



Recognized Student Organization President and Advisor Training

Objectives

- Recognized Student Organizations (RSO)
- Your responsibilities as an Advisor
- Your role as a mandated reporter in terms of:
 - PPM 3010
 - Clery Act
 - Crisis Management and Intervention (CIRT)
- Student of Concern
- Student Code of Conduct
- Resources

Who's Who?

- Julie Rowe, Coordinator for Aeronautics & Student Success
 - Stevens Flight Center 123
 - jarowe@ksu.edu
- Lindsay Shupe, Student Success Coordinator
 - College Center 112B
 - lrshupe@ksu.edu
- Dene Sheridan, Accountant
 - Kuhlman Center
 - denesheridan@ksu.edu
- Roxana Linares, SGA Vice President
 - rmlinares@ksu.edu

Recognized Student Organizations

- Any student organization that has completed and maintained the necessary requirements to be recognized by the university through the Office of Student Life. A student organization is a voluntary special interest group organized for educational, social and service purposes and comprised of student members. Recognized student organizations are classified as either affiliated or sponsored.

For more information, please refer to [PPM 8540](#) or the Student Organization Handbook.

Recognized Student Organization



Recognized Student Organizations (RSO)

- Sponsored
 - Formerly known as DSO or department sponsored organizations
 - This club or organization functions in unison with the mission and culture of the university.
 - Operates as part of a university department or unit. In other words, the club or organization is representing K-State Salina and the direct department.
 - Routinely presents events for campus and community in relation with the department.
 - The club or organization may receive funding from departments
 - Required to hold financial accounts within the university.
- Affiliated
 - Formerly known as ISO or independent sponsored organizations
 - Function with Minimal university support
 - Activities are primary for direct membership, as opposed to the direct mission of a campus department
 - Not a department, unit, or agent of the university, and the university does not accept responsibility or liability for the activities undertaken by affiliated organizations
 - Eligible to maintain off-campus financials for funds generated independently from the university.

Your responsibilities as an Advisor of a Student Organization

- Required to complete annual training and acknowledgement form.
- Primary contact for club and liaison between the university and club.
- Obtain financial approval from budget manager for sponsored organizations.
- Provides oversight and accepts direct responsibility over club and activities.

PPM 3010



- PPM 3010 covers discrimination based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited.
- This policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities.
- [PPM Chapter 3010: Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, and Procedure for Reviewing Complaints | Policy and Procedures Manual | Kansas State University \(k-state.edu\)](#)

Your Role as a Mandated Reporter

- If *any* K-state community member disclose to you that they were involved in an incident of discrimination or harassment based on any protected class, or special assault YOU ARE REQUIRED TO REPORT IT to the Office of Institutional Equity.
- Inform them of your obligation
- You only need to report what is shared with you; you do not need to ask questions such as “where did this happen” or “who was there.”
- Be knowledgeable of resources available to students.

How Do I Report?

- **You can report an incident by:**

1. Calling OIE at (785) 532- 6220
2. Stopping by OIE in person: 220A Kedzie Hall
3. Sending an email directly to
 - equity@ksu.edu
4. Completing an online incident report – link located on OIE and Reportit websites
 - [Institutional Equity | Kansas State University \(k-state.edu\)](https://www.k-state.edu/institutional-equity/)

You are always encouraged to contact OIE or the Office of Student Life if you have a question regarding information that was shared with you.

What happens when a report is made to OIE?

- Once you submit a report to OIE, you will not receive information regarding the case or investigation.
- Complainants listed in a report will receive an email offering resources and an invitation to meet with the Director of OIE and Title IX Coordinator to discuss resources and the investigation process.
- All reports and initial complaints alleging a violation of the Policy are processed by the OIE to determine if there is jurisdiction to investigate and whether the alleged conduct, if true, would constitute a violation of the Policy.
- If the alleged activity would be a violation of the Policy, OIE may conduct an investigation into the allegations following procedures outlines in PPM 3010. OIE reviews all complaints of discrimination, harassment, sexual harassment, and retaliation to determine if any remedial actions are warranted.
- OIE may also refer a complaint to the University's Threat Management Policy PPM 3015 depending on the alleged conduct.

