

Kennesaw State University

Policy Process Council

Meeting Notes

September 21, 2021

Members:

Present: Matt Bain, Mark Byrd, Ian Ferguson, Jaime Fulsang, Stephen Gay, Kevin Gwaltney, Randy Kennedy, Mindy Mager-DeBruce, Alex McGee, Ryan McLemore, Laura Palmer, Amy Phillips, Carmen Alexander (for Nwakaego Nkumeh), Amber Smith, Randy Stuart, Andrew Wittmayer

Absent: Undra Baldwin, Jeff Delaney, Bill Diong, Teresa Johnston

Invitees: Brian Garsh, Breana Ware

Agenda:

Welcome and Policy Process Council (PPC) 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 – Breana Ware

- Policy revised to align with changes to Georgia Code.
- PPC members suggested two editorial changes.
- In response to a question, Breana stated the policy and disclosure applies to alumni.

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Outdoor Amplified Sound Policy – Brian Garsh

- New policy codifies and updates existing regulations.
- The draft is consistent with KSU's Freedom of Expression Policy, including portions about time, place, and manner of expression.
- The policy does not apply to university-sponsored events, for which existing Department of Event and Venue Management rules account for time, place, and manner of expression.
- PPC members suggested clarification of exclusions and exceptions.

Information Items

Completed Policy Reviews

Access to University Facilities Policy

Advertising Policy

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

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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