



**Administrators Council
Meeting Minutes
Virtual via Microsoft Teams
October 15, 2020**

Attending:

Josh Gunn, Mindy DeBruce, Randall Kennedy, Sharon Brownlow, Tara McDuffie, Veronica Trammell, Sherry Grable, Alex Lehocky, Amy Buddie, Ana Baida, Cameron Alexander, Edward Stephens Christy Storey, Karen Carlisle, Linda Golian-Lui, Ronald Briggs, Tamara Livingston, Teresa Johnston, and Tricia Chastain.

1. Welcome and Order of Business – Josh Gunn, Chair

- a. Approval of September minutes. Teresa Johnston made the motion to approve; Randy Kennedy seconded. Minutes were approved as written.

2. New Business

- a. COVID-19 updates—Tricia Chastain
 - i. COVID cases are low on campus which is consistent with other universities across the state. The number of cases for Cobb County also look good.
 - ii. Strategic Communication has done a good job communicating safety guidelines (social distancing, wearing masks, and hand washing.)
 - iii. KSU is actively planning for spring semester by making sure there are adequate supplies for safety purposes.
 - iv. Fall and spring athletics will happen concurrently during spring semester.
 - v. Events will continue to occur during spring semester; management of space for academics will propose challenges for student activities and athletics.
 - vi. Competition is underway for designing a branded mask for spring semester. A review committee will select the winner.
 - vii. What can we do to help? Follow safety guidelines, stay home if sick, contact OEM for disinfectant supplies, and get a flu shot.
 - viii. If anyone has ideas for improvement, please reach out to Tricia Chastain or Andy Altizer to share your ideas.
 - ix. Question from Council:
 1. Will spring semester be delayed one week as other universities are doing? Spring schedule will be finalized in the next few weeks.

- b. New Associate VP/Dean of Students—Dr. Ronald Briggs
 - i. Looks forward to being a part of the Administrators Council.
 - ii. Described his role at KSU; establishing relationships with campus community.
 - iii. His philosophy is retention is all our responsibility. Departments within his area to assist include:
 - 1. Student Conduct and Academic Integrity-educational experience for our students
 - 2. Parent and Family Association-having parents as a partner increases retention
 - 3. Student Disability Services -provides accommodations for students
 - 4. CARE Services-provides services to students who are food insecure or homeless
 - 5. Student Advocacy- provides support to students seeking to resolve challenges they face
 - 6. Behavior Response Team (BRT)-focuses on campus concerns that are related to students and are handled in a timely manner

3. 3) Council Business-Reports from Council Representatives on KSU Committees and Councils:

- a. Staff Senate-Veronica Trammell (*Thank you to Veronica for sharing your notes for the meeting minutes*).
- b. Marcy Stidum, Director of CARE Services
 - i. 13th Homelessness Awareness Week held November 2-7
 - ii. Help restocking the pantry – Hoot out Hunger
 - iii. You can add KSU CARE to your Kroger shopping card as charity of choice
 - iv. For more information visit: Care.kennesaw.edu
- c. Gregory Stephens, Counseling Psychological Services
 - i. October is Mental Illness Awareness Month
 - ii. Workshops can be found at the link below:
 - 1. Counseling.kennesaw.edu/workshops-programs/mental-health-week.php
- d. Karen McDonnell, Human Resources
 - i. Benefits Fair held October 19-23
 - ii. Registration link for the benefits fair: Usg.vfairs.com
 - iii. Presentations and chat sessions available
 - iv. Flu shots available on both campus during the week of the Benefits Fair
- e. Faculty Senate-Amy Buddie
 - i. Met October 5th
 - ii. Dr. Whitten spoke about:
 - 1. COVID-19 and testing sites. COVID cases are contracted off campus

2. 1,000 programs initiative
 3. Demographic changes among the student population: increase in the number of Caucasian students and even percentages of females and males.
 4. Calls were made to incoming Freshman by different members of the upper administration.
- iii. Dr. Schwaig spoke of salary compression and inversion among faculty.
- iv. Other Items:
1. A national search is underway for the replacement of Ron Matson
 2. The General Education Taskforce currently has 30 members; looking to revise the number that can serve
 3. Reviewing a proposal to change grading scale to include a plus/minus. This type of grading scale provides motivation for students to do better in their courses. Students also want an A+ option
 4. Several passing motions, updates in handbook, and tenure review
 5. Senators want the placement of the number of COVID cases on campus in a more visible location. Currently found within the FAQs on the Coronavirus website.

- f. Policy Council-Randy Kennedy
- i. No updates

- g. Provost Athletic Oversight Council-Mindy DeBruce and Randy Kennedy
- i. No updates

- h. University Council-Josh Gunn
- i. No updates

4. **Council Roundtable (Announcements/Information Sharing – discussion topics, departmental updates, new initiatives, new/ongoing challenges)**

- a. Edward Stephens: Public Safety is monitoring and will plan accordingly based on what situations arise during the week of the election. Public Safety will work with Strategic Communication in sending messages as needed.
- b. Josh Gunn will contact Karen McDonnell on the interpretation of the policy regarding leave time for voting and follow up with members.

5. **Action Items**

- a. Please send any agenda items for upcoming meetings to Josh Gunn.

UPCOMING MEETING SCHEDULE

Meetings are held third Thursday of the Month from 1:30-3pm via Teams until further notice.

November 19

December 17

January 21

February 18

March 18

April 15
