

Kennesaw State University Administrator's Council

Meeting Minutes from 10/25/18

9:30 – 11:00 AM, Kennesaw Campus, SS 1220

Present:

Teresa Johnston, Chair

Randy Kennedy, Chair Elect

Andy Altizer, Christy Storey, Edward Stephens, Jamie Fernandes, Kevin Gwaltney, Mindy DeBruce, Rita Alwan, Stephen Gay, Tammy Demel, Sherry Grable, Tara McDuffie, Amy Buddie, Jim Herbert, Chris Sharpe, Kelly Johnston

Presenter: Kevin Gwaltney – Policy Process Council

WELCOME AND ORDER OF BUSINESS – Teresa Johnston

The meeting was called to order by Teresa Johnston at 9:30 AM. A sign in sheet was circulated. Minutes from the last meeting were approved. Introductions were facilitated by Johnston. Johnston welcomed new faces at the table and informed the Council that Tamara, Randy and she had worked hard to vet the administrators list from HR and invite key people to the table. It was further noted that several administrators including Tammy Demel, Andy Altizer, and Karen McDonald would need to attend the Staff Senate meeting beginning today at 10:00 am. Johnston provided an explanation of the purpose of the Council and changes from last year's membership. The Council was formed in early 2015 as a successor to the former Administrators Senate. The Administrators Council is a collaborative and representative body reporting to the Provost that advises and shares information with University Council and other administrative councils (the Deans Council and Chairs and Directors Assembly) and shared governance bodies (Faculty Senate, Staff Senate, Student Council), and is responsible for the implementation of shared governance decisions and policies among its constituents. In addition, the Administrators Council is also responsible for providing feedback on issues affecting administrators and their reports.

COUNCIL REPRESENTATIVES

There were no reports from council meetings.

PRESENTATION

Technology Purchasing, Relocation, and Surplus Policy

Kevin Gwaltney introduced the Technology Purchasing, Relocation, and Surplus Policy. Gwaltney introduced Stephen Gay who further discussed and answered questions. The KSU Technology Purchasing, Relocation, and Surplus Policy was created to comply with the University System of Georgia information technology policies. Pursuant to the USG Information Technology Handbook, Section 5.1.2, KSU is required to establish and maintain "appropriate internal policies, processes, standards, and procedures for preserving the integrity and security of each automated, paper file, or database." It was noted that this policy change provides more freedom in purchases and is meant to make things more efficient. The administrators at the council meeting were accepting of the policy update and changes.

Cellular, Wireless Communications Devices, and Services Policy

Kevin Gwaltney discussed the Cellular, Wireless Communications Devices, and Services Policy.

Kennesaw State University (KSU), at its discretion, may provide wireless voice and data services (e.g., cellular services) and associated devices, where doing so would enhance job performance, in accordance with specific criteria, including being the most appropriate and cost-effective method of achieving business needs. This policy focuses on device to device services, and that remote devices can now be tethered. New policy also includes a responsibility to review usage of service and provide justification for need of devices.

Freedom of Expression Policy

As there was no representative from Legal Affairs to present on the Freedom of Expression Policy general conversation ensured regarding the update of recent law suits, training and education and individual department protocol regarding the posting of flyers and materials in and around public bulletin boards and social media. It was noted that Johnston will

11.7.2018

reach back out to Legal to present at an upcoming meeting. It was mentioned that this policy was strongly influenced by the Board of Regents.

NCUR

Dr. Amy Buddie gave an update on the National Conference for Undergraduate Research and answered questions. She asked the Council to remember to steer students to the conference April 11 – 13, 2019, as classes will be canceled. November 4th was noted as the deadline for abstracts. There will be an opportunity to sign-up to volunteer and help make this a successful event with great exposure for KSU.

Council Roundtable

A roundtable discussion ensued regarding the status of the CAR (USG Comprehensive Administrative Review). It was noted that a website was being released shortly and that updates would be available. Several administrators noted the lack of transparency and constant change associated with how the CAR has been communicated and the anticipated action times associated with the Huron Consultants group. For example, it had been communicated that jobs were not on the line but recent rumors regarding the spans and layers project have generated concern and fear around job security. It was noted that administrators and managers continue to encourage and support staff but feel very much in the dark about future plans. It was noted it's hard to support leadership when you don't know where you are headed.

McDuffie provided an update regarding Education Abroad, faculty overloads and SPARS. It was noted that there will be no faculty overloads for education abroad and although there is no final decision to date, it was noted that SPARS would be impacted as well. There is general concern for the future of the program.

General discussion followed regarding the changes implemented and the feeling that people are blindsided by some of the news. Johnston discussed the need to continue to focus on students and continue to be professionally responsible during the change. The group agreed that changing leadership can change multiple aspects of an organization. The council was sympathetic to the constant change over the past two years and noted that Dr. Whitten not only appears to be leading, she is a decision maker. Many at the table were hopeful for the changes.

On another note, McDuffie noted the recent access and use of DocuSign and the great flexibility it provides for expediting contracts. McDuffie noted the use of DocuSign to complete approvals and agreements takes minutes or hours—not days. She noted that it is secure and the program provides the ability to share documents.

Jamie Fernandez provided input on the state budget, enrollment impact on budgets and merit increases which are controlled by the Governor. She noted that last year the USG did not approve merit increase in order to fund TRS which impacts past, present and future employees. She discussed the 13 million in budget cuts due to the online fee change and how it will impact academics.

Kelly Johnston provided an update regarding the conversion of the legacy lock and door access system to SALTO system. She noted that the smart and easy to install locks provide an updated solution to the high traffic experienced at KSU. She noted that there are “hotspots” on campus where staff, faculty and students can touch their keycard and update access every four to five days. If the card is not updated access may be denied.

Randy Kennedy noted that the Owls are second in the nation in their division. A round of applause broke out with one hooty whoooo. The importance of the game at SunTrust Park on November 17, 2018 was discussed. Staff, faculty, and students are encouraged to attend.

The discussion then turned to a continuation of the discussion of developing a list of our top five concerns to forward to Dr. Whitten.

The group drafted the following list:

1. Develop bi-directional reporting between the Council and the President's Office.

11.7.2018

2. Guidance and direction on countering the erroneous expectation set from prior admiration. This will require expectation management.
3. Transparency regarding CAR and the spans and layers project.
4. President's top five priorities

Randy asked the group for feedback on what is working well and noted that the Council also serves as a forum for sharing this kind of information as well. He continued that he sees the new president as having a positive impact on KSU.

ADJOURNMENT

The meeting was adjourned at 11:00 AM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ken W. Johnson". The signature is written in dark ink and includes a long, sweeping horizontal stroke at the end.