

Kennesaw State University Administrator's Council  
Meeting Minutes 2/15/2018  
Kennesaw Campus KHE 1203 3:00 PM

A welcome and order of business was provided by Teresa Johnston. It was noted that Amber White was a guest at this meeting and brief introduction was provided. After introductions were provided, Randy Kennedy and Teresa Johnston provided an overview of the meeting with Brenda Stopher, special assistant to the President.

It was noted that Kennedy and Johnston attended the meeting after Brenda Stopher reached out to Johnston to discuss the Council. Kennedy noted that one of the greatest needs was to establish a bi-directional relationship between the Council and the Cabinet. It was noted that for the time being as a result of many changes at the senior administration level, Brenda Stopher will be the liaison between the council and the President's cabinet. While the council currently reports to the Provost, the Council agreed the main goal is to be heard at the cabinet level.

After discussion, Johnston introduced Dr. Amy Buddie who had asked for time to present on the 33<sup>rd</sup> Annual National Conference on Undergraduate Research being hosted at KSU in 2019. The goals for the presentation included a description of the 33<sup>rd</sup> Annual National Conference on Undergraduate Research and to seek volunteers for proposal review April 11-213, 2019

Buddie discussed the estimated economic impact for KSU and surrounding area and noted the collaborative work being done with Cobb tourism and travel. Buddie stated she and the conference committee are working with the Graduate school fair and career services

It was noted that the schedule for conference contains time on Thursday of the conference week for any KSU to unit host an open house and share their work with the attendees of the conference. What they are doing. Recruit them to come to KSU for graduate programs...plenary speaker

It was noted that the final plenary speakers have not been secured to date.

It was noted that students from all over the country will provide presentations and workshops. Buddie stated that "We need over 700 people to help with this event." Tasks include the ability to moderate oral presentations, review abstracts etc. \*see pdf for specific notes.

All KSU classes will be redirected to the conference in order to mobilize our student body around research. Faculty is encouraged to create assignments around the NCUR, which was a directive to from past president Sam Olens. Matthew Robison inquired as to opportunities to partner and lead some social engagement around underrepresented populations? Buddie noted that there will be Social, theater, gaming?

February 22, 2019 is end of early registration.

The conference is currently being hosted in Oklahoma

A, Q & A session followed:

Where will they be parking? Shuttle in and out?

Plenary will be hosted in convocation center

Poster sessions will be hosted in recreation center

Food tents will be placed on the green and other located strategically around the campus. It is expected that culinary and hospitality will help with stations as we must provide breakfast and lunch each day.

Johnston introduced Ryan Whitfield from the Department of Career Services. Ryan is the Asst Director of Employee Relations

Ryan began by educating the council and guests that in order to hire student assistants we must use Handshake

Ryan directed the group to check out the website and noted that Career Services is working on a workshop and F&Q for the website

Free service they provide to our staff for posting positions

Strongly encourage but not mandatory to go through Handshake if we have identified a candidate for the SA position; we don't have to post the position

- Every student is automatically issued a handshake account
- Some hiccups for alumni and currently enrolled – extra step to get into handshake

Employers enjoy Handshake both externally and internally

Discussion ensued regarding how to use handshake, how to set up profiles and resumes.

Q&A – handshake is available for current and alumni. Help for free to find a job. Our office is available to you for life.

Let us help you to find the right students for your departments.

Comprehensive Administrative Review Update – Dr. Randy Kennedy

-USG initiative being administered

Randy attended

- Important topic for the Administrator Review us specifically
- Brenda Stopher is the lead for our campus
- Three phases
  1. Opportunity identification survey
  2. Campus activity assessment 1800 employees are being asked to provide what you are doing on your job. Anonymous but to supervisor to review...
- Resource you can go to consider for that....helpful to prepare your employees...
- Focus Groups – interviews across the campus – email Teresa Johnston to be a part of the focus group.
- Not a performance or classification review –
- Think about your job in terms of the entire year –
- Supervisors will do validation
- Mandatory that you complete it.
- Can view the presentation on the CAR website.
- Chilly atmosphere with Huron Consultants and Brenda
- How much are we paying Huron...?

- The only person representing KSU was a student no other higher level representatives, unlike other schools.
- Tamara. Do we know if the data is available to us? Jamie asked that question. Maybe at the end high level summary data. Confidential not anonymous.
- The great concern for jobs.... outsource or cut your workforce

Share the strengths and highlight pain points

Redundancies and efficiencies to tighten things up.

Q&A followed including questions regarding layoffs. It was explained that the Chancellor is focused on time and costs as ultimate goals.

Academic, student services..... looking to support research, goals...

Both surveys

- Campus climate survey
- Alpha 360

Roll for us to communicate down and around.

Review the categories...

Jamie Fernandez agreed to present a budget overview at the Admin Council April meeting.

It was noted that Tara Livingston volunteered to be the secretary of the Council.