newly Revised, in the consideration of all matters properly before it. Where required, the interpretation and application of governing procedures outlined in Article II, Section 3.C. shall be the responsibility of the Parliamentarian.
- C. Any conflict among or between these Bylaws and *Robert's Rules of Order* shall be resolved in favor of the Bylaws.

Section 4: Membership and Eligibility to Seek Election

- A. All staff members who have completed their initial ninety (90) day probationary period shall be eligible to seek election to the Senate.
- B. Each elected representative shall have one vote.
- C. Ex-officio members of the Senate shall be the University President, the Staff Regent, Cabinet members, and staff members whose positions are less than two levels removed from the President of the University. Ex-officio members shall be non-voting.

- D. Elections will be held annually in November.
- E. Members of the Senate shall serve for a term of two years. Members may serve consecutive terms not to exceed five (5) terms but must run for re-election upon expiration of their current term. After serving five (5) terms, a representative shall sit out for one full term before running for re-election. Members may be appointed to a sixth term in the event a vacancy occurs.
- F. Any representative may be removed by a two-thirds vote of his/her constituency.
- G. In the event of job realignment, a representative shall finish out their term as a representative of the administrative unit in which the representative was elected to serve.
- H. Upon election, each Representative shall be familiar with Senate business and be willing to respond to questions from his/her constituency.

Section 5: Permanent Vacancies

- A. Upon termination of an elected representative's employment at Kentucky State University, that seat shall be deemed a permanent vacancy.
- B. Representatives shall be required to attend all meetings unless excused by the Senate President. In the event a representative has three (3) or more unexcused absences from regular meetings in a calendar year, that representative shall be removed from their seat and the seat will be deemed a permanent vacancy.
- C. Upon occurrence of a permanent vacancy, the person receiving the next highest vote in the last election in the administrative unit in which the vacancy has occurred shall be appointed, if available, to fill the vacancy. In the event that no candidate(s) is/are available from the last election, the Senate members may nominate and vote on an interim representative to fill the vacant seat. This candidate must be qualified to represent the administrative unit of the vacant seat. The interim representative shall serve for the duration of the term they were appointed to fill.
- D. Resignation from the Senate will be just cause to forfeit future eligibility in the Senate. Appeals can be made to the Senate for extenuating circumstances.

Section 6: Representatives

- A. The Senate shall consist of representatives elected from its respective constituencies by staff members eligible to vote. The constituencies, date, and manner of the election are defined in Article 2, Section 4.D., Article VI, Section 2.C., and Appendix A.
- B. The total voting membership of the Senate shall not exceed twenty (20) persons.
- C. The Senate shall consist of no more than twenty (20) elected representatives. The total number of eligible staff members per administrative unit, divided by twenty, will determine the per capita representation of each administrative unit.
- D. There shall be no more than five (5) at-large members. An at-large member is defined as a representative who is appointed post-election to fill a vacancy in any administrative unit.

ARTICLE III: OFFICERS

Section 1: Officers

At the first scheduled meeting following the election for membership, there shall be five officers nominated and elected from the membership: Senate President, Vice President, Secretary, Treasurer, and Parliamentarian. Each officer shall serve a two-year term.

Section 2: Eligibility for Office

- A. Any member of the Senate shall be eligible for election as a Senate Officer.
- B. Only members of the Senate may nominate a candidate for or cast ballots in the election of an officer.
- C. If an officer resigns, retires, or otherwise ceases employment with Kentucky State University, that office shall immediately be deemed vacant. Vacancies in officer seats shall be filled in accordance with Section 3 of this Article.

Section 3: Election

- A. The election of Officers defined in Section 1 of this Article shall be conducted by secret ballot at the first Senate meeting of the year (January). Two members of the Senate shall serve as tellers to count the votes during the portion of the meeting in which officers are elected (Article III, Section 8). No nominee for any office shall be eligible to serve as a teller.
- B. The Vice President will assume a vacancy in the office of the Senate President until elections are held for President at the first Senate meeting of the next calendar year (January).
- C. A vacancy in the office of either Vice President, Secretary, Treasurer, or Parliamentarian shall be filled at the next regularly scheduled Senate meeting after such vacancy occurs and the election shall be conducted as prescribed in Section 3.A. of this Article. Should the Vice President decide to not assume the office of President, the Staff Senate shall reserve the right to vote a President.

