

Kennesaw State University

Policy Process Council

Meeting Notes

January 19, 2021

Members:

Present: Matt Bain, Rob Bridges, Bill Diong, Ian Ferguson, Stephen Gay, Chris Griffin, Kevin Gwaltney, Teresa Johnston, Randy Kennedy, Doug Moodie, Alice Pate, Amy Phillips, Michael Sloan, Amber Smith, Jessica Watkins

Absent: Jeff Delaney, Undra Baldwin, Mark Byrd, Mindy Mager-DeBruce, Alex McGee

Guests: Michael Fellows

Agenda:

New Business

Access to University Facilities Policy (See <https://policy.kennesaw.edu/>.)

- Item “a” of Section 4, Exclusions and Exceptions, was revised to clarify when students are exempt from the policy.
- Policy Process Council members suggested several revisions, including:
 - Clarification of Section 4b, regarding campus emergencies,
 - Definition of employees in Section 6 as those who are hired and paid,
 - Alignment of definitions with and reference to the Data Security Policy, and
 - Description of KSU Human Resources’ responsibilities noted in Section 6.
- Ongoing discussions of Registered Visitor procedures may inform future revisions to the policy and associated information.

Policy on University Policies (See <https://policy.kennesaw.edu/>.)

- Policy Process Council members suggested revisions, including:
 - Update to the definition of “Review and comment” to further clarify that the policy owner is not obligated to accept and make changes suggested by the University community, and
 - Notation in Section 6, Policy, that links to the Policy Portal are encouraged.

Information Items

Non-Substantive Policy Revisions

Contract Approval and Signature Authority Policy

Policy Reviews in Progress

Alcohol and Other Drug Policy

Alternative Work Schedule Policy

Programs Serving Minors Policy

Travel Policy

University Handbook (<https://handbooks.kennesaw.edu/>)

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Other

Chancellor's Policy Letter and Exhibit – January 2021 ([See below.](#))

Other Business

Future Meetings – Tuesdays, 11:00 - 12:30 pm, as follows:

- January 19, 2021, Microsoft Teams
- February 16, 2021, Microsoft Teams
- March 16, 2021, Microsoft Teams
- April 20, 2021, Microsoft Teams