

November Faculty Senate Meeting Agenda

Faculty Senate Executive Committee Meeting: November 7th, 2016. 12:30 - 1:45 pm. KH 4427.

Full Senate Meeting: November 14th, 2016. 12:30 - 1:45 pm. Marietta Campus – A&B Ballroom

Old Business

New Business

1. Approval of October meeting minutes
2. Programs serving minors – Nwakaego Nkumeh and Susan Paraska
3. Faculty awards program – Ron Matson and Maureen McCarthy
4. President's Commissions meeting with President Olens
 - a. Disability Strategies and Resources, GLBTIQ Initiatives, Gender and Work Life Issues, Sustainability, Veteran Affairs, and CORED.
5. Preferred name in D2L – Elke Leeds
6. Faculty Executive Assistant to the President – Jennifer Purcell
7. Open forum with President Olens – Humayun Zafar
 - a. November 18th (12 – 1:30 pm). PH 1000 (auditorium).
8. Spring meetings – Humayun Zafar
 - a. Kennesaw campus (University Rooms C, D, E) - January 30th, February 20th, March 20th, and April 24th (updated date).
 - b. Meeting times remain the same (12:30 pm - 1:45 pm).
9. Any other business?
10. Motion to adjourn.

Information

11. University Council meeting – December 1st (2 – 3 pm), KH 4427

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Attendance		
Department/Constituency/Liaison	Name	Present
Visitors		
Department of Mathematics	Philippe Laval	
Human Resources	Amy Phillips	
Human Resources	Pam Smith	
Associate Vice Provost	Maureen McCarthy	
Assoc. V President: Tech. Enhanced Learning	Elke Leeds	
Executive Director, Distance Learning Center	Jim Cope	
University Relations	Tammy DeMel	
Department of Psychology	Daniel Rogers	
College of Humanities and Social Sciences	Thierry Leger	
Office of Institutional Effectiveness	Kevin Gwaltney	
Liaisons		
Administrators Council	Chris Hutt	
Chairs and Directors Assembly	Dawn Baunach	
Deans Council	Kathy Schwaig	
Part-time Faculty Council		
Staff Senate	Chris Beam	
Student Government Association		
Ex-officio		
President	Houston Davis	
Provost and VPAA	Ken Harmon	
Assoc. V President for Faculty	Ron Matson	
Assoc. V President for Enrollment Services	Kim West	
Senators		
Accounting	Cristen Dutcher	
Architecture	Kathryn Bedette	
Art & Design	Craig Brasco	
Chemistry & Biochemistry	Michael Van Dyke	
Civil Engineering	Metin Oguzmert	
Construction Engineering Technology	Matthew Wilson	
Communication	Carolyn Carlson	
Computer Science	Alan Shaw	
Construction Management	Charner Rodgers	
Culinary Sustainability & Hospitality	Thorir Erlingsson	

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Dance	McCree O'Kelley	
Digital Writing and Media Arts	Uttam Kokil	
Ecology, Evolution, and Organismal Biology	Joe Dirnbeger	
Economics, Finance & Quantitative Analysis	Luc Noiset	
Education Leadership	Nic Clegorne	
Elementary & Early Childhood Education	Scott Ritchie	
Electrical Engineering	Bill Diong	
Electrical & Computer Engineering Technology	Pam Frinzi	
English	Jeanne Bohannon	
Exercise Science/Sports Mgt.	Laurie Tis	
First-Year and Transitional Studies	Richard Mosholder	
Foreign Languages	Federica Santini	
Geography & Anthropology	Debrati Sen	
Health Promotion and Physical Education	Peter St. Pierre	
History & Philosophy	Marianne Holdzkom	
Honors College	Katherine Kinnick	
Inclusive Education	Joya Carter-Hicks	
Information Systems	Humayun Zafar	
Information Technology	Ming Yang	
Instructional Technology	Julia Fuller	
Interdisciplinary Studies	May Gao	
Leadership & Integrative Studies	Jennifer Purcell	
Library, University	Barbara Wood	
Management & Entrepreneurship	Doug Moodie	
Marketing & Professional Sales	Sandra Pierquet	
Mathematics	Josip Derado	
Mechanical Engineering	Mohammed S. Mayeed	
Mechanical Engineering Technology	Randy Emert	
Mechatronics	Ying Wang	
Molecular & Cellular Biology	Jerald Hendrix	
Music	Jana Young	
Nursing	Jane Brannan	
Physics	Russell Patrick	
Political Science & International Affairs	Heather Pincock	
Psychology	Roxanne Donovan	
Secondary & Middle Grades Education	Bryan Gillis	
Social Work & Human Services	Vanessa Robinson-Dooley	
Sociology & Criminal Justice	Tanja Link	
Software Engineering & Game Development	Paola Spoletini	
Statistics & Analytical Sciences		