Clery Act

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act) is a federal law requiring United States colleges and universities who receive federal funding to share information about crime on campus, as well as efforts to improve campus safety.
- Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with resources, options for reporting, and interim measures. Additionally, colleges and universities must outline specific policies and procedures in addition to educational efforts, in order to address and promote awareness regarding potential crimes on and around campus.

Your Role as a Campus Security Authority (CSA)

- As an advisor of an RSO, you are considered a Campus Security Authority (CSA) and **are required to report.**
- CSA's MUST:
 - Report all crimes or incidents that *might* be crimes
 - Tell the person who discloses the crime to you that you are required to share the information
 - Report the information as relayed by the person
 - Help connect the person to available options and resources within the institution

Clery Crimes

- Murder and Non-negligent
- Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Arson
- Burglary
- Motor Vehicle
- Theft
- Illegal Weapon
- Possession
- Drug Law
- Violations
- Liquor Law
- Violations
- Hate Crimes:
 - Bias
 - Larceny-theft
 - Simple Assault
 - Intimidation
 - Destruction/Damage/
Vandalism of Property
 - Domestic Violence
 - Dating Violence
 - Stalking

Location, Location, Location



Public Property

- All public Property, including streets, sidewalks, and parking facilities, that is within, or immediately adjacent to campus

Non-Campus

- ANY building or property that is:
 - Owned or controlled by a student organization that is officially recognized by the institution
 - A building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purpose
 - Frequently used by students, and is not within the same reasonably contagious geographic are of the institution
 - Ex. Hotels for conferences

On-Campus

- Residence Halls
- Aero Hanger
- Academic Buildings

How do I report?

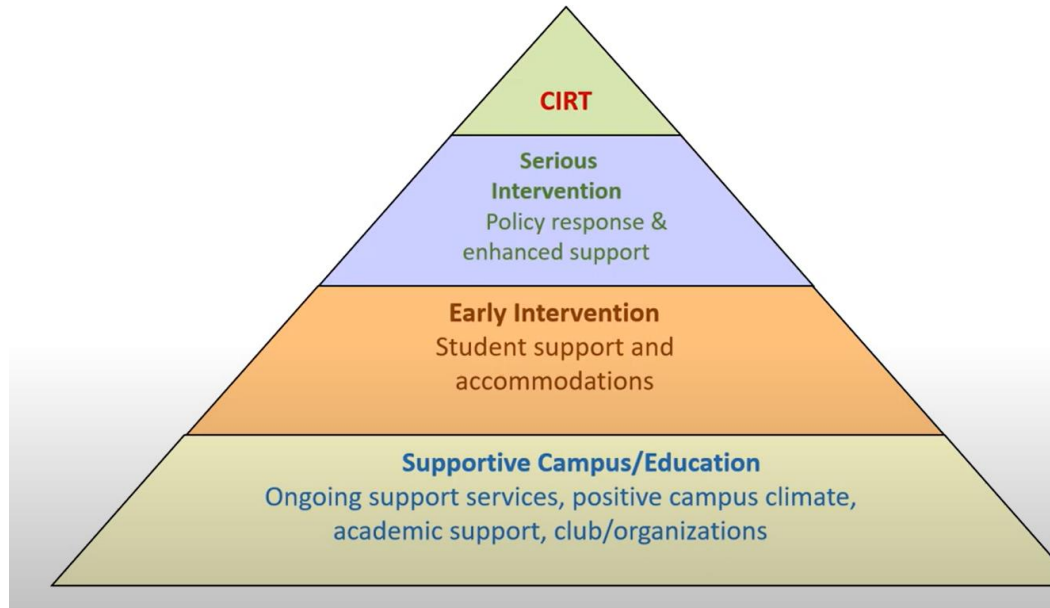
- **You can report an incident by:**

1. Calling Campus Security 785-826-2909 or 911
2. Sending an email directly to
 - ksuclery@k-state.edu
3. Completing an online incident report – link found on the [Reportit](#) websites
 - [Clery Act Campus Security Authority \(CSA\) Reporting Form \(maxient.com\)](#)

You are always encouraged to contact Campus Security or the Office of Student Life if you have a question regarding information that was shared with you.



