

Kennesaw State University Administrator's Council

Meeting Minutes from 10/24/19

1:30 – 3:00pm, Kennesaw Campus, KH 1103

Present:

Randy Kennedy, Chair Elect	Chris Sharpe
Tamara Livingston, Recording Secretary	Josh Gunn
Teresa Johnston	Jim Herbert
Sherry Grable	Andy Altizar
Iyonka Strawn-Valcy	Edward Stephens
Amy Buddie	Carmen Alexander
Alex Lehocky	Veronica Trammell
Evin Rasche (Guest from Global Affairs)	Mindy DeBruce
Chris Hutt	Karen McDonnell
Tammy DeMel	

CALL TO ORDER

- The meeting was called to order by Randy Kennedy at 1:34 pm.

GUEST SPEAKERS

- Timothy Falvai and Lisa Powelson, Strategic Communications and University Branding

Timothy and Lisa gave a detailed presentation about Strat Comms latest branding and awareness campaign. The approach includes digital and traditional marketing platforms including billboards and window clings (for example, the “Find Your Wings” vinyl clings on elevators). The objective is to drive admissions. Some highlights of the presentation were:

- KSU is now being marketed even at the state’s borders
- Launch of new web marketing site: find.kennesaw.edu
- Includes targeted media and paid channel tactics on streaming media, including practical information directed at potential students such as a “find your major” app and cost projections

A question was asked as to whether or not departments could use these things; Timothy Falvai said to contact him.

- Karen McDonnell – Launch of new E-Performance Tool

Karen noted that beginning in 2020, the campus will switch from Performance Objects to the E-Performance Tool in the OneUSG Connect suite. This change affects all USG institutions – KSU will serve as one of the first institutions to test out the new tool. One significant difference is the 5-point rating scale, competencies will be linked to rankings. HR is also working on launching the Careers Module in OneUSG. This includes recruitment (and will replace HireTouch and PeopleSoft), position management (with a job description library) and onboarding functionalities.

According to Karen, a good evaluation process requires honest feedback. A new section has been added in the E-Performance tool for goals set by the staff that are weighted and evaluated the following year. Since the tool is new in 2020, the goals piece will not be weighted this year. Unlike with the earlier tool, ratings are tied to a specific behavior enhanced rating scale. Training sessions begin in December on the tool and its application. The tool launches in January.

COUNCIL BUSINESS – Committee Reports

- **Policy Process Council** - Randy Kennedy

Randy showed the group the new Policy Portal: <https://kennesaw.policytech.com/?public=true&siteid=1>

This is a proprietary software for policies. Randy stressed that departments should not link to documents in the portal as the software will assign new urls to revised policies

The Council discussed some of the challenges of communicating out about policies and their implications for KSU departments.

- **UITS Updates** - Veronica Trammell introduced the group to the CIO Insight newsletter produced by UITS – this goes to deans and Cabinet members, but others can subscribe to it:

<https://signup.e2ma.net/signup/1903021/1904422/>

Veronica reminded everyone that Windows 7 will no longer be supported by Mirosoft in January and to be sure to contact UITS if you have any Wndows 7 machines.

She mentioned also that MS-Teams will replace Skype for Business, before next summer.

More information on CyberSecurity Month is in the weekly newsletter IT Connect:

<https://signup.e2ma.net/signup/1903021/1904422/>

There were no further updates from Council Representatives on KSU Committees and Councils.

NEW BUSINESS

- Alex Lehocky from Environmental Health and Safety mentioned that a new tool for incident reporting will be coming soon. This is different than the BRT Red Flag reporting tool (Behavioral Response Team). The tool should be used for injuries or damage for staff, students or visitors: <https://kennesaw.etq.com/prod/rel/#/app/auth/login>. This replaces the paper-based incident reporting.
- Randy Kennedy announced there would be no further Council meetings until January.

ACTION ITEMS

None.

The meeting ended at 3:30 - a motion was made to adjourn and was seconded.

Respectfully submitted,

Tamara Livingston