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Systems & Industrial Engineering	Robert Keyser	
Theatre, Performance Studies & Dance	Jim Davis	

Call to Order

1. The meeting was called to order at 12:30pm on October 24, 2016.

Old Business

None

Current Business

1. **Comments from Dr. Harmon.** Provost Harmon opened the floor to questions from the audience.
 - a. A senator asked if Dr. Davis would continue to be on campus after November 1st. Dr. Harmon responded that Dr. Davis would be present to help in the transition of audits underway.
 - b. Dr. Harmon raised concerns about the legality of a possible teaching strike for individuals who have considered a “no service” protest.
2. **Motion.** A motion was made to approve the September 2016 Meeting Minutes.
 - a. Seconded and passed.
3. **Program Coordinators’ Responsibilities.** Dr. Kevin Gwaltney presented the “Academic Program Coordination” document attached to the meeting agenda and explained that the intent of the policy is to ensure that those coordinating the curriculum of a program are academically qualified to teach within that program. Dr. Gwaltney also presented the “Principals of Accreditation” from the SACSCOC website and referenced the following language from Section 3.4.11, “For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration. (**Academic program coordination**)”. Dr. Gwaltney then opened the floor to questions from the audience.
 - a. A senator asked if this is intended to be another layer of administration. Dr. Gwaltney explained that in some cases there is already someone serving the role of program coordinator, sometimes

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in combination with other responsibilities, but in other cases a new coordinator may need to be designated.

- b. It was asked whether or not a curriculum committee could serve this role. Dr. Gwaltney responded that the coordination can be provided by a committee if all members of the committee are appropriately credentialed to teach in that program.
 - c. Dr. Gwaltney also noted that a program may have multiple coordinators with each coordinator advising in a specific area within the program.
 - d. Dr. Gwaltney noted that coordination does not call for any additional credentials beyond being qualified to teach in that area.
 - e. It was asked if this is a new position. Dr. Gwaltney explained that there are people already in program coordinator positions, but that is not consistent across the whole university. As a result, the new policy may call for a new coordinator, depending on the circumstance. Someone already serving this role may simply be designated the program coordinator.
 - f. It was asked if there is a policy on compensation for these positions. Dr. Gwaltney responded that there is local control in the department or program over compensation, noting that some coordinators receive stipends while others receive release time, if warranted.
 - g. Dr. Gwaltney noted that the requirements for coordination of graduate programs differ from those in undergraduate programs.
4. **Accessibility and Third-Party Applications Usage.** Dr. Jim Cope explained that any third-party software purchased by the university is checked for accessibility, but if a faculty member or individual department purchases third-party software or applications they need to check and make sure that it is accessible. This is not limited to online courses. For reference, see the “Academic Web Accessibility” website at: accessibility.kennesaw.edu . Dr. Cope explained that a recent lawsuit judgment found that the university has to make sure that faculty are using accessible resources; it is not enough to offer training. Dr. Cope presented that the Distance Learning Center would like to form an advisory committee to study these matters and then bring the topic back to the faculty.
- a. Dr. Elke Leeds explained that UITS is helping with the response to this need.
 - b. A senator stated that it will take some time to make courses accessible and followed with questioning whether or not faculty could

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respond to a specific request by a student to make it accessible. Dr. Cope explained that rather than responding on a case-by-case basis, all courses now need to meet reasonable accommodations.