Crisis Prevention Pyramid



Critical Incident Response Team (CIRT)



- The Kansas State University Salina Critical Incident Response Team (CIRT) assesses and coordinates the response to significant campus situations and events on the Salina Campus. The CIRT assists the community and its members to return to a more normal state of functioning after a critical incident and suggests future preventative measures.
- Critical events may include:
 - Student death or significant trauma
 - Serious student situations involving medical or psychological concerns
 - Campus threats or emergencies that directly affect the well-being of students and the campus community
 - Certain criminal charges

CIRT Process



Method of Operation - Crisis or Threat

- An immediate crisis or threat should be reported as soon as possible to law enforcement by calling 911, including the Kansas State University Salina Security at 785-822-7424. Following notification of law enforcement, a crisis or threat involving a Kansas State Salina student should be reported to the Kyle Chamberlin.
- For non-emergency situations, faculty, staff, and other individuals may use the Student of Concern reporting system regarding concerns about a student. Make a Student of Concern (SOC) report using the [SOC Reporting Form](#).

Step 1:

- Sgt. Sean or Kyle Chamberlin is notified of the crisis or threat

Step 2:

- The CIRT Chair initiates the CIRT process

Step 3:

- The CIRT meet

Step 4:

- Family and Kansas State Salina community support

Step 5:

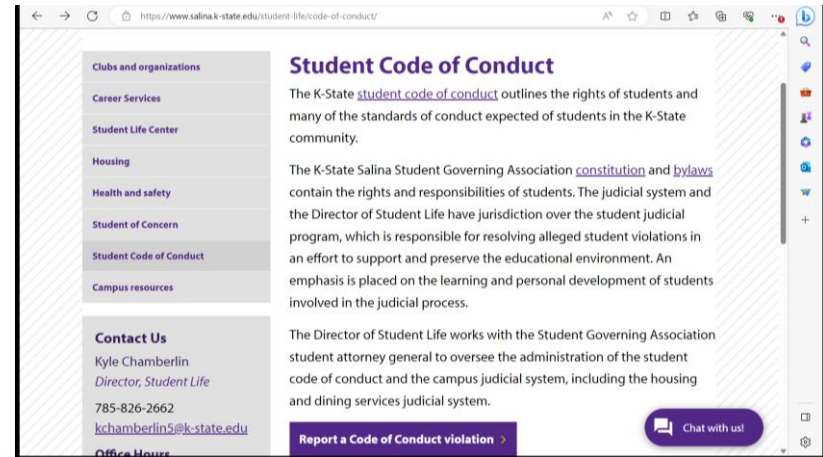
- Post-event procedures

For more detailed information visit the [K-State Salina website](#).

Student Code of Conduct

- The K-State [student code of conduct](#) outlines the rights of students and many of the standards of conduct expected of students in the K-State community.
- The Director of Student Life works with the Student Governing Association student attorney general to oversee the administration of the student code of conduct and the campus judicial system, including the housing and dining services judicial system.

[Report a Code of Conduct violation](#)



The screenshot shows a web browser window displaying the "Student Code of Conduct" page on the Salina K-State website. The page features a navigation menu on the left with categories such as "Clubs and organizations", "Career Services", "Student Life Center", "Housing", "Health and safety", "Student of Concern", "Student Code of Conduct", and "Campus resources". The main content area is titled "Student Code of Conduct" and contains the following text: "The K-State [student code of conduct](#) outlines the rights of students and many of the standards of conduct expected of students in the K-State community." Below this, it states: "The K-State Salina Student Governing Association [constitution](#) and [bylaws](#) contain the rights and responsibilities of students. The judicial system and the Director of Student Life have jurisdiction over the student judicial program, which is responsible for resolving alleged student violations in an effort to support and preserve the educational environment. An emphasis is placed on the learning and personal development of students involved in the judicial process." The final paragraph reads: "The Director of Student Life works with the Student Governing Association student attorney general to oversee the administration of the student code of conduct and the campus judicial system, including the housing and dining services judicial system." At the bottom of the page, there is a purple button labeled "Report a Code of Conduct violation" and a "Chat with us!" button.

