

ADMINISTRATORS' COUNCIL MEETING DECEMBER 8, 2016

The Administrators' Council meeting was called to order by Chair, Dr. Tamara Livingston, at 3pm in Room 2220, Town Point.

Present: Kathy Alday, Tamara Livingston, Mark Lawson, Gary Bush, Jeff Cooper, Scott Whitlock, Jeremy Johnson, Rai Sookram, Ana Baida, Teresa Johnston, Karen Carlisle, Veronica Trammell, Iyonka Strawn-Valcy, and Marty Elliott.

Welcome and Order of Business – Tamara Livingston, Chair

Guest Speakers

Update on Policy: Programs Serving Minors

Ms. Nwakaego Nkumeh, Assistant Legal Counsel

Nwakaego presented the updated policy regarding minors on campus. In August, the Board of Regents modified policy 12.9, which will become effective May 1, 2017. The website is www.protectingminors.kennesaw.edu. While it is not yet complete, it does contain important information outlining the policy. The policy applies to any programs sponsored by any entity at KSU that target non-student minors (mentoring, sports camps, workshops, after-school programs, conferences, etc.). Activities that are open to the public are exempt from the policy. All programs must be registered and approved prior to the start of the program. Programs must be consistent with the KSU mission, and must be approved by Risk Management, Compliance, and Legal. Nwakaego is working with UITS to create an electronic form so all approvals can be efficiently routed to approving entities. Recurring programs must be registered and approved annually. Forms must be submitted as early as possible before the event so that all approvals can be obtained. Nwakaego said she is hoping that two weeks would be adequate, but it might take longer depending on the program. Any individual who has direct contact with non-student minors must submit to a background check every three years. Nwakaego stated that an administrator would be hired to oversee the program. Gary Bush inquired about whether or not students coming to campus for tours would be subject to the policy. Nwakaego said they are waiting to see if tours would be exempt, and she expects all exemptions to be finalized shortly. Ana Baida asked if EMS could be used as way to identify any programs that might include minors. Nwakaego said she had looked into that, but there would be some gaps; for example, if professors were mentoring non-student minors, they would not need to reserve space in EMS. Marty Elliott asked who is responsible if a sports team rents the Sports Park to hold a one-day clinic. Nwakaego responded that the event would need to be approved, but it may be through an abbreviated process since KSU personnel would have *indirect* contact with minors. Marty would still be considered the host. Nwakaego said that basically any event that includes minors, whether or not KSU folks have direct contact with the minors, must be registered and approved. Nwakaego also reminded the group that, as per law, anyone working with minors is considered a “mandatory reporter,” and must report any suspected child abuse to the Police, the Georgia Department of Human Services, and the program sponsor. Training will be available on the website. Tamara suggested that the training could be through OwlTrain eventually. Nwakaego referenced this site: www.usg.edu/audit/compliance/programs_serving_minors. If questions arise, she directed us to asklegal@kennesaw.edu.

Update on FLSA

Ms. Alicia Stignani, Interim Chief Human Resources Officer

Alicia recapped how we got to where we are with the FLSA. Human Resources staff spent the summer looking at jobs to determine who would be bumped up to the new salary threshold. HR was prepared to launch changes on October 1 until the USG delayed it until November 1. Late in November, a federal judge temporarily blocked the Department of Labor's new federal overtime rule, so the plan is now on hold. Alicia stated that KSU would honor the December 1 bump in pay that occurred for those employees whose salaries

were bumped up to meet the threshold. While the FLSA rule is on hold, HR staff will be reviewing those positions that were formerly exempt and which are now non-exempt to see if they can be moved back to exempt status. To do so, positions must meet a strict core duties test. Much discussion continued on this matter. HR will be sending an email soon to those employees and their supervisors.

Council Business

Approval of October Meeting minutes: The minutes of the October meeting were approved as written.

Elect Staff Awards Representative: Jeff Cooper was appointed at the October meeting to fill this slot.

Council Roundtable: Announcements/Information Sharing

Tamara asked everyone to check the website (admincouncil.kennesaw.edu) for accuracy.

The Admin Council members who will serve on the President's Transition Committee are Chris Hutt, Teresa Johnston, Gary Bush, and Mark Lawson.

Kathy provided updates from Parking/Transportation: due to construction on the English Building addition, 34 parking spaces will be lost in Lot C. The current exit gate will be moved to the east to accommodate the construction. Any dedicated parking spaces located next to the English Building will be relocated to the south. The project will start in January or February, but the current exit will close in December to help drivers get accustomed to it. The project will take nine or ten months. Fall 2017 will be the last semester for Lot C, which will close at some point for construction to begin on the Academic Learning Center. The trailers in Lot B will be removed following next week's graduation ceremonies. It is possible that we will be able to recover some "lost" parking spaces from Lot C in that space.

Policy Process Council: Tamara reported that since Susan Paraska has retired, the council is on a bit of a hiatus. She will keep us informed.

PPBAC: Rai reported that there's a meeting scheduled for January 31 to discuss FY18 budget.

Strategic Thinking and Planning Committee work will move forward in spring.

Other issues? Much discussion occurred pertaining to staff morale and funding/reimbursement issues.

We discussed the following as possible speakers/topics for spring meetings:

January – Kim West and Diane Walker; FERPA

February – President Olens?

March – Records Management

April – Michael Sanseviro re BRT and CYAAR

May – Carolyn Elliott-Farino, Office of Research

Other topics: Improve KSU, Enrollment Services changes, etc.

Tamara asked for members to send questions to her for President Olens.

With no further business to discuss, the meeting was adjourned at 4:24pm.

Respectfully submitted,



Katherine E. Alday, Secretary