- c. It was asked if this applies to supplemental material that is not required for the course. Dr. Cope explained that all material offered should be accessible or a reasonable alternative should be provided.
 - d. Dr. Cope noted that often material owned by others offers closed captioning if it's looked for.
5. **Benefits.** Amy Phillips announced that open enrollment is October 31st to November 11th and that the 2017 Benefits Comparison Guide is available with detailed information and descriptions of new plans offered. Ms. Phillips explained that benefits information sessions have been scheduled and more information can be found on the Human Resources website, under "Benefits" at: hr.kennesaw.edu/benefits/ . Ms. Phillips also announced a change in spousal benefits coverage for next year, in 2018. Under the new coverage, if a KSU spouse has coverage offered directly at their own employer, but chooses to be covered as a spouse with a KSU employee, then there will be a \$100/month fee added to the premium. If the spouse does not have an offer of coverage from an employer (self-employed, etc.), then the fee does not apply. The fee will also not apply to those whose spouse is a USG employee.
6. **External Letters Policy and CDA's Disapproval.** Dr. Dawn Baunach (Chairs and Directors Assembly liaison with the Faculty Senate) presented the vote by the CDA to not approve the proposed version of procedures for External Letters. Dr. Baunach explained that the CDA sees the change to allow applicants to see external letters as effectively making the letters recommendations, rather than reviews. They contend that having the letters open to view will create a bias in the letter writers. Dr. Baunach then opened the floor to questions from the audience.
- a. A question was asked about the Georgia Open Records Act and whether that Act conflicts with a claim of confidentiality. Dr. Harmon offered that it is not clear whether or not the letters would be discoverable by the Open Records Act.
 - b. It was noted that if a student asked for a recommendation, faculty would say no if they didn't want to make a recommendation. It was then asked if we couldn't expect the same type of response from letter writers. Dr. Baunach offered that letter writers may have other reasons for agreeing.
 - c. Dr. Baunach offered that less weight may be given to the letters if it is known that they are open.

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- d. It was asked what would happen if an applicant was denied based on negative letters, but could not address the content of the letters during the application review process. Dr. Baunach offered that in past experience, the review letter would quote from the external letters to make clear the reasoning for the negative recommendation.
 - e. A suggestion was made to open the letters only in the event of a negative recommendation.
 - f. The question was asked that if the letter writers are informed that negative comments may be quoted or the letter may be made open if a negative review is given, then what would be the difference between that and saying they will be open?
 - g. A comment was made that the disapproval seems to be about the administrative burden.
 - h. A suggestion was made to assign numbers to the letters and remove all identifying information from them to both maintain the letter writer's anonymity and allow the content of the letters to be open.
7. **President Sam Olens and Faculty Senate.** Dr. Humayun Zafar asked for questions on the BOR meeting or the hiring process. He then presented a motion from Kathryn Bedette and himself, included in the agenda and included an example question on the 20% rule for non-tenured faculty.
8. **Motion.** The motion was made, "In order to present faculty issues and concerns to President Olens, and facilitate communication, the Faculty Senate Executive Committee shall put forward questions from the faculty for him to reply to at one of our future meetings".
- a. Seconded
 - b. Discussion points:
 - i. The comment was made that an open forum should be held for faculty soon with a second one held once Mr. Olens takes office.
 - ii. It was noted that Mr. Olens is meeting with small groups around campus already.
 - iii. The comment was made that the current climate necessitates transparency and an open forum with no questions coordinated by the senate in advance.
 - iv. The intent to be transparent and inclusive was made clear.
 - v. The point was made that asking all faculty to contribute to a list of substantive questions will aid in faculty receiving meaningful

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- responses to those questions they see as being important.
- vi. The question was raised whether or not the request for a list was coming from the president's office. Kathryn Bedette explained that it is not and that the intent is for the faculty senate to present issues important to the faculty to the president.
9. **Motion.** A friendly amendment was made to change the language from collecting faculty questions to requesting an open forum and to revise the motion to read, "In order to present faculty issues and concerns to President Olens, and facilitate communication, the Faculty Senate requests multiple faculty open forums outside of faculty senate meetings to begin by November 18th."
 - a. The friendly amendment was accepted.
 10. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion with the Friendly Amendment stated above.
 - a. Passed

New Business

1. **Motion.** A motion was made to survey KSU faculty on two questions with the following language, "The Faculty Senate should facilitate a vote of every full-time faculty member at KSU to be concluded within one week's time on the following two items: Do you support the appointment of Sam Olens as President of KSU? (Yes or no) Do you support continued advocacy for a national search for a new president? (Yes or no)."
 - a. Seconded
2. **Motion.** During discussion, a friendly amendment was made to divide the motion into two parts.
 - a. The friendly amendment was accepted.
3. **Motion.** A motion was made that the Faculty Senate facilitate a vote of every full-time faculty member at KSU to be concluded within one week's time on the following item: Do you support the appointment of Sam Olens as President of KSU? (Yes or no).
 - a. Seconded
4. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion.
 - a. The Motion did not pass.