Section 4: Duties of the Senate President

The duties of the Senate President shall be:

- A. Preside at all meetings;
- B. Determine, in consultation with the Secretary, the agenda for all meetings;
- C. Issue calls for both regular and special meetings;
- D. Receive and refer as appropriate all matters directed to the Senate;
- E. Represent the Senate in the University community;
- F. Appoint all ad hoc committees of the Senate defined in the Bylaws;
- G. Abide by and enforce the Senate Bylaws;
- H. Exercise other duties of a presiding officer as may be additionally specified by the Senate;

- I. Recommend, in consultation with Senate Officers, staff appointments for University-wide and community advisory boards; and
- J. Organize and deliver all files, correspondences, and instructions to his or her successor prior to the first meeting of the new Senate.

Section 5: Duties of the Vice President

The duties of the Vice President shall be:

- A. Preside at meetings in the absence of the Senate President;
- B. Assume the President's chair in the event a vacancy occurs in the office of Senate President;
- C. Represent the Senate when so designated either by the Senate President or by the Senate;
- D. Perform other duties as may be requested by the Senate President or by the Senate; and
- E. Organize and deliver all files, correspondences, and instructions to his or her successor prior to the first meeting of the new Senate.

Section 6: Duties of the Secretary

The duties of the Secretary shall be:

- A. To keep and record accurate minutes of Senate meetings and distribute them to members, all staff, and administrators;
- B. Maintain an archive of meetings, correspondence and actions, and provide copies of approved minutes to the office of the Senate President, the University President, and to Blazer Library for public review;
- C. Preside at meeting in the absence of the Senate President and Vice President;
- D. Issue notices of special meetings called by the Senate President;
- E. Distribute the agenda to Senate members and administrators no less than five working days prior to the next regularly scheduled meeting;
- F. Maintain and update the Senate webpage on KSU's website;
- G. Maintain accurate attendance and voting records of all members;
- H. Coordinate all Senate mailings to constituents;
- I. Maintain a schedule of meeting places of the Senate; and
- J. Organize and deliver all files, correspondences, and instructions to his or her successor prior to the first meeting of the new Senate.

Section 7: Duties of the Treasurer

The duties of the Treasurer shall be:

- A. Maintain accurate budgetary records;
- B. Prepare a monthly treasurer's report and present a report at each regularly scheduled meeting;
- C. Prepare an annual budget for the Senate with the assistance of the Senate President and Executive Committee;
- D. Assist the Secretary with duties as needed;

- E. Act as a teller for all voting;
- F. Preside at meetings in the absence of the Senate President, Vice President, and Secretary; and
- G. Organize and deliver all files, correspondences, and instructions to his or her successor prior to the first meeting of the new Senate.

Section 8: Duties of the Parliamentarian

The duties of the Parliamentarian shall be:

- A. Assist the Senate President in maintaining order and decorum at meetings;
- B. Interpret and apply *Robert's Rules of Order*, Newly Revised, when so requested by either the Senate President or upon proper motion;
- C. Serve as presiding officer only for that portion of the meeting at which officers are elected in accordance with Section 3 of this Article;
- D. Maintain an accurate and current copy of the Constitution and Bylaws and all amendments; and
- E. Organize and deliver all files, correspondences, and instructions to his or her successor prior to the first meeting of the new Senate.

Section 9: Removal of Senate Officers

An officer may be removed from office upon determination of willful violation of the Constitution and Bylaws, and/or for malfeasance, misfeasance, nonfeasance, or neglect of their duties as outlined in Sections 4 through 8 of Article III of these Bylaws. No officer shall be removed except upon greater than fifty (50) percent vote of the Senate membership. The procedure for the removal of any officer shall be:

- A. A petition requesting removal of an officer shall be signed by a minimum of one-third of the currently elected Senate representatives and shall specify the grounds for removal.
- B. The petition shall be delivered to the Chair of the Election and Credentials Committee who shall immediately deliver a copy without signatures to the officer named therein and schedule a meeting of the Election and Credentials Committee no less than five working days thereafter to consider the petition.
- C. The officer named in the petition shall have five working days from the date of receipt of copy of the petition from the Chair of the Election and Credentials Committee to respond in writing to the Election and Credentials Committee. He or she shall be further notified in writing of the time and place of the meeting of the Election and Credentials Committee and shall be permitted to appear and be heard.
- D. Discussion of the recommendation of the Election and Credentials Committee concerning the removal of an officer shall be conducted by the Senate in executive session. The Chair of the Election and Credentials Committee shall preside over such debate.
- E. The Election and Credentials Committee shall consider all information pertinent to the petition and make its recommendations to the full Senate no later than the second regular meeting of the Senate following receipt of the petition. The Election

and Credentials Committee shall maintain a complete and confidential record of its proceedings.

