

May 21, 2019

Dr. Thomas Lane  
807 W. Elm St.  
Springfield, MO 65806

Dear Dr. Lane:

Following an extensive national search, it is my pleasure to offer you the position of Vice President for Student Life and Dean of Students (position #W0006197) at Kansas State University, effective July 14, 2019. Below you will find summarized the major conditions and elements of the formal offer that we have discussed. The appointment is subject to all University and Kansas Board of Regents policies, as well as applicable state and federal laws.

This position is a 12-month, full-time appointment and is benefits eligible. The appointment is for automatically renewable one-year terms, subject to notice of non-reappointment under University policies. You will receive a salary of \$210,000 per year; at a bi-weekly amount of \$8,076.92 per pay period for 26 pay periods. Your first paycheck will be issued on or about August 9, 2019. If you have questions about how benefits may apply to you or transfer to Kansas State University, you should contact our Benefits Administration office by phone at 785-532-6277 or by e-mail at [benadmin@k-state.edu](mailto:benadmin@k-state.edu).

You will report to the President of the University and serve as a member of the President's Cabinet. The members of the President's Cabinet are evaluated annually by the President based on mutually agreed upon goals for each academic year. As Vice President for Student Life and Dean of Students, you will be subject to this annual review process.

In addition, Kansas State University will reimburse you for your moving expenses subject to University policies (see [PPM chapter 6320.50](#)) and state laws and regulations. Please know that reimbursement for moving expenses may be taxable and you will need to consult your tax advisor with any questions about your tax liability. To accept an offer of reimbursement of moving and relocation expenses, you must sign an agreement that if you leave Kansas State University for any reason prior to your first anniversary, except for reasons beyond your control that are acceptable to the University, you will reimburse the University for the full amount of such expenses within 60 days of your last day worked. In addition to other rules, please note that if you use a moving company, you will need to obtain three bids, and your reimbursement will be restricted to the lowest bid amount. Furthermore, the amount you may be reimbursed for moving expenses may not exceed the amount of the actual moving expenses verified by receipts or the amount of moving expenses for moving 12,000 pounds of household goods, whichever is the lesser amount.

All expenses for you and your spouse to come back to Manhattan once between now and your official start date will be paid by the Office of the President for the purpose of your being introduced to the University community, subject to University policies (see [PPM ch. 6410.150](#)) and income tax provisions, including any withholding required.

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If needed, you will be provided temporary housing from July 13, 2019, through August 24, 2019, less any income tax withholding required; any income tax burden that could arise as a result would be your responsibility. A further extension can be arranged, if necessary, as agreed upon by both parties.

As the Vice President for Student Life and Dean of Students, you will be charged with the overall institutional leadership for developing, delivering, evaluating and refining a cohesive and coordinated vision and strategies for student life on campus to support student access, learning, success, and an optimal student experience. You will serve as an advocate for a student-responsive institution that focuses and fosters a culture of excellence and quality service orientation within all areas of responsibilities. As the Vice President for Student Life and Dean of Students, you will be responsible for fostering a commitment to student success by actively developing, implementing, and maintaining programs and services that enrich student learning, build and maintain a strong sense of community, and support the social and personal development of students at K-State. You will have leadership and oversight over the Division of Student Life, which includes the following departments and programs: the Office of Student Life (including the Center for Student Involvement, Student Access Center, Non-Traditional and Veterans Services, Center for Advocacy, Response, and Education and the LGBT Resource Center), the Office of Diversity and Multicultural Student Affairs, Housing and Dining Services, K-State Student Union, Recreational Services, Lafene Health Center, Counseling Services, Career Center, Parents & Family Relations, and Military and Veterans Affairs. The Vice President for Student Life and Dean of Students also serves as a leader in collaborative efforts with other areas of the University and works closely with the Provost and other senior university leadership, particularly in the areas of Enrollment and Student Success.

Your employment at Kansas State University is governed by the rules and policies contained in the Policy and Procedures Manual, which is available online at: <https://www.k-state.edu/policies/ppm/1000/1020.html>, and the University Handbook, which is available online at: <http://www.k-state.edu/provost/universityhb/>, and by other University policies. You are also subject to Kansas Board of Regents policies and Kansas Governmental Ethics Guidelines for State Employees. Your employment is subject to these policies as they are and as they may from time to time be changed. It is your responsibility to be aware of these policies and procedures, as well as others that may apply to you. Kansas State University employees are expected to conduct themselves in a professional and respectful manner toward other members of the University community, including faculty, staff, students, and visitors.

This offer of employment is contingent upon your ability to provide satisfactory documentation verifying your eligibility to work for K-State in the above-mentioned position. The University will be requesting original documentation of your eligibility to work. This offer of employment is also contingent on your clearing the required background checks, and will only become binding once you have signed the Initial Appointment document on the university-approved form and signed by me.

If you accept these terms, please sign the letter below and return to me at your earliest convenience, but no later than May 24, 2019.

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I am delighted to offer you this appointment as Vice President for Student Life and Dean of Students and look forward to working with you as a Cabinet member and as you provide excellent leadership to advance Kansas State University.

Sincerely,



Richard B. Myers  
President

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cc: Dr. Chuck Taber, Provost and Executive Vice President  
Mr. Jay Stephens, Vice President for Human Capital Services

Accepted: Thomas Lane Date: 5/21/19  
Dr. Thomas Lane