Kennesaw State University
Policy Process Council Meeting Summary
September 27, 2024
11:00 – 12:30
Via TEAMs

Members: Matt Bain, Sandi Gillilan, Jay Thomas, Aaron Streimish, Scott Nowak, Karen Kornweibel, Leigh Funk, Robert Bridges, Stephen Gay, Sherry Grable, Matt Iwanski, Ryan McLemore, Nwakaego Nkumeh Walker, Lisa Duke, Amy Phillips, Amber Smith, Taejah Goode, Pete Rorabaugh, Rudy Jackson, Muhammad Behzad, Melanie Griffin

Members Excused:

Invitees: Kristy Wheeles, Breana Ware – Access to University Facilities
Jim Herbert **–** UITS Policies

Agenda:
New Business

1. **Institutional Policy Processing Updates**
   - Revised Policy Cover Letter – To facilitate the summary of changes throughout the process.
   - Role of Student Government in Review of Institutional Policies
   - Public Institutional Policy Website
   - Schedule of Upcoming Reviews

2. **Proposed Cohort schedule for policy annual reviews – Update Reminders**
   - Group May – Ready for PPC by August / SG by September
   - Group June – Ready for PPC by September-October / SG by November
   - Group July – Ready for PPC January-February / SG March
   - Immediate updates can be made anytime as necessary

3. **Review/Discussion of Policies**
   Please review the four policies with editorial updates only to determine if you agree that the updates are in fact editorial or if you think the PPC and shared governance groups need to review the policy.

Policy	Summary of Changes
Email and Instant Messaging Policy	Editorial Updates Only
Enterprise Information Security Policy (77_2)	Editorial Updates Only
Information Security Incident Response Policy (79_2)	Editorial Updates Only
Telephone and Fax Usage Policy (87_2)	Editorial Updates Only

Video Surveillance Policy	Editorial Updates Only
Access to University Facilities	Substantive Updates
Cellular, Wireless Communication Devices, and Service Policy	Substantive Updates
Data Security Policy (94_1)	Substantive Updates
Information Technology Acceptable Use Policy (80_2)	Substantive Updates
User Accounts and Passwords Policy	Substantive Updates
KSU Cloud Services Policy	New Policy
Vulnerability Disclosure Policy	New Policy

4. **Policy Updates with No Changes Submitted for Signature**
   - EU General Data Protection Regulation Compliance Policy (78_1)
   - New Systems Policy (83_1)
   - Online Resource Ownership, Control, and Use Policy
   - Technology Purchasing, Relocation, and Surplus Policy (86_2)
   - Web Accessibility Policy Statement (72_2)
   - World Wide Web Publishing Policy

5. **Policy Updates Went Through Shared Governance Review**
   - Freedom of Expression
   - Posting and Chalking Policy
   - Pre-Employment Random Post Accident Substance Testing – Feedback Received from Faculty Senate
   - Staff Teaching Policy
   - Wage and Salary Administration
   - Relocation Policy
   - Job Description Policy

Meeting Schedule

2024-2025 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:
- August 20, 2024 (added to accommodate review of policies for the new year)
- September 27, 2024 Rescheduled from September 24 due to schedule conflict
- November 12, 2024
- February 18, 2025
- April 15, 2025