

Kennesaw State University

Policy Process Council

Members: Matt Bain, Undra Baldwin, Mark Byrd, Jeff Delaney, Bill Diong, Ian Ferguson, Jaime Fulsang, Stephen Gay, Kevin Gwaltney, Teresa Johnston, Randy Kennedy, Mindy Mager-DeBruce, Alex McGee, Ryan McLemore, Laura Palmer, Amy Phillips, Nwakaego Nkumeh, Amber Smith, Randy Stuart, Andrew Wittmayer

Invitees: Brian Garsh, Breana Ware

Agenda:

Welcome and Policy Process Council Information

Policy Download Instructions

- <https://policy.kennesaw.edu/>, select “Policies,” click “Policy,” select policy name from list
- A direct URL to a specific policy in the Policy Portal is available upon request.

Policy Process Summary

- Periodically, each policy owner, or designee, should review applicable policies and determine if a revision is warranted. Also, KSU leaders should continually assess if a new policy is needed.
- When the policy owner, or designee, revises or drafts a policy document, the revisions are reviewed by the Director of Policy and, if applicable, Legal Affairs.
- For a new policy or if revision of an existing policy is determined to include a substantive change, the policy draft proceeds through the review process before posting on the Policy Portal.
- If revision of an existing policy is determined to include no substantive change (e.g., position title, office name, phone number, URL, etc.), the revised version is posted on the Policy Portal.

New Business

Hazing Policy (See <https://policy.kennesaw.edu/>) – Breana Ware

Outdoor Amplified Sound Policy (See <https://policy.kennesaw.edu/>) – Brian Garsh

Information Items

Completed Policy Reviews

Access to University Facilities Policy

Advertising Policy

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Alcohol and Other Drug Policy
Salary Administration Policy
Travel Policy

Other Recent Revisions

University Information Technology Policies – Cellular, Wireless Communications Devices, and Services Policy, Data Security Policy, Email and Instant Message Usage Policy, Enterprise Information Security Policy, EU General Data Protection Regulation Compliance Policy, Information Security Incident Response Policy, Information Technology Acceptable Usage Policy, Network Access Policy, New Server Policy, Open Computer Lab and Classroom Technology Policy, Technology Purchasing, Relocation, and Surplus Policy

Restroom Access Policy
University Handbook
Waiver Administration Policy

Annual Reviews in Progress

Alternative Work Schedule Policy
Competitive Solicitation Policy
Complaint Resolution Policy Statement
Consulting Services Policy
Establishing or Changing an Elective Fee or Special Charges Policy
Investment Policy
Monitoring Internal Controls of Financial Transactions Policy
Sexual Misconduct Policy
Smoke-Free and Tobacco-Free Policy

Other Business

2021-2022 Meetings – Tuesdays, 11:00 - 12:30 pm, via Microsoft Teams as follows:

- September 21, 2021
- October 19, 2021
- November 16, 2021
- January 18, 2022
- February 15, 2022
- March 15, 2022
- April 19, 2022