

# Kennesaw State University

## Policy Process Council

September 18, 2018

### Members:

**Present:** Jennie Coleman, Clayton Dean, Chris Dehner (for Jeff Delaney and Stephen Gay), Mariel Fox, Kevin Gwaltney (chair), Bob Mattox, Doug Moodie, Andrew Newton, Alice Pate, Heath Senour, Mizzani Walker-Holmes, Diane Walker

**Absent:** Robert Bridges, Ray Burgos, Jeff Delaney, Tammy DeMel, Stephen Gay, Teresa Johnston, Ron Matson, Mary Quat, Chris Ziegler

### Guests:

Jessica Baker (Human Resources), Chris Dehner (UITS), Jim Herbert (UITS), Sharon Sherlock (Human Resources), Amber Smith (Records Management)

### Agenda:

#### New Business:

##### Technology Purchasing, Relocation, and Surplus Policy

Chris Dehner represented the policy draft for UITS. Discussion related to the listing of keyboard in two categories, maximum costs listed in 6.c.1, and definition of expensive consumables.

##### Compensation Policy

Jessica Baker and Sharon Sherlock represented the policy draft for Human Resources. Discussion related to inclusion of market equity in the purpose statement and adding faculty as a policy exclusion.

##### Cellular, Wireless Communications Devices, and Services Policy

Jim Herbert represented the policy draft for UITS. Discussion related to revision of the purpose statement and clarification that the policy does not cover purchase of devices that are not capable of connecting directly to paid voice and/or data services, including most laptops and tablets.

#### Information Items:

##### Policies and Guidance on Conflicts of Interest and Outside Activities

Andrew Newton represented the topic for Legal Affairs. Discussion related to the September 28 due date and the applicable form, including confusion about what to list, what KSU resources count, and when approval is required. Andrew Newton stated that a policy, which gathers several of KSU's existing policies into one document, and FAQs will be developed.

##### Updated policies posted on the Policy Portal:

Motor Vehicle Operator Policy

Sexual Misconduct Policy

Revised UITS Policies: Computer Usage Policy; Data Security Policy; Email and Instant Messaging Usage Policy; Enterprise Information Security Policy; Information Security Incident Response Policy; Network Access Policy; New Server Policy; Open Computer Lab and Technology Classroom Policy; Telephone and Fax Usage Policy; User Accounts and Password Policy; Video Surveillance Policy; Web Accessibility Policy Statement; and World Wide Web Publishing Policy

**Other:**

Future Meetings:

~~October 9, 2018, 11:00 am - 12:30 pm, TP 4130~~ – Cancelled

November 13, 2018, 11:00 am - 12:30 pm, TP 4130