

Kennesaw State University Administrator's Council

July 30, 2020, 1:30 – 3:00 PM. Virtual meeting via Microsoft Teams

Attending:

Amanda Long	Karen McDowell
Teresa Johnston	Linda Golian-Liu
Eric Ameson	Maureen Patton
Tsai-Tien Tseng (for Amy Buddie)	Mindy Debruce
Andrew Altizer	Randy Kennedy
Carmen Alexander	Sherry Grable
Carolyn Elliot-Farino	Trudi Vaughan
Christy Storey	Tsai-Tien Tseng
Edward Stephens	Veronica Trammell
Josh Gunn	

1. Josh Gunn opened the meeting at 1:35 by introducing himself and the order of business.
2. Update Reports and Guest Presentations:

Veronica Trammell, Executive Director of Technology Outreach

- Providing iPad tablets to faculty teaching classes to use in rooms without cameras and webcams – developed website.
- New list of fall workshops including Teams – good for tips
- New site for sharing secure documents – good for confidential information
- No longer using ChangeGear for service requests but is like older ticketing system. Users won't notice much of a difference.
- DLP is data loss prevention – blocks sending e-mails with possible PII (personally identifiable information)
- New tools for D2L for faculty are available
- Microsoft Forms and Microsoft Planner are now available
- MS Teams will increase capacity for number of participants
- For Mac users, had to update to Catalina OS
- Moving forward with virtual Cyber Security Conference: October 6 and October 21 on the Marietta and KSU campuses
- Directory has changed – need to log in to get full information

Dr. Eric Arneson, Vice President of Student Affairs

Introduced self since new on campus. Charged with engaging students. From Wisconsin Green-Bay, before that 15 years in Florida. Will be onboarding new associate VP – Ronald Briggs – from Arizona State University. Most support programs will be virtual to start the year. Will be sending e-mail to students soon.

Karen McDonnel, AVP Human Resources/CHRO

Will be sending out e-mail today with new COVID website with updated information.

Answered question from Council about the goals section of the new Performance Management tool. The tool is being updated, after that winter evaluations will see the goals. Should hear from HR to schedule training for teams.

COVID testing starts 8/10 on both campuses. Tents will be set up outside of the Hospitality House in Kennesaw and Student Center in Marietta. Appointment only, for faculty and staff. Students will get testing through the health center. Working on staff evaluation guidance for those with staff with K-12 students learning from home. Should be out soon.

There was a question from Council about what happens when entire units are claiming COVID issues and not wanting to come in. There are many options from HR, but they are based on physician letter, so this determines the options, including installing plexi, moving staff to area by themselves, it really depends on the individual and the situation. Other options are different kinds of leave, flex work schedules. Do what works for your department as long as the employee gets their hours in. Just make sure to document – fill out telecommuting forms completely. These are signed off by Cabinet members. There is a separate form for changed hours/days.

There was a question from Council about hiring student assistants and whether these still need to go through the critical hire process. Over summer, the President treated everyone as critical hire due to COVID-19 and to keep people off campus. But this fall student assistants will be hired after 8/10 in the usual way. Other staff positions are approved in weekly meetings with the President.

Andy Altizer, Director of Emergency Management

In January, we were audited by BOR on Continuity of Operations. Turned out to be a good thing, many departments began to develop their own plans. When COVID-19 threatened, had first meeting in February and began ordering PPE and disinfectant. Began 7-day work week in February in the office through May due to preparations.

Transitioned from early response group to a Presidential Task Force which has worked well.

We have COVID cases regularly on campus. People should know the virus is here on campus, including staff and students. Already had a case of a student with COVID who stayed home a few days then went to work out at the gym, so compliance with social distancing and isolating is challenging. Everyone needs to understand the difference between quarantine and isolation [quarantine means you may have come in contact with an infected person; isolation means you have it and need to stay at home for 14 days]. People are not social distancing – this is not working. Need to get the word out – if you stay six feet away at all times, you will not have to do quarantine. Very important for departments and teams.

Next week the KSU cloth mask is going out. We will also stand up our COVID Operations center – testing center will be outside. Have 6-7 people who are exposure investigators. These people will reach out immediately to those who have reported testing positive and will liaise with Public Health.

Are providing gloves for cleaning, clear masks for students and faculty with hearing impairment. Also getting 500 cases of wipes. Putting plain cloth masks in strategic locations for people to pick up at will. Supplies will be available throughout the semester. Real challenge is to be ready for January. Have already used 70% of budget for fall.

Starting student health ambassador program with volunteers. They will help with health fairs, organizations, hand out masks and gently remind people in groups about social distancing.

Question from Council about why KSU does not post information about COVID-19 cases at KSU like UGA and GA Tech. Karen responded that these numbers are either too nebulous and give a false sense of security of knowing how many cases there are but it all self-reported. We don't want to have that false sense of a security since we really don't know the number of cases. The only accurate information about confirmed COVID cases are those reported by testing sites to CDC or DPH and they don't keep information by institution but by zip code.

3. Council Business

- No reports from other councils – most have not met over the summer.
- Representative for the Policy Process Review Committee- Randy is happy to continue as liaison for this committee.

4. New Business

- a. Nominations and elections for officers for 2020-2021 – Josh called for volunteers to step forward for Vice Chair and Secretary. Will wait for the next meeting to give time for members to consider the positions.
- b. Teresa – on task force for return to campus – if you have used platforms for hosting a conference that works well, please report to Teresa.

Meeting times will be 1:30 – 3:00 – will be virtual until further notice.

The meeting adjourned at 2:30.

Respectively submitted,

Tamara Livingston

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Recording Secretary