- F. The Senate shall vote on the recommendation of the Election and Credentials Committee.
- G. If the officer named in the petition for removal voluntarily resigns at any point during the procedures indicated in this section, the petition for removal shall be deemed withdrawn.

ARTICLE IV: STAFF REGENT

Section 1: Establishment and Membership

The Staff Regent shall be an ex-officio, non-voting member of the Senate.

Section 2: Responsibilities

The Staff Regent shall attend all Senate meetings and report the actions of the Board of Regents to the Senate.

Section 3: Legislation and Eligibility

The position of Staff Regent has been established by KRS 164.321.

Section 4: Removal of Staff Regent

The Staff Regent can only be removed pursuant to KRS 164.321(10) (a) and KRS 164.321(10) (b).

ARTICLE V: STAFF ADVOCATES

Section 1: Establishment and Membership

There shall be two Staff Advocates, one male and one female. They shall be ex-officio, non-voting members of the Senate.

Section 2: Responsibilities

The Staff Advocates shall serve as support for a staff member, upon request, throughout the grievance and appeal process. The Staff Advocate shall maintain confidentiality and refrain from providing legal advice.

Section 3: Removal of Staff Advocate

Staff Advocates shall be removed in the same manner as Senate members as stated in Article II Section 4.F.

ARTICLE VI: MEETINGS

Section 1: Agenda

- A. The Senate President, in consultation with the Secretary, shall determine the agenda for each meeting.
- B. Any committee, as well as individual members, may submit items to be placed upon the agenda to the Secretary no less than ten working days before any regular meeting and shall be distributed in accordance with Article III, Section 6.E. of these Bylaws.
- C. The order of business for meetings and delivery of the agenda shall be in accordance with *Robert's Rules of Order*, Newly Revised.

Section 2: Regular Meetings

- A. The Senate shall hold regular monthly meetings at a convenient time, day, and location as determined by it.
- B. Notification of scheduled meetings for the full calendar year shall be issued at the first meeting in December and published in official University publications.
- C. All meetings, whether regular or called by the Senate, shall be open to members of the University community. Any staff member attending any meeting shall be granted the privilege of the floor by a majority vote of eligible members present at the meeting.

Section 3: Specially Called Senate Meetings

- A. A specially called meeting of the Senate may be called by the Senate President or an Executive Officer.
- B. The entire staff body may submit a request for a specially called meeting by delivering a written petition containing no less than seventy-five (75) percent of the entire staff body's signatures at least two weeks in advance to any Senate Officer.
- C. The Senate reserves the right to either reject the request for a specially called meeting through a unanimous vote by the Officers of the Senate or to move the request for a specially called meeting to a regular meeting.

ARTICLE VII: STANDING COMMITTEES

Section 1: Purpose and Function

The function of the standing committees is to provide the Senate with specific, responsible working bodies which shall ensure a planned and coordinated direction for the business of the Senate. Each committee's guidelines will have the following categories: "Purpose," "Responsibilities," "Composition," and "Reports To."

Section 2: Standing Committees

- A. Outreach Committee
- B. Staff Relations Committee
- C. Executive Committee
- D. Election and Credentials Committee
- E. Staff Morale Committee

Section 3: Procedure for Election of Committees

- A. At the annual December meeting, or when a permanent vacancy occurs, the Election and Credentials Committee shall report all vacancies in standing committee membership and shall submit to the Senate the name of a Senate member or staff member for nomination for each vacancy. Alternate names may also be submitted to fill vacancies which may occur between regular Senate meetings.
- B. After nominations by the Election and Credentials Committee have been reported to the full Senate, the Senate President shall call for nominations from the floor before nominations are closed and voting commences. A majority vote shall be required to elect members to a committee. Alternates approved by the Senate shall automatically fill a permanent vacancy.
- C. Each Senate member must serve on at least two standing committees.
- D. Each standing committee shall consist of a minimum of three Senate members.

