

Kennesaw State University Administrator's Council

Meeting Minutes from 2/27/20

1:30 – 3:00pm, Kennesaw Campus, KH1203

Present:

Carmen Alexander – Legal Affairs
Amy Buddie - Undergraduate Research
Karen Carlisle – University Development
Christin Collins – Library
Sherry Grable – Health Promotion and Wellness
Randy Kennedy, Chair Elect
Tamara Livingston, Recording Secretary
Maureen Patton – Dept of Event and Venue Management

Edward Stephens – Public Safety
Christy Storey - Burruss Institute
Veronica Trammell – UITS
Tom Yannuzzi – Student Leadership and Services

Guest Presenters:

Andrew Yakimovich – Facilities – Design and Construction Services
Sylvia Carey-Butler – Chief Diversity Officer

CALL TO ORDER

- The meeting was called to order by Randy Kennedy.
- Randy Kennedy opened the meeting and welcomed those in attendance. He announced the next meeting and that elections would take place for the meeting, so he encouraged members to consider serving as Chair Elect or Secretary. The next meeting will be in April.

GUEST SPEAKER: Sylvia Carey-Butler, Chief Diversity Officer

- Overview of her first year working on strategic plan moving forward
- 3 prong approach – student, staff and faculty-facing initiatives.
- Looking to cultivate awareness, starting a banner campaign on both campuses
- Revamping website
- Started listen and learn luncheon to talk to students and staff to hear from those on campus.
- Advancement of inclusion competencies
 - Completed 40 training sessions in different colleges
 - Going to classes – Humanities and Social Sciences
- Hired students to be the face of the Office instead of an administrative assistant
- 12 student ambassadors are being hired on both campuses to be trained and extension of her office.
- Presidential Commissions are still in place and year end reports will be made available.
- Student resource guide being developed by her office as well
- Engage staff!
- Developing an advising committee with the community as well.
- Affirmative Action report for FY18/19 is done; these are being worked on for the current year. Meeting with Deans to discuss and review.
- Interested in retention for underrepresented student groups on campus.
- Deputy Chief Diversity Officer Patrick Simms will start soon. He comes from University of Wisconsin-Madison.
- Encourage interest and application in Staff/Faculty fellow positions that will be available soon.

GUEST SPEAKER: Andrew Yakimovich,

- Presented a Powerpoint on how construction requests are handled. The presentation included the following highlights:
 - Submitting a request via AIM
 - Who owns what building, use of space, and space planning for different needs on campus
- Current capital projects:
 - Science Lab Annex – scheduled for completion March 2020
 - Chastain Point 115 renovation for COTA/Visual Arts - completion April 2020
 - Academic Learning Center – Completion Spring 2022
 - Engineering Lab renovation (Marietta) – starts May 2020
 - Howell Hall (Marietta) renovation – completion July 2021
 - New Housing construction - Kennesaw – completion July 2022
 - Student Rec Center renovation – Marietta – Review underway
 - Science Building Chemistry Lab renovation – under review
 - Baseball stadium project – July?
 - Bursars Office possibly moving to Kennesaw Hall where ESS is
 - Career Planning will be in house on Campus Loop then Learning Center
 - Bookstore will go where Bursars Office is now
 - Student rooms in Student Center
 - Library renovation in Marietta
- Andrew shared the state allotment of funds (historically) from BOR for maintenance needs. The project process depends on cost of project and funding as well; space planning, institutional funded projects, state funded projects. With year-end funding, they look for needs and the sooner they know about these more they can help with this process.

COUNCIL REPRESENTATIVE REPORTS:

- Staff Senate: No report
- Faculty Senate: No report
- Policy Process Council – Did not meet so no report.
- UITS – Veronica Trammell:
Microsoft Teams will replace Skype for Business. WebEx will also be moving to Microsoft Teams; Need to adjust to audio bugs - only 1 source of audio. Can be used to chat outside or inside of KSU. Veronica or group can come do training for how to utilize Microsoft Teams.
- Public Safety – Edward Stephens: Information on Coronavirus on KSU webpage:
<https://healthadvisory.kennesaw.edu/>

COUNCIL ANNOUNCEMENTS:

- Suggestion: Continuity of Operations Plan for next month topic?

The meeting ended at 2:30 PM.

Respectfully submitted,

Tamara Livingston