

Subject: Comprehensive Administrative Review Announcement

Dear Campus Community,

In April 2017, the University System of Georgia (USG) announced a mandatory, system-wide initiative – the Comprehensive Administrative Review (CAR) – to help support USG’s goals for enhanced academic success, student affordability, and improvements that best serve our students. The purpose of this administrative review was to identify administrative cost savings for the sole purpose of redirecting funds to directly benefit students and support our core mission of teaching, research, and service.

Kennesaw State was one of the first institutions assigned to undergo this review process. In October 2018, following campus-wide surveys and an administrative activity assessment, we identified a number of process and organizational improvement opportunities for the University. A comprehensive list of all of the projects to improve our efficiency and effectiveness as an organization can be found at <https://oie.kennesaw.edu/car/index.php>.

These process improvements will create opportunities for and better serve our students, faculty, and staff. However, part of this comprehensive improvement initiative required that we make some very difficult decisions, resulting in the elimination of 22 non-academic staff positions, and the additional elimination of 55 vacant non-academic positions that will go unfilled. In keeping with USG’s directive, 100% of the approximately \$5.5 million net savings from this workforce reduction will go to support greater degree attainment through adding more instructional staff to support course demand and student success. FAQs can be found at [https://oie.kennesaw.edu/car/car\\_faqs](https://oie.kennesaw.edu/car/car_faqs) and a list of the positions being eliminated can be found at <https://carreport.kennesaw.edu/list>. If you have any further questions, please submit to [CARupdate@kennesaw.edu](mailto:CARupdate@kennesaw.edu).

Earlier today, employees who are directly affected were notified by their unit leaders to discuss next steps. Most of those employees will remain with the University through November 11, 2019. Meanwhile, KSU’s HR department will begin meeting with impacted employees to provide personalized career services and other resources to support them in their job search. Every effort will be made to help them find new positions within the University or at other USG institutions.

This is the completion of all CAR reductions.

The employees of Kennesaw State, comprised of talented and dedicated individuals, are truly the lifeblood of this University. Our staff’s dedication to the success of our students is demonstrated through their ability to innovate and find new ways of doing things, and their sheer passion for helping to make KSU a great university. While this is a difficult time for all of us, it represents an important step toward better serving our students and making KSU stronger in the long run.

Thank you for all that you do for our students and the Owl Nation.

Sincerely,

President’s Cabinet

**Pamela Whitten**  
President

**Julia Ayers**  
VP for Government Affairs

**Lance Burchett**  
VP for Advancement and  
CEO of the KSU  
Foundation

**Tricia Chastain**  
VP of Administration

**Phaedra Corso**  
VP for Research

**Jeff Delaney**  
VP of Information  
Technology and CIO

**Alex McGee**  
VP for External Affairs and  
Chief of Staff

**Lesley Netter-Snowden**  
Chief Institutional Auditor

**Nwakaego Nkumeh**  
VP and Chief Legal Affairs  
Officer

**Milton Overton**  
Director of Athletics

**Julie Peterson**  
VP of Finance

**Kathy Schwaig**  
Provost and VP for  
Academic Affairs

**Brenda Stopher**  
VP of Enrollment Services

**K.C. White**  
VP for Student Affairs