



Kennesaw State University Policy Process Council Meeting Summary

February 20, 2024

11:00 – 12:30

Via TEAMS

Members: Matt Bain, Sandi Gillilan, Brenda Crawford, Jim Herbert, Scott Nowak, Ian Ferguson, Leigh Funk, Robert Bridges, Stephen Gay, Sherry Grable, Matt Iwanski, Ryan McLemore, Nwakaego Nkumeh Walker, Evelina Sterling, Lisa Duke, Amy Phillips, Amber Smith, Zae Brewer, Peter Rorabaugh, Rudy Jackson

Members Excused: Matt Bain, Lisa Duke,

Invitees: Amasett Wong & Katie Fults – Residence Life
Melissa Hernandez – Human Resources

Agenda:

New Business

1. Issues Accessing Institutional Policies

- a. Any technical issues relating to accessing the KSU Policy Portal (Matt Bain)
- b. Revisit the public access to the policies at the April meeting.
- c. StratCom Intranet project is telling people to move their policies internally off the main websites. Do they all need to be public or can some be public and some behind the wall.

2. Proposed Cohort schedule for policy annual reviews – Update Reminders

- a. Group May – Initial review request will be sent March 15
- b. Group June – Initial review request will be sent April 15
- c. Group July – Initial review request will be sent May 15
- d. Immediate updates can be made anytime as necessary

3. Upcoming Membership Changes

- a. Jim Herbert Replacing Jeff Delaney – UITS
- b. Brenda Crawford Replacing Jay Thomas – Internal Audit Department
- c. Peter Rorabaugh – Representative from Faculty Senate
- d. Ian Ferguson – Dean’s Council Representative for AY25
 - i. Leigh and Ian will request that Ivan identify a replacement from the Dean’s Council to serve on the PPC for 2024-2025.

4. Review/Discussion of Policies

- a. Revised Guidelines- Professional Staff Living On Campus Pets Guidelines - Amasett Wong & Katie Fults – Residence Life
 - i. Upon review, the PPC concluded this did not meet the definition of an institutional policy, but that it should be referenced as an exclusion to the KSU Service and Emotional Support Animals on Campus policy.
 - ii. Consideration request was made for individuals with extreme allergies to pets and how animals living in residence halls might impact such individuals.

- iii. Upon review of the Service and Emotional Support Animals on Campus policy, the updates did reference the guidelines document.
- b. Human Resources Policies with Substantive Updates for Review (February) – Melissa Hernandez
 - i. Individuals who offered specific feedback, please send that feedback to Melissa at mhern137@kennesaw.edu by February 26 on the following policies.

Policy	Summary of Changes
ADA (American with Disabilities) Reasonable Accommodation Policy	Procedures updated to be in alignment with current process.
Performance Management and Progressive Discipline Policy	Name Change Progressive discipline policy provisions added to be in alignment with current practices.
Pregnancy Accommodation & Worksite Lactation Policy	Name Change KSU's Worksite Lactation Policy title was updated to Pregnancy Accommodation and Worksite Lactation Policy and updated to include requirements from Pregnant Workers Fairness Act (PWFA), The Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, and the GA state lactation law.
Service and Emotional Support Animals on Campus Policy	Language added regarding ADA reasonable accommodation for service/support animals. Termination provision added for failure to comply with policy.
Smoke Free and Tobacco Free Policy	Updates to titles, and definition of tobacco products to include vapes.
Teleworking Alternative Work Schedule Policy	Procedure updated to include annual review and renewal of telework alternative work schedule

- c. Human Resources Policies for Review (April)
 - i. Conduct Guidelines (Employees)
 - ii. Job Description Policy – New
 - iii. Relocation Policy – Substantive Updates
 - iv. Smoke Free and Tobacco Free Policy – Substantive Updates
 - v. Staff Grievance Policy – Substantive Updates
 - vi. Wage and Salary Administration Policy – Substantive Updates
 - vii. Substance Abuse, Random Testing, and Post-Accident Policy – Coming in March
 - viii. Talent Acquisition Policy – Coming in March

- 5. Policy Updates Completed (No Comments or Editorial Only)
 - a. Alcohol and other Drug Policy (AOD)- No Changes

- b. Attendance Policy – Editorial Updates Only
- c. Inclement Weather Staffing Policy – Editorial Updates Only
- d. Out-of-State Employment Policy – Editorial Updates Only
- e. Staff Teaching Policy – Editorial Updates Only
- f. Student Employment Policy – Editorial Updates Only
- g. Workers’ Compensation Policy – Editorial Updates Only

Meeting Schedule

2023-2024 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- September 29, 2023
- November 14, 2023
- February 20, 2024
- April 16, 2024