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5. **Motion.** A motion was made that the Faculty Senate facilitate a vote of every full-time faculty member at KSU to be concluded within one week's time on the following item: Do you support continued advocacy for a national search for a new president? (Yes or no).
 - a. Seconded
6. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion.
 - a. The Motion did not pass.

Information Items

1. Information items were provided on the Meeting Agenda.

Adjournment

1. **Motion.** A motion to adjourn was made at 2:00pm.
 - a. Seconded and passed

Minutes submitted by:

Kathryn Bedette, Secretary, Faculty Senate



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

CHANCELLOR HENRY "HANK" HUCKABY
270 WASHINGTON STREET, S.W.
ATLANTA, GEORGIA 30334

PHONE: (404) 962-3000
FAX: (404) 962-3013
EMAIL: CHANCELLOR@USG.EDU

August 23, 2016

Presidents
University System of Georgia
sent via email

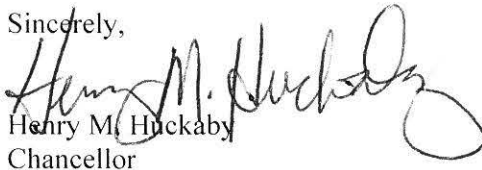
Dear Presidents:

The Board of Regents (BOR) of the University System of Georgia (USG) met on August 10, 2016 in Atlanta, Georgia. During this meeting, a new policy was approved governing programs and activities serving non-student minors. The safety and well-being of these visitors to our campus is of the highest concern. The USG is committed to best practices that will provide a safe and healthy environment for all who participate, volunteer or work in these activities. This new policy will further our efforts to promote the safety and welfare of those who participate in these programs.

During this meeting, the BOR also approved revisions to the Internal Audit Charter and the Compliance and Ethics Charter. The Internal Audit Charter was revised to reflect the responsibility of the USG Chief Audit Officer to provide formal input into the performance evaluations of institutional chief auditors. The Compliance and Ethics Charter was revised to reflect the assignment of the Enterprise Risk Management and Compliance and Ethics functions to the Vice Chancellor of Organizational Effectiveness.

Attached as an exhibit is a document which shows the language of the new policy provision, background information and also guidance on required actions by each institution. The exhibit also provides additional information on the approved revisions to the charters. Please share widely with the appropriate offices on your campus to include the athletic department, academic affairs, student affairs, business affairs, facilities, legal affairs, human resources, and internal audit. Questions about the policy change should be directed to the Office of Organizational Effectiveness and questions about internal auditor performance evaluation should be directed to the Office of Internal Audit & Compliance.

Sincerely,



Henry M. Huckaby
Chancellor

Enclosure

cc: Dr. Steve Wrigley, Executive Vice Chancellor for Administration
Dr. Micheal Crafton, Interim Executive Vice Chancellor and Chief Academic Officer
Sam Burch, Vice Chancellor for Legal Affairs and Secretary to the Board
Marion Fedrick, Vice Chancellor for Human Resources
John Fuchko, III, Vice Chancellor for Internal Audit & Compliance / Chief Audit Officer
Jim James, Vice Chancellor for Facilities
Dr. Joyce Jones, Vice Chancellor for Student Affairs

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Presidents

Sent via email

August 23, 2016

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Shelley Nickel, Vice Chancellor of Fiscal Affairs and Planning and Treasurer to the Board

Charlie Sutlive, Vice Chancellor for Communications

Kimberly Ballard-Washington, Associate Vice Chancellor for Legal Affairs

Kenyatta Johnson, Executive Director of Enterprise Risk Management

Wesley Horne, Director of Ethics and Compliance

Institutional Representatives for Youth Programs Initiative

Exhibit
BOARD OF REGENTS POLICY MANUAL
Revised Policy and Background Information
Meeting of August 10, 2016

I. Policy Change: Board Policy 12.9 – Programs Serving Minors

A. Background:

USG institutions offer a variety of athletic camps, science camps, clinics, after-school programs, enrichment classes and activities which bring non-student minors onto campus. These activities are more abundant during the summer when school is not in session. These programs and activities are of great educational value and serve to benefit both the institution and the larger community. These programs and activities provide institutions with the opportunity to challenge, educate and mentor young people and to introduce them to their campus in a positive and meaningful way.