Student of Concern

Academic Concern Form

[Academic Concern form](#)

Anyone who is aware that a student is exhibiting behaviors that are of concern in relation to academics can report their concerns.

Student of Concern Form (non- academic)

[Student of Concern Form](#)

Anyone who is aware that a student is exhibiting behaviors that are of concern in relation to their social, physical, behavioral, emotional or financial/career wellbeing can report their concerns using the Student of Concern (SOC) Reporting Form. Please note this form is not designed to be an emergency response notification process, although this form can and should be submitted after an emergency situation if there is a student involved.

The screenshot shows the K-State Salina website. The top navigation bar includes links for 'About', 'Academics', 'Admissions', 'Student Life', and 'Research and Training'. Below this is a breadcrumb trail: 'K-State home > K-State Salina > Student Life > Health and Safety > Support for student concerns'. A search icon is in the top right corner. On the left is a sidebar menu with categories: 'Clubs and organizations', 'Career Services', 'Student Life Center', 'Housing', 'Health and safety', and 'Student of Concern'. Under 'Student of Concern', there are links for 'Crisis assistance', 'Campus security', and 'Principles of Community'. The main content area is titled 'Support for student concerns' and contains the text: 'We understand that students can face a variety of challenges during their college career. The campus strives to support students as challenges arise. The forms below allow students, faculty, staff, families, and community members get students connected to help and support.' Below this is a section for 'Academic Concern Form' with a purple button that says 'Academic Concern form'. At the bottom right, there is a 'Reporting Concerns for Students' section with a 'Chat with us!' button and a browser address bar showing 'ACADEMIC - SOC Reporting - http://k-state.salina.edu/...'. A purple seal in the top right corner of the slide contains the text 'FEBRUARY 16, 1863'.

How the process works

- Once a Student of Concern report is submitted, the Director of Student Life will review and assess the information in order to determine the best course of action for follow-up. This is done on a case-by-case basis and the type of follow-up will vary depending on the information available and the circumstances surrounding the report. Follow-up may include reaching out to the student directly and working with the student on a success plan or appropriate referrals. The Director of Student Life may contact you for additional information.
- Please note that once you have submitted an SOC report, you may not receive any specific follow-up information due to privacy laws and regulations.

Next Steps for an Active RSO?

- Presidents
 - Complete the Student Conduct Policy Training
- Advisor
 - Complete the Student Conduct Policy Training
 - Complete the Advisor Acknowledgement form
 - Must include a signed Sponsoring Department Acknowledgement Form if a Sponsored Organization

Resources

[Office of Student Life](#)

- Health services
- Mental health counseling
- Career services
- Housing and Dining
- Cat's Corner
- Community Resources
- Crisis Assistance
- Student of Concern

[Academic Success Center](#), TC 111

- Tutoring
- Writing Center
- Academic Workshops

[Student Support Services/TRIO](#), Tullis Building

- First Generation Students
- Low-Income Individuals
- Individuals with Disabilities

[Office of Admissions](#)

- Tuition
- Scholarships
- Financial Aid

[Diversity, Inclusion, and Belonging](#)

- Deb Marseline, debm@k-state.edu
- Lupita Gonzalez, lupita17@ksu.edu

[Domestic Violence Association of Central Kansas \(DVAK\)](#), Tullis Building

- Carly Tinkler, carlyt@dvack.org

[Student Accommodations](#)

- Julie Rowe, jarowe@ksu.edu

[Campus Security](#)

- Sgt. Sean, mortons@ksu.edu

[Center for Advocacy, Response and Education \(CARE\)](#)