

ADMINISTRATORS' COUNCIL MEETING – MAY 11, 2017

The Administrators' Council meeting was called to order by the Chair, Dr. Tamara Livingston, at 3 pm in Kennesaw Hall, room 1203 of the Kennesaw campus.

Present: Tamara Livingston, Sherry Grable, Gary Bush, Rai Sookram, Veronica Trammel, Josh Gunn, Donald Coleman, Teresa Johnston (phone in),

Welcome and order of business

Guest Speakers: Dr. Kevin Gwaltney and Dr. Jen Wells, Office of Institutional Effectiveness, about the Strategic Bridge Plan for the University.

The Strategic Bridge Plan was recently completed by members of the President's Strategic Thinking and Planning Committee. The purpose of the Bridge Plan is to present strategic goals and directions for a limited period (1 year) to carry KSU through to the next regular planning cycle. The one year time limitation affected which goals and priorities could reasonably be achieved in this time period. Jen Wells presented on the results of a survey sent to KSU students, staff and faculty as well as alumni and parents. She emphasized her roles not only in reading and coding the 2,900 comments that were submitted, but making sure that these concerns were heard and communicated to the Planning Committee and appropriate parties. One of the overarching concerns had to do with confusion about calling KSU a "doctoral institution." Some thought this meant KSU didn't care about undergraduates. The response was to include clarification of terms and inclusion of undergraduate as well as graduate and doctoral programs in the plan's language. Another concern was that too much emphasis was placed on RPGs or graduation rates, if this meant that regular teaching and learning were not important. Again, the solution was to provide clarification that this is in addition to teaching and learning. Respondents expressed concern about how "low producing programs" would be identified and whether or not this would affect students enrolled in these programs. Again, the solution was to provide clarification of what this entails. Finally, there was concern that the mention of research connected to external funding meant that other kinds of research were not considered valuable. In general, the survey provided excellent input which helped shape the final document, and stressed the need for clear communication and education of our constituents, internal and external. To that end, the Strategic Plans will be communicated electronically via a dedicated website. All are encouraged to hold the University accountable for the goals in the Plan; to this end, executive owners for action steps are being identified and metrics will be communicated. Kevin mentioned the Improve KSU Initiative is part of this aspect of accountability. Every plan submitted under the program is read and recorded. Jen and Kevin mentioned that they are also available to help departments develop their own strategic plans. Finally, the speakers offered to return to the Administrators Council at a later date to talk about progress and metrics on the Plan.

Guest Speakers: Aaron Fowler, Director of Parking & Transportation, about changes in parking at the Marietta Campus

Starting July 1, 2017, Marietta campus employees will start paying for parking. Options are available at various price levels. The revenue generated from this fee will help support new parking initiatives on the Marietta campus. Additional parking spaces will be added this summer to alleviate some of the parking issues on the Marietta campus (100 spaces added to Lot 35 in front of the Student Center and 30-35 spaces in Lot 8 behind the Recreation Center). Transit issues are being resolved with a new schedule so shuttles should be running every 20 minutes. Bus pull off lots are being created on the Marietta Campus to decrease traffic congestion (near the Student Center and Courtyard Apartments). Ridership has increased so two additional shuttles will be added to the fleet. Gates at faculty/staff lots have been removed because the software company stopped providing support. Alternatives were too costly to implement. A new license plate recognition system will be used that can scan numerous cars very quickly. Eventually parking decals will no longer be needed. Starting July 1, 2017, KSU will in-house parking and no longer contract with outside parking vendors.

Council Business

Minutes

The minutes from the April meeting were approved.

Election of Officers

Randy Kennedy accepted the nomination as Vice Chair and Mark Lawson accepted the nomination of Recording Secretary. Both nominees were unanimously elected and will start their term in August 2017.

Council Representative Reports

Presidential Transition

The last scheduled meeting was cancelled due to a conflict with President Olens' schedule. The estimated duration of the transition committee was to last 6 months although the time frame will be extended.

Staff Senate

Veronica reported that a Staff Senate meeting was held April 20, 2017. Open forums were hosted by President Olens on both campuses on April 21, 2017. A committee is being formed to decide how many scholarships the senate will offer (\$2,000 is available). A motion was made and approved to move \$2,100 from the funds left from the conference into the scholarship fund. Dr. Pieper was a guest speaker and discussed the proposal where faculty and staff will have the opportunity to evaluate administrators in academic units (chairs, deans, and provost). IRB Compliance requires additional training for committee members. Committee members must take the abbreviated collaborative institutional training initiative (CITI). A review committee has three 3 faculty and 1 staff member. CITI Training takes 30-45 minutes. President, Provost, and Deans must also take the training because they will review the data. Training is valid for 3 years. Deanna Hendrickson is working with the vendor. Aaron Fowler reported on the parking changes taking effect July 1, 2017. Reserved parking spaces are no longer available and will be phased out. Professional development committee is sending a resolution to the president to obtain training time for employees (one day every six months). Cost is funded by the department; not by the university. Staff Senate is working with University Relations to determine how to better reach staff and communicate information. Staff Senate elections will be held in May.

Policy Process Council

Meeting is scheduled for next week.

Faculty Senate

Representative not in attendance.

Parking Committee

Aaron Fowler was a guest speaker and shared upcoming changes in parking. See Guest Speaker above for details.

PPBAC

Rai reported the approval of a 2% merit increase for KSU. This amount aligns with most USG universities. New faculty lines and advisors will be added in FY18.

Council Roundtable/Information Sharing

Josh Gunn shared items addressed at the recent University Council meeting. Discussions were held surrounding low producing programs. President Olens asked for feedback regarding the KSU seal. The goal is to incorporate elements from both KSU and SPSU into a new design as well as determine what founding date to use. USG is conducting a non-academic Administrative Review. There are currently two cycles. University Council had questions as to how the results would be disseminated.

Tamara encouraged those in attendance to visit the Bentley Rare Book Museum located on the ground floor of the Library. It is open Tuesday through Friday from 10 a.m. to 4 p.m.

Announcements

This was the last meeting for the Admin Council until fall. Thanks to Tamara for her leadership as serving as Admin Council Chair. Teresa Johnston will serve as Chair starting in August.

With no further business to discuss, the meeting was adjourned at 4:14 pm. The Administrative Council will not meet in June or July. The next meeting will be held on Thursday, August 10 from 3:00-4:30 pm. Location will be announced.

Respectfully submitted,

Sherry Grable