The safety and well-being of these visitors to our campuses is of the highest concern. As many of these visitors are young, a special duty of care and supervision is required. The USG is committed to best practices that will provide a safe and healthy environment for all who participate, volunteer or work in these activities. This policy will require institutions with programs serving minors to implement controls designed to enhance the protection of minors.

Deadline: January 1, 2017

B. Effective Date:

Institution presidents shall submit a copy of their institutional procedures by January 1, 2017. The new policy will become effective for programs starting on or after May 1, 2017.

C. Board Policy 12.9 Programs Serving Minors

University System of Georgia (USG) institutions periodically conduct, sponsor or host programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs and activities. Employees and volunteers associated with these programs who are reasonably anticipated to have direct contact or interaction with minor program participants must be appropriately pre-screened and trained. Institution presidents are responsible for establishing institution-level procedures to implement these requirements consistent with this policy and with any implementing procedures established by the Chancellor or the Chancellor's designee. Institution presidents shall submit a copy of their institutional procedures as directed by January 1, 2017. This policy will become effective for programs starting on or after May 1, 2017.

D. Implementing Procedures

The policy approved by the Board of Regents requires **each institution to establish procedures to implement the requirements of this policy.** Institutions will maintain the

flexibility to tailor its procedures to best suit the needs of their campus. While the new BOR policy directly addresses prescreening and training, institutions should use this opportunity to incorporate best practices in all areas. **Accordingly, each campus should include the following threshold requirements in their procedures:**

1. **Code of Conduct:** Each institution should develop a Code of Conduct for program staff and volunteers that addresses appropriate behavior and prohibited conduct when interacting with minors. This code should include the general prohibition against being alone with minors.
2. **Program Registration:** Each institution should maintain a registry of authorized programs.
3. **Program Requirements:** Prior to being authorized, programs must have properly considered the following:
 - Training requirements,
 - Proper screening and background checks of staff and volunteers,
 - Supervision ratios,
 - Safety and security planning,
 - Response protocols for injury, illness, participant misconduct, and staff misconduct,
 - Transportation needs,
 - Housing needs,
 - Participation requirement forms,
 - Licensing requirements of state and federal agencies.
4. **Training:** Each institution should develop and maintain a training program that addresses mandatory reporting requirements, responsibilities and expectations, relevant institutional policies, safety and security procedures, and Staff Code of Conduct.
5. **Screening & Background Investigations:** Institutions should conduct background investigations and appropriate screening of all staff and volunteers working in programs for non-student minors in accordance with the USG Human Resource Administrative Practice Manual. Personnel in charge of screening volunteers should be aware of the inherent limitations of background checks and should seek to utilize other screening methods, when possible, to include in-person interviews and reference checks.
6. **Facility Use Agreement / License Agreement:** Institutions licensing, leasing, or allowing the use of institutional facilities by non-USG entities for programs serving non-student minors must include language in a binding written agreement requiring the non-USG entity to comply with institutional policies on background checks, training and minimum insurance requirements. In accordance with Board of Regents Policy 9.10.6.3, the form used for such agreements must be USG-approved.

E. Review of Institution Policies Due January 1, 2017

As directed in the policy, institution presidents shall submit a copy of their institutional procedures as directed by January 1, 2017. The institutional procedures should be sent to the John Fuchko, Vice Chancellor for Organizational Effectiveness.

F. Forms & Helpful Links

A revised facility use / license agreement, sample youth program forms and helpful links will be provided under separate cover to the institutional representatives for the Programs Serving Minors initiative.

G. Additional Information

For additional information, please contact Kenyatta Johnson, Executive Director of Enterprise Risk Management (404) 962-3028 or Wesley Horne, Director of Ethics & Compliance at (404) 962-3034.