Section 4: Procedures for Election of Standing Committee Officers

- A. The Vice President of the Senate shall call a meeting of each standing committee following the first regular December Senate meeting.
- B. Only members of the standing committee who are members of the Senate are eligible for nomination for Chairperson of the standing committee. The Chairperson shall be elected by members of the standing committee.
- C. A majority vote of the standing committee shall constitute an election.
- D. Duties of a Standing Committee Chairperson shall be:
 - 1. Call and preside at all meetings;
 - 2. Determine the agenda for all meetings;
 - 3. Ensure that conduct of the committee is governed by procedures contained in *Robert's Rules of Order, Newly Revised*;

4. Ensure that all members attend all meetings;
 5. Ensure that all matters as referred to the committee by the Senate are followed through to conclusion in a timely manner;
 6. Report vacancies to the Election and Credential Committee;
 7. Ensure that committee minutes are reported to the Staff Senate President within five working days of each committee meeting; and
 8. Present a written annual report of committee accomplishments at the October meeting of the Senate.
- E. The committee Vice Chairperson and Secretary shall be elected at its first meeting, unless otherwise designated.

Section 5. Staff Outreach Committee

Purpose

Maintain communication with staff members, promote programs which bring the University and community closer together, and assist the University with recruitment of students.

Responsibilities

- A. Facilitate communication among co-workers and encourage and maintain mutual communication between Senate and the campus community;
- B. Publish news of Senate proceedings to the University community;
- C. Adhere to University policy regarding off-campus communication (newspaper, radio, television, research, etc.);
- D. Coordinate community relations programs with non-profit charity organizations.
- E. Recommend staff to assist University's recruitment of students; and
- F. Present a written annual report of committee accomplishments at the October meeting of the Senate.

Composition

The committee shall consist of at least six members. The Senate President or Vice President, along with the Senate Secretary shall be on the committee. Representatives from the Office of Brand Identity and the B.R.E.D.S. Center can also serve on this committee. The committee Chairperson shall be a member of the Senate.

Reports to: Staff Senate

Section 6. Staff Relations Committee

Purpose

Aid staff in the resolution of grievances in accordance with the guidelines of the Kentucky State University Human Resource Policy Manual.

Responsibilities

- A. Facilitate matters impacting the workforce (training, professional development, compensation, discrimination, generational matters, budgets, transportation matters, etc.);
- A. Provides an avenue for the regular exchange of ideas on employee benefits, University policies and procedures, and other matters that relate to staff;
- B. Facilitate matters regarding safety and health affecting staff (work-life balance, health and wellness, emergency preparedness, etc.);
- C. Represents Senate during HR's New Employee Orientation sessions;
- D. Actively works to recruit a diverse and inclusive Senate body through outreach and cooperation with relevant campus offices and departments;
- E. Upon request by a staff member, the Staff Advocates shall serve as support for the staff member throughout the grievance and appeal process;
- F. Assist the Office of Human Resources in recognizing University retirees;
- G. Present a written annual report of committee accomplishments at the October meeting of the Senate.

Composition

The committee shall consist of at least three Senate members, including a member of the Executive Committee; a representative from the Office of Human Resources; and the Staff Advocates.

Reports to: Staff Senate

Section 7. Executive Committee

Purpose

Function in an advisory and coordinating capacity and make recommendations for adjustments, improvements, and refinements to the staff structure.

Responsibilities

- A. Oversee, examine, and review the work of the various Senate committees to prevent duplication of effort and ensure the carrying out of all committee assignments;
- B. Act as a steering committee to assure that matters are properly referred to Senate committees;
- C. Act for the Senate on urgent matters and consider immediate problems of general interest to the University which cannot wait for action by the Senate in regular sessions. Such actions of the committee are reported to the Senate at its next meeting and are subject to ratification;
- D. Review and recommend the annual budget of the Senate and the financial statements of the Senate;
- E. Maintain relationships with the University community;
- F. Ensure that Ad Hoc committees are established when necessary; and
- G. Present a written annual report of committee accomplishments at the October meeting of the Senate.

Composition

The committee shall consist of the elected officers of the Senate, all Senate committee chairs, and the Staff Regent.

Reports to: Staff Senate

Section 8. Election and Credentials Committee

Purpose

Conduct and certify the election of Senate members and the Staff Regent. The Election and Credentials Committee is an Ad Hoc committee that shall be formed no later than three (3) months before each Senate election.

Responsibilities

- A. Conduct on-going and regular studies of the structure of university staff to ensure that the Senate continuously represents all staff members;
- B. Conduct elections of Senate representatives, as provided by the Bylaws and certify candidates for election;
- C. Conduct elections of the Staff Regent, as provided by the Bylaws, and certify candidates for election;
- D. Arrange and provide state-of-the-art voting mechanisms (i.e., voting machine/computer);
- E. Conduct other business as referred by the Senate relative to election and credentials; and
- F. Present a written annual report of committee accomplishments at the October meeting of the Senate.

Composition

Three Senate members, including the parliamentarian; a representative from the Office of Human Resources; a member of Faculty Senate; and a representative from the Office of General Counsel.

Reports to: Staff Senate

Section 9. Staff Morale Committee

Purpose

Develops and coordinates events and programs to recognize and reward staff for their service as well as build a positive spirit within the university.

Responsibilities

- A. Hosting employee lunches and planning company picnics;
- B. Fundraising for philanthropic causes;
- C. Staff appreciation and awards;
- D. Office/Department awards and select scholarship recipients;
- E. Lead the celebration of company milestones, employee birthdays, the arrival of new babies, etc.;
- F. Present a written annual report of committee accomplishments at the October meeting of the Senate;
- G. Organize social activities for all staff and administration;
- H. Implement and maintain the Employee of the Month and Year Awards program; and
- I. Encourage staff members to recommend colleagues with notable contributions, service, and qualities for recognition.

Composition

The committee shall consist of at least six members including at least one Senate member. One representative from the Office of the President can also serve on this committee. The committee Chairperson shall be a member of the Senate.

Reports to: Staff Senate

ARTICLE VIII: SENATE AD HOC COMMITTEES

Section 1: Authority

The Senate President, in consultation with the Election and Credentials Committee, may appoint ad hoc committees as may be necessary for specific purposes. The composition and purpose of the ad hoc committees shall be recommended by the Election and Credentials Committee. Ad hoc committee chairpersons shall be elected by the members of the committee.

Section 2: Limitation

An ad hoc committee shall automatically dissolve upon the completion and submission to the Senate President of its specific assignment.

ARTICLE IX: QUORUM and VOTING

Voting at meetings of the Senate shall be by a method prescribed by the Senate President at the time of the vote. The total vote shall be tallied by the Secretary and affirmed by the Senate President.

Section 1: Roll Call Votes

A roll call vote may be called by any member of the Senate and shall be called automatically in case of a contested vote.

Section 2: Quorum

The presence of fifty-one percent of the elected membership of the Senate shall constitute a quorum for all purposes, except the voting of amendments to the Constitution and Bylaws.

Section 3: Debate

Debate or discussion shall be limited to fifteen minutes per motion unless an extension of time is voted by 2/3 of the voting members present. The time shall be monitored by the Parliamentarian.

Section 4: Tie Votes

The Senate President or presiding officer shall vote only in case of a tie.

ARTICLE X: SENATE ACTIONS

The President of the University may accept, modify, or reject any action of the Senate except those actions involving final authority granted by the Board of Regents. The Senate may address the President of the University or, through the President of the University, the Board of Regents regarding University matters.

ARTICLE XI: ADMINISTRATIVE FUNCTIONS

The Senate shall have no management or administrative functions either in itself or through the instrumentality of its committees.

ARTICLE XII: EFFECTIVE DATE

The Senate Constitution and Bylaws shall become effective upon approval by the Board of Regents.

APPENDIX A
Administrative Units

Administrative Unit 1 will consist of the following departments:

Office of the University President, General Counsel, Internal Audit, Institutional Research, Brand Identity, Alumni Relations, and Institutional Advancement

Administrative Unit 2 will consist of the following departments:

Provost and Vice President for Academic Affairs
College of Humanities and Social Sciences; College of Agriculture, Communities, and the Environment; College of Businesses and Computational Sciences; College of Natural, Applied, and Health Sciences; College of Public Services and Leadership Studies; and Academic Services

Administrative Unit 3 will consist of the following departments:

Vice President for Student Engagement and Campus Life
Student Engagement, Student Success, Campus Life, Health Services, Career Services and Professional Development, Athletics, Student Housing, University College, and Upward Bound

Administrative Unit 4 will consist of the following departments:

Vice President for Finance and Administration
Financial Aid Office, Bursar Office, Information Technology, The B.R.E.D.S. Center, Title III Office, Purchasing Department, Auxiliary Services, Human Resources, Facilities Management, Budget Office, Accounting, Payroll, and University Police