II. Internal Audit Charter Revision

A. Background

The Internal Audit Charter defines the purpose, authority, and responsibility of the University System of Georgia internal audit function. Internal audit professional standards require internal audit functions to maintain a charter outlining the audit function's roles, responsibilities, and authorities. This charter is to be approved by the governing board. The charter was last approved in January 2016. This charter revision reflects that the chief audit officer has the responsibility to provide formal input to the performance evaluations of institutional chief auditors. Institutional chief auditors currently report dually to their respective president and to the USG chief audit officer; however, the chief audit officer's role with respect to performance evaluations is not formally defined and varies among institutions. The proposed change to the charter will ensure a consistent approach across the USG while strengthening the technical audit oversight provided by the USG chief audit officer.

B. Internal Audit Charter

The Internal Audit Charter is provided on the following page. The new language is highlighted in yellow.

III. Compliance and Ethics Charter Revision

A. Background

The Compliance and Ethics Charter defines the purpose, authority, and responsibility of the University System of Georgia compliance and ethics function. The federal standards governing compliance programs states that the "organization's governing authority shall be knowledgeable about the content and operation of the compliance and ethics program and shall exercise reasonable oversight with respect to the implementation and effectiveness of the compliance and ethics program." A charter is a recognized tool to enhance oversight of the compliance and ethics function. The charter was last approved in January 2016. This charter revision reflects the assignment of the enterprise risk management and compliance and ethics functions to the Vice Chancellor for Organizational Effectiveness.

B. Compliance & Ethics Charter

The Compliance and Ethics Charter is provided on the following pages. The new language is highlighted in yellow.

Policy: Programs Serving Minors – Shared Governance Presentations

Policy Process Council: Susan Paraska

Presenting Office: Nwakaego Nkumeh, Legal Affairs

As of: November 7, 2016

KSU Governance Body	Presentation Date	Meeting Start Time	Location
Faculty Senate Executive Committee (*)	November 7, 2016	12:30 PM	KH 4427 Kennesaw Campus
Deans Council	November 9, 2016	9:00 AM*	Prillaman 4100 Kennesaw Campus *Present at 9:30 AM
Administrators Council	November 10, 2016	3:00 PM	A 215 Marietta Campus
<i>(*) Faculty Senate (pending FSEC meeting)</i>	<i>November 14, 2016</i>	<i>12:30 PM</i>	<i>A 201 (Ballrooms) Marietta Campus</i>
Chairs and Directors Assembly	November 16, 2016	9:00 AM	Leadership Room Kennesaw Campus
Student Government Association†	November 16, 2016	7:00 PM	Student Center/UV Rooms, Kennesaw Campus
Staff Senate	November 17, 2016	10:00 AM	A 201 (Ballrooms) Marietta Campus

Note: Faculty Senate Executive Committee () reviews agenda items at this meeting. Presenters are often asked to attend this meeting to discuss their respective agenda item.*

Charge of the Gender and Work Life Issues Presidential Commission

It is the charge of the Gender and Work Life Issues Presidential Commission (GWL) to address challenges and issues that pertain to gender and work life by recommending programs, strategies, initiatives, and resources to ensure appropriate gender and work life services and functions are being implemented throughout the campus community. In order to fulfill this mission we work closely with University officials to develop a vision and proactive strategies by fashioning purposeful conversations, programs, and training initiatives. Our goal is to provide the type of advice and programming that contributes to creating a higher education community that values diverse viewpoints and perspectives within a culture focused on ensuring supportive work and learning environments for faculty, staff, and students. Especially of interest is a work culture that provides faculty and staff (models for students) equal employment opportunities as well as supportive organizational structures and practices that ensure gender equity. Thus, this commission aligns with and supports members of the other commissions for they, too, have gendered identities.

Question Cassandra Race placed before President-elect Olens at the meeting with the Presidential Commissions

"President-elect Olens, you indicated in your last letter to the community that you "strongly believe in mutual respect, open communication, and tolerance." As members of the presidential diversity commissions we are quite interested in actions you plan to take that will not only indicate your "tolerance" of all people who make up the KSU community, but also indicate an inclusive vision and strong support of the different constituencies that make up the university."

Response by President-elect Olens

It was clarified that yes, he does strongly support the commissions, and in his vision sees them doing more than